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THE ARMY CADET FORCE MANUAL

(Supersedes Army Cadet Force Manual 1999)

Ken Terni

By Command of the Defence Council

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This publication is issued under the overall direction of the CGS. It is an MOD Approved Code of Practice (ACOP). Where issues of health and safety are concerned it takes into account the provisions of the Health and Safety at Work Act 1974.

STATUS

The contents provide clear information concerning the most up to date experience and best practice available for cadets to use in their training. If you are prosecuted for a breach of health and safety law, and it is proved that you have not followed the relevant provisions of the ACOP, a court may find you criminally liable unless you can show that you have complied with the requirements of health and safety legislation since it is a breach of the legislation which renders a person criminally liable. Breaches or omissions of the ACOP could result in disciplinary action against personnel of the Regular and Reserve Armies under the provisions of the Army Act.

(2005 Edition) (Reverse Blank)

PREFACE

General

- 1. This Manual supersedes the Army Cadet Force (ACF) Manual 1999. It forms the Regulations for the ACF and, in addition, contains factual information, policy statements and administrative instructions.
- 2. By its nature the Manual is a handbook for use by all officers and adult instructors in the ACF and for those who are in any way responsible for the smooth management and functioning of the ACF.
- 3. Where cases of conflict occur between any provision of the Manual and those of any primary source document, the decisions of the authority responsible for the latter are to prevail.
- 4. Any conflicts or queries in the interpretation of the provisions of the Manual should be referred in the first instance to Cadets &OTC Branch, Headquarters Regional Forces at Headquarters Land Command.
- 5. Officers and adult instructors are expected to interpret the Army Cadet Force Manual reasonably and intelligently, with due regard to the interests of the Army Cadet Force, bearing in mind that no attempt has been made to provide for necessary and self evident exceptions.

6. Throughout the Manual:

- a. The terms "officers", "adult instructors" and "cadets" should be taken to refer to both sexes as the case may be. So as to avoid the repetitious use of "he/she", "his/hers", etc the male gender only has been used in the text except in special instances.
- b. The term 'County' is used for an ACF commanded by an ACF Cadet Commandant throughout notwithstanding those RFCA areas where the terms 'Battalion' and 'Sector' are used.
- c. The term 'Area' is used to denote the level of command commanded by a Major, and for which the terms 'Company' or 'Group' can also be used.

Primacy of Sources

7. Chapter 4 of the Manual, which is concerned with terms and conditions of service affecting ACF officers derives its authority from the Reserve Forces Act, Territorial Army Regulations and Queen's Regulations. Chapter 5 deals with the terms and conditions of service of Adult Instructors. The legal status of these members of the Army Cadet Force

is exceptional and for that reason these volunteers are not covered by any other regulations issued by the Ministry of Defence. Chapter 5, therefore, is to be regarded as the prime authority on this subject.

Abbreviations

- 8. Abbreviated words and acronyms form part of the everyday language of any organization and many are used in this Manual. Although it is a sensible convention for new or uncommon abbreviations to be fully expanded when they are introduced into a document, it is natural for many authors to assume that their readers will understand the more common abbreviations they use. Many ACF readers may be unused to some of the abbreviations commonly appearing in military documents. Similarly. Some Army readers may not be aware of some of the abbreviations used in the ACF and in the voluntary sector. For ease of reference a Glossary of Abbreviations is included in this Manual after Chapter 20.
- 9. Although the majority of abbreviations used in this manual are explained or expanded the first time they appear in the text, readers may come across them while referring to subjects later in a particular chapter. So, for ease of reference, at Part 1 of the Glossary is a consolidated list of abbreviations occurring in this Manual. Omitted from the list are certain specialized terms whose scope of use is limited to a few pages of the Manual and whose definitions may therefore readily be found. It should be noted that some acronyms (NRA for example) may have more than one meaning, depending on its context.
- 10. Users of this Manual may also find themselves referring to documents which have been written assuming a general knowledge of military abbreviations; they will need a short glossary of such abbreviations. Some readers may also wish to write concise notes to be read and understood by others in the ACF or in the Army; they need a short list of abbreviations they could use. To meet both those needs, a short glossary of military abbreviations is at Part 2 of the Glossary. It contains:
 - a. Abbreviations occurring in the ACF Manual.
 - Common abbreviations found in military documents.

AMENDMENTS

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Scaling

The scaling of the ACF Manual within the Army Cadet Force is to the following scale:

Each County HQ (or equivalent) – 2 copies

Each Area HQ (or equivalent) – 1 copy

Each Detachment (or equivalent) – 1 copy

THE ARMY CADET FORCE MANUAL

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CHAPTER 1

STATUS, CONTROL, ORGANISATION, VALUES AND STANDARDS

PART 1 - STATUS

Charter and Motto of the ACF

- **1.001.** The Army Cadet Force (ACF) is a national voluntary youth organisation. It is sponsored by the Army and provides challenging military, adventurous and community activities. Its aim is to inspire young people to achieve success in life with a spirit of service to the Queen, their country and their local community, and to develop in them the qualities of good citizens. This is achieved by:
 - a. Providing progressive cadet training, often of a challenging and exciting nature, to foster confidence, self-reliance, initiative, loyalty and a sense of service to other people.
 - b. Encouraging the development of personal powers of practical leadership and the ability to work successfully as a member of a team.
 - c. Stimulating an interest in the Army, its achievements, skills and values.
 - Advising and preparing those considering a career in the Services or with the Reserve Forces.

The motto of the ACF is "To Inspire to Achieve".

Relationship with the Armed Forces

1.002. The ACF is neither part of the Regular Army nor the TA and its members as such are not liable for any form of military service, neither does membership of the ACF carry any obligation for cadets to join the Armed Forces. Nevertheless, the ACF is closely linked to the Army and is organised on military lines and mirrors the Army's Values and Standards. ACF officers hold TA General List Section B Commissions and are subject to military law at all times. Adult instructors (AI) wear military uniform and, whilst not subject to military law, are expected to comply with military conventions, customs and procedures.

PART 2 - CONTROL AND HIGHER LEVEL STRUCTURE

General

- **1.003.** Control of the ACF as a voluntary youth organisation is effected in the main by the following whose functions and responsibilities to the ACF are interdependent:
 - a. The Ministry of Defence (MOD) and the UK military chain of command.
 - b. The Reserve Forces and Cadets Association (RFCA) and Council of RFCAs.
 - c. The Army Cadet Force Association (ACFA).

The general responsibilities of these organisations are set out in this chapter and the detailed division of responsibilities is promulgated by Headquarters Regional Forces (HQ RF) annually.

Ministry of Defence

- **1.004.** The Directorate of Reserve Forces and Cadets (DRFC) is responsible for the formulation of general policy in respect of matters concerning all cadet forces. In this capacity DRFC acts as the adviser to other MOD Directorates and to other Government Departments.
- **1.005.** The committee system within DRFC is set up to formulate and frame policy in relation to cadet forces. The committee structure is promulgated annually in Defence Council Instructions (DCIs), now Defence Instructions & Notices (DINs).

UK Military Chain of Command

- **1.006.** Commander-in-Chief Land Command (CinC LAND) has command of all UK Land Forces based in UK, Brunei, Nepal and Germany. His Command is divided between Commander Field Army who exercises operational command of the Field Army, and Commander Regional Forces (CRF) who maintains the military capability and infrastructure support needed to meet CinC LAND's operational requirements. CRF commands the regional formations in England, Scotland and Wales while, in Northern Ireland, his responsibilities are mirrored by GOC Northern Ireland.
- **1.007.** The ACF is under the command of CRF who exercises his authority through the normal military chain of command. Matters of policy are processed through the Army Cadet Executive Group (ACEG), chaired by the Chief of Staff to CRF, which considers and frames policy for CRF. The composition and terms of reference of ACEG is at Annex A. Policy recommendations made by the ACEG are promulgated on behalf of CRF by the Cadets & OTC Branch within HQ RF at HQ LAND. Cadets & OTC Branch is headed

by DACOS Cadets & OTC and the organisation and roles of its staff are at Appendix 1 to Annex A. The appointment and role of the Representative ACF Cadet Commandant, who is a member of the ACEG, is at Appendix 2 to Annex A. The ACEG has two sub-Committees, the Training Committee and the ACF Recruit Marketing Group; their Charters/Terms of Reference are at Appendices 3 and 4 to Annex A respectively.

1.008. CRF's main role in commanding the ACF is to develop, implement and manage policy relating to the organisation, training and discipline and the provision of equipment. His specific responsibilities are at Annex B. Responsibilities delegated to Formation Commanders, including GOC Northern Ireland, are at Appendix 1 to Annex B. A table summarising the chain of command and division of responsibilities between MOD, HQ LAND and Formation HQs – the ACF MATRIX - is at Appendix 2 to Annex B. The ACF MATRIX is up-dated annually by HQ Land.

1.009. At Division and District/Brigade level there is a cadet force focal point in each Formation HQ, normally a single staff officer at Grade 2 or Grade 3 level. Training Safety Advisers (TSA) are employed at ACF County HQs on full-time reserve service (FTRS(HC)) contracts in the rank of WO2. They are under the command of their Regional District/Brigade Commanders and are deployed to ACF Counties as required and may therefore be allocated to individual counties or to a group of counties. Their role is to give advice to the Cadet Commandant on safe training, to monitor safety on training throughout the County and to assist in the training of ACF officers and AI in training safety matters. Their job description is at Annex E to Chapter 3 – Training.

Cadet Training Centre

1.010. The Cadet Training Centre (CTC) at Frimley is under the command of CRF; its Charter is at Annex C. The annual programme of courses and conferences at CTC is published by HQ Land. The CTC has a Board of Governors whose Chairman is COS RF. The composition of the Board of Governors is at Appendix 1 to Annex C. The civilian members of the Board are nominated by the Army Board of the Defence Council. The Commandant CTC is the Chairman of the ACF Training Committee whose Charter is at Appendix 3 to Annex A.

Cadet Training Teams

1.011. Cadet Training Teams (CTT) are allocated to Brigade/District Commanders as necessary by HQ LAND. Formation Commanders are responsible for assigning CTT to their normal tasks and for arranging for their location with a sponsor unit for administration. HQ Land retains the authority to re-deploy CTT for limited periods on specific tasks as necessary. CTT are composed of members of the Regular Army and their role is primarily to train the trainers in the CCF and ACF within their areas of responsibility, and secondly to train senior cadets as circumstances allow. The CTT Charter is at Annex D.

Cadet Reporter

1.012. Statistical information on the strength, training output and achievements of ACF Counties, together with reports by ACF Cadet Commandants and Formation Commanders, are submitted annually through the chain of command to CRF using a standard format known as the Cadet Reporter. HQ LAND, Cadets & OTC Branch, is the author of the Cadet Reporter.

Reserve Forces and Cadets Association

- **1.013.** The Reserve Forces and Cadets Associations (RFCA) are statutory autonomous bodies established under Part XI of the Reserve Forces Acts 1996. There are 13 RFCA in the UK. Each has its own Scheme of Constitution drawn up by the Defence Council under the authority of these Acts of Parliament. Their boundaries are not in all cases the same as those of Army formations. Their details are given in the ACF Location Statement (AC 62073) published annually by HQ LAND.
- **1.014.** The RFCA have statutory powers and responsibilities connected with the organisation and administration of the Territorial Army (TA) and the ACF and, to a lesser extent, with other UK Cadet Forces. In connection with the ACF, RFCA have particular responsibility for the provision and maintenance of accommodation, equipment and stores, for the recruiting of cadets and adults and for the selection, appointment and management of the ACF Permanent Staff at County level. The composition of RFCA and their responsibilities in connection with the ACF are at Annex E.

Council of RFCA

1.015. The Council of RFCA, representing all RFCA, is the body that advises MOD, CRF and ACFA on general policy matters affecting RFCA responsibilities to the ACF. Conversely MOD and HQ Land consult the Council on matters of policy and problems arising from RFCA responsibilities affecting more than one RFCA. When necessary the Council of RFCA will consult the ACFA. The Council is served by a small Secretariat.

Army Cadet Force Association

- **1.016.** The ACFA is a registered charity dedicated to promoting the ideals and activities of the ACF and provides advice and assistance to the MOD. It is the central body through which the ACF, as a voluntary youth organisation, is associated with its own management. Its role is to provide a wide range of educational, challenging and adventurous activities so as to:
 - a. Promote cadets' powers of leadership and qualities of character.
 - Assist in cadets' citizenship development.

- c. Reinforce the ACF' potential to "inspire to achieve".
- d. Stimulate an interest in the Armed Forces as a possible career.
- **1.017.** In detail, the functions exercised by the ACFA, with the approval of the MOD and other Government Departments concerned, are as follows:
 - a. To act as adviser to the MOD and other authorities on ACF matters in general.
 - b. To assist in the development of training suitable for ACF cadets.
 - c. To foster the welfare and recreational life of the ACF.
 - d. To represent the ACF in matters not within the province of the MOD, such as dealing with the Department for Education and Employment on youth service affairs, and representing the ACF on the National Council for Voluntary Youth Services.
 - e. To provide guidance on the spiritual aspects of ACF training.
 - f. To frame the policy on training in citizenship to be carried out by the ACF.
 - g. To organise and administer sport for the ACF through the ACFA Sports Board.
 - h. To be an Operating Authority for the Duke of Edinburgh's Award Scheme in the ACE.
 - i. To develop, control and administer the BTEC scheme for cadet forces.
 - j. To co-ordinate first aid training and to serve as a St John Ambulance Special Centre to enable first aid training to be carried out in accordance with the Army Proficiency Certificate syllabus.
 - k. To organise and administer Cadet Force Music.
 - 1. To foster association with Cadet Forces of the Commonwealth and other countries.
 - m. To publish the Army Cadet magazine, an annual report and such other non-official publications as may be in the interests of the ACF.
 - n. To provide "Regimental" services to the ACF in the manner of corps and regimental associations.

- To operate an insurance scheme covering the needs of the ACF outside the MOD liability.
- p To meet the needs of the ACF in uniform and equipment (over and above the MOD provision) by the operation of the Cadet Kit Shop.
- **1.018.** The ACFA consults and communicates with DRFC, HQ LAND, the RFCA and Cadet Commandants on matters of its concern, and it publishes instructions and guidance on matters of its concern as necessary. All ACF Counties are affiliated to the ACFA under the rules of the Association, and all those associated with, and wishing to support, the ACF should be encouraged to join the Association as individual members.
- **1.019.** The ACFA maintains offices in London, Scotland, Northern Ireland and Wales as published annually in the ACF Location Statement. The detailed constitution, organisation and procedures of the ACFA are at Annex F.

Council for Cadet Rifle Shooting

1.020. In addition to the main agencies described above, an organisation known as The Council for Cadet Rifle Shooting (CCRS) exists as an independent registered charity to support sports shooting activities in the Cadet Forces. Details of the background, objectives and functions of CCRS are at Annex G.

PART 3 – ORGANISATION AT COUNTY LEVEL

General

1.021. The ACF is organised on a County basis but in some cases the counties are grouped. The lack of standardisation in organisation and nomenclature has arisen out of custom and practice. In accordance with MOD policy to discourage any further proliferation of titles in the ACF, no changes to grouping at County level or to nomenclature at any level may be made without the consent of The Army Board through the military chain of command.

Definitions

- **1.022.** The following terms used in this Manual are defined as:
 - a. **ACF County.** An ACF County comprises all cadets under the command of an ACF Cadet Commandant, although the cadets may be located in more than one geographical County. In Northern Ireland and Scotland and in some English and Welsh counties, the term "Battalion" is used instead of County titles to denote a Cadet Commandant's level of command, while in London, the term "Sector" is used. An appropriate regimental prefix or suffix may be added to the title, with

the agreement of the Regiment concerned and the approval of the Army Board, providing "ACF" also appears in the title.

- b. **ACF Area.** An ACF Area is an intermediate level of command between that of the County and the Detachment. An Area may adopt the title of Company, Squadron, Battery or Group, and usually consists of five to ten Detachments.
- c. **ACF Detachment.** An ACF Detachment is a group of cadets parading at one location. Although officially titled "Detachment", normally prefixed with a number and place name (eg No 1 Brighton Detachment) to aid identification, a Detachment may be styled "Troop" or "Platoon" with the appropriate Regimental or Corps prefix or suffix, with the agreement of the Regiment or Corps concerned and the approval of HQ Land, providing the word "Cadet" or "ACF" also appears in the title. ACF Detachments are categorised as follows:
 - (1) Category (O). A Detachment that is "open" to all young people in the neighbourhood.
 - (2) **Category** (1). A Detachment based upon a school or college and whose membership is limited to pupils/students of that school or college.
 - (3) **Category (2).** A Detachment based on a school or college but whose membership is open to cadets from outside that school or college.

ACF Cadet Commandant

- **1.023.** The ACF Cadet Commandant is the Commanding Officer of the ACF within the geographical limits of his command. Cadet Commandants are selected by a Divisional MS Board or by a panel promulgated and chaired by their Regional District or Brigade Commander and are appointed by the MOD. They are under the operational command of their Regional District or Brigade Commander. Their tenure of appointment will be initially for three years and may be extended with the recommendation of their Regional District or Brigade Commander for further periods of two years but they will be required to retire on reaching the age of 65.
- **1.024.** The Cadet Commandant, under the direction of the Regional District or Brigade Commander, is responsible, in ACF matters, for all those under his command and is specifically accountable to the following:
 - a. **The Military Chain of Command.** To CRF through the Regional District or Brigade Commander for the organisation, training, discipline, welfare, safety and specified aspects of the administration of the officers, adult instructors and cadets under his command.

- b. RFCA. To the Regional RFCA Secretary for the general administration of his command and for the recruitment and career development of the officers and adult instructors under his command.
- c. **ACFA.** To the General Secretary for the execution of citizenship training and other activities for which the ACFA is responsible for setting policy, including music and first aid training, sports and the operation of the Duke of Edinburgh's Award Scheme, BTEC and Outreach.

The job description of the Cadet Commandant is at Appendix 1 to Annex H.

ACF County Staff

- **1.025.** To assist him, the Cadet Commandant may have the following full-time permanent staff and part-time voluntary officers and adult instructors (AI):
 - a. **ACF Permanent Staff.** The members of the Permanent Staff, with the exception of the Training Safety Adviser, are full-time employees of the RFCA and are crown servants. Their status and terms of employment are contained in the RFCA Staff Regulations and their job descriptions are at Annex E. They are:

(1) County HQ:

- (a) Cadet Executive Officer (CEO)
- (b) Cadet Quartermaster (CQM)
- (c) Administrative Officer (AO)

(2) County/Area HQ:

Cadet Administrative Assistants (CAA)

The CEO and the CQM are obliged by their terms of employment to be commissioned into the ACF; the CEO in the rank of major, the CQM in the rank of captain. In addition to their RFCA role, the AO and CAA are permitted to join the ACF and may apply to be commissioned under the same terms as a voluntary member of the ACF. They may serve in any ACF appointment appropriate to the rank range of SI to captain. The establishment for AO is one per County HQ and for CAA is one per Area HQ but additional CAA and AO/AA may be employed from time to time under arrangements and funding agreed individually with the RFCA concerned.

b. ACF Officers. Individual volunteers may be directly commissioned into the ACF if they have previous commissioned service, or may apply to be commissioned on joining or having joined to be an Adult Instructor. Successful applicants are appointed by the MOD to a TA General List Section B Commission for service with the ACF and while conducting ACF activities are expected to act in accordance with best values and standards of the British Army. Eligibility rules, commissioning procedures and terms of service are at Chapter 4. The Cadet Commandant is responsible for the employment of the officers under his command in accordance with the establishments given in Paragraphs 1.026 to 1.028 and at Annex J. The Commandant may employ officers in un-established appointments according to need, providing the overall establishment is not exceeded in any rank. Established commissioned appointments are:

(1) County HQ:

(a) Cadet Commandant Col/Lt Col

(b) Deputy Cadet Commandant Lt Col

(c) County Training Officer Maj

(d) Duke of Edinburgh's Award Officer Capt/Lt

(e) Chaplain CF 4 on appointment

(f) County Medical Officer Capt on appointment

Un-established posts in County HQ, to which officers are commonly appointed as an extramural task, are:

Shooting Officer Sports Officer

Assistant Training/Cadre Officer Signals Officer

County First Aid Training Officer (CFATO) Adventurous training

Officer

Director of Music/Bandmaster Adjutant

Public Relations Officer (PRO) Outreach Officer

Mechanical Transport Officer (MTO) Messing Officer

National Vocational Qualifications (NVQ) Officer

President Officers' Mess Committee (PMC)

(2) Area HQ:

(a) Officer Commanding (OC) Maj

(b) Second-in-Command (2IC) Capt

(c) Training/Administrative/Staff Officer Capt

Officers in County and Area HQ are categorised as "Staff Officers" for the purposes of applying age limitations to ACF service as set out in Chapter 4.

(3) Detachment:

(a) Detachment Commander 2Lt/Lt/Capt

(b) Detachment Instructor 2Lt/Lt

An Adult Instructor may be appointed Under Officer by the Commandant pending his appointment to a commission, having been selected by a commissioning board.

All commissioned appointments are open equally to male and female officers of the appropriate rank. All ACF Officers are subject to military law at all times and are subject, on initially joining the ACF as an adult, to clearance by the Criminal Records Bureau as to their suitability to work with children and young persons. The Cadet Commandant, assisted by the CEO, is responsible for the career development of ACF Officers. Recommendations for promotion up to the rank of major must be supported by the Secretary RFCA and endorsed and promulgated by the MOD subject to length of service eligibility, the appropriate course qualification and establishment vacancies. The appointments of Cadet Commandant and Deputy Cadet Commandant are subject to a Divisional/District MS Board. Job descriptions of key ACF appointments within the County are at Annex H.

c. ACF Adult Instructors. The eligibility rules, appointment procedures and terms of service for ACF Adult Instructors (AI) are at Chapter 5. AI are civilian volunteers, who, for administrative convenience, have similar conditions of service as part-time Crown Servants working for the Secretary of State for Defence; they are not members of the Armed Forces. Although they are not subject to military law, they are required to wear military uniform and rank while conducting ACF activities and are expected to act in accordance with best values and standards of the British Army. ACF AI non-commissioned ranks are Regimental Sergeant Major Instructor (RSMI), Sergeant Major Instructor (SMI), Staff Sergeant Instructor (SSI) and Sergeant Instructor (SI). Warrants are not accorded to ACF AI. Established appointments for ACF AI are:

- (1) County HQ: Regimental Sergeant Major Instructor (RSMI) RSMI
- (2) Area HQ: Sergeant Major Instructor SMI
- (3) **Detachment:** Detachment Instructor SMI/SSI/SI

An AI who is appropriately qualified may be appointed to be a Detachment Commander when there is no officer available. The Rank of SMI is intended to be used sparingly for senior AI undertaking appointments that would normally be filled by officers.

All AI appointments are open equally to male and female AI of the appropriate rank. To ensure the proper supervision of female cadets, there must be at least one female officer or AI appointed to every Detachment that contains female cadets. On initially joining the ACF as adults, all AI are subject to CRB clearance as to their suitability to work with children and young persons. The rank to which an AI with previous military service is initially appointed will be determined and promulgated by the MOD on the recommendation of the Cadet Commandant with the support of the Secretary RFCA within the terms set out at Chapter 5. The Cadet Commandant is responsible for the career development and appointments of AI. Recommendations for promotion must be endorsed by the Secretary RFCA and promulgated subject to the appropriate course qualification and establishment vacancies.

- d. **Probationary Instructors.** On initial appointment to be an ACF AI, an individual with no previous military service is appointed Probationary Instructor (PI). A PI has the same terms of service, including ACF pay, as an SI but wears red epaulettes on uniform in place of rank to denote that he is not yet qualified to supervise cadet activities unless under the control of a qualified Adult. It is for the Cadet Commandant to decide when to appoint a PI to be SI based on the individual's level of training, experience and competence, but it would not normally be before receiving a report from an Initial Training Course (ITC) conducted by a Cadet Training Team (CTT).
- e. Civilian Assistants. A Civilian Assistant (CA) is any individual not serving in either the Armed Forces or Cadet Forces who is invited, on the authority of the Cadet Commandant, either to instruct cadets or to assist at a Detachment or on an activity, either in an instructional or an administrative role. A CA does not wear uniform, is not entitled to receive ACF pay or allowances and is not permitted to supervise cadets unless there is an ACF officer or AI present. However, a CA may be included in the ACF collective insurance scheme. All CA, in whatever capacity they are used to assist the ACF, whether or not they are in the process of applying to become an ACF AI, and even if they are related to cadets with whom they are working, are subject to CRB clearance as to their suitability to work with children and young persons; the only exceptions to this are specialist civilian instructors, see Chapter 3 para 3.047-3.048

Establishments

- **1.026.** An establishment of ACF officers and AI for each ACF County is authorised by HQ LAND. The criteria used for calculating establishments are at Annex J. Based on information received from RFCA, Regional Brigade/District HQs are responsible for submitting establishment proposals to HQ LAND. The establishment at Annex J shows the number of officers and AI by rank and by category in certain areas. ACF officers and AI may be employed in individual appointments at national and regional level, controlled through the operation of an ERE list by HQ LAND. ERE appointments are administered by the ACFA in their work but remain on the strength of their parent ACF County, overborne on its establishment, for their personal administration including pay and allowances. Authority for ERE appointments is renewed annually by HQ LAND. If a County's strength is below establishment in any particular rank and category, it may not hold officers above establishment in other ranks and categories with the following exceptions:
 - a. If there is a vacancy in any rank in a particular category, an additional officer may be held in a lower rank in the same category.
 - b. If there is a vacancy for a County HQ staff officer, an additional officer may be held in the same or lower rank as a Detachment officer.
 - c. If a County strength is below establishment in Detachment officers, AI may be held in lieu of officers.
- **1.027.** A clergyman or doctor of medicine may hold a vacancy for a staff or Detachment officer providing that he is actually employed as such. A qualified nursing officer may be held in lieu of a County Medical Officer when none is available.
- **1.028.** The employment of officers within the establishment is at the discretion of the Cadet Commandant providing they are employed in the correct category.

Adjustments to Establishments

1.029. RFCA and Regional Brigade/District HQ should keep ACF establishments under review and forward proposals to HQ LAND for a reduction when necessary, particularly when a Detachment is to be closed. If an increase to establishment is required to form a new Detachment, the appropriate proposal is to be submitted through the RFCA and the Regional Brigade/District HQ to HQ LAND. A proposal to increase the establishment of County or Area HQ staff is to be fully justified in writing.

Opening New Detachments

1.030. A new Detachment may only be opened with the approval of the Regional District/ Brigade HQ, in consultation with the RFCA, and the authority of HQ LAND. Before a new Detachment is opened the following conditions are to be met:

- a. **Suitable officers/AI are to be available.** The minimum requirement is two adults, of which at least one is to be female, if female cadets are to be enrolled.
- b. There must be a sufficient number of potential cadets in the local area.
- c. Suitable accommodation is to be available without incurring undue expense.
- **1.031.** An application to open a new Detachment is to be submitted in the appropriate form given at Appendix 1 to Annex K, for a category (O) Detachment, or at Appendix 2 to Annex K, for a category (1) or (2) Detachment, accompanied by the appropriate proposal to increase the County establishment. The Application is to be approved by the RFCA and the Regional Brigade/District HQ before being submitted to HQ LAND.

Closing Detachments

1.032. A Detachment which falls below the minimum standards set out in Paragraph 11 at Appendix 1 to Annex B is to be investigated by the Cadet Commandant in consultation with the RFCA. If the Detachment is failing in one respect, the Cadet Commandant may consider that compensating factors exist that merit the Detachment remaining open. If a Detachment is failing and is unable to improve in the course of a year, the Cadet Commandant should give serious consideration, with the endorsement of the Regional District/Brigade HQ and RFCA, to applying to HQ LAND for the Detachment to be closed

PART 4 - SPONSORSHIP AND AFFILIATION

Sponsor Units

- **1.033.** Regional District/Brigade Commanders are expected to appoint a Regular Army or TA unit or sub-unit to be the Sponsor Unit for each ACF Detachment in their Region. Sponsor Units need not be of the same Regiment or Corps as those to which the ACF Detachment is affiliated but should be located with or reasonably near to the Detachment being sponsored. The purpose of Sponsor Units is to provide support and assistance to ACF Detachments in addition to that given by CTT through:
 - a. The provision of instructors and equipment for training.
 - b. The use of accommodation and facilities for training including miniature and barrack ranges.
 - c. Inviting the Detachment to participate in joint training and activities.

Affiliation

1.034. An affiliation is a permanent and close association between the ACF and a Regiment or Corps at County, Area or Detachment level. The aim is to enable the ACF to develop an esprit de corps based on the traditions of the regiment or corps to which it is affiliated. An affiliation must be agreed by the regiment or corps concerned, in writing, before approval is sought. Any change to a current affiliation must be agreed by the currently affiliated regiment or corps as well as the regiment or corps with which a new affiliation is proposed. The affiliation is to be endorsed by the RFCA and approved by the Regional District/ Brigade Commander who is to inform HQ LAND. The procedure for obtaining approval is given at Annex L.

1.035. ACF Detachments may adopt the cap badge, headdress and stable belt and, in No2 Dress, the collar badges and buttons of the Regiment or Corps to which they are affiliated. The adoption of any other forms of Regimental or Corps items of uniform, or insignia and accourtements to be worn on uniform, are subject to the approval of the Army Dress Committee. ACF members are not permitted to wear any formation flashes of any operational formation, or the shoulder titles or tactical recognition flashes of their affiliated or Sponsor Unit.

Affiliations with Commonwealth Cadet Forces

1.036. Affiliations or twinning arrangements between the ACF, normally at County level, and Army Cadet Forces in the Commonwealth are encouraged where the conditions for the arrangements are practicable and capable of being sustained for an appreciable period of time. Proposals for such affiliations are to be made to the ACFA and, when approved, will be published in the ACF Location Statement.

PART 5 - VALUES, STANDARDS AND DUTY OF CARE

Ethos

1.037. The ACF, governed by its own Charter (see para 1.001 above), is sponsored by the Army and mirrors its values and standards. By becoming members of the ACF all adults therefore agree to act in accordance with these while conducting ACF activities; they are defined in the booklet "Values and Standards of the British Army" (AC 63813) and are summarised at Annex M.

1.038. All cadets and adults in the ACF of whatever rank, gender, religion or ethnic origin must be accorded fair and equal treatment.

Female Officers and Adult Instructors

1.039. Female officers and AI are enrolled into the ACF on the same basis and with the same terms of service as male officers and AI. Every Detachment that enrols female cadets must have a female adult on strength to ensure the proper supervision of female cadets. In the event of a shortage of a female officer or AI in a Detachment that contains female cadets, efforts are to be made to enrol a replacement as quickly as possible. Meanwhile, an arrangement is to be made for another female officer or AI from the area to attend on parade evenings or for a suitable female individual to be appointed to be a CA at that Detachment. A female officer, AI or CA should be present at any ACF activity in which female cadets are participating, including visits to the Army, and must be present on overnight and weekend training and at annual camp.

Female Cadets

- **1.040.** The ACF is one of the recognised voluntary youth organisations sponsored by the Armed Forces and is specifically exempt from the provisions of the Sex Discrimination Act 1975. Not withstanding that exemption, the MOD policy is for the ACF to enrol female cadets on the following basis:
 - a. The Cadet Commandant is satisfied that adequate female adult supervision is in place.
 - b. A minimum of five female cadets is considered a viable number to justify the provision of female adult supervision.
 - c. The age range is the same as that for male cadets; i.e.12 (and in year 8, or equivalent, at school) to 18.9 years.
 - d. Uniform is the same as that worn by male cadets.
 - e. Training and activities are the same as those for male cadets and are conducted on an integrated basis with the exception of those sports that are pursued on a single sex basis nationally.
 - f. Single gender sleeping accommodation and ablutions are provided in camp and in the field and are closely monitored by a female officer or AI.
 - g. Category (1) and (2) Detachments comply with the same principles but must also be confirmed by the Head Teacher/Principal.

Disabled Cadets

1.041. The Disability Discrimination Act 1995 provides rights to disabled people in the area of access to services. The ACF, as a voluntary youth organisation, may be considered

to be a service provider to young people and is therefore subject to the provisions of the Act. Disability is defined by the Act as a physical or mental impairment that has a substantial and long- term adverse effect on a person's ability to carry out normal day-to-day activities. The Act specifically excludes self-inflicted conditions, tendency to law breaking, addiction and substance abuse. Disabilities recognised by the MOD as being covered by the Act are:

- a. Hearing impairment.
- b. Visual impairment.
- Speech impairment.
- d. Mobility impairment.
- e. Physical co-ordination difficulties.
- f. Reduced physical capacity.
- g. Severe learning difficulties.
- Mental illness.
- **1.042.** The Cadet Commandant, who is responsible for the conduct of safe training, has the ultimate responsibility to decide whether or not to accept a disabled individual into the ACF in accordance with the following guidelines:
 - a. All reasonable efforts must be made to facilitate the social inclusion of the disabled in the ACF. What is "reasonable" is a matter of judgment and should take into account the level of disability in relation to the likely practicability, resources available and cost of any necessary adjustment to accommodate the individual, and the likely effectiveness of any adjustment in relation to the individual.
 - b. In order to include a cadet with an acknowledged/registered disability wherever possible, it may be necessary to review the syllabus or specific activity to be conducted. However, the syllabus should not be so changed that it unreasonably distorts the normal and generally acceptable activity of the able-bodied cadets trying to complete their training.
 - c. ACF adults are not trained to be specialist carers. They cannot accept responsibility to care for a disabled person, over and above their normal duty of care responsibilities to all cadets, as they have neither the training nor the resources to fulfil such a role. Cadet Commandants should liaise with their local authorities if advice, extra funding, care workers or resources are needed to enable a disabled young person to participate. Moreover, it must be made clear to parents/guardians and where necessary, to local or national authorities, that the ACF is a voluntary youth movement and that its officers and AI are primarily youth leaders

1.045. A Home Office Agency, The Criminal Records Bureau (CRB), is established to provide a disclosure service to assist employers and voluntary organisations in England and Wales to confirm an individual's suitability to work with children. A similar service is offered in Scotland by the Scottish Criminal Records Office (SCRO). The service provides information on two levels, standard and enhanced. At the enhanced level, it discloses an individual's criminal record (both spent and unspent convictions and cautions), it lists registered sex offenders and it discloses details of any related activities in local police records. All disclosure enquiries to the CRB on behalf of the ACF are made at the enhanced level. The MOD is registered with the CRB as the body to make disclosure enquiries on behalf of the ACF, with Personnel Security (Army) Secretariat being the enquiring agency.

1.046. All adult applicants to join the ACF, whether as officers, AI, CA or Permanent Staff, are to apply for CRB clearance and are not to be given unsupervised access to cadets until CRB clearance is received by their ACF County HQ. An officer appointed by the ACF Cadet Commandant to be the "Registered Person" is responsible for arranging for the applicant to complete the CRB Disclosure Application Form, for checking and verifying the applicant's identity documents in accordance with CRB procedure, and for counter-signing the applicant's CRB disclosure form and forwarding it to Pers Sy (A) Sec together with a completed Pers Sy (A) Disclosure Application and Verification Form. Pers Sy (A) Sec is responsible for making the enquiry to the CRB and for notifying the ACF County when clearance is received. CRB clearance for the applicant previously obtained by any other employer or voluntary organisation, youth or adult, is invalid for any applicant wishing to join the ACF. Non-members of the ACF being employed to assist in the instruction, supervision, administration or general care of cadets on a regular or occasional basis at the Detachment or anywhere else may not be placed in sole charge of, or given unsupervised access to, cadets at any time.

Other Suitability Checks

1.047. Clearance by the CRB is additional to and not a substitute for, the identity, suitability and medical checks conducted by an applicant's ACF County prior to enrolment. These include obtaining references and conducting interviews and medical examinations. The procedures and documentation for enrolment are contained in Chapter 4 for officers and in Chapter 5 for AI.

PART 6 – TRAINING AND ADMINISTRATIVE INSTRUCTIONS

Training and Administrative Instructions

1.048. The main instructions in force for the guidance of all members of the ACF are at Annex N.

whose training has been developed to provide them with the necessary skills to instruct and carry out the ACF APC Syllabus with youngsters who are mainly ablebodied.

Further guidelines on training for cadets with disabilities are contained in Chapters 3 and 10.

Duty of Care

- **1.043.** In accordance with Health and Safety legislation, all adult members of the ACF have a duty of care towards one another and towards the cadets in all forms of ACF training and activities. In addition, children are protected under the law by various Acts of Parliament, the principal ones being:
 - a. The Children Act 1989 and Protection of Children Act 1999.
 - b. Sexual Offences (Amendment) Act 2000.
 - c. Care Standards Act 2000.
 - d. Criminal Justice and Court Services Act 2000 (CJCSA). The CJCSA defines children as being those under the age of 18 years.

Guidelines for adult leaders on duty of care and safety are at Chapter 2.

Criminal Records Bureau (CRB) Clearance

1.044. Under current legislation there is a requirement to confirm an individual's suitability to work with children and it applies to anyone who may be caring for, training, supervising or being in sole charge of children, or who may have unsupervised access to children, or who, by virtue of their position, may have the kind of influence which could place a child at risk. This requirement is extended to those who supervise or manage someone who is employed to work with children. Thus, in the ACF, all officers, AI and CA, whether with regular or occasional unsupervised access to cadets, are subject to confirmation of their suitability to work with children. It is a criminal offence for a "Disqualified Person" to apply for, accept or continue to work with children, and for an employer to offer work to, or procure work for, or allow an individual to continue to work with children, in the knowledge that the individual is a "Disqualified Person". Under the terms of the CJCSA, a "Disqualified Person" is one who has received a court order, issued as part of a sentence, which specifically disqualifies the individual from working with children. Under the Rehabilitation of Offenders Act Exception Order 1975, an employer, when assessing a person for a position of trust, is entitled to ask a candidate to reveal details of all convictions, whether spent or not.

Annexes:

- A. Army Cadet Executive Group Composition and Terms of Reference.
- B. Commander Regional Forces ACF Responsibilities and Tasks.
- C. Cadet Training Centre Charter.
- D. Cadet Training Teams Charter.
- E. Reserve Forces and Cadets Association.
- F. Army Cadet Force Association.
- G. Council for Cadet Rifle Shooting.
- H. ACF Key Appointments within the County Job Descriptions.
- I. Reserved.
- J. ACF County Establishment Scales.
- K. Opening New Detachments.
- L. Procedure for Obtaining or Changing an Affiliation.
- M. Values and Standards.
- N. Training and Administrative Instructions for the Guidance of all Members of the ACF.

ANNEX A TO CHAPTER 1

ARMY CADET EXECUTIVE GROUP – COMPOSITION AND TERMS OF REFERENCE

Background

1. As a result of an Army Management Consultancy study into the command and control of the Army Cadet Force (ACF) and the subsequent recommendation of a Cadet Steering Group, an Executive Committee, The Army Cadet Executive Group (ACEG), was established on 28 Mar 02 to form a focal point for the development of ACF policy.

Composition

a COS RE

2. The composition of the ACEG is:

а.	COS KI	Chaninan
b.	DACOS Cadets and OTC HQ RF	(Budget holder)

c. Representative Regional Brigade Commander

d. General Secretary ACFA (Ethos and Activities)

e. Lead RFCA Secretary (Admin Support and Local

Community Links)

Chairman

f. Representative Cadet Commandant

g. SO1 Cadets, Cadet Branch HQ RF Secretary

h. In Attendance AD Army Youth Strategy HQ AG

i. Subject Matter Experts, as required. (e.g. H&S, Legal Adviser)

Terms of Reference

- The terms of reference of the ACEG are:
 - a. To originate Army direction to the ACF on behalf of Commander Regional Forces (CRF), in support of the ACF Charter.

- b. To consider, endorse and promulgate all relevant MOD/Government policy, strategy, instructions or direction issued from the MOD Inter Services Cadet Committee and HQ AG (lead for Army Youth Policy).
- c. Endorse and promulgate key policy, strategy instructions and direction to the ACF and CCF (Army) sections in order to ensure all Army cadet activity meets current legislative and health and safety requirements.
- d. Direct and monitor the work of the Cadet Training and Activities Committee and the Cadet Regulation and Safety Working Groups from which, together with input from Army/LAND policy directives and plans, the ACFA/CCFA Executive Committees and RFCA advice, internal ACF/CCF (Army) policy will emanate.
- e. Exercise sole authority for the ACF Responsibility Matrix, and for the relevant sections of the CCF Responsibility Matrix as they affect CCF (Army) Sections or CCF activity for which the Army has lead responsibility.

Frequency of Meetings

- 4. The ACEG will meet at least once a quarter, or as required. The timings of meetings should be linked to the reporting requirements of the Cadet Reporting System, in order that CRF's mid-year and end of year reporting periods to CinC LAND can be staffed.
- 5. ACEG meetings are also to be timed to enable ACFA, CCFA and RFCA members to provide timely and accurate updates to their respective Councils.
- 6. The ACEG is reported to by two sub-Committees, the Training Committee and the ACF Recruit Marketing Group; their Charters/Terms of Reference are at Appendices 3 and 4 to Annex A respectively.

Appendices:

- 1. HQ RF Cadets & OTC Branch Organisation and Role.
- 2. Representative Cadet Commandant Appointment and Role.
- 3. ACF Training Committee Charter.
- 4. ACF Recruit Marketing Group Terms of Reference.

HO RF - CADETS BRANCH - ORGANISATION

DACOS CADETS & OTC

- Strategic Policy and Plans
- · Responsible to COS RF for Cadets and CTC
- Focal point link with DRFC, DAPS AD Strat. ACFA/CCFA, HO SCE, HO AC, RFCAs, CRG
- Youth Policy
- Tri-Service Liaison and coordination at command level on Cadet and OTC issues
- · Cadet Marketing and PR
- First Reporting Officer for RO1/MSF C1 Cadets, SO1 OTC and Comdt CTC

ACFA/CCFA

SO2 CADETS (MS/G1)

· Policy and implementation

of ACF establishments

· Establishment sponsor for

CTC and CTTs

G1/MS

POC for

· Honours and Awards

· Data analysis on Cadet

POs and Ministerial

- Medical issues less

Manpower figures

Inquiries

logistics

- G1 incidents

- D of E
- First Aid
- Sports
- Outreach NVO

SOLOTC

- · Lead on all OTC matters · Army representative on
 - COMEC

SO1 CADETS

- · Deputise for DACOS Cadets & OTC
- · Security Policy
- · Cadet Budget
- · PR, Recruiting and Marketing
- OCTAVIA and information systems.
- Outreach

- Liaison with MOD, HO AG, ACFA/CCFA, Chain of Command and RFCAs as directed by DACOS
- · Principal Briefing Officer on Cadet issues
- · Develop policy and implement Cadet doctrine
- · Develop and manage the Command Plans
- · Develop and manage Cadet Reporter requirements
- · Update the C2 Matrix

SO2 CADETS (ACTIVITIES)

- · Focus for Cadet Training policy and Coordinate Cadet Annual Camp Programme including ACF Camps in Germany
- Conference and Briefing Coord

SO2 CADETS (PLANS & CCF)

- POC for CCF (Army Section) matters
- · POC for CCF Command and
- Control matters · POC for Personnel Vetting
- · POC for Security
- · POC for:
- Training Safety
- SHEF
- Shooting Policy
- NVO
- Conference and Briefing Coord

- Coordinate MOD run Specialist Courses for ACF/ CCF (Army) including JSMTC courses
- Coordinate official unit attachments and monitor unofficial attachments
- · Cadet Adventurous Training (AT) Policy
- · Cadet AT Centres and courses
- Coordinate following cadet exchange programmes: RCAC/NCC/ACE
- · Coordinate Warminster Cadet and Sandhurst Cadet and Annual Defence event
- · POC for:
- AT Accidents/Incidents
- Niimegen Marches
- CCRS/Athelings/Connaught
- Signals, Cadet Music and First Aid

SO2 CADETS (G4)

- POC for ACF (61 major units) and CCF (Army) Sections (224 minor units) Log Sp and ES matters
- POC for Cadet Clothing and Rations
- POC for Cadet Ammunition and Weapons POC for Equipment
- Storage Cadet Vehicles and
- miscellaneous stores POC Med Log Sp

CADET BRANCH CLERKS E1

CTC FRIMLEY PARK

Administer Cadet Meetings at

Delivery of Adult Training

Delivery of Senior Cadet

Training Committee

Cadet Publications

Training

CTC

- · Clerical support Drafting routine
- correspondence
- · Reports and Returns Supervision of E2

E2

- Filing General
- administrative support

APPENDIX 1 TO ANNEX A CHAPTER

AC 14233: The Army Cadet Force Manual

APPENDIX 2 TO ANNEX A TO CHAPTER 1

REPRESENTATIVE CADET COMMANDANT – APPOINTMENT AND ROLE

Background

- 1. With 61 ACF Cadet Commandants spread nationwide, it is not simple to obtain a corporate ACF Cadet Commandant's view on any matter. Furthermore, Cadet Commandants' concerns on HQ LAND's proposals take time to pass up the various Chains of Command and can lose their coherence en route.
- 2. The Job Description for ACF Cadet Commandants is at Appendix 1 to Annex H. A single Cadet Commandant is appointed to represent the views and concerns of all the ACF Commandants at the higher level in the Chain of Command.

Job Description

- 3. The Representative Cadet Commandant (RCC) is to be the focal point of contact for all ACF Cadet Commandants and for HQ RF, and is to be used by the latter as a conduit for seeking corporate views and by the former as a means to air concerns at the highest levels.
- 4. The RCC is to have the following additional responsibilities that will give him or her the means to receive and pass views and concerns to those that can take action:
 - a. The RCC is to be the ACF Member of the Army Cadet Executive Group (ACEG) and must attend all meetings. The RCC must be given the opportunity to seek the views of ACF Commandants on agenda items before each meeting.
 - b. The RCC is to attend the ACF Training Committee that meets twice yearly at Frimley and is to canvas ACF Commandants for Training issues before the Committee meets.
 - c. The RCC is to attend the Regular and TA Training Day at CTC Frimley and is to deliver the appropriate lecture.
 - d. The RCC is to be the ACF Member of the Frimley Park Board of Governors and the Frimley Park Trust. The Board meets once a year, normally in early November.
- 5. The RCC may also be the ACF Brigade Representative in his or her own Brigade Area.

Criteria

6. The RCC should be an experienced (long serving) ACF Officer and have been a Cadet Commandant for at least 12 months. He or she must be able to put aside considerable periods of time over and above his or her normal Commandant's duties. For practical considerations the RCC should be based within travelling distance of London and CTC Frimley Park. He or she should be able to deliver lectures at Frimley confidently and competently.

Tenure of Office

- 7. The RCC must be a serving ACF Cadet Commandant. On retirement from the latter post the RCC automatically ceases to be eligible for the post of RCC. The outgoing RCC must therefore give at least 9 months notice to HQ RF so that a new Commandant can be identified and proposed at the Commandants' meeting.
- 8. In the event of the RCC proving to be unequal to the task (lack of time, inability to lecture at Frimley, loss of confidence of either ACF Cadet Commandants or HQ LAND) HQ LAND will ask Cadet Commandants to nominate another RCC as soon as possible.

Selection of Replacement

- Once it is known that an incumbent is about to relinquish his or her post as the RCC, COS RF will write to all ACF Cadet Commandants and ask for volunteers to apply for the position.
- 10. Once all replies are received, a Board will be convened, consisting of representatives from HQ Land, HQ ACFA and HQ RFCA, to select a suitable candidate. The Board's selection will then be presented to the ACEG for final approval.

ARMY CADET FORCE TRAINING COMMITTEE - CHARTER

Scope

- 1. The ACF Training Committee is to:
 - a. Monitor training activities and standards within the ACF.
 - Consider the development of the APC Syllabus and to make recommendations to ACFA and HQ RF at HQ LAND.
 - c. Act as a training "think tank".

Composition

- 2. The ACF Training Committee will consist of the following:
 - a. Permanent Members:
 - (1) Chairman Commandant, Cadet Training Centre.
 - (2) Chief Training Adviser Chief Instructor, Cadet Training Centre.
 - (3) Secretary SO2 (Publications), Cadet Training Centre.
 - (4) SO1 Cadets, Cadets & OTC Branch, HQ RF.
 - (5) Assistant General Secretary, ACFA.
 - (6) Assistant Secretary CCRS.
 - (7) The Representative ACF Cadet Commandant (RCC).
 - (8) A representative ACF Battalion/County/Sector Training Officer from:
 - (9) Division/District Representatives:

(a) 2 Division 2 representatives

(b) 4 Division 3 representatives

(c) 5 Division 3 representatives

- (d) HQ London District 1 representative
- (e) HQ Northern Ireland 1 representative
- (10) A representative OC of a Cadet Training Team (CTT)
- (11) A representative Training Safety Adviser (TSA)
- b. **Non-Permanent Members.** If required, and when not represented by the Assistant General Secretary ACFA, the Chairman/Secretary of the following committees/panels:
 - (1) Sports Committee
 - (2) First Aid Committee
 - (3) Duke of Edinburgh's Award Panel
 - (4) Adventure Training
 - (5) Religious Adviser
 - (6) ACF PR Unit
 - (7) National Signals Adviser
 - (8) Shooting Committee
 - (9) OC TAG(V)/HQ SASC
 - (10) Cadet Vocationl Qualification Office (CVQO)

Meetings

- 3. The Committee is to meet at least twice a year at a mutually convenient time selected by the Chairman, usually in early May and mid-November. Biennially the May meeting will be followed by the County Training Officers' weekend Conference. The members of the Committee act as 'enablers' on this conference.
- 4. Further meetings during the year may be required depending on the volume of business.

Responsibilities

5. All Cadet Commandants will be responsible for feeding proposals to the RCC either directly or through their Regional (District/Divisional) representatives.

- 6. All ACF County Training Officers will be responsible for feeding proposals to their Regional (District/Divisional) representative, who will act as a filter, dealing immediately with what he can. The Regional Representative will then forward any proposals for further discussion by the Training Committee to the Committee Secretary for inclusion in the Agenda for the next meeting.
- 7. Alternatively, County Training Officers may deal directly with the Chief Training Adviser, the Chief Instructor, at the Cadet Training Centre, who will either action proposals immediately, or refer them to the Training Committee for discussion as part of the Agenda.
- 8. After each meeting, the Chairman will forward copies of the Minutes to Committee Members, to Regional Brigade/District Headquarters and all Cadet Commandants, indicating decisions proposed and actions to be taken. SO1 Cadets will forward any major issues to the Army Cadet Executive Group (ACEG) for ratification.

APPENDIX 4 TO ANNEX A TO CHAPTER 1

ARMY CADET FORCE RECRUIT MARKETING GROUP (ACF RMG)

TERMS OF REFERENCE

Introduction

- 1. MOD's principal support to wider Government youth activities is their support to the Army Cadet Force (ACF) in line with MOD Youth Policy.
- 2. As the ACF has evolved it has depended for support upon three separate and distinct organisations, which protect its unique status as a uniformed youth movement. These are:
 - a. HQ LAND which provides MOD Policy advice from DRFC, resources including financial support and military activity, and a command function through the Regional Brigades.
 - b. The Army Cadet Force Association (ACFA), which acts as the "guardians of the Youth Movement Ethos" and provides the non-military aspects of ACF activities.
 - c. The Reserve Forces and Cadets Associations (RFCAs) who provide the full time permanent staff, accommodation and administrative support, the links into the local community and who are responsible for the regional marketing of the ACF.
- 3. **Army Recruiting.** Although encouraging members of the ACF to join the Army is an important role of the ACF, recruiting for the Army is a bi-product rather than a core role of the ACF. A more intrusive recruiting regime could alienate schools, parents and gatekeepers and many of the volunteer adults who join the ACF. However, introducing cadets to military activities at an early age encourages a substantial number of cadets to join the Army (Regular and Territorial), and experience shows that they tend to be more committed than recruits with no cadet background.
- 4. **ACF Marketing.** The ACF is not a particularly well-recognised youth movement nationally when compared with other voluntary youth organisations such as the Scouts and Guides. There is therefore a need to keep the ACF in the "public eye" if it is to be able to attract both cadets and Adult Instructors. Currently cadets' numbers are at a historically high level, but there is a significant and increasing shortfall of quality Adult Instructors. To correct this shortfall will pose significant challenges at both National and Regional levels.
- 5. **HQ Recruiting Group.** In order to improve the ability of the ACF to market itself and meet recruiting targets for both adults and cadets, there is a need to utilise the expertise of HQ Recruiting Group to maximize the effectiveness of ACF recruit marketing operations.

6. Coordination of National and Regional ACF Marketing and Recruiting. A forum therefore needs to be created in order to coordinate national and regional recruit marketing plans and activities to inform the Army Cadet Executive Group (ACEG).

Aim

7. On behalf of the ACEG, the ACF RMG is to determine the ACF recruit marketing policy and strategy, allocate budget priorities in conjunction with HQ Recruiting Group for ACF national and regional activities and provide direction to Regional Brigades through the chain of command and the RFCA through their representative.

Committee Tasks

- 8. To determine the ACF recruit marketing policy and strategy, and to set budget priorities and targets.
- 9. To advise the ACFA on the use of the ACF brand identity to be used at national and regional level.
- 10. To provide direction and review the ACF national and regional marketing plans.
- 11. To co-ordinate national and regional marketing activities.
- 12. To review and evaluate the effectiveness of the ACF recruit marketing activities.

Committee Composition

13. The composition of the ACF RMG is:

Chairman: DACOS Cadets & OTC HQ LAND

Secretary: SO1 Cadets HQ LAND
Members: HQ RG Marketing Director

Lead Deputy RFCA Secretary for Cadets Representative ACF Cadet Commandant ACF Marketing and Communications Manager

In attendance: Representative from ACF PR Unit

Frequency Of Meetings

14. The ACF RMG will meet 3 times a year in Jan (to advise on the budget), in Jun (to review performance) and in Oct (to confirm future planning) in order to advise the ACEG meetings, which are normally held in Feb, Jun and Nov.

ANNEX B TO CHAPTER 1

COMMANDER REGIONAL FORCES – ACF RESPONSIBILITIES AND TASKS

General

1. Command of the ACF is delegated to Commander Regional Forces (CRF) by Commander in Chief Land Command. The authority is contained in the Land Command Plan.

Responsibilities

- 2. Ensures the well being of the ACF and CCF, and that safe, challenging and exciting training is delivered, in a safe environment, in order to:
 - a. Foster confidence, self-reliance, initiative, loyalty and a service to other people.
 - b. Develop personal powers of practical leadership and the ability to work successfully as a member of a team.
 - c. Stimulate an interest in the Army, its achievements, skills and values.
- Advises and prepares those considering a career in HM Forces including their Reserve Forces.
- 4. Advises MOD on strategic policy and plans for the ACF.
- 5. Provides tri-service liaison and coordination at command level on ACF issues.
- 6. Assists DRFC and DAPS in devising youth policy.
- 7. Actively markets the Cadet Force Movement and conducts effective Recruiting and Public Relations.

Tasks

- 8. Devises and implements policy on ACF manpower establishments, including the opening and closing of Detachments but excluding RFCA full time employees.
- 9. Sponsors the Cadet Training Centre (CTC), Frimley Park.

- 10. Sponsors Cadet Training Teams (CTT) and allocates them to RF Formations but may redeploy them for specific limited CF tasks, and authorizes detachment of individual CTT personnel on other non-CF tasks.
- 11. Coordinates Military Secretary (MS) matters including honours and awards, serious casualty incidents, and disciplinary matters that are staffed to the Army Board of the Defence Council.
- 12. Oversees Security matters.
- 13. In conjunction with RCB, oversees the commissioning of ACF officers.
- 14. Monitors the standards of training for Adult Instructors.
- 15. Coordinates the allocation of training resources and facilities such as training camps, training areas and ranges, with particular reference to annual camp programmes.
- Implementation of satisfactory Duty of Care, Health and Safety, as well as healthcare and insurance provision.
- 17. In conjunction with the ACFA, oversees:
 - a. The national ACF Annual Competitive Sports Programme.
 - b. The UK Cadet Musical Concentration Programme.
 - c. The ACF First Aid Training Concentration.
- 18. In conjunction with the Council for Cadet Rifle Shooting, oversees Cadet Force Sports Shooting Competitions.
- 19. Coordinates the official International ACF Cadet Exchanges.
- 20. Issues through RFCA all types of stores including arms, ammunition, clothing and vehicles through various channels within authorised scales and for special short term loans from LAND pools.

Appendices:

- Regional Formation Commanders ACF Responsibilities.
- 2. Division of Responsibilities ACF MATRIX.

APPENDIX 1 TO ANNEX B TO CHAPTER 1

REGIONAL FORMATION COMMANDERS – ACF RESPONSIBILITIES

- Advise CRF, through the chain of command, and the appropriate RFCA, on the
 organisation and establishment of the ACF including the formation and disbandment of
 ACF detachments.
- Advise Cadet Commandants.
- 3. Visit ACF Annual Camps.
- 4. Direct affiliated and sponsor Regular Army and TA units to provide as much assistance as possible to meet the requirements of ACF Detachments, particularly for out of camp training.
- 5. Lead in the identification, selection and appointment of ACF Honorary Colonels, Cadet Commandants and Deputy Commandants and Assist in the selection, appointment and promotion of other ACF officers.
- 6. Assist Cadet Commandants in ensuring the continued efficiency of all Detachments in their counties.
- 7. Through the Training Safety Advisers (TSA) ensure that standards of safety in training and standards in health and safety, as it applies to training, are maintained.
- 8. Ensure that ACF officers and Adult Instructors (AI) have and maintain a standard of training appropriate to their appointments.
- 9. The District/Brigade Commander, or an Army officer nominated by him, accompanied by the Cadet Commandant or his representative, is to make at least one annual visit to every ACF Detachment in its own location. The nominated officer should be of field rank. Where it is not possible to nominate an officer of field rank, the nominated individual must be a commissioned officer. The purpose of this inspection is to:
 - a. Meet the Detachment Commander, other officers and AI and help resolve any problems.
 - b. Examine Detachment Roll Book and records, ensure that training is being carried out in accordance with current policy and instructions in the Army Proficiency Certificate (APC(ACF)) Syllabus, and ensure that all training is being conducted safely.

- c. Inspect the accommodation and training facilities, to ensure that the arrangements for the security of arms and ammunition are in accordance with LANDSO 2901, and that SHEF instructions are known and being complied with.
- d. Report problems and irregularities through the chain of command to HQ RF, RFCA or ACFA as appropriate.
- 10. The District/Brigade Commander is to record the annual inspection on AFE 7502 and distribute the report in accordance with the instructions on it.
- 11. Standards that a Detachment is expected to achieve annually, and those which should be used as criteria when deciding whether or not a Detachment has attained the required standards, are as follows:
 - a. At least two adults (Officers or AI) should have attended regularly for evening and weekend training.
 - b. There should have been an average strength of not less than 15 cadets throughout the year.
 - c. There should have been a satisfactory standard of training based on Star qualifications gained during the year. Qualifications gained in the Duke of Edinburgh's Award should also be considered.
 - d. At least 50% of the adults and cadets on strength, who have more than a year's service, should have attended Annual Camp.
- 12. District/Brigade Commanders are to hold a Cadet Force Conference or Study Period annually to discuss matters and problems affecting their ACF counties. The following should be invited to attend:
 - a. General Secretary ACFA or his representative.
 - b. Representative from HQ RF (Cadets Branch).
 - c. The secretary of the appropriate RFCA or his Deputy.
 - d. Cadet Commandants.
 - e. Formation HQ staff as appropriate.
 - CTT Commanders.

CRF's Detailed Tasks Directive to Divisional Commanders

13. As directed annually in the CRF Plan.

ACF - CONTROL, MANAGEMENT AND SUPPORT RESPONSIBILITY MATRIX FOR 2005 (Annex A to LAND/RF/CADETS/2010 dated 4 Mar 05 (Note: Updated annually))

	MOD	LAND	DIV	BDE	RFCA	ACF COUNTY	ACFA
MISSION:	Produce policy, guidance and funding for the ACF as part of the Army Plan	Provide policy direction and appropriate resources to the LCP	Comd ACF in accordance with Comd Regional Forces Plan	Command ACF. Authorise and support ACF activities in line with the Bde Plan	Administer, resource and support the ACF, in line with the divisional plan and Reserve Forces Act (1996) Ch 14 Paras 112 & 113	Command the ACF in accordance with the annual county programme as authorised by the Bde Comd in accordance with ACF regulations	Provide advice to the MOD & CinC LAND. Provide ACF 'regimental' focus. Conduct national non- military activities

STAFF RESPONSIBILITIES

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)

1. MS

1.1	Appt of Hon Col	MS 1 approve	Link with MS1.	MS Review	Screen	Advise and	Identify and	Info
		application from		Board endorsed	application at	support/not	propose	
		Div/info LAND.		by GOC and	Bde Review	support the	potential	
				fwd to MS 1	Board and fwd	recommendation.	candidates in	
				Info LAND	to Div MS	Recommendation	liaison with	
					Review Board	passed to Bde HQ	RFCA	

APPENDIX 2 TO
ANNEX B TO
CHAPTED 1

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
1.2	Appt, extensions and resignations of Comdt and D/Comdt	APC Glasgow action.	Link with APC Glasgow	MS Review Board Approve: application to APC for Lt Col and above	Chair Selection Board with RFCA membership and apply for endorsement to Div MS Review Board	Ident potential candidates. Member of Selection Board with Bde Comd	Assist with ident of potential candidates	Policy advice on selection criteria
1.3	Commissioning	MOD DPSA - Set pol	Advice on special cases	Monitor	(Under Review). Forward approved applications to CFCB for processing	Screen and endorse application and fwd to Bde	Ident candidate and apply to RFCA	
1.4	Promotion/ Acting Rank (Offr)	APC Glasgow action	Issue pol. Link with APC	MS Board to approve application for Comdts/ DComdts; Info LAND MS & Cdts.	Bde Review Board endorse and fwd to Div applications for Lt Col and above	Implement and link with APC for Maj and below, and Bde for Lt Col and above	Initiate and apply to RFCA	
1.5	Voluntary Retirement or Resignation (Offr)	MS - Sets pol	No action	Endorse and fwd application to APC	Endorse and fwd to Div application for Lt Col and above. Others to APC	Implement and link with APC for Maj and below, and Bde for Lt Col and above	Apply to RFCA. Report changes in status for assessment	

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
1.6	Compulsory Retirement or Resignation (Offr)	MOD DPSA - Set pol	No action	Endorse or comment and fwd to APC	Endorse or comment and fwd to Div	Initiate and fwd case to Bde	Apply to RFCA. Report changes in status for assessment	Advise as appropriate
1.7	Hons and Awards - Gen	MOD DPS(A) PS 12 (A) is the lead Branch	Process and monitor	Endorse and process to LAND	Endorse and process to Div	Endorse and fwd to Bde for processing. Initiate if appropriate eg; Comdts	Initiate; see QR J10.003 and Hons and Awards. Forward to RFCA	Initiate where appropriate.(eg: national non-mil activities)
1.8	Hons and Awards - CFM	AMO action	No action	No action	Monitor	Initiate or endorse where appropriate and fwd to AMO; copy to Bde	Initiate; see ACF Manual Annex B/7	No action
1.9	Hons and Awards - ACF Cert of Good Svc	No action	Cdt processing	No action	Note	Endorse; fwd to LAND; copy Bde	Initiate; see ACF Manual Annex C/7	No action
1.10	Hons and Awards - Ld Lt Cdt Awards	No action	No action	No action	Note	RFCA processing	Initiate; see indiv RFCA SOP	No action

2. G1 Legal

2	Policy	MOD Legal Adviser DALS advises on the drafting & implementation of Army Policy	Issue pol. Give advice and action case file	Direction, advice and resource where appropriate. Process case file	Initiate and process case file to Div where appropriate	Initiate case file	Apply as directed	Advise MOD and LAND
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Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
2.1	Discipline/ Dismissal and Suspension	MOD DPS(A). PS2(A) is the lead branch	LANDSO and input for ACF Regs. Process case files	Direct,and advise. Process case files to LAND	Implement and apply pol for ACFoffrs. Process case files to Div	Implement and apply policy of RFCA Staff Regs for full time employees (Crown Servants). Implement ACF Regs for part time volunteers (Adult Instrs)	Execute and process in accordance with ACF/TA Regs	No action
2.2	Compensation and Insurance	MOD DC&L(F&S) Set pol and process claims.	G1 / Legal process claims	Initiate Boards of Inquiry as necessary, Process claims	Initiate investigations & inquiries as appropriate	Administer & process claims. Carryout / assist investigations as necessary	Apply regulations, report incidents and accidents. Ensure proper insurance cover is in place	Provide appropriate insurance cover for non-military activitiies on optional basis

3. G1 HR

3.1	Recruiting of Adults	DG SP Pol - Set pol and link with OGDs	Issue strategy, policy and targets. Link with ATRA and ARSC	Monitor and sp RFCA	Support. Coord with CRR and RFCA at RCC	Link to Bde at RCC. For Marketing see serial 12.1	Action	Advise MOD
3.2	Adult Instructor (AI) Appt	No action	Set pol	No action	No action	Authorise and link to APC	Apply to APC through RFCA	No action
3.3	Promotion/ Acting Rank (AI)	No action	Set pol	No action	No action	Implement and link to APC	Apply to RFCA	No action

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
3.4	Voluntary or Compulsory Retirement or Resignation (Perm Staff & AI)	MOD DPS(A)	Advice on special cases	Endorse and fwd to APC compulsory retirement or resignation	Advise and assist where necessary	Initiate and process for Permanent staff. Endorse and process for AIs	Apply to RFCA	No action
3.5	Recruiting of Cadets (and tracking into adult service)	DG SP Pol - Set pol and link with OGDs DAS /AG to provide MOD(A) policy.	Issue strategy, policy and targets. Link with ATRA. Link to Student APT	Implement and resource	Support. Coord with CRR. Link to Student APT	For Marketing see serial 12.1	Action	Advise MOD and LAND
3.6	Permanant Staff - General	No action	No action	No act	Provide Board member as appropriate	Issue calling notice for, and chair Board	Apply to RFCA.Provide Board members	No action

4. G1 Wel

4.1	Complaint	MOD DPS(A) PS 2 is the lead branch	Issue pol. Provide input for ACF Regs. Process case file	Process case file to G1 LAND	Process case file to Div for ACF Officers	Initiate and process. For ACF: Monitor. For Crown Servants: Follow RFCA Staff Regs	Submit to RFCA. Report changes in status for assessment	Ombudsman role
4.2	Non-mil matters, wel, recreation, social and religious advice	MOD DPS(A) PS4(A) is the lead branch. Religious Advice policy is let by the CG	Sp County	Sp County	Sp County		Apply	Lead. Advise MOD and LAND

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
5. G	1 Fin							
5.1	Pay and Allowances	MOD DPS(A) PS 10(A) is the lead branch	Issue pol. Produce annual allocation letter on Paid Training Day (PTDs)	Under RAB, org allocation across Div. Approve and fwd claims against the LAND Pool of PTDs. Give SPS sp	Endorse and process to Div claims against the LAND Pool of PTDs Give SPS sp. Allocate PTDs and T&S. Manage in year spend	Advise ACF counties on budget matters. Manage staff pay and T&S. Allocate consolidated grant to counties	Apply and implement. Link with APC. For allowance for attending courses addl to normal trg the unit is to seek prior auth from Bde copy to Div	Ombudsman role
6. G	1 Med							
6.1		Surg Gen - Set pol	Issue pol	Produce and resource Div Med Plan (fund)	Implement Div Med Plan with funding from Div	Sp	Execute.	Advise MOD and LAND
7. G	2							
7.1	Sy - Gen	Pol - D Def Sy	G2 Sy Produce LANDSO 2901	Direct, resource.	Implement, advise and inspect as directed	Advise where appropriate. Fund works services	Comply with current sy regulations	No action.
7.3	Sy - Arms & Ammo	Pol - D Def Sy	Incl in LANDSO 2901	Direct, resource and monitor	Implement, advise and inspect as directed by division	Provide and maint arms & ammo stores	Hold, use and account for in accordance with regulations	

.Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
7.4	Sy Vetting	Pol - D Def Sy0/ DRFC	Incl in LANDSO 2901	No action	Monitor Process SC clearance to DVA	Process basic applications for Permanent Staff to DVA and for officers SC to Bde HQ	Process application to DVA for AI. Maint Sy Vetting register.	Advise where appropriate
7.5	CRB Clearance	Devise policy	(Under review) Monitor progress of applications			(Under review) Returns notifying disclosure containing information sent by Pers Sy A to regional RFCAs for decision on employment	Process application to CRB via the Defence Disclosure Secretariat. Returns come direct to CEO and applicant in cases of clear disclosure and notice of disqualification	

8. G3 O& D

8.1	Plans	DASD - Army plan. DRFC - Pol and advice	Comd Plans - Produce LCP.Cdt Branch input	Direct, resource and sp LCP. Incl in Div Plan	Implement and monitor Div Plan. Incl in Bde Plan	Sp Div and Bde plans in accordance with RFCA Regulations	Comply as directed	Advise MOD and LAND on National Sports, Music, First Aid Doffe, marketing, Outreach, Shooting AT and VO
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Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
8.2	Estb, fmn and disbandment	DASD - Pol. DRFC - Issue pol on forming or disbandment of Dets in special circumstances	G3 Org - Decide shape, size and structure. Auth fmn and disbandment in accordance with MOD pol	Endorse and fwd application to LAND	Bde input if there are major infrastructure and financial implications	Initiate through Bde in accordance with ACF Regs. Advise on forming and closing Dets	Apply to RFCA	Advise LAND, in conjunction with RFCAs, on forming and closing Dets with special circumstances
8.3	Sponsorship and affiliations	DASD issue pol	Direct Army sponsorship. Link with ATRA and Arms and Services Directors. Link with TLBs	Produce Div SO or Plan for sp to Cadet Forces	Implement and monitor standards of sponsorship. Link with CRR, BLBs and RFCA Link to RCC	Encourage and foster cooperation and relations between the TA and ACF. Work with Bde on sponsorship by reg army	Link with sponsors and affiliations, and bond	Provide marketing/ recruiting links to RG and LAND
8.4	Measurement/ Comd Plans		Produce Land Comd Plan. Cdt Branch input	Direct, resource and sp LCP. Incl in Div Plan	Implement and monitor	Sp Div & Bde plans in accordance with RFCA Regulations	Comply as directed	Advise LAND on policy issues
8.5	Comds and Staff Inspections	DASD - Define measurement requirements	Comd Plans -Produce & promulgate pol. Cdt Branch - Provide input	Report to LAND. Resource	Inspect weapon, ammunition, radio and controlled store holdings. Carry out advisory visit for other areas, in accordance with ACF Regs	Sp and provide input for other inspections. Arrange inspections of "White Fleet" vehicle holdings. Carry out G4 inspections in conjunction with Bde HQ	Receive inspections. Use to evaluate	Report on non- mil activities, and national marketing

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
8.6	Trg Assistance from Reg Army or TA units	DASD - Direction and Pol.	G3 Ops Cts - bids from Divs	Direct incl in Div SO or Plan for sp to cadet forces	Direct & task	Encourage links with TA.	Bid	No action
8.7	RAAT/TAAT	No action.	G3 Ops Cts - bids from Div	Process RAAT bids in sp of LCP	Bid for RAAT/ TAAT in sp of tasks set in LCP and Div Plans. Support, coord; ensure sp is eff	No action	Bid to Bde for tasks related to LCP and Bde Plan	No action
8.8	Visits – non mil overseas	No action.	Set pol and resource. Write regulations	Process	Process	Sp	Apply/host accordingly	Provide insurance services
8.9	Passage of Information/ Conference/Cttee Regime	1. Armed Forces Youth SG (SP Pol). 2. Army Reserves Cttee.	1. ACEG 2. LAND Cdt Convention. 3. CTT Convention. 4. ACF Trg Cttee. 5. Comdts & CEOs' Convention	Div Cdt Mtg as required	ACF Commandants Conferences as required	As required through committees and regular Permanent Staff meetings	As required: Trg, camp, manning	ACFA Council, AGM and others; e.g. Sports, First Aid, Doffe, Shooting, Outreach, Cadet Music

9. G3 TRG

9.1	Youth Pol	DG SP Pol - AFOPS. DRFC - Issue tri-Service pol. AG - Army Pol	Implement / promulgate policy. Contribute to the formulation of policy	Comment, direct and resource	Implement and offer feedback	Advice on implementation of Youth Pol and Outreach at regional level. Maint links with local community	Execute and report on progress and effect on core cadet activity	National coord of Outreach and advice on all aspects of Youth Pol. Link with MOD, OGDs, LAND and RFCA Council
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Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
9.2	Trg Pol	D SEF Pol	Production of ACF Regs. Coord CTPs and relevant Instrs. Command CTC	Direct and resource	Execute	Sp	Execute	Advise MOD and LAND. Lead on spiritual affairs
9.3	Training Safety	DSEF pol and DRFC set policy. DASD endorse	HQ Land Cadets Branch issue policy in accordance with advice from CESO(A) and SCOTS (A) Initiate 3 yearly SHEF audit	Div Comd implements policy through G3 Cadets/ Training. Initiates Boards of Inquiry, directs & resources. Comply with Commander's Guide to Health, Safety & Environment risk assessment	Ensure safe training regime is in place. Direct TSAs. Ratify that key training posts are filled by trained personnel. Comply with Commanders Guide to Health and Safety & Environmental Risk Management	Support. Take account of safety advice	Cadet Comdts responsible for ensuring a safe training regime. County Training officers ensure compliance	Report safety concerns. ACFA Representatives ensure safe training at ACFA events

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
9.4	Health and Safety at Work	SofS and DRFC set Health, Safety and Environmental Protection Policy	CinC issues SHEF Statement DRFCA issues SHEF Statement CESO(A) monitors compliance	Div comds issue SHEF statement through Div HS and EP focal point. SHEF cell provide advice on specific isues (COSSH, HAZMAT and PAT). Arrange training and courses and audit cadet units	Bde comds issue SHEF statement through Bde HS and EP focal point	Responsible for provision of SHEF statement and Action Plan in respect of all estates and works issues. Carry out inspections and investigations as necessary in conjunction with Bde SHEF advisor	Cadet Comdt issues SHEF statement and ensures compliance through unit SHEF officer	Report safety concerns. Ensure health and safety at ACFA events
9.5	Accident Reporting	DS&C (CESO)/ DRFC issue pol	G1 - establish reporting process. CESO (A) collate statistics	Report and initiate inquiries	Report and initiate inquiry. Take remedial action	Inform bde and forward copy of Form 492 as necessary. Take remedial action as appropriate. Send vehicle accident reports to insurers (FMT3, FMT3-1 & 3-2)	Report immediately to AINC 01980 628458. CEO to complete Forms 492A and B and distribute to Regional RFCA, ACFA and retain one. Enter details in to MOD Form 510	Provide personal accident cover where approriate
9.6	ACF Regs, CSPs, Pubs and Instrs	DRFC - Set pol DASD - Direction and Pol	Produce Pubs, CSPs and Instrs. Task CTC. Rewrite ACFM as ACF Regs	Implement and resource	Implement	Advise, implement	Execute.	Advise MOD and LAND.

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
9.7	Adult Trg and Courses	DI Trg Pol - Set pol DASD - Direction and Pol	Comd CTC, ATRA and TAIT	Direct and resource	Implement, supervise and sp through CTTs. Process course bids for MOD Courses	Sp	Train adults in unit. bid to CTC, CTT or ATRA as necesssary	Advise MOD and LAND and monitor. Pol direction and Coord for VQ/ BTEC
9.8	APC Syllabus	DI Trg Pol - sponsor DASD - Direction and resources	Link to: DI Trg Pol, DASD, CTC	Direct and resource as reqd	Monitor and resource as necessary	Sp	Execute	Monitor for balance and ethos. Coord agency for national non-military activities
9.9	Cadet Trg and Courses	DI Trg Pol - Set pol DASD - Direction and Pol	Link with DI Trg Pol, ATRA and TAIT. Comd CTC	Direct and resource	Implement, supervise and sp through CTTs. Process course bids	Sp	Train cadets in unit, send to CTC, CTT or ATRA	Monitor for balance and ethos. Lead on non military training
9.10	CTT Sp	DASD - Direction and Pol	Sponsor CTTs. Produce CTT Charter. Lead on CTT conf. Link to SASC (V) to APC	Direct and sp	Command manage and task. Link to LAND and APC	No action	Request assistance from bde	No action
9.11	Trg Ammo & Pyro	DASD - Direction and Pol	G3 Trg link to UAMS	Estb and consolidate requirement; bid on UAMS; supervise and distribute	Estb requirement, bid to div; account control issue and distribution	Provide Compliant or appropriate storage facilities where needed	Bid to Bde (G3 Trg)	No action

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Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
9.12	Competition Shooting	DI Trg Pol - Issue pol	Link with CCRS and SASC(V). Fund	Provide direction and conduct Div meetings	Organise meetings and competitions	Sp	Train and compete	Link to CCRS
9.13	Exchanges with Commonwealth and others	DRFC - Set pol	TSC(L) - Include formal exchanges in schedule of ex. Cdt Branch -Lead on all mil exchanges overseas. Link to ACFA	Process	Screen and process bids	Sp	Apply / host	Org with LAND exchanges with Commonwealth ACFs
9.14	Duke of Edinburgh's Award (DofE)	DRFC - Set pol	Link to ACFA and direct resources. Monitor for balance against core activity		Monitor for balance against core activity	Sp	Bid accordingly. Carry out training	Op Auth for DofE. Maintain links with Regional DofE Coordinator
9.15	Cadet Reporter		Issue annual questionnaire to ACF units. Produce overall report for CRF once all replies received	Receive replies from Bde HQs. Forward consolidated report to HQ LAND	Receive replies from ACF units. Provide Bde Executive Summary. Forward to Div HQ	Liaise with Bde HQ for input to executive summary. Input RFCA Executive Summary	Complete returns and forward to Bde HQ through RFCAs	Liase with reporting of non military activities

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
9.16	Adventurous Training	DI Trg (A) sets policy and AT Safety Standards DI Trg (A) is author of AGAI Vol I Chapter 11 and JSP 419	RF, HQ LAND is responsible for all Cadet AT matters. Comd ATG(A) (through JSMTC Lead Centres) sets contents of courses at Cadet Centres for AT (CCAT). He also supervises all CCAT Instructors AT qualifications	Clearance of cadet AT exercises and expeditions (UK and abroad) where JSATFAs are used. Clearance of all JSATFAs	Implement policy and sp. Process bids for training	Maintains G4 maintenance of CCAT at Dingwall (Highlands RFCA), Cwrt-y- Gollen (RFCA Wales) and Halton (RFCA North West of England & Isle of Man)	Nominate candidates for courses. Train and maintain pool of AT qual personnel	Employ national ACF AT Advisor

10. G3 LTAR

10.1	Camps, trg areas and ranges	No action	1. Pol set by TSC(L) 2. Cdt Branch Link with ATE. Allocate Summer Camp Programme	Monitor	Approve camp plans and coord bids with HQ LAND	Sp and fund provision and maintenance of RFCA sponsored ranges	Agree camp programme with bde and bid to bde.	No action
10.2	Range Inspections	No action	TSC(L) - Pol and advice	Conduct and monitor with ATE	Sp Div and ATE where appropriate	Maint and repair RFCA sponsored ranges	Receive and comply	No action

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Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	
11. G3 PAT									
11.1	Sport	DI Trg Pol - Set	Issue pol and link	Org National	Sp Div events	Sp	Participate	Assist with org of	

11.1	Sport	DI Trg Pol - Set pol	Issue pol and link with ACFA	Org National events in	Sp Div events where pos.	Sp	Participate where pos	Assist with org of national sports.
				conjunction with ACFA as directed by CRF				Link with LAND for Reg Army sp. Provide
				plan	as directed			insurance services

12. G3 Medial

12.1	Marketing	DGCC - Set pol. Comd RG directs marketing	Issue Strategy and Policy, Chair ACF RM Gp and brief ACF Exec Committee. Link to RG for funding	Provide direction and resources. Advise on def PR	Support, Coordinate with CRR and RFCA at RCC	Implement at regional level. Chair RFCA R&P sub Comittee, Link to TARG. Member of the ACF RM Gp. Submit regional plan, Link to ACFA National marketing plan	Produce, clear with RFCA and action County PR and Marketing Plan in accordance with direction given	Secure funding and approval for national marketing plan and implement the plan. Link with ARPG, ARSC, and RG. Member ACF RM Gp. Maintain ACF Website. Employ and direct National Marketing and Communications
								Communications Manager

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
12.2	Public Relations		Issue strategy and policy. C2 of ACF PR Unit. Link with media ops		Reactive PR. Support positive PR. Coord with CRR and RFCA at RCC	Implement at regional level. Chair RFCA R&P Sub Committee. Link to Bdes at RCC.Link to ACF PR units through regular ACF PR Advisors		Publish Army Cadet

13 G4 General

13.	G4 General							
13.1	Procurement and issue of all types of non-Public Funds stores and eqpt	DLO - Advice and assist RFCAC/ACFA	Issue pol and LANDSO	Advise and assist RFCA	Advise and assist RFCA	Advise and assist in accordance with Reserve Forces Act 1996 Ch 14 Paragraph 112 &113	Bid to RFCA or Cadet Kit Shop	Manage Cadet Kit Shop
13.2	Log Sp – Mat							
13.3	Issues and Receipts of Public Funds stores and eqpts (less trg ammo, pyro and ES)	DASD - Direction. DLO - Resources	Issue pol and LANDSO	Direct and resource	Implement. Inspect accounts and equipment as necessary	Ident reqs and bid. Once stores in place, Bde Log Sp takes responsibility	Bid as directed. Manage accounts	Advise MOD and LAND
13.4	Eqpt Tables & Scales	DASD - Direction DLO - Resources	Sponsor	Process	Process	Apply and implement for accn stores	Bid to Bde	No action
13.5	CTT Eqpt Table	Provide	Sponsor	Process	Apply	No action	No action	No action

Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
13.6	Log Sp - Mov	DASD - Direction DLO - Resources	Issue pol and LANDSO	Produce and resource Div Tpt & Mov Plan	Coord and provide mil lift capability and hired road transport for training	Coord and supply civilian lift	Bid as directed. Manage and coord lift capability inaccordance with bde or RFCA instr	No action
13.7	Log Sp - Cat	DLO - Resource	Produce LANDSO. Link to DLO as nec	Direct and Sp as reqd	Manage catering contracts, STCCs, ORP and CILOR	Provide kitchen facilities at WETCs	Apply as appropriate	No action
13.8	Log Sp - Fire	DLO - Resource	Link with DLO	Inspection and advice where appropriate	Coord with RFCA	Responsible for fire safety and equipment	Comply	No action

14. ES

14.1	Provision of vehs, ES eqpt and sp	DLO - Resource	Issue pol and LANDSO.	Direct, resource. Produce Div ES Sp Plan	Comply with mil elm of Div ES Sp Plan	Acquire and manage civ vehs and non-mil eqpt	Plan and apply	No action
14.2	PRE Inspections	No action	Issue pol.	Direct	Conduct	Comply	Comply	No action

15. AEO

15.1	Provision, maint and furnishing of accn	DASD - Direction and Pol	Set pol and Scales. Link with DLO.	Implement, resource	No action	Provide, maint and fund and construct	Bid to RFCA	
15.2	Heating, lighting and cleaning		Issue pol	Direct and resource		Apply (as funded)	Control and monitor	No action

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Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
16.1	ACF in the Community	SP Pol DRFC DASD Direction and pol	Issue pol	Sp RFCA	Sp RFCA	Lead on maint of links with local authorities and community. Employer Support	Participate	Advise MOD and LAND as nec. Lead on national events.Link with OGDs

17. G6 CIS

17.1	Develop IT pol.	DASD - Direction and Pol	Introduce and fund cadet info system	Implement	Implement and provide IT for trg	Provide funding for tels and IT used for administration	Implement	Implement	
17.2	Data gathering and statisical returns	DASD - Direct and Pol	Rationalise, produce pol, provide info system	Implement, resource	Implement	Implement	Execute	Advise MOD and LAND	1

18. G7 & G8

18.1	Development of ACF	for tri-Service	Link to DI Trg Pol and CTC. Lead on innovation	Contribute and comment	Contribute and comment	Contribute and comment via RFCA, Council and RFCAC	Contribute and comment	Advise MOD and LAND on balance and ethos
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Ser	STAFF ISSUE	MOD	LAND	DIVISION	BRIGADE	RFCA	COUNTY	ACFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)

19. G9 Budget

19.1	STP at TLB, HLB and BLB level	DASD - Direction and Pol	LCP, Link with TLBs. Seek funding from OGDs	RAB input to LAND	Bid for PTD, travel and catering resources under STP. Allocate to counties and manage in year report and audit	Bid for resources for PROPMAN, consolidated grant and staff pay through STP process. Manage in year spend. Report and External audit	Spend and manage	Seek funding from OGDs and private/ corporate sponsorship
19.2	Contribute to LCP	DASD - Direction and Pol	Write LCP	RAB input to LAND	Provide input to Div	Advice	Input to bde and RFCA	Advice
19.3	Non-Public Funds	No action	No action	No action	No action	Monitor and Audit	Apply and implement. Conduct quarterly checks and annual audit	Liaison with Charity Commissioners

AC 14233: The Army Cadet Force Manual

ANNEX C TO CHAPTER 1

CADET TRAINING CENTRE - CHARTER

Location

1. The location of the Cadet Training Centre (CTC) is:

Cadet Training Centre Frimley Park Frimley Road CAMBERLEY Surrey GU16 7HD

Tel: Frimley Military 94261 8200 Camberley (01276) 65155 Fax: Camberley (01276) 65714

Aim

2. The aim of the CTC is to act as the National Centre of Excellence for the Cadet Movement and thus be a source of information and inspiration. The CTC is to achieve the aim by running a variety of courses, briefings and conferences as directed by Headquarters Regional Forces (HQ RF) at HQ LAND.

Command and Control

- 3. The CTC is part of the HQ LAND organisation. It is under the command of the Commander Regional Forces (CRF). Responsibility for implementation of training policy lies with this chain of command.
- 4. The sponsor for the CTC is HQ RF, Cadets and OTC Branch, which is responsible for the formulation of policy for the training carried out at the CTC. A Board of Governors, chaired by CRF, advises the Commandant CTC. The following are members of the Board:
 - a. The Chairman of the Combined Cadet Force Association (CCFA).
 - b. The Vice Chairman of the Army Cadet Force Association (ACFA).
 - c. A Representative of the Headmasters' Conference (HMC) and Independent Schools' Council.

- d. A representative of the Secondary Heads' Association (SHA).
- e. Chief of Staff, Headquarters 4th Division; representing GOC 4 Div.
- f. The representative ACF Cadet Commandant.
- g. In attendance Director Reserve Forces and Cadets (DRFC) (Assistant Director), HQ RF (DACOS Cadets & OTC), Secretary SE RFCA.

The role, responsibilities and membership of the Board of Governors is at Appendix 1.

Responsibilities - Training and Sponsorship

5. **Principal Courses.** The principal courses run by the CTC under HQ RF's direction are:

a. ACF Courses:

- (1) Master Cadet Courses for 4 Star Cadet NCOs, and the Claire Shore Competition.
- (2) Basic Instructors' Courses for Officers and AI.
- (3) King George VI (KGVI) Memorial Leadership (Advanced Instructor) Courses for Officers and Adult Instructors (AI).
- (4) Area (Company) Commanders' Courses.
- (5) County Commandants' and CEO Briefings.

b. CCF Courses:

- (1) Basic Qualifying Courses for Officers.
- (2) Advanced Courses for Officers.
- (3) Contingent Commanders' Courses.
- c. Cadet Leadership Courses. For Senior Cadets of the Sea Cadet Corps (SCC), ACF and Air Training Corps (ATC) and all three Service Sections of the CCF.

d. Regular and Territorial Army (TA) Courses and Briefings:

(1) Briefing Courses for members of Cadet Training Teams (CTT).

- (2) Regular and TA Briefing Days for Regular and TA Officers and others involved with Cadet Forces, e.g. senior members of the Regular Army Staff, Reserve Forces and Cadets Associations (RFCA), Cadet Executive Officers (CEO) and CCF School Staff Instructors.
- (3) Briefings for Head Teachers on CCF matters, in conjunction with DRFC.
- 6. **Additional Courses and Seminars.** The CTC is also responsible for short courses, seminars and study periods at the CTC as directed by HQ RF, assisted where appropriate by the CCFA and ACFA. Such events are for:

a. MOD/HQ LAND:

- (1) Staff officers within the chain of command (Cadet Staff in Divisions & Brigades)
- (2) Officers commanding CTT.

b. ACFA/CCFA:

- (1) Training Officers, Sports Officers, Duke of Edinburgh's Award Officers, Outreach Officers, Public Relations Officers, and Shooting Officers.
- (2) First Aid: Training Advisers, Trainers, Basic, Advanced, Instructors' and Re-qualification Courses.
- (3) Other personnel in support of ACF and CCF activities as required.
- 7. HQ RF's sponsorship of the CTC includes:
 - a. Sponsoring and processing changes to the CTC establishment.
 - b. Arranging the provision of instructional staff at the CTC.
 - Overseeing other manpower and finance matters in conjunction with the chain of command.
 - d. Sponsoring CCF Regulations, the ACF Manual, training manuals and all forms and publications for the CCF and ACF.
- 8. The Commandant CTC is responsible to:
 - a. HQ RF for:
 - (1) The training of instructors and students, the syllabus, the programme and organisation of each course in accordance with the agreed policy.

- (2) Administration connected with the sponsoring and processing of the CTC establishment.
- (3) The editing, amending and revision of CCF Regulations, the ACF Manual, training syllabi and training manuals, and all forms and publications for the CCF and ACF.
- b. GOC 4 Div for all other aspects of command including mobilisation, operations, permanent staff individual training, local administration and security.

ACF Training Committee

9. The Commandant CTC is the Chairman of the ACF Training Committee whose composition and role are at Appendix 3 to Annex A to Chapter 1.

MS Matters

- 10. Officers Joint Appraisal Report (OJAR) is to be initiated as follows:
 - a. The Commandant's is to be initiated by DACOS Cadets & OTC HQ RF. COS Regional Forces is to be the first Superior Reporting Officer (SRO).
 - b. All other officers' OJAR are to be initiated by the Chief Instructor and the Commandant. The Commandant CTC is to be the first SRO; the second SRO if required, is to be DACOS Cadets & OTC HQ RF.

Appendices:

1. Cadet Training Centre Board of Governors – Role Responsibilities and Membership.

APPENDIX 1 TO ANNEX C TO CHAPTER 1

CADET TRAINING CENTRE BOARD OF GOVERNORS ROLE, RESPONSIBILITIES AND MEMBERSHIP

Role and Responsibilities

- 1. The Board of Governors represents the interests of the Ministry of Defence, the Combined Cadet Force Association and the Army Cadet Force in maintaining the well-being and efficient functioning of the Cadet Training Centre, (CTC), Frimley Park.
- 2. The position of the Board of Governors has in the past been likened to that of the Board of Governors of a school. This is misleading. The composition of the Board is designed to make available to the Commandant of CTC a wide body of opinion formers to dispense advice and provide top-level support. It will also offer advice on the aims and content of courses. Governors represent their views as individuals and not as a corporate body.
- 3. Responsibility and liability for policy, financial control and administration remain with HQ RF and not with the Board although HQ RF will inevitably take into account the concerns of the Board when policy is promulgated. Commandant CTC is responsible for executing policy.

Membership

4. Membership of the Board of Governors is:

Chairman - CRF (COS CRF may deputise if required)

Members - Chairman CCFA

Vice Chairman ACFA

- Director Reserve Forces and Cadets (DRFC)

- COS HQ 4 Div

- Representative Cadet Commandant (ACF)

- Representative of Independent Schools' Council

- Representative, Secondary Heads' Association

Secretary - SO2 (Cadet Publications)

In Attendance - Secretary/Chief Executive South East RFCA;

- Commandant CTC:

- DACOS Cadets, HQ RF

- MOD DRFC 2a & Secretary JCS

Meetings

5. The Board will meet once a year at CTC Frimley Park, normally in early November. At least two weeks before the meeting the Commandant is to provide a report to the Board Members outlining achievements during the year, proposals for the future and any concerns that the Commandant wishes to bring to the attention of the Board.

CADET TRAINING TEAMS – CHARTER

Background

- 1. **Status.** The Cadet Training Teams (CTT) are minor units under the command of an RF formation less 34 CTT that is under command HQ NI. They are sponsored by Cadets & OTC Branch, HQ RF. Their non-operational tasks in support of CCF (Army) and ACF training are listed below.
- 2. **Limitations.** With the exception of individual CTT personnel for whom individual Operational Instructions have been issued, CTT personnel may only be redeployed to an operational role with the permission of CRF.
- 3. **Command and Control.** CTT should be placed under command for administration and discipline of a co-located unit.
- 4. **Personnel.** All CTT personnel:
 - a. Must be CRB cleared before being taken on the strength (TOS) of a CTT.
 - b. Must have at least three years to serve on the Active List when TOS of a CTT.
 - c. Should be fully qualified to undertake all their CTT duties when TOS of a CTT and must be so within three months of that date.
 - d. Must receive an OJAR or ACR, as appropriate, in accordance with current LANDSO directives.

Tasks

5. Joint CCF and ACF Support.

a. Priority Tasks:

- (1) Organise and conduct CCF Central Annual Cadet Camps and assist with the instruction at ACF County Annual Cadet Camps.
- (2) Conduct Range Management Qualification Courses and Cadet Ammunition Storeman Courses.
- (3) Act as instructors on the LAND Cadet Leadership Courses.

(4) As directed by Cadets & OTC Branch, HQ RF, undertake additional commitments on behalf of UK Cadet Forces.

b. Secondary Tasks.

- (1) Organise and conduct regional and national Cadet Force military competitions and assist in the sporting events.
- (2) Conduct formation-sponsored courses for CCF (Army) and ACF officers, adults and cadets.
- (3) Assist adventurous training instruction and expeditions for both CCF Contingents and ACF Counties.

6. CCF (Army) Support.

a. Priority Tasks:

- (1) Conduct initial training for CCF (Army) Officers.
- (2) Conduct Methods of Instruction Courses and Leadership Cadres for potential Cadet NCOs as part of their APC (Advanced) training.
- (3) Conduct Annual Weapon Safety Training and Tests for CCF (Army) Adults.
- (4) Conduct Pre-Firing Weapon Safety Tests for CCF (Army) Cadets.
- (5) Monitor standards of instruction and to offer training advice by making routine visits to every CCF Contingent in their area of responsibility.
- (6) Conduct biennial CCF Contingent Staff Inspection and complete CCF (Army) report.
- b. **Secondary Tasks.** Advise on the organisation of CCF Contingent Field Days.

7. ACF Support.

a. Primary Tasks:

- (1) Assist ACF Cadet Commandants to conduct the initial training of ACF Officers.
- (2) Conduct Senior Cadet Instructors' Cadres, including NVQ (PS) endorsement.

(3) Make routine visits to ACF Detachments to offer training advice and monitor standards of instruction and administration.

b. Secondary Tasks:

- (1) Assist with the conduct of Junior Cadet Instructors Cadres.
- (2) If available, assist ACF APC 2 and 3 Star Test Boards.
- (3) Advise on weekend training at ACF County Training Centres.

THE RESERVE FORCES AND CADETS ASSOCIATION (RFCA)

Composition

- 1. The composition of each RFCA includes a number of naval, military and air force members, cadet force members, representative and co-opted members. The number of members varies considerably among the RFC but all include important people in the RFCA area representing employers, local authorities, trade unions, universities, professional bodies and other influential organisations.
- 2. Each RFCA has the following officials:
 - a. President. The Lord Lieutenant of one of the Counties in the RFCA area.
 - b. Vice Presidents. All the other Lord Lieutenants in the RFCA area.
 - c. Chairman. Responsible for the smooth running of the RFCA.
 - d. A number of Vice Chairmen. Many will have had previous TA or cadet force experience.
 - e. A Permanent Staff. Responsible for managing the routine business, headed by a Secretary/Chief Executive.
- 3. Each RFCA employs, within each ACF county, the following permanent staff, with supporting clerical staff, for carrying out the detailed administration of the county:
 - a. A Cadet Executive Officer (CEO) who is the permanent staff officer to the Cadet Commandant. The CEO will hold the rank of major within the authorised establishment for his county ACF.
 - b. A Cadet Quartermaster (CQM) who will be appointed to a commission in the ACF within the authorised establishment of his county and will hold the rank of Captain.
 - c. A number of Cadet Administrative Assistants (CAA) as authorised in the RFCA establishment. They are encouraged to enrol into the ACF within the authorised establishment of their ACF county.
 - d. A number of AO/AA as authorised in the RFCA establishment.
- 4. The members of the ACF permanent staff are employees of the RFCA and are Crown Servants. Their terms of service are contained in RFCA Staff Regulations and their job specifications are at Appendices 1-4 to this Annex. They support the Cadet Commandant

in the administration of the ACF but the RFCA Secretary is responsible for the efficient performance of their duties. Those who are members of the ACF may qualify for up to 28 days ACF pay per year.

Responsibilities

- 5. RFCA have statutory powers and duties connected with the organisation and administration of the ACF. These responsibilities include:
 - a. The organisation of the ACF subject to any directions that the MOD or HQ RF may give.
 - b. The identification of potential Cadet Commandants and Deputy Commandants and involvement in their selection and appointment.
 - c. The initial selection of potential officers and their subsequent appointment and promotion.
 - d. The appointment of AI and their promotion within the county establishment.
 - e. The provision and maintenance of accommodation and the furnishing, heating, lighting and cleaning of such accommodation.
 - f. The issue, storage, maintenance and accounting of public stores and of non-public equipment and stores.
 - g. The management of health, safety, environmental protection and fire safety in relation to ACF accommodation, equipment and stores.
 - h. The general supervision of the administration of private funds.
 - i. Giving assistance where practicable and appropriate in ACF training.
 - i. The general overseeing and support of the ACF permanent staff in their duties.
 - k. Recruiting, local publicity and the promotion of good relations with the public.
 - Encouraging and fostering co-operation and good relations between the TA and the ACE.
 - m. Encouragement and fostering affiliation and sponsorship of ACF detachments by Regular or TA units in conjunction with formation HQ.

RFCA Committees

- 6. To carry out its responsibilities, each RFCA has a number of committees. In general, all matters relating to the exercise of its powers are vested in a General Purposes and Finance Committee (GP&F) which may be advised by county/area committees. ACF Cadet Commandants from the RFCA area are represented at the GP & F Committee meetings and all cadet commandants attend the TA Committee of their county.
- 7. There are also committees which are concerned with Cadet Forces only and, in so far as the ACF is concerned, an RFCA may establish one or more committees to which may be delegated such ACF matters as are considered desirable. The division of responsibilities between cadet committees shall be decided by the RFCA concerned. The following is a guide to a cadet committee:
 - a. Chairman. To be elected by the committee.
 - b. **Appointed Members.** Cadet Commandant and other members of the RFCA.
 - c. Additional Members. Additional members of a cadet committee at county level should include a representative of the Regional Brigade/District Commander and serving or retired ACF officers. It is desirable for representatives of the local community such as members of local education authorities/schools, members of a head teachers' association, members of county branches of national youth organisations and of religious denominations to be invited to be additional members. The number of additional members should always be less than the number of appointed members and at least three quarters of all members should have had service in the Armed Forces or ACF.
- 8. The members of a cadet committee will serve for such period as the RFCA may determine.

Army Cadet Executive Group (ACEG)

9. The Council of RFCA provides a representative RFCA Secretary on the ACEG.

Appendices

1-4. ACF Permanent Staff Job Descriptions.

APPENDIX 1 TO ANNEX E TO CHAPTER 1

CADET EXECUTIVE OFFICER (CEO) – JOB DESCRIPTION

General

- 1. The CEO is a senior employee of the RFCA and as such is the professional adviser to the ACF Cadet Commandant, working full time to support him in the execution of his duties as defined in this Manual.
- 2. The CEO shall, as a condition of employment, volunteer to serve in the ACF on taking up his appointment. He holds the paid acting rank of major within the authorised establishment of the appropriate ACF. He is entitled to receive up to 28 days pay per annum at ACF pay rates.
- 3. The CEO is responsible for the day-to-day administration of the County ACF in which he is supported by a Cadet Quartermaster (CQM), a number of Cadet Administrative Assistants (CAA), each of whom is normally responsible for the administration of a group of Detachments, and an Administrative Officer (AO) for clerical duties.
- 4. In matters of organisation, administration and SHEF, the CEO is responsible to the Secretary of the regional RFCA.

General Responsibilities

- 5. The responsibilities of the CEO for the organisation and administration of the ACF within the County include:
 - a. Management of RFCA Permanent Staff.
 - b. Implementation of and compliance with legislation and regulations for all matters relating to security, SHEF and duty of care towards children.
 - c. Management of public and non-public funds.
 - d. Control and management of ACF property and MOD provided weapons, ammunition, vehicles, equipment and stores.
 - e. General administration of the ACF at County level.
 - f. The provision of staff support and professional advice to the Cadet Commandant.

Detailed Responsibilities

6. Management of Permanent Staff:

- a. Supervise the work of the Permanent Staff, ensure the provision of any necessary training, and appraise, advise and report on performance as directed by RFCA regulations.
- b. As line manager, attend to any Permanent Staff disciplinary, welfare and administrative matters.

7. Legislation and Regulations:

- a. Implement and ensure compliance with any legislation affecting the ACF and regulations issued by HQ RF, RFCA and ACFA regarding SHEF matters and the duty of care towards children.
- b. Act as County Security Officer and ensure compliance with the regulations contained in LANDSO 2901 in conjunction with the Regional Formation HQ. Coordinate mandatory security surveys and act on their reports.
- c. Produce and maintain County SOPs as appropriate.

8. Management of Public and Non-Public Funds:

- a. Manage budgets as allocated in conjunction with the Regional RFCA and Regional Formation HQ including ACF pay and allowances.
- b. Manage any non-public funds implemented at County level and prepare the accounts for annual audit.
- c. Supervise and control any non-public funds implemented at Area and Detachment level and ensure that appropriate audits are made annually.

9. Control and Management of Property and Equipment:

- a. Direct the CQM on the management of vehicles, weapons, ammunition, equipment, stores and clothing and ensure that external checks and inspections are conducted in accordance with regulations and that resultant reports are acted on.
- b. Direct and supervise the CAAs on the management and maintenance of properties and ranges including security and SHEF matters, and ensure that mandatory range inspections are conducted in accordance with regulations and that resultant reports are acted on.
- c. Ensure site risk assessments are prepared and reviewed annually for all ACF properties.

10. General Administration:

- a. Implement the management plan to record and report all cadet training and activity achievements and all adult training and qualifications as required by the Cadet Reporter.
- b. Arrange the required course attendance by adults and senior cadets.
- c. Maintain the personal and training records of officers and AI.
- d. Manage the administration of the enrolment, appointment, promotion and discharge of officers and AI and the commissioning procedure for potential officers.
- e. Administer annual camp.
- f. Direct and supervise the Permanent Staff in the provision of logistic support to cadet training including annual camp.
- g. Provide the focal point for the day-to-day administration of the ACF at County level and liaise as necessary with the Army Chain of Command, RFCA, ACFA, Regular Army and TA affiliated and sponsor units, local authority and service agencies and other youth organisations.
- h. Administer the opening of new Detachments and the closure of failing Detachments in accordance with the instructions contained in this Manual.
- Supervise the AO in her clerical duties and the detailed management of County HO.
- j. Attend and/or provide secretarial support to meetings as directed by the Secretary of the Regional RFCA.

11. Staff Support and Advice to the Cadet Commandant:

- a. Provide professional advice to the Commandant on all matters pertaining to the ACF as appropriate.
- b. Assist the Commandant in the career management, welfare and discipline of the officers and AL.
- c. Assist the Commandant in the submission of recommendations for honours and awards.
- d. Support the Commandant in the compilation of required reports and returns as necessary.

Additional Responsibilities

- 12. In addition to his other responsibilities, the CEO may, when directed by the Secretary of the Regional RFCA:
 - a. Provide safe training advice to the Commandant and County Training Officer when no TSA is appointed.
 - b. Act as the County SHEF Officer when no other officer is appointed in that role.
 - c. Assist the Commandant in PR matters within the County when no other officer is appointed in that role.

APPENDIX 2 TO ANNEX E TO CHAPTER 1

CADET QUARTERMASTER (CQM) - JOB DESCRIPTION

General

- 1. The CQM is a full-time employee of the RFCA and is responsible to the RFCA Secretary, through the CEO, for all stores, accounting, supply, maintenance, vehicles and logistic support in accordance with policy laid down by the RFCA and Materiel Regulations for the Army (JSP 336).
- 2. In the absence of the CEO, the CQM is to deputise for him and, therefore, he is to be aware of the CEO's main responsibilities.
- 3. As a condition of his employment, the CQM, shall, on taking up the appointment, volunteer to serve in a rank not exceeding the paid acting rank of Captain within the establishment of the relevant county or equivalent ACF. He is entitled to receive up to 28 ACF paid training days per annum at ACF rates of pay.

Responsibilities

4. Stores Accounting:

- a. The maintenance of main County Ledgers and the implementation of a system of control and co-ordination for the secure storage, receipt, issue and accounting of weapons, ammunition, clothing, equipment, vehicles and stores (including training stores, accommodation stores and loan stores) between County HQ, Area HQs and Detachments.
- b. Maintenance of Special Stores Registers.
- c. Preparation of AFs G 8800 for items requiring workshop repair, and supervision of back-loading and, where necessary, replacement.
- d. Control of public accounts in respect of rations, clothing and losses.
- e. Recovery of clothing and compilation of documentation for write-off action.
- f. Control and management of weapons and ammunition allocated to the county, including their correct storage in accordance with regulations.
- g. Maintenance and accounting for the ACF County owned stores.
- h. Preparation of all CQM accounts and ledgers for audit and stocktaking by RFCA.

5. Checks and Examinations.

- a. Stocktaking and managerial examination of accounts including Equipment, Miscellaneous, Loans, Rations and Accommodation accounts for all Areas and Detachments.
- b. Visits to Areas and Detachments in conjunction with CAA to inspect aspects of his responsibilities.
- c. Checks on stores and accommodation at area HQ and Detachments on changes of command.
- d. Coordinating the testing of all portable appliances as directed by RFCA.
- e. Ensuring corrective action is taken on all external inspection (Fire, Range, ECI) reports.

6. Accommodation and Accommodation Stores.

- a. Raising works services for building repairs.
- b. Supplying, maintaining and replacing furniture, furnishings and fire fighting equipment within the County.

7. Supervision.

- a. Supervision of G4 responsibilities of CAA and follow up action on CAA Detachment reports.
- b. Overall control of County HQ and the County Weekend Training Centre (WETC).
- c. Supervising Officer for catering including contract catering at camps.
- Management of the county laundry and dry cleaning contract.

8. Support to Training (including Camp) and Activities.

- a. Provide logistic support to weekend training and activities at county level and, where necessary, arrange for temporary loans from appropriate sources of items needed to support such training and activities.
- b. Demand, collection and return of all loan items issued for annual camps.
- Detailed allocation of sub unit accommodation for annual camps including handover/takeover.

d. Indenting for and control of Operational Ration Packs (ORP) from Log Sp, on repayment from ACF sub units.

9. Provision of Advice and Direction of Policy:

- a. Provide professional advice to the CEO on such matters as catering, weapons, ammunition and equipment management, hazardous substances, fuel efficiency, vehicle management and building maintenance.
- b. Assist the CEO in the production and implementation of the SHEF Management Action Plan.
- c. Direct and supervise the CAA on frost precautions to be taken at ACF properties.

10. Miscellaneous

- a. Ordering and distribution of items required from Cadet Kit Shop.
- b. Indenting for and distribution of official publications, army forms, manuals and maps.

Additional Duties

- 11. **County Mechanical Transport Officer (MTO).** The CQM is to be the county MTO in which capacity he is to:
 - a. Maintain an up-to-date list of authorised drivers.
 - b. Carry out familiarisation training and MATRIX testing of drivers.
 - c. Publish MT Standing Orders and control work tickets, FMT 600 and vehicle accident report forms.
 - d. Be responsible for the overall organisation and control of county vehicles including repairs, servicing, MOT and allocation of vehicles to Areas and Detachments for training.
 - e. Arrange the hire of vehicles as required.

12. **SHEF**

a. The CQM is to act as the County Fire Officer and, in accordance with the DFS(A) Fire Safety Management Plan, issue the fire safety equipment, orders and signs for all ACF properties, supervise the regular testing of equipment and action any reports or inspection recommendations.

- b. The CQM is to be the County representative on the RFCA Health and Safety Committee.
- c. The CQM is to be the focal point for the preparation of site risk assessments for ACF properties within the county covering buildings and external areas and, where appropriate, manual handling and work equipment.
- d. The CQM is to be the energy and fuel efficiency officer for the County on behalf of the RFCA Secretary.
- 13. **Security.** The CQM is to act as the County Assistant Unit Security Officer and is to control the security arrangements for alarmed armouries, the County ammunition store and all security keys.
- 13. The CQM is to carry out other instructions and duties as directed by the CEO consistent with his employment grade.

APPENDIX 3 TO ANNEX E TO CHAPTER 1

CADET ADMINISTRATIVE ASSISTANT (CAA) – JOB DESCRIPTION

General

- 1. The CAA is a full time employee of the RFCA and is responsible to the CEO for all administrative and G4 matters within his allocated Area/Detachments.
- 2. CAA, if they choose to volunteer to serve in the ACF, may be appointed to a commission as a Lieutenant or enrolled as an Adult Instructor at the discretion of the RFCA. If commissioned, CAA may only be promoted to the paid acting rank of Captain in exceptional circumstances and for specific periods of time. For ACF service, CAA are entitled to receive pay at ACF rates for up to 28 paid training days per annum.

Responsibilities

3. Management of ACF Properties:

- a. Prepare and publish an initial site risk assessment on buildings and external areas and carry out an annual review.
- b. Conduct monthly internal and external inspection of building fabric, fixtures, fittings and furnishings, report defects, correct faults in compliance with SHEF legislation and regulations and submit works services where necessary.
- c. Co-ordinate access for contractors and monitor works services on behalf of RFCA.
- d. Manage any ground maintenance, implement frost precautions and monitor mains services and facilities as required by RFCA.

4. Stores Management and Accounting:

- a. Maintain records for each Detachment and account periodically as directed by the CQM for:
 - (1) Accommodation stores.
 - (2) Training stores and equipment.

- (3) Fire safety equipment.
- (4) Publications and manuals.
- b. Issue and account for all clothing and equipment on loan to Detachment staff and cadets. Advise and assist the Detachment Commander to take any necessary action to recover uniform from cadets when they leave the ACF.
- c. Inspect all stores and equipment issued to the Area HQ and each Detachment on a periodic basis as directed by the CQM and make provision for replacements as necessary.
- d. Make evening visits to Detachments as necessary to carry out these duties and to advise and assist the Detachment staff to manage Detachment stores and equipment properly.
- e. Assist the CQM to prepare weapons and any controlled stores for ECI.

5. SHEF Management:

- a. Publish the Cadet Commandant's annual SHEF policy statement at each Area HO and Detachment.
- b. Provide, inspect and test Detachment fire safety equipment and replace as necessary in accordance with the DFS(A) Fire Safety Management Plan.
- c. Provide and publish Detachment Fire Orders and position fire exit signs in accordance with the DFS(A) Fire Safety Management Plan.
- d. Ensure that each Detachment holds a monthly fire practice and maintains a record.
- e. Arrange for portable electrical and electronic appliances to be tested as directed by RFCA.
- f. Provide each Detachment with a first aid kit as supplied by the CQM and ensure that each Detachment operates the accident/incident reporting system as required by the CEO.
- g. Liaise with any lodger unit or tenant concerning SHEF matters.
- h. Ensure that each Detachment maintains a visitors' log.
- 6. **Range Safety:** (For those Detachments with a miniature range)
 - a. Act as Range Officer and provide, publish and annually review Range Orders.

- b. Publish and revise annually, a list of authorised Range Conduct Officers for each range.
- c. Provide and regularly inspect the Range Log at each range.
- d. Attend range safety inspections arranged by Formation HQ and arrange range cleanliness inspections in accordance with RFCA policy, and action any subsequent reports.

7. Security:

- a. Attend Area HQ and Detachment security inspections and reviews as arranged by Formation HQ and action any subsequent reports.
- b. Ensure the secure storage of weapons and ammunition at each armoury or Detachment arms store in accordance with LANDSO 2901, that secure arrangements are made to transport weapons and ammunition to training, and that proper records for arms and ammunition checks, issues and receipts are kept.
- c. Monitor, on behalf of the CQM, the correct handling of security keys at Area HQ and Detachments.

8. Cadet Training Away from the Detachment:

- Assist the Area/Detachment Commander by booking training/activity facilities, compiling requests for logistic and administrative support and booking transport as authorised by the CEO/CQM.
- b. Provide the necessary logistic support including messing and accommodation arrangements as required.

9. Assistance to Detachment Commanders and AI:

- a. Provide advice and guidance on all matters pertaining to Detachment administration, safety and security and the upkeep of Detachment personal and training records.
- b. Ensure that each Detachment is issued with the correct publications and army forms.
- c. Assist the Detachment to prepare documentation for the annual inspection.
- d. Liaise with Regular Army and TA Sponsor Units and the CTT for training support.
- 10. **Personal Responsibility.** Administer and maintain responsibly any vehicle allocated for his or her use.

APPENDIX 4 TO ANNEX E TO CHAPTER 1

COUNTY ADMINISTRATIVE OFFICER (AO) – JOB DESCRIPTION

General

- 1. The AO is a full-time employee of the RFCA at the ACF County HQ and works directly for the CEO who is his/her line manager. The AO provides administrative and clerical support to the County ACF as directed by the CEO and acts as office manager at County HQ.
- 2. The AO is not bound by his/her terms of employment to attend any ACF training or activities including annual camp, but may do so by arrangement with the CEO. The AO may choose to volunteer to serve in the ACF on the same terms as any other individual and will be entitled to receive up to 28 paid training days at ACF rates of pay.

Responsibilities

- 3. Act as County HQ Office Manager:
 - a. Man the telephone and handle routine enquiries.
 - b. Maintain the County HQ files and publications library and order stationery as required.
 - c. Maintain the County HQ electronic equipment (PCs, printers, fax and franking, photocopier)
 - d. Manage the incoming and outgoing correspondence.
- 4. Operate and maintain the County database and, under the direction of the CEO:
 - a. Collate and record all required statistical information.
 - b. Compile the statistical information for the annual Cadet Reporter and any other returns required by HQ RF, the Regional Formation HQ or the Regional RFCA.
 - c. Maintain a back-up system for all electronically held data.
- 5. Provide clerical administration support to the CEO:
 - a. Maintain the personal and training records of officers and AI.

- b. Arrange and allocate courses for officers, AI and senior cadets.
- c. Handle routine correspondence and adult personal administration matters as appropriate.
- d. Assist with the detailed clerical procedures of adult enrolment, vetting (including CRB application and disclosure forms), appointments and discharges.
- e. Assist with the detailed clerical procedures for commissioning, for submissions for adult honours and awards, and for cadet awards and certificates of achievement.
- f. Maintain Detachment annual inspection records.
- g. Publish County Routine Orders.
- h. Operate the ACF pay and allowances database and compile the monthly demands.
- i. Handle correspondence with tenants occupying ACF property and, in consultation with the Regional RFCA, set rents, issue letting agreements and receive rental income.
- 6. Assist the CEO in any other administrative or clerical task consistent with his/her grade.

THE ARMY CADET FORCE ASSOCIATION

Origins

- 1. The ACF traces its origins to 1860 when, in the face of the threat of French invasion, boys companies were formed in many of the Volunteer Battalions raised at that time. It was not long after this formation period that the connotation of social benefit was added to the objectives of the cadets.
- 2. The degree of official War Office or MOD backing for the cadets has varied at different times, but it was at the start of the 1930s that financial stringency reached the point of official support of the Army Cadets being withdrawn. The British National Cadet Association (BNCA), under the Presidency of Field Marshal Lord Allenby, was formed on 13th June 1930 to keep the Cadet Force in being and to secure the restoration of official recognition. It succeeded in both these aims and, as the Second World War was seen to be approaching, War Office support increased.
- 3. In 1941/42 the Government decided to expand the cadet organizations of the three Services, and the War Office, by agreement with the BNCA, sponsored rapid development of the ACF.
- 4. On 21st September 1945 the BNCA was re-titled the Army Cadet Force Association (ACFA). Despite steadily increasing War Office/MOD support, the need for the Association remained and, with the passage of time, its role developed along the broad lines of:
 - a. General advice and assistance to MOD and others in all ACF matters.
 - b. Direction of ACF affairs outside those specifically undertaken by MOD.
 - c. Provision of those 'regimental' services to the ACF in the manner of all corps and regimental associations.

Constitution

- 5. The ACFA is a company limited by guarantee (Registered Number 293432) and not having a share capital. It is a registered charity (No: 305962) governed by its Memorandum and Articles of Association:
 - a. The ACFA serves as the national focus for a wide range of educational, sporting and development programmes, each designed to develop self confidence, promote leadership qualities and strengthen the character of cadets. It manages the ACF national sporting competitions, first aid training and cadet music; it is an operating authority for the Duke of Edinburgh's Award; it assists the Cadet Vocational Office

with the BTEC programme; it promotes competitive shooting; it organises the ACF's youth and community project (Outreach).

- b. The ACFA's 'school governor' and ombudsman roles are an important contribution to its close partnership with the other major stakeholders in the ACF. It acts as a lobby group on behalf of the ACF; advises the MOD and other government agencies on ACF affairs; represents the ACF in matters not within the province of the MOD, such as dealing with DfES and the National Council for Voluntary Youth Services (NCVYS); provides a regimental focus and national forum for the ACF; runs the Cadet Kit Shop; coordinates insurance covering the needs of the ACF outside the MOD liability and raises awareness within the ACF of the many career opportunities within the Armed Forces.
- c. The ACFA provides marketing for the ACF at a national level.
- 6. The business of the Association is managed by its Council, which normally meets three times a year. Council members are elected at the Annual General Meeting. The Council comprises:
 - President.
 - b. Chairman.
 - c. Vice Chairman / Finance Chairman.
 - d. Honorary Treasurer.
 - e. Chairmen ACFA Northern Ireland, Scotland, Wales.
 - f. Division / District Representative Cadet Commandants.
 - g. Specialist Advisers in Law, Banking, Education, Equality Issues, Religion.
 - h. Co-opted members from DRFC, Cadets & OTC Branch at Land Command and the RFCA.
- 7. The Council may appoint committees or sub-committees or other bodies in order to assist it with its work.

Membership

 All ACF Counties are required to be affiliated to the Association. Further to this, the Association comprises individual male and female members who are interested in the ACF and are prepared to support it.

Modus Operandi

9. The Council of the ACFA is supported in its work by grants, donations and subscriptions made by certain Government departments, charitable trusts, businesses and institutions and by individuals. It employs a small staff which provides its secretariat and executes its policies. This staff works in co-operation with the MOD, the Council of RFCAs and the individual RFCAs. It maintains close relations with the National Council for Voluntary Youth Services (NCVYS), of which the ACFA is a constituent member, and with the Combined Cadet Force (CCF), the Sea Cadet Corps (SCC), the Air Training Corps (ATC) and the other main youth organisations. The ACFAs in Scotland, Northern Ireland and Wales have a degree of autonomy but are official committees of ACFA.

Headquarters ACFA

10. The ACFA maintains an office in London:

Holderness House 51-61 Clifton Street London EC2A 4DW Tel: 020 7426 8377 Fax: 020 7426 8378

E-mail: a cfa@armycadets.com www.armycadets.com

- 11. The permanent staff of the Association comprises:
 - a. General Secretary;
 - b. Director Finance, Operations and Training
 - c. Marketing and Communications Manager
 - d. Finance Officer:

Supported by a small clerical staff. The outline organization of the ACFA is at Appendix 1.

The Cadet Kit Shop

12. Under the auspices of the Association, the Cadet Kit Shop operates to help meet the needs of cadets for uniform over and above that supplied by MOD, camping and adventurous training equipment and related items. It operates primarily as an Internet and mail order business but also maintains a shop at the Cadet Training Centre (CTC) at Frimley Park.

The 'Army Cadet' Magazine

13. The house magazine of the ACF is the "Army Cadet". It is published three times a year and is edited at the offices of the ACFA.

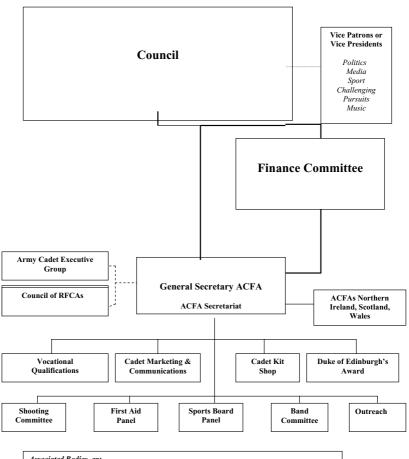
Appendix:

1. ACFA Outline Organization.

APPENDIX 1 TO ANNEX F TO **CHAPTER 1**

OUTLINE ORGANISATION OF THE ACFA

OUTLINE ORGANISATION OF THE ACFA



Associated Bodies, eg:

D of E, St John Ambulance, CCRS, NRA represented on the relevant Panel or Sub-Committee

ANNEX G TO CHAPTER 1

THE COUNCIL FOR CADET RIFLE SHOOTING (CCRS)

1. CCRS came into being in 1969 through the amalgamation of the former Imperial Cadet Association, the Public Schools Rifle Matches Association and the Committee responsible for the Inter-Services Cadet Rifle Meeting. From its inception it has been supported by the MOD, the ACF and CCF Associations, the SCC and the ATC. The cadet organizations, together with the Council of TAVRAs (now RFCAs), the National Rifle Association (NRA), The National Small-Bore Rifle Association (NSRA) and the British Schools Small-Bore Rifle Association (BSSRA) were founder members.

2. The objectives of the CCRS are:

- a. To provide a central body which can speak with authority on all cadet shooting affairs, on behalf of UK cadet organizations;
- b. To organize shooting events and competitions that may be delegated to it by its constituent organizations;
- c. To liaise in shooting matters between UK cadet organizations and their counterparts overseas.
- 3. The CCRS shares with the Territorial Army Rifle Association a permanent secretariat at Derby Lodge, Bisley.
- 4. The Council at present maintains the following committees:
 - a. Trustees.
 - b. Executive Committee.
 - c Schools Committee
 - d. Inter-Service Cadet Rifle Matches Committee.
 - e. Commonwealth Postal Competition Committee in abeyance.
 - f. The Overseas Matches Committee which deals with the visits of overseas teams, the training of British teams and the running of UK Cadet teams at Bisley. It has the following sub-committees:
 - (1) British Cadet Rifle Team (the Athelings). It selects the team and organizes the tour to Canada.

- (2) The Great Britain Under-19 Rifle Team. It selects the team and organizes the tour to South Africa.
- $(3) \quad The \ United \ Kingdom \ Cadet \ Rifle \ Team. \ It selects \ the \ UKCRT \ and \ organizes \ the \ tour \ to \ the \ Channel \ Islands.$
- 5. The Assistant Secretary of CCRS is also the Secretary of the ACFA Shooting Committee.

ANNEX H TO CHAPTER 1

ACF KEY APPOINTMENTS WITHIN THE COUNTY – JOB DESCRIPTIONS

General job descriptions for key appointments within the ACF County are given as follows:

Appendices:

- 1. Cadet Commandant.
- 2. Deputy Cadet Commandant.
- 3. County Training Officer.
- 4. County Medical Officer.
- 5. Senior Chaplain.
- 6. Area Commander and Area Second in Command/Training/Admin/Staff Officer.
- 7. Detachment Instructor and Detachment Commander.
- 8. RSMI.

CADET COMMANDANT - JOB DESCRIPTION

General

- 1. The Cadet Commandant commands all Officers, Adult Instructors (AI) and Cadets within the County/Sector/Battalion, in accordance with the following guidelines:
 - a. Officers Military Law/ACF Manual.
 - b. AI RFCA Staff Regulations/ACF Manual.
 - c. Cadets ACF Manual.
 - d. All The Cadet Training Safety Precautions pamphlet (JSP 535), other relevant military pamphlets and current health and safety legislation.
 - e. HQ Land Command (as promulgated by HQ RF), Division, District, Brigade and RFCA Standing Orders and Instructions.
- 2. The Commandant is under command of the Regional Brigade Commander or District Commander (Formation Commander) as appropriate.

Role and Responsibilities

- 3. The role of the Commandant is to command, train and administer the County/Sector/Battalion effectively, efficiently, and safely, within budget, as directed by the Regional Formation Commander.
- 4. Responsibilities include:
 - a. Recruiting and selection of Officers and AI to Establishment.
 - b. Managing the training and development of all Officers and AI.
 - c. Appointing suitably qualified Officers and AI to all appointments within the County/Sector/Battalion.
 - d. Planning and maintaining a key personnel succession plan.
 - e. Ensuring that safe training for cadets is conducted as prescribed in the Army Proficiency Certificate (ACF) syllabus, training manuals and Cadet Training Safety Precautions booklet.

- f. Ensuring that an appropriate balance is maintained between military, adventurous and citizenship training.
- g. Ensuring that Health and Safety and Child Protection regulations have the highest priority with all Officers and AI.
- h. Maintaining the welfare of all Officers, AI and Cadets in the County/Sector/Battalion, while attending ACF activities.
- Promoting the ACF within the community, enhancing the awareness of the Army and keeping the County/Sector/Battalion in the public eye by fostering effective Public Relations.
- j. Maintaining close links with the Army, (Regular and TA) locally, including the Cadet Training Team (CTT), and also the CCF, SCC and ATC.
- k. Overseeing the County/Sector/Battalion's involvement in the Outreach programme, where appropriate.
- 1. Encouraging and overseeing the County/Sector/Battalion's involvement in the Duke of Edinburgh's Award Scheme and the BTEC Scheme.
- m. Representing County/Sector/Battalion within the local community.
- o. Liaising and fostering links with the local Civic Community, including Lord Lieutenants, DL, High Sheriffs and Mayors.
- p. Promoting physical recreation, sport and adventure training in addition to traditional military skills.
- q. Ensuring that security guidelines and policies are being implemented and adhered to.
- r. Producing a costed business plan for his County to enable his unit to be efficient, effective and within budget.
- s. Ensuring all public and non-public funds within the unit are run within regulations and audited.
- t. Holding regular briefings and conferences with Senior County/Sector/Battalion Staff to ensure that effective communication is maintained throughout the County/Sector/Battalion.
- u. Attending County/Sector/Battalion & Company/Group/Area Training and County/Sector/Battalion & Regional Sports events.
- v. Planning, attending and controlling Annual Camp.

- w. Establishing new detachments in areas where potential exists, arranging the resources to support them and closing Detachments which are no longer sustainable.
- x. Enhancing the retention of Senior Cadets in the County/Sector/Battalion.
- 5. The Commandant should liaise with the Reserve Forces and Cadets Association (RFCA) on all matters relating to:
 - a. Performance and tasking of the County/Sector/Battalion Permanent staff.
 - b. Administration of the County/Sector/Battalion.
 - c. Accommodation.
 - d. County/Sector/Battalion Transport.
 - e. Recruiting.
 - Honours and Awards.
- 6. The Commandant should liaise with the Army Cadet Force Association (ACFA) on matters relating to:
 - a. Duke of Edinburgh's Award Scheme.
 - b. BTEC Scheme.
 - c. Sport.
 - d. Citizenship Training.
 - e. First Aid.
 - f. Outreach.
 - g. Bands/Corps of Drums.
 - h. ACFA Collective Insurance Scheme.
- 7. The Commandant should liaise with Cadet Training Centre (CTC) on all matters relating to:
 - a. Officer/AI training courses.
 - b. Cadet Vocational Qualifications.

APPENDIX 2 TO ANNEX H TO CHAPTER 1

DEPUTY CADET COMMANDANT - JOB DESCRIPTION

General

1. The Deputy Cadet Commandant is an integral part of the senior management team of the County/Sector/Battalion HQ. The post holder reports directly to the Cadet Commandant and carries out the duties specifically assigned to him by the Commandant.

Responsibilities

- 2. The Deputy Cadet Commandant's responsibilities will vary widely, depending on personalities. However his duties may include many of the responsibilities listed below:
 - a. Deputising for the Cadet Commandant in his absence.
 - b. All matters relating to the Management, Training and Welfare of all ranks.
 - c. Guiding and supporting Area/Group/Company HQs and Detachments in the implementation and administration of current policies and objectives.
 - d. Advising on the deployment, development, discipline, safety and welfare of the Officers, Adult Instructors and Cadets in the Area/Group/Company.
 - e. Monitoring the effectiveness of Area/Group/Company and Detachment training and APC(ACF) achievement.
 - f. Identifying, with Area/Group/Company Commanders, possible locations for new detachments.
 - g. Identifying strengths and areas for development within the Areas/ Groups/ Companies/and advising the Commandant accordingly.
 - h. Monitoring the adult Annual Military Skills Test.
 - i. Building an effective team of staff, having the common purpose of pursuing and achieving excellence in all that is done.
 - j. Visiting Sector, Area/Group/Company and Detachment activities.
 - k. Attending regular, weekly meetings with the Cadet Commandant and CEO.

- 1. Maintaining regular and effective contacts with the QM, Training Major and other County/Sector/Battalion HQ Staff Officers, in person and by telephone.
- m. Liaising with Regular and Territorial Army units, other cadet and civilian organisations within the County/Sector/Battalion area.
- n. Ensuring that the County/Sector/Battalion is kept in the public eye, using the County/Sector/Battalion PRO as appropriate.
- o. Contributing to the production of the County/Sector/Battalion's Annual Forecast of Events.
- p. Attending, and contributing to, the Cadet Commandant's conferences and meetings, as identified on the Annual Forecast of Events.
- 3. Other tasks for Deputy Cadet Commandants:
 - Coordinating and managing County Outreach activities, in consultation with the ACFA National Outreach Coordinator.
 - b. Coordinating and managing all external events.
 - c. Representing the County/Sector/Battalion in all SaBRE activities.
 - d. The in-line management of the County/Sector/Battalion Training Team.
 - e. Advising on all aspects of safe training policy and practice.
 - f. Chairing regular meetings of the Training Department.
 - g. Ensuring that Adult and Cadet training opportunities are well communicated and understood.
 - h. Integrating, and developing a high profile for Adventure Training within the County/Sector/Battalion in consultation with the SO2 AT, HQ LAND.
 - Monitoring and developing greater participation in NVQs for Adult staff and BTEC for senior cadets.
 - j. Direct liaison with the ACFA DofE Panel, the ACFA First Aid Panel, the ACFA Shooting Committee, CTC Frimley Park and the Cadet Training Team.
 - k. Monitoring and evaluating the County/Sector/Battalion PR, media and marketing output in conjunction with the Chief of PR (ACF) and the RFCA.
 - 1. Other tasks, within his/her experience and capabilities, as laid down by the Cadet Commandant.

APPENDIX 3 TO ANNEX H TO CHAPTER 1

COUNTY TRAINING OFFICER - JOB DESCRIPTION

General

- 1. The County Training Officer (CTO) is directly responsible to the Cadet Commandant for the effective implementation of all aspects of the APC Syllabus and the Cadet Commandant's Training Directive within the County. He is responsible for directing and supervising officers and AI holding specialist training appointments in County HQ and commands any training team established at County level.
- 2. He is to work closely with the Training Safety Adviser (TSA) to implement the safe training system for all training and activities in the County, and he is to liaise with the Cadet Training Team to provide the necessary professional training support as required.

Responsibilities

3. The County Training Officer's detailed responsibilities are to:

a. Cadet Training:

- (1) Generally supervise all training and exercises and monitor assessment standards.
- (2) Consult the Cadet Commandant on training and advise Area Commanders and their training staff on the implementation of the Commandant's Training Directive.
- (3) Organise APC assessments in "field" subjects at 2 and 3 Star level and in progressive subjects at 4 Star level, including the appointment of the presidents of Testing Boards and the approval of assessors.
- (4) Arrange for the CTT to hold SCIC, and organise JCIC and 3 Star Cadres.
- (5) Visit Area and Detachment training to monitor, advise and assist where appropriate.
- (6) Arrange and oversee specialist training approved by the Commandant (shooting, first aid, signals, adventurous training) using the appointed officers accordingly.
- (7) Promote and facilitate the D of E and BTEC schemes throughout the County.

(8) Organise and conduct any internal county level military skills/skill-atarms competitions and arrange for the training of any County shooting and military skills teams, including arranging entry into Regional and National competitions.

b. Annual Camp:

- (1) Formulate the annual camp training programme at County level and coordinate company and cadre programmes.
- (2) In conjunction with the CEO, CQM, specialist training staff and CTT, arrange training facilities and resources and any training support needed from the Regular Army or TA
- c. **Adult Training:** Take responsibility for or, in a county where the Deputy Commandant oversees adult training, assist the Deputy Commandant to:
 - (1) Provide initial/induction training or give guidance to Area Commanders in such provision, to prepare adults to attend the Initial Training Course (ITC) held by CTT and the Adult Instructors Course at CTC.
 - (2) Organise and conduct adult progressive and refresher training, including the annual mandatory military skills tests, and additional training for Detachment Commanders.
 - (3) Ensure that all officers and AI attend the qualification and course training required of their appointments in accordance with regulations, and encourage and prepare officers and AI to receive specialist training, particularly in range conduct, first aid, obstacle course supervision and in adventurous pursuits and sporting disciplines.

d. Training Administration:

- (1) In conjunction with the CEO/AO maintain a master record of all cadet training achievements and all adult qualifications and course training, and provide the training information required by the Cadet Reporter.
- (2) Maintain (in conjunction with the TSA when one is appointed) a library of generic risk assessments for all regular training activities and conduct an annual review.

4. Other Responsibilities

a. Contribute to planning the County annual programme of training, activities and events.

- b. Attend Cadet Commandant's conferences and hold regular meetings for County and Area training staff.
- c. Attend national ACF County Training Officers' Conferences as appropriate.
- d. On or soon after being appointed, attend an Area Commanders' Course at CTC if not previously undertaken.

APPENDIX 4 TO ANNEX H TO CHAPTER 1

COUNTY MEDICAL OFFICER - JOB DESCRIPTION

General

- 1. The Cadet Commandant is responsible for the health care of all members of the ACF under his command.
- 2. The County Medical Officer (MO) is a member of the County staff within the establishment permitted by this Manual and is to assist and advise the Cadet Commandant.
- 3. The County Medical Officer must be a fully registered medical practitioner. He/she is appointed to a RAMC TA General List Section B Commission for service with the ACF, arranged by Commander Medical at Division/District HO.

Responsibilities

- 4. The MO is to advise the Cadet Commandant on all matters relating to health and medical care relating to all members of the ACF while on ACF training and activities.
- 5. The MO is to conduct individual medical examinations or arrange for medical examinations to be conducted, in accordance with the regulations contained in this manual or as directed by HQ RF, for adult applicants wishing to join the ACF, applicants for commissions, individuals who wish to extend their ACF service beyond the official retiring age, whenever they are required for course attendance or as requested by the Cadet Commandant.
- 6. The MO, in conjunction with the CEO, is to make the necessary arrangements for medical and health care facilities and equipment at annual camp. He/she is to liaise with Commander Medical at Division/District HQ to provide the medical staff necessary to run a medical centre and is to supervise the County Medical Centre at camp. He/she is to liaise as necessary with local medical and hospital facilities at annual camp.
- 7. The MO is to be prepared to attend, as required, adult training being conducted at County level to give instruction and advice on health or medical matters relating to the ACF.

APPENDIX 5 TO ANNEX H TO CHAPTER 1

SENIOR CHAPLAIN - JOB DESCRIPTION

General

- 1. Chaplains are appointed to RAChD TA General List Section B commissions for service with the ACF, within the terms described in Chapter 4, arranged by the ACG at Division/District Headquarters.
- 2. The Cadet Commandant is responsible for the spiritual and moral welfare of all members of the ACF under his command. The Chaplains, as members of the County Staff, assist the Commandant with advice and with the spiritual, moral and pastoral care of all members of the ACF.

Responsibilities

- The Senior Chaplain is responsible for:
 - a. The allocation and coordination of tasks among the Chaplains within the County.
 - b. Assuming the role, if requested by the Cadet Commandant, of "independent listener" for the benefit of individual cadets who may wish to discuss their treatment within the ACF. (See Chapter 2 para 2.020.)
 - c. Arranging Chaplains' visits to Detachments and to weekend training and activities.
 - d. Providing Chaplaincy cover at annual camp and arranging for the provision of the necessary stores and equipment to enable the Chaplains' duties to be carried out at Camp.
 - e. Arranging facilities for minority groups as necessary and when possible.
 - f. Fostering cooperation between ACF Chaplains and Regular Army and TA Chaplains as appropriate.
 - g. Advising the Cadet Commandant on all matters relating to the spiritual and moral wellbeing of all members of the ACF.
 - h. Recruiting Chaplains and/or Officiating Chaplains to the ACF in conjunction with the Cadet Commandant and the ACG.

APPENDIX 6 TO ANNEX H TO CHAPTER 1

AREA COMMANDER AND AREA SECOND-IN-COMMAND/ TRAINING/ADMIN/STAFF OFFICER JOB DESCRIPTION

PART 1 – ACF AREA/COMPANY/GROUP COMMANDER – JOB DESCRIPTION

General

- The Area/Company/Group Commander:
 - a. Commands the Area/Company/Group. He/she is ultimately responsible to the Cadet Commandant for all matters relating to the management, training and welfare of all ranks in the Area/Company/Group.
 - b. Guides and supports Detachments in the Area/Company/Group in the implementation of a safe training regime and the administration of current policies and objectives.
 - c. Manages the deployment, development, discipline, safety and welfare of the Adult Instructors and Cadets in the Area/Company/Group.
 - d. Monitors the effectiveness of Detachment training and the rate of progression of cadets through the training syllabus.
 - e. Builds an effective team having the common purpose of pursuing and achieving excellence in all that is done.

Responsibilities

2. The Area/Company/Group Commander is responsible for:

a. Personnel Management:

- (1) Recruitment, including initial interview and posting of Adult Instructors.
- (2) Development of Adult Instructors including:
 - (a) Induction training of all new AI.
 - (b) Ensuring timely attendance on the ITC and at CTC courses.

- (c) Identifying those willing to take on specialist training such as range conduct (CRCQ SB and FB), Obstacle Course Supervision, Adventure Training and DofE management.
- (d) Identifying those requiring refresher training using the offices of the Training Officer and/or Cadet Training Team.
- (3) Liaising with the Commandant and CEO regarding the deployment of instructors to Detachments.
- (4) Dealing with breaches of discipline beyond the scope of the Detachment Commander.
- (5) Mediating in disputes.
- (6) Holding regular meetings of Detachment Commanders for communicating current issues, exchanging of ideas, and airing problems.
- (7) Arranging, where appropriate, cross posting of Cadet Instructors.
- (8) Interviewing Senior Cadets for promotion to Cadet Sgt and above.
- (9) Ensuring the effective use of the 4-Star and Master Cadets.
- (10) Appointing Officers or Adult Instructors to co-ordinate specialist areas, eg Shooting, Sports, DofE, First Aid, etc, having regard to their normal Detachment roles.

b. Training:

- (1) Attending the Area Commanders' Course at CTC (if not already attended).
- (2) Checking and vetting programmes for Detachment training.
- (3) Carrying out checks on the quality of the instruction offered in Detachments.
- (4) Conducting assessments up to 2-Star level in the APC(ACF).
- (5) Maintaining accurate training records, and carrying out checks of Detachment records.
- (6) Monitoring the progress of cadets through APC star levels and taking corrective action where unnecessary delays occur.

- (7) Co-ordinating Senior Cadet training in conjunction with the Training Officer for 3-Star subjects where Detachments are unable to provide adequate training themselves.
- (8) Encouraging active participation in all competitions or activities for which detachments are eligible.
- (9) Holding Area/Company/Group training events, particularly Weekend Training Camps and competitions.
- (10) Ensuring that Detachment staff are trained to conduct Risk Assessments and Exercise Action Safety Plans (EASP) and that range qualified staff are trained in preparing Range Action Safety Plans (RASP).
- (11) Ensuring that Risk Assessments, EASP and RASP are prepared in accordance with regulations and/or SOP for all activities.
- (12) Ensuring that Detachment staff are trained in conducting training and activity safety briefs.
- (13) Encouraging and assisting in non-military training such as sport, The DofE Award and BTEC Schemes, Cadet & Community projects, visits etc.

c. Administration:

- (1) Maintaining effective contacts with CEO, QM, Training Officer, other County Staff Officers and CTT.
- (2) Maintaining close supervision of the accounts held within the Area/Company/Group and Detachments and carrying out quarterly checks, as laid down in the ACF Manual and SOP.
- (3) Identifying new potential Adult Instructors and personally overseeing their enlistment and induction.
- (4) Advising the Commandant on the personal ability of the Officers and Adult Instructors within his Area/Company/Group. Submitting any recommendations for promotions to the Commandant.
- (5) Monitoring and advising Detachment Commanders on Cadet recruitment within their Detachments.
- (6) Acting as a focal point for returns and information within the Area/Company/Group and ensuring standardisation of procedures.
- (7) Holding social events at Area/Company/Group level.

- (8) Ensuring standardisation of procedures.
- (9) Maintaining close liaison with schools, parents and other community leaders within the local area.
- (10) Advising Detachment Commanders in the preparations for Annual Inspections, in addition to carrying out the required pre-inspection.
- (11) Auditing ACF pay, home to duty travel, travel expenses and public account claims on a regular basis.
- (12) Ensuring that all Detachment activities are properly authorised and notified to the Cadet Commandant in accordance with SOP.
- (13) Monitoring the management of all clothing, equipment and stores on charge to the Area/Company/Group.
- (14) Ensuring that the security of arms and ammunition within the Area/Company/Group is in accordance with regulations and LANDSO 2901.
- (15) Liaising with Regular and Territorial Army units, other cadet and civilian organisations within the area.
- (16) Ensuring that the Area/Company/Group is kept in the public eye using the PRO, as appropriate.
- (17) Attending and contributing to any Commandant's Conferences that take place.

PART 2 – AREA/COMPANY/GROUP SECOND IN COMMAND

AND/OR

AREA/COMPANY/GROUP TRAINING/ADMINISTRATIVE/ STAFF OFFICER

3. Depending on the establishment, an Area/Company/Group may have one or two officers of Capt/Lt rank appointed in its Headquarters to assist the Commander to manage the Area/Company/Group. It is for the Area/Company/Group Commander to allocate specific responsibilities to these officers according to their experience and abilities but they should understudy the Area/Company/group Commander in order to act for him/her in his/her absence.

- 4. Tasks which may be suitable to be undertaken by an officer in the appropriate appointment include:
 - a. Plan and implement, in consultation with the County Training Officer, the Area/Company/Group training programme, including the annual camp training programme, book training areas and ranges and conduct recess as necessary. Arrange training support and conduct weekend training at Area/Company/Group level.
 - b. Arrange, in conjunction with the County Permanent Staff, the provision of logistic and administrative support for Area/Company/Group training including accommodation, catering, transport, training aids, arms and ammunition, training stores and equipment.
 - c. Implement the safe training regime at Area/Company/Group level and monitor safe training at Detachments.
 - d. Co-ordinate cadet initial/recruit training, 1 and 2 Star testing, and 3 Star training.
 - e. Arrange and conduct adult training including induction training, pre-course training and refresher training.
 - f. Liaison with County HQ specialist training officers, the CTT and Sponsor units.
 - g. Co-ordinate sports, adventurous training, the DofE Scheme and the BTEC Scheme throughout the Area/Company/Group.
 - h. Maintain and disseminate cadet training and achievement records.
 - i. Maintain the Area/Company/Group private fund/account and give general supervision to Detachment funds.
 - j. Undertake visits to and inspections of Detachments on behalf of the Area/Company/Group Commander.
 - k. Manage PR and/or "Outreach" activities at Area/County/Group level.

APPENDIX 7 TO ANNEX H TO CHAPTER 1

ACF DETACHMENT INSTRUCTOR AND DETACHMENT COMMANDER

PART 1 – THE ACF DETACHMENT INSTRUCTOR/COMMANDER – JOB DESCRIPTION

General

1. The Detachment Instructor's task is to train cadets in the subjects of the Army Proficiency Certificate (ACF), and other subjects in which he is competent. He is to serve as an example to the cadets, and to present a positive image of the ACF to the public at large.

Training Responsibilities

- 2. The Detachment Instructor is to:
 - a. Attend training in the Detachment on all occasions when cadets are present or whenever visitors or county staff attend, within the limits of available time. He is to inform the Detachment Commander when unable to attend
 - b. To undergo all training designed to enhance the professional standards of an ACF Instructor, specifically:
 - (1) Induction Training within 4 months of enrolment.
 - (2) Initial Training Course within 18 months of enrolment.
 - (3) Instructors' Course at Cadet Training Centre within 3 years of enrolment.
 - (4) Refresher training every 3 years.
 - (5) KGVI Memorial Course, preferably before being appointed Detachment Commander.
 - c. Gain such additional skills as time and abilities allow, in particular:
 - (1) Range Qualification (CRCQ or ARD).
 - (2) First Aid.
 - (3) Obstacle Course Superviser.

- (4) Expedition and Adventurous Training.
- (5) Duke of Edinburgh's Award.
- d. Be conversant with the Duke of Edinburgh's Award and the BTEC schemes and their relationship with the APC.
- e. Carry out periods of instruction in subjects up to his/her current level of competence, as directed by the Detachment Commander, rising to APC 2 Star on passing the ITC and to APC 4 Star on passing the KGVI course.
- f. Attend weekend and annual camps with the Detachment and Area/Company/Group, carrying out tasks as directed.

Supervisory Responsibilities

- 3. The Detachment Instructor is to assist and support the Detachment Commander by:
 - a. Ensuring proper supervision and the good order and discipline of cadets at all times.
 - b. Ensuring the health, safety, wellbeing and security of cadets at all times.
 - c. Being fully conversant with Safety and Duty of Care Guidelines given in the ACF Manual and the Cadet Training Safety Precautions pamphlet (JSP 535).
 - d. Maintaining accurate records of the cadets' attendance and training achievements.
 - e. Maintaining contact with parents.
 - f. Maintaining contact with Regular Army or TA Sponsor Unit to ensure cooperation and mutual assistance.
 - g. Encouraging cadet participation in the DofE Award and the BTEC Schemes and supporting sporting, social and other non-training events as arranged at all levels.

Administrative Responsibilities

- 4. The Detachment Instructor is to assist and support the Detachment Commander by:
 - a. Assisting in the maintenance of any registers, records and logs, and in controlling the issues and returns of weapons, ammunition, equipment stores, pamphlets and uniforms as directed by the Detachment Commander.

- Promoting and maintaining high standards of turnout and hygiene within the Detachment.
- Accurate accounting for any Detachment funds.
- d. Promoting and maintaining good housekeeping within the Detachment.

PART 2 – ADDITIONAL DUTIES OF THE DETACHMENT COMMANDER

General

- 5. The Detachment Commander is responsible to the Cadet Commandant, through the Area Commander, for:
 - a. Arranging imaginative and stimulating training in both military and non-military subjects.
 - b. The discipline and the efficient administration of the Detachment, and for the weapons, ammunition, equipment and stores on charge.
 - c. The development of the adult and cadet instructors so ensuring that they contribute positively to the success of the Detachment.
 - d. Ensuring that the Detachment acts as a good ambassador for the ACF, that it participates fully in Area and County events, and that it enters into the life of the local community in accordance with any PR directive issued by the Cadet Commandant.

Training Responsibilities

- 6. The Detachment Commander is to:
 - a. Plan and produce detailed training programmes, with the appropriate risk assessments and training plans, for all training groups prior to Detachment parade nights. Programmes should be published and cadets briefed in advance of the activities being conducted, and all training activities should be preceded with a safety brief.
 - b. Arrange for the cadets and instructors to participate in weekend training to supplement the training carried out during parade nights, and encourage attendance at annual camp.
 - c. Liaise regularly with the Detachment's Regular Army or TA Sponsor Unit and, as necessary with the CTT, to seek training support for the Detachment.

- d. Ensure cadets have every opportunity to participate in non-APC activities such as sport, the DofE Award and BTEC Schemes and visits to the Army, and to be conversant with the DofE and BTEC Schemes so as to be able to advise cadets accordingly.
- e. Attend the KGVI Course at the Cadet Training Centre, preferably before assuming the appointment and certainly within one year of appointment, as well as any locally arranged Detachment Commander training by way of refresher training.
- f. Arrange assessments of those APC subjects devolved to Detachment Commanders and ensure that relevant results are passed up the chain of command.
- g. Maintain accurate and up to date training records.

Supervisory Responsibilities

- The Detachment Commander is to:
 - a. Be responsible to the Cadet Commandant, through the Area Commander for the health, safety, security and wellbeing of all cadets and adults at the Detachment. He/she is to nominate an "Appointed Person" to cover first aid on all activities and is to implement the accident/incident reporting procedure as necessary.
 - b. Be responsible for the assessment and guidance of Detachment AI in conjunction with the Area Commander, and ensure they receive training when needed to extend or refresh their skills.
 - c. Be responsible for the enlistment, promotion, career guidance and discharge procedures for all cadets, including advice on adult ACF or Service careers, and maintain contact with parents as appropriate.
 - d. Liaise with local schools and other agencies of the local community to develop good relationships, and involve the Detachment in appropriate community projects, particularly charitable events.
 - e. Conduct periodic recruiting campaigns to maintain cadet strength and to recruit potential AI.
 - f. Ensure good order and discipline among AI and cadets within the Detachment and implement any policy guidance given by the Cadet Commandant in relation to welfare or discipline including personal conduct and behaviour, sickness, disability, drug abuse, alcohol, smoking and complaints procedures.
 - g. Ensure that AI are kept up to date with any new or amended legislation, regulations and instructions relating to training safety and to health and safety at the Detachment including fire safety, security and welfare.

h. Ensure that nobody gains unsupervised access to cadets until they have received CRB clearance for the ACF and have been authorised to supervise cadet activities by the Cadet Commandant.

Administrative Responsibilities

- 8. The Detachment Commander is to:
 - a. Maintain accurate personal records and records of achievements for the cadets.
 - b. Maintain the Detachment weapons and ammunition registers and be responsible for the security of the arms and ammunition, including the control of security keys, at all times.
 - c. Establish and maintain a procedure for controlling the issue and return of equipment and stores on charge to the Detachment, and for the issue and return of cadets' uniforms, in liaison with the CAA.
 - d. Be accountable for any Detachment private funds.
 - e. Conduct regular fire practices and maintain a fire practice record book.
 - f. Maintain a Detachment Accident/Incident Log and a Visitors' Log.
 - g. Control and amend any pamphlets, regulations and accountable documents issued to the Detachment.
 - h. Ensure the security of the detachment premises and carry out regular inspections of the fabric, facilities, fittings and furnishings as well as the external areas within the boundaries of the property. He/she is also to implement such cold weather precautions as are advised by the CAA. All problems and defects are to be reported to the CAA without delay.

Contacts

- 9. The main points of contact to provide professional training assistance at the Detachment are the Detachment's regular Army or TA Sponsor Unit and the CTT accredited to the County. A Training Safety Adviser (TSA) may also have been appointed to the County and can give advice on safe training at the Detachment as well as give help with compiling risk assessments and training plans. There are also the following command and specialist appointments within the County whose guidance should be sought by a Detachment Commander in order to assist in the successful management of the Detachment:
 - a. The CAA is there to assist in all aspects of Detachment administration. His/her advice should be sought on any matters which are causing concern.

- b. The Area Commander should be a regular visitor to the Detachment and will advise on any matter. He/she will be particularly concerned with progression in training and the strength of the Detachment. He will also be able to carry out assessment at APC 1, 2 and elements of 3 Star levels.
- c. The County Training Officer should visit at least once per year as well as on request and will advise on any training matter and be able to carry out Assessments at 2 or 3 Star or help with the development of senior cadets and AI.
- d. The Chaplain will be available to visit but will need to be invited. He/she can advise on citizenship matters, may help with a cadet who has personal problems (acting as an "independent listener" when necessary) and, importantly, will take part in the Cadet Promise Ceremony.
- e. The County Duke of Edinburgh Award Officer will visit if requested and give an introductory talk to cadets. He/she will supply entry packs and various items of publicity literature. He/she will also advise on any problems encountered in running the scheme and arrange training for leaders from time to time.
- f. The Public Relations Officer will advise in the successful running of recruiting campaigns and in obtaining publicity in the local media. He/she should be informed of any event of general interest the Detachment may be involved in.
- g. The County First Aid Training Officer will help with instruction and/or testing of cadets at 2 Star First Aid.
- h. The Shooting Officer will help with information and practical assistance with any of the main shooting competitions open to Detachments as well as advising adults on coaching techniques.
- i. The County may also have an officer with the specific responsibility of promoting and arranging the BTEC scheme. He will also be able to advise Detachment Commanders on the details of the Scheme.
- 10. If and when a Detachment Commander identifies a need to contact a civilian agency concerning a welfare or discipline issue involving one or more members of the Detachment, it should be raised and discussed, in the first instance, with the Detachment's Area/Company/Group Commander and advice must be sought either from the Cadet Commandant or CEO.

APPENDIX 8 TO ANNEX H TO CHAPTER 1

REGIMENTAL SERGEANT MAJOR INSTRUCTOR – JOB DESCRIPTION

General

1. The RSMI post is an integral part of the County Headquarters. The RSMI is to provide leadership to all Adult Instructors within the County. He is responsible to the Cadet Commandant for good order and discipline within the County and for ensuring that the Sergeants' Mess is run in the proper manner.

Responsibilities

- 2. The RSMI is responsible for:
 - a. Discipline of Adult Instructors within the County.
 - b. Representation of the Sergeants' Mess.
 - Assisting the County Training Officer as necessary.
 - d. Arranging Parades and other ceremonial events as directed by the Commandant.
 - e. Appointing and monitoring suitable officials to administer the Sergeants' Mess.
 - f. Ensuring Area CSMs are fully briefed about events/issues concerning them, and that they communicate with the Senior Ranks in their Areas.
 - g. Visiting Detachments at least annually, and at other times if requested.
 - h. Attending, and contributing to, Commandant's Conferences, as identified on the Annual Forecast of Events.
 - i. Undertaking such other tasks as required by the Cadet Commandant.

ANNEX I TO CHAPTER 1

RESERVED

ANNEX J TO CHAPTER 1

ACF COUNTY ESTABLISHMENT SCALES

1. Number and Rank of Adults in all Detachments.

	OFFI	AI	
No of Cadets	Captains	Subalterns (2) (4)	Rank Range SSI to SI (3)
a	b	c	d
0 - 25 (5)	-	1	2 (c)
26 - 50	-	1	3 (c)
51 - 75	1	1	3 (c)
76 - 100 (1)	1	2	4 (c)

Notes:

- 1. The establishment of a detachment with over 100 cadets will be decided by HQ RF based on the recommendations of the detachment's parent formation headquarters.
- 2. AI, normally SMI, may be held on establishment in lieu of officers.
- 3. When a detachment is authorized to enrol female cadets, the county ACF is to apply through the normal channels to HQ RF for an increase in the adult establishment of that detachment of one female AI. Authority will not be granted if there is an unfilled female officer or AI vacancy elsewhere within the county ACF establishment.
- 4. A captain may be held against a subaltern's vacancy for every four subalterns on the strength of a county or equivalent ACF.
- 5. A viable ACF detachment should normally have a minimum of 25 cadets on strength. It is recognized that because of unique local circumstances that figure may be difficult to attain, and a waiver might have to be obtained from HQ RF on the understanding that if the cadet strength fell below 15 the detachment might have to close.

2. Number and Rank of HQ Area Staff.

No of		OFFI	AI		
Detachments	Major Captain		CAA (Lt)	Total Officers	Sergeant Major Instructor (SMI)
a	b	c	d	e	f
4 or less (1)	-	-	-	-	-
5 - 7	1	1	(2)	2 or 3	1
8 or over	1	2	1	4	1

Notes:

- 1. No fixed establishment for Area HQ with fewer than five detachments. HQ RF will decide each case individually based on the recommendations of the area HQ's parent formation headquarters.
- a. CAA may have to be held on a pool basis on the staff of the County ACF HQ
 when there are fewer than eight detachments under the command of an Area HQ. In
 such cases the scale will be determined by HQ RF.
 - b. A CAA should not normally have responsibility for more than twelve detachments.
 - c. The vacancy for the subaltern is to be under-implemented when the CAA is not an officer. In that event the parent RFCA may obtain authority from HQ RF for the CAA to be overborne on the county establishment as an AI.
 - d. The Orkney ACF and Shetland ACF are not entitled to a CEO. The functions of CEO, CQM and CAA in those Counties will be carried out by a:

CAA in the case of Orkney ACF CAA (part-time) in the case of Shetland ACF.

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3. Number and Rank of County Headquarters Staff.

No of	Cadet Comdt (Lt Col	Cadet Deputy Comdt	Training Officer	Duke of Ed		CEO Major	Captain (including CQM)	Chaplains	МО	Total Officers	AI
Detachments	or Col) (2)	(Lt Col)	Major	Major (3)	Captain (3)			(4)	(4)		RSMI
a	b	c	d	e	f	g	h	i	j	k	1
5 or less (1)	-	-	-	-	-	-	-	-	-	-	-
6 - 19	1	-	1	-	1	1	2	1 x CF 4	Captain.	8	1
20 - 31	1	1	1	-	1	1	2	2 x CF 4	Captain.	10	1
32 - 40	1	2	1	1	-	1	3	3 x CF 4	Captain.	13	1
41 and over	1	3	1	1	-	1	3	3 x CF 4	Captain	14	1

Notes:

- 1. No fixed establishments for county ACF Counties with fewer than six detachments. HQ RF will decide each individual case based on the recommendations of the parent formation headquarters.
- 2. Officers who have served in the rank of lieutenant colonel or above in the Regular Army or TA or who have served in the rank of lieutenant colonel in the CCF or ACF for three years may hold the unpaid acting rank of colonel on appointment as Cadet Commandants. The Cadet Commandants of the Isle of Man, Orkney and Shetland ACF are to hold the acting paid rank of major.
- a. The entitlement for these officers exists only for ACF Counties operating the Duke of Edinburgh's Award.
 - b. To be a subaltern in counties with between 6-19 detachments.
- 4. Chaplains and Medical Officers are to be promoted in accordance with the conditions specified in Chapter 4. The Senior Chaplain at the parent Formation HQ is to be responsible for confirming the nomination of the Senior Chaplain in those ACF Counties entitled to two or more chaplains. ACF Counties who wish to overbear extra chaplains should represent their cases to their Senior Chaplain at their Formation HQ. ACF chaplains must be ordained clergymen. Vacancies in the establishment for chaplains and medical officers may not be filled by ACF officers. When no medical officer is available, a qualified nursing officer may be held in lieu.
- 5. Paragraph 1.026 indicates the types of staff appointments and extra regimental duties. The allocation of appointments and duties will be governed by the establishment but one officer may fill more than one appointment.
- 6. AI may be appointed within the authorized establishment by Cadet Commandants to perform the duties of cooks and/or LGV drivers in addition to their normal duties.
- 7. Women may be appointed as officers or AI within authorized establishments in accordance with paragraph 1.026.
- 8. The Cadet Commandant is to nominate the senior female officer under command to act as his official adviser on all matters pertaining to female adults and cadets in addition to her normal ACF duties.
- 9. An ACF County may be authorized by HQ RF from time to time to hold officer(s) in excess of their establishments for the exclusive purpose of filling national ACF ERE appointments.

ANNEX K TO CHAPTER 1

OPENING NEW DETACHMENTS

- 1. The form to be used when applying to open a new Category (O) Detachment is at Appendix 1.
- 2. The form to be used when applying to open a new Category (1) or (2) Detachment in a School or College is at Appendix 2.

Appendices:

- 1. Application to Open a New Category (O) Detachment.
- 2. Application to Open a Detachment in a school or College.

APPENDIX 1 TO ANNEX K TO CHAPTER 1

APPLICATION TO OPEN A NEW CATEGORY (O) ACF DETACHMENT

1.	Name of County						
2.	a.	Name of Detachment					
	b.	Anticipated strength of the proposed Detachment					
3.	Location and Address						
4.	AC	F Area or equivalent HQ					
5.	a.	Description of accommodation in which it is proposed to house the Detachment					
	b.	b. State the annual cost of the lease or hiring fee for the proposed accommodation and particulars of the countervailing savings to be made					
	c.	If it is surplus MOD accommodation which could be disposed of, the sale value stated by the District Valuer is to be shown					
6.	If a TA Centre:						
	a.	Is there a TA unit in occupation?					
	b.	Was it built to house a major or minor unit?					
	c.	If not a TA centre, how far away is the nearest TA centre?					
	d. can	If there is a TA centre within 6 miles distance of the new location say why it not be used to accommodate the new detachment					
7.	a.	How many potential leaders are available?					
	b. pas	Give details of their previous military experience, and whether they have sed the Selection Board					
8.	What is the population of the town, village, etc?						
9.	How far is it to the nearest existing detachment?						
10.	Wh	What Corps or Regiment will the new Detachment be affiliated to?					

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11.	What Regular	Army or TA unit will be the Sponsor Unit for the new Detachment?
Date		Recommended by Cadet Commandant (ACF)
Date		Approved by RFCA
Date		Approved by Formation HQ
Date		Approved by HQ RF

APPENDIX 2 TO ANNEX K TO CHAPTER 1

APPLICATION TO OPEN A NEW ACF DETACHMENT IN A SCHOOL OR COLLEGE

Stat	e which Category (1) or (2) - see Paragra	aph 1.022c - this application is for:
Nar	ne of School (state type, whether co-educa	tional and whether independent or maintained):
Add	lress:	
	are requested to return three copies of the smission to HQ RF via your Formation F	is questionnaire to your RFCA for onward IQ.
1.	Does the LEA approve of the formation of an ACF detachment? (Not applicable to independent schools.)	1.
2.	a. Does the school accept girls as pupils.	2a.
	b. If so, is it your intention that girls should also be allowed to enrol into the ACF?	2b.
3.	To what ages do you retain boys/girls?	3.
4.	What is the approximate number of boys/girls aged 13 years and over in your school/college.	4.
5.	What is the approximate number of boys/girls aged 16 years or over, and will they be allowed to serve in the ACF.	5.
6.	Will non-scholars be allowed to join, and if so how many are expected to do so?	6.
7.	What will be the approximate total strength of your Detachment?	

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8.	Please give names and very brief record of any previous service in the Armed Forces of the Crown, with highest rank held, of the school/college staff whom you will recommend as officers.	8.
9.	a. At which times during the week will the Detachment train?	9a.
	b. Will the training take place in or out of school hours?	9b.
10.	What accommodation can you make available for the use of the Detachment? (Note: The Ministry of Defence is prepared to afford facilities for the security of arms and ammunition)	10.
11.	What will be the category of the Detachment? (See Para 1.022)	11.
12.	a. To what Corps or Regiment unit will the detachment be affiliated?	12a.
	b. Which Regular Army or TA Unit will be the Sponsor Unit for the Detachment?	12b.
13.	Any other relevant information you may wish to record.	13.

Date	
	Signature of Headteacher/Principal
	Name (in BLOCKS)
	ACF Area or equivalent HQ
	County ACF
Date	Approved by Cadet Commandant (ACF)
Date	Approved by RFCA
Date	Approved by Formation HQ
Date	Approved by HO RF

Note:

Any subsequent change in these details is to be reported by the county ACF through its parent RFCA and formation HQ to HQ RF.

PROCEDURE FOR OBTAINING OR CHANGING AN AFFILIATION

Initial Procedure

- 1. An ACF County must apply in writing to the local RFCA for affiliation to a specific Regiment or Corps. If agreed, the RFCA will forward the application to formation HQ for approval. The application must have formal written agreement from the Colonel or Colonel Commandant or agreement from the appropriate Regimental or Corps Headquarters.
- 2. Where a change in affiliation is concerned, this too must be approved by Formation HQ and written agreement obtained from the Colonel or Colonel Commandant or Regimental Headquarters of the Regiment or Corps giving up the affiliation.

Action by Formation HQ

- 3. Before giving approval and initiating action, Formation HO must be satisfied that:
 - a. The affiliation is acceptable to the Regiment or Corps and that there is no objection to cadets adopting the appropriate cap badge.
 - b. In the case of a change of affiliation, both the original and the new Regiment or Corps agrees.
 - c. The ACF County understands that the adoption of cap badges does not also include authority to wear special distinctive insignia or embellishments or clothing of specific historical character without Army Dress Committee approval.
- 4. When the affiliation is approved by Formation HQ, it will inform HQ RF and the appropriate RFCA as well as the ACF County and Regiment/Corps concerned, giving the following information:
 - Name of ACF Detachment.
 - b. Cadet strength.
 - c. Previous affiliation (where applicable).
 - d. New affiliation.

ANNEX M TO CHAPTER 1

VALUES AND STANDARDS

Extracted from Values and Standards of the British Army (AC 63812 and AC 61813 – Commander's Edition) in the form of guidance for ACF adults.

Introduction

- 1. The British Army has a reputation second to none based largely on its fighting spirit, and on the high standards of professionalism, behaviour and self discipline that British soldiers have consistently displayed. The Army depends on team work, which comes from demanding training, strong leadership, comradeship and trust. Such trust can only exist on the basis of shared values, the maintenance of high standards, and the personal commitment of every individual to the task, the team, the organisation and the Nation.
- 2. In line with its Charter as a National voluntary youth organisation, this trust forms the basis of the ethos of the Army Cadet Force and every adult, by joining the ACF, has a duty to develop such trust and to uphold the core values shown below.

Core Values

- 3. **Selfless Commitment.** Personal commitment is the foundation of ... service. You must be prepared to serve when.... you are required, and to do your best at all times. This means that you put the needs of others ahead of your own interests.
- 4. **Courage.** ..You must have the morale courage to do always what is right.
- 5. **Discipline**. To be effective, the ACF must be disciplined. ... The best form of discipline is self-discipline. Only that will earn you the trust and respect of your comrades and the cadets, and equip you to cope with the difficult, individual decisions that you will have to make during your service with the ACF.
- 6. Integrity. Integrity involves honesty, sincerity, reliability and unselfishness. It is an essential requirement of both leadership and comradeship. Unless you maintain your integrity, others will not trust you and teamwork will suffer. Integrity sometimes requires you to show moral courage, because your decisions may not always be popular. But it will always earn you respect.
- 7. **Loyalty.** The Nation and the ACF rely on your commitment and support. You must therefore always be loyal to your commanders, comrades and your duty. If you are not, you will be letting others down.

- 8. **Respect for Others.** As an adult in the ACF you have exceptional responsibility of leading, supervising and training young people. It is particularly important that you show the greatest respect, tolerance and compassion for others because comradeship and leadership depend on it.
- 9. Adherence to Law. All members of the ACF, whether cadets or adults, are subject to the civil law and have a duty to uphold it. In that respect they are no different from other citizens. Such laws establish the baseline for the standards of personal conduct of members of the ACF as citizens. Officers in the ACF receive a TA General List Section B (TA GL Sect B) Commission and are therefore subject to military law.

10. Avoid.

- a. Any activity which undermines your professional ability, or puts others at risk; in particular, the misuse of drugs and abuse of alcohol.
- b. Any behaviour which damages trust and respect between you and others in your team and the County, Area and Detachment, such as deceit or social misconduct. In particular you must not commit any form of harassment, bullying or discrimination, whether on grounds of race, gender, sexual orientation or any other behaviour that could undermine good order and discipline.

Ultimately, you must always measure your conduct against the following test:

- "Have your actions or behaviour adversely impacted or are they likely to impact on the efficiency or effectiveness of the Army Cadet Force.
- 11. **Duty of Care.** (See also Chapter 2.) Those of you in positions of authority, at whatever level, have a duty of care towards your subordinates and cadets, looking after their interests, and ensuring that they fully understand what is expected of them. This duty of care extends to ensuring that those individuals who raise concerns have their complaint deal with in a thorough and timely manner.

Application

- 12. You will receive further instructions in your County on the Values and Standards in the ACF. If you are uncertain or unclear about what is expected of you, you should ask your commander. The challenges you will face as an adult in the ACF will test you and the team that you work with. That is why your commitment to these Values and Standards is essential.
- 13. The values and standards described above should be understood and embraced by all members of the ACF and explained to those wishing to join the organisation. By selflessly dedicating themselves to the cadets under their command and by attending evenings and weekends with their Counties and Detachments, ACF adults already show a commitment to the youth of this Country that far exceeds that of most of the population.

Conclusion

- 14. All adults joining the ACF are required to commit themselves to achieving and maintaining values and standards which are in some respects different from, and more demanding than, those which apply in society at large.
- 15. This commitment is needed to underpin the ethos of the ACF, and thereby contributes directly to the maintenance of its effectiveness as a National voluntary youth organisation, and to the leadership and comradeship that, together, are so essential to the maintenance of morale.
- 16. It is therefore the duty of Commanders at all levels to ensure that these values and standards are accorded the highest priority, are fully explained to those under their command, and are applied consistently.
- 17. Commanders must themselves lead by example, and discharge in full their duty of care.

Further guidance for Commanders in Standards of Conduct are given in Values and Standards of the British Army AC 61813 – Commander's Edition.

ANNEX N TO CHAPTER 1

TRAINING AND ADMINISTRATIVE INSTRUCTIONS FOR THE GUIDANCE OF THE ACF

- 1. The following main instructions are in force for the guidance of all members of the ACF:
 - a. ACF Manual (Army Code 14233). General training and administrative instructions for the ACF.
 - b. Army Proficiency Certificate (ACF) Syllabus (Army Code 71101). The training syllabus showing the subjects that must be undertaken by adults and cadets during their service in the ACF.
 - c. Cadet Training Manuals (Army Code 71462 and 71463). The manuals of instruction showing how the subjects in the syllabus should be taught to and learnt by cadets.
 - d. Cadet Training Safety Precautions (JSP 535). The rules for safety, or references to them, for all types of cadet training, contained in a pamphlet of a type and size suitable to be carried by all concerned with training cadets when they are controlling that training.
 - e. The Management of Safety, Health, Environmental Protection and Fire (SHEF) and Training Safety (TS) in the ACF (HQ Land Command Instruction, Jan 05). Guidance for all members of the ACF on all matters relating to health and safety and safe training.
 - f. Defence Manual of Security Volume 1 Part 1 (JSP 440).
 - g. **Defence Supply Chain Manual, Vol 12, Pt 3. (JSP 336).** The scales of personal clothing and equipment for all members of the ACF and CCF and constitutes "Dress Regulations" for the ACF and CCF.
 - h. Defence Road Transport Regulations (Revised 2005) (JSP 341).
 - i. Defence Catering Manual (JSP 456).
 - j. Service Accommodation Code Volume 3 (JSP 315).
 - k. MOD Health & Safety Handbook (JSP 375).

- 1. Adventure Training:
 - (1) Joint Service Adventurous Training Scheme (JSP 419).
 - (2) Joint Services Compendium for Adventurous Training (AGAI 11,18).
- m. Values and Standards of the British Army. (Army Code 63812) (Dated March 2000).
- n. The following HQ Land Command Standing Orders (LANDSO):
 - (1) **2901** Security of the Cadet Forces.
 - (2) 3100 Honours and Awards (Military).
 - (3) 3101 Honours and Awards (Civilian).
 - (4) 3202 Matters of Public Interest.
 - (5) **3203** Reporting of Crime.
- 2. Regulations for the TA 1978 is the statutory document from which the ACF Manual derives much of its authority.
- 3. A full list of Army and Joint Service publications to be held at ACF County level is at Annex D to Chapter 18.

CHAPTER 2

DUTY OF CARE – GUIDELINES FOR ACF ADULTS

General

- **2.001.** The welfare and safety of cadets is both a function of command and an individual responsibility. The senior adult in the ACF, at every level, has overall responsibility for the welfare and safety of everyone involved, while every individual adult is personally responsible for their own actions and for the welfare and safety of the cadets entrusted to their care. The welfare and safety of cadets must be the paramount consideration at all times and in all circumstances.
- **2.002.** While the ACF, as an organisation, and the Army, as its sponsor, have a general responsibility in law for the actions of all ACF members, legislation now places a greater degree of legal responsibility than before on each individual entrusted with the care of children. In the ACF, this applies equally to officers, adult instructors and civilian assistants of whatever rank, appointment, qualification or experience. Any ACF adult who fails to observe a proper duty of care to cadets in their charge may well be in breach of the law and liable to court action, and is likely to be in breach of the accepted code of practice in the ACF, as expressed in these guidelines, and subject to possible disciplinary action or dismissal.
- **2.003.** The principal legislation governing duty of care in relation to children is The Children Act 1989 which confers certain rights upon children and obligations on adults entrusted with their care. In law, a child is defined as a person below the minimum school leaving age and a young person as between the minimum school leaving age and the age of eighteen years. Cadets over the age of eighteen years, while remaining subject to the rules and conventions applied to cadets within the ACF, are adults in the eyes of the law and are subject, when they are in charge of other cadets, to the same duty of care obligations as are adults. In these guidelines therefore, an adult is defined as anyone over the age of eighteen years.
- **2.004.** These guidelines lay down the responsibilities of ACF adults. Some responsibilities are clearly defined legal obligations while others are rules and conventions appropriate to the ACF. All are framed to protect ACF adults and the children and young people in their care from the consequences of actions that may cause injury or adversely affect the rights or welfare of others. Adults who adhere to these guidelines and to any other instructions with which they are properly issued, may be confident that they are discharging their duty of care towards their cadets. The Cadet Training Safety Precautions Pamphlet (JSP 535) is the principal document within the ACF that is issued to every adult leader in accordance with these guidelines, and lays down the safety rules governing all official ACF activities. Other documents pertaining to the ACF such as the Land Command Directive for Safety, Health, Environmental Protection and Fire (SHEF) for the ACF and CCF, Security Instructions for Cadet Forces (LANDSO 2901) and training pamphlets also contain guidance and regulation on safety responsibilities that are to be followed by ACF adults. However, no publication of this nature can cover every combination of circumstances that may be encountered.

There will be occasions when only common sense and experience can guide individuals, bearing in mind that the safety and welfare of cadets must come first at all times.

2.005. ACF Cadet Commandants are to ensure that their ACF adults are familiar with these guidelines. Standing Orders should be produced to compliment these guidelines and cover any circumstances or conditions peculiar to an ACF County. Training in safety and duty of care is essential for all adults joining the ACF, many of whom may have little comprehension of the burden of personal responsibility in law that they will be assuming. Mandatory training based on these guidelines is to be included by each ACF County in all adult Induction and Initial Training Courses given to adult leaders, and Cadet Commandants are to provide refresher training for all adult leaders, which is to include an annual test on the safety rules contained in JSP 535 and any other test that they may specify. Training in safety and duty of care is also to be included in each appropriate ACF course run at the Cadet Training Centre.

Child Abuse

2.006. All adult leaders in the ACF must know what to do if they believe a cadet is being physically or sexually abused, or if someone tells them that this is happening. Even if the alleged offence is taking place outside the ACF, they still have a duty to act. Child abuse is a term used to describe the situation where someone causes some form of harm to a person under the age of eighteen. The abuser is usually someone more powerful than the young person being abused. Often the abuser is an adult, but it can be another young person. Abuse happens when someone either deliberately inflicts harm on a child or does nothing to prevent a child being harmed. Annex A describes various types of child abuse that may be inflicted on cadets and contains a guide on what to do and what not to do if an incident of alleged abuse is reported to an adult, or if an adult believes that an offence may have taken or may be taking place. Any such incident may be reported, in the first instance, to the cadet's Detachment or Area Commander as appropriate but must also be reported to the CEO as quickly as possible. It must be remembered that it is the interest of the cadet concerned that is of key concern and not that of the MOD, the ACF or any other body.

2.007. Adults must ensure that they and anyone under their command do not place themselves in a situation from which an allegation of physical or sexual abuse might arise.

Adult Supervision of Cadets

2.008. All cadet activities are to be supervised by suitably qualified and authorised adults. When female cadets are participating, a female adult is to be present. An ACF adult is to accompany cadets whenever they are attached to, or supervised by, any other individual or organisation other than when a cadet is engaged on an individual and authorised "cadet in the community" project, or attending an authorised course, individually with the permission of his/her parent or guardian. It is the responsibility of the ACF adult accompanying cadets to ensure that instruction and supervision given to cadets by individuals from another

organisation, including the Regular Army and TA, is conducted in accordance with ACF regulations, practices and safety guidelines. A cadet under the age of eighteen years is to be accompanied by an ACF adult of the same gender when travelling on ACF business unless written permission is obtained from the parent or guardian for the cadet to travel alone.

- **2.009.** An officer must attend an Area Commander's Course at CTC to be eligible to command an area or equivalent. To command a Detachment, an officer or adult instructor (AI) should attend a KGVI Memorial Leadership Course at CTC and such other training as is laid down in Chapter 3. Officers and AI are to be authorised by their Cadet Commandant to supervise cadet training and activities and such authorisation should only be granted when the Cadet Commandant is satisfied with their competence to do so. This would normally be on completion of their Induction and Initial Training. The Cadet Commandant should consider withdrawing his authorisation if an officer or AI is failing to maintain a satisfactory level of competence.
- **2.010.** Adult leaders must be sensitive to the conflicting demands of ensuring that cadets are properly supervised, and allowing a reasonable degree of freedom and privacy. The sensible test is to ask: 'would the general public consider it reasonable and appropriate to treat children or young people in this way?' For example:
 - a. It is necessary to ensure that cadets pay proper regard to personal hygiene by washing themselves and wearing clean clothes. However, it is not necessary to stand in the ablution block while they wash or shower. Indeed, in most circumstances it would be regarded as highly improper to do so.
 - b. It is correct to prohibit sexual relationships between cadets during ACF activities. Therefore it is necessary to implement proper control over accommodation arrangements to prevent opportunities occurring for illicit visits by either sex. It would be wrong nevertheless to impose constant and intrusive checks far into the night.
- **2.011.** When supervising cadets, adults must ensure, so far as is possible, that they do not allow themselves to be compromised in any way. For example, adults should avoid being alone when supervising cadet activities and should not interview cadets without another adult being present, unless it is absolutely essential to do so, when, to observe an "open door" policy would be wise. Whenever male and female cadets have to remain overnight in cadet or training accommodation, both male and female adults must be present to ensure correct supervision. Equally, an adult should not enter the sleeping accommodation of cadets of the opposite sex, unless he/she is accompanied by an adult of the opposite sex, except in an emergency when a report of the circumstance must be made to the CEO as soon as possible after the event.
- **2.012.** If an adult believes that he/she has been placed in a compromising situation, he/she should report it to the Area Commander, Cadet Commandant or CEO. Any resulting allegation can then be dealt with properly, particularly if the circumstances merely reflect a mistake or a careless or misunderstood action on the adult's part.

- **2.013.** Cadets may not be enrolled into the ACF until they are twelve years old and in education Year 8 for England and Wales and the equivalent in Scotland and Northern Ireland. They may visit a Detachment as a potential recruit before being accepted into the ACF from their twelfth birthday providing they do so with the consent of their parent or guardian, do not wear uniform and do not receive any training. On being enrolled into the ACF, the signed agreement in principle of the cadet's parent or guardian must be obtained for:
 - a. Participation in the APC syllabus including shooting, weekend training, ACF sport and travel in military/ACF transport.
 - b. Acceptance of responsibility for issued clothing and equipment.
 - c. Travel arrangements to and from the Detachment.
 - d. Disability arrangements and/or medical or dietary requirements.
 - e. ACF insurance cover, which does **not** include cover for personal possessions.
 - f. Payment of any subscriptions to Detachment/Area/County.
 - g. Cadet code of Conduct as expressed in the "Cadet Promise".
 - h. Complaints procedure.
- **2.014.** Throughout a cadet's service in the ACF, written parental consent must be obtained on each occasion for the following:
 - a. Attendance for ACF activities involving one or more nights away from home, or which involve taking time out of school, including annual camp.
 - b. Attachments to or training with the Regular Army or TA.
 - c. Any activity outside the United Kingdom.
 - d. Undertaking any unsupervised ACF activity or unaccompanied travel.
 - e. Enrolment in the Duke of Edinburgh's Award Scheme and the BTEC scheme.
 - f. Personal details and/or photograph being published by the media or on a website.
 - g. The following specific activities:
 - (1) Adventurous training/challenge pursuits as defined in JSP 535.

- (2) Expeditions to "wild country" as defined in JSP 535.
- (3) All forms of training on water and water sports including swimming.
- (4) Flights in fixed wing aircraft or helicopters.
- **2.015.** When parental consent is required for any activity, the consent of one parent is sufficient. If, however, one parent withdraws consent when the other does not, the cadet is not permitted to take part in that activity.
- **2.016.** Cadets who are given supervisory responsibilities towards other cadets, including cadet NCOs, are to be comprehensively briefed on their responsibilities by their adults and are to be supervised in the discharge of their duties.
- **2.017.** Cadets may be encouraged to overcome their fears in tackling challenging pursuits. However, they are not to be compelled to take part in any physical activity which they genuinely believe to be beyond their capability. Cadets are also not to be obliged to take part in a religious service against their wishes, nor prevented from taking part in a religious observance should they so wish.
- **2.018.** Guidance for the training of cadets with disabilities is given in Chapters 3 and 10 to this Manual. Adult leaders have the same duty of care towards disabled cadets as they do towards able-bodied cadets and are expected to provide only such additional care as is described in Chapter 1. Arrangements for female cadets to participate in ACF activities during pregnancy are to be agreed by their Detachment Commander with their parent/ Guardian and the cadet herself. The Detachment Commander is to brief the adult in charge of any activity in which the cadet intends to participate.
- **2.019.** Sports and games are to be played, so far as is possible, on pitches, grounds or in buildings designed for the purpose and supervised by appropriately qualified adults. Where makeshift facilities are used such as courtyards, halls, open spaces or training areas, adults in charge must inspect the playing area and make a risk assessment before it is used and ensure that the game is properly supervised. Swimming requires particular care; a safe environment, qualified lifesavers and a fore-knowledge of the abilities of the participants. A comprehensive guide on the rules to be followed is at paragraphs 2144-2146 in JSP 535.

Access to Independent Counselling

2.020. Guidance on the Children Act 1989 which was introduced for organisations concerned with the care of children, highlighted the concept of a child's right to talk with an independent person about his/her treatment in the organisation. This guidance is appropriate to the ACF. Nationally, a service to provide counselling for children in this way is being provided by the independent organisations Childline and the NSPCC. Cadet Commandants are to enable their cadets to have access to these organisations for which the contact numbers (open 24 hours) are:

a. **Childline:** 0800 1111

b. NSPCC Child Protection Helpline: 0808 800 5000

Cadet Commandants, if they so wish, may also appoint an appropriate person, preferably a Chaplain or Medical Officer, to fulfil the role of "Independent Listener".

Cadet Discipline

- **2.021.** The maintenance of good discipline in the ACF is the responsibility of all adults and senior cadets under adult supervision. There are no sanctions or punishments available to adults to enforce discipline on cadets other than suspension or dismissal, or, in the case of cadet NCOs, reduction in rank. Adults must therefore rely almost entirely on leadership and personal example to maintain good discipline. There is, therefore, a heavy responsibility placed on adults to set a good example at all times and, when necessary, to behave in a better manner than would be expected outside the ACF.
- **2.022.** The following practices are specifically forbidden:
 - a. Group punishments for an offence by an individual. (The removal of group privileges for collective poor behaviour would be permissible when appropriate).
 - b. Corporal punishment or the striking of a cadet.
 - c. Detention. Exceptionally cadets may, however, need some form of confinement, in the presence of two or more adults for their own safety or the safety of others.
 - d. The public humiliation of a cadet, including initiation ceremonies.
 - e. Permanent confiscation of any personal possessions. If it is necessary to remove personal possessions (eg knives, pornography, medication etc) they are to be returned to the individual when he/she goes home. If an item is clearly illegal, it is to be retained and the matter reported to the CEO who is to consider referral to the appropriate civil authority.
- **2.023.** When maintaining discipline, adults must bear in mind the range in age and level of maturity of their cadets. Cadets are not junior soldiers and, as well as being children or young people, have legal rights as citizens. Nevertheless, as an aid to the maintenance of good discipline, cadets should be expected to adhere to their cadet promise and observe good behaviour at all times. They should be discouraged from swearing and from using language that may be discriminatory or offensive.
- **2.024.** Cadets are not permitted to possess or consume alcohol at any time when with the ACF, except with the specific authority of the Cadet Commandant for special occasions.

- **2.025.** Cadets are to be discouraged from smoking, particularly when in uniform, on training or inside MOD or ACF buildings and vehicles. Adults must not permit tobacco products to be sold to cadets under sixteen years of age.
- **2.026.** Details of cadets needing to take prescribed drugs as medication are to be acquired by the Detachment Commander who is to pass the necessary information to the adult in charge of any activity in which the cadet is due to participate. When at annual camp, the details are to be given to the Medical Officer on arrival and he/she is to decide on appropriate arrangements for the safe keeping and dispensation of medications.
- **2.027.** Breaches of criminal law by cadets whilst with the ACF are not to be tolerated. Any cadet found to be in breach of the criminal law (in possession of a controlled drug or an offensive weapon for instance or committing violence against another person) or suspected of being in breach of the criminal law (suspected of possessing or consuming an illegal substance or suspected of theft, arson or criminal damage for instance) is to be suspended immediately pending investigation. It is an offence to carry, in a public place without justification and authority, any article which has a blade or is sharply pointed except a folding pocket-knife with a cutting edge to its blade of less than 3" in length. Any identified or suspected illegal substance, offensive weapon or stolen object is to be removed from the cadet and held as evidence. The case is to be reported at once to the CEO who will report the circumstances to the Police and to the cadet's parent/guardian. If the case is proven, the cadet is to be discharged and the case reported to the District/Regional Brigade HQ as well as the Regional RFCA HQ.
- **2.028.** Bullying by cadets of other cadets is also not to be tolerated in the ACF. Guidance on dealing with bullying is at Appendix 1 to Annex A.
- **2.029.** Sexual relations between cadets are forbidden while the cadets are with the ACF.

Adult Discipline and Personal Conduct

- **2.030.** Officers and AI in the ACF must remember that their behaviour is under close scrutiny by cadets who often model their own behaviour on that of their ACF adults. The ACF is also observed regularly by members of the Army and by the public. ACF adults therefore are obliged to observe the highest standards of personal conduct and discipline at all times.
- **2.031.** Officers in the ACF are subject to military law in and out of uniform, on and off duty and may be subject to Courts Martial for serious breaches of discipline. The Cadet Commandant is empowered, under the terms described in Chapter 5 of this Manual, to discharge any AI who is in breach of good discipline, good order, duty of care or safe conduct. A breach of the law is liable to be considered a breach of good discipline.
- **2.032.** Adults are not to swear at or in the presence of cadets, nor permit others to do so. They are not to address others in terms that adversely reflect on that person's sex, religion, race, or any disability, nor may they permit others to do so.

- **2.033.** Adults are not to behave towards a cadet in a way that might be considered as a physical threat or assault, nor may they permit others to do so. Any form of psychological, emotional or physical bullying or intimidation by an adult on a cadet or another adult, even where it may not amount to a breach of the law, is liable to be considered a breach of good discipline and may result in disciplinary action being taken against the offender.
- **2.034.** Adults are not to consume alcohol while on duty, other than in officers' and adults' messes, or in the presence of cadets except on specific occasions authorised by the Cadet Commandant. Alcoholic drinks are specifically forbidden on military training areas and ranges and are not to be consumed in vehicles carrying cadets. Adults are not to consume alcohol within the 8 hours preceding a driving duty whether or not passengers are to be carried. Adults are not to undertake any duty with cadets if they believe that their abilities are impaired by alcohol, nor may they be ordered to do so. If the person in charge believes that an adult is under the influence of alcohol, he/she should order that individual to go home or, if they are unable to travel, to be removed from contact with cadets, and should report the matter to the Cadet Commandant or CEO.
- **2.035.** Adults should avoid smoking in the presence of cadets, when on duty in uniform, in MOD and ACF buildings other than in officers and adult messes and in military and ACF vehicles. They should discourage cadets from smoking and are not to permit tobacco products to be sold to cadets under sixteen years of age.
- **2.036.** Adults who have been prescribed drugs that may inhibit their ability to carry out their duties properly, are to report the circumstances to both the Medical Officer and the CEO. They may not undertake ACF duties until cleared to do so by the County Medical Officer. An adult found to be in possession of, or suspected of using, a controlled drug is to be suspended pending investigation and reported to the Police. If convicted of any drug related offence, an adult is to be discharged from the ACF.
- **2.037.** Adults in the ACF are to be made aware of the difficulties that can arise when they form close personal relationships with other adults, bearing in mind the influence they can have on cadets. It is appreciated that the ACF is, in part, a social activity and it is accepted that personal relationships between adults serving in the ACF do develop, or may already exist when they join. However, the ACF is a uniformed and disciplined organisation as well as a youth organisation. Behaviour between adults which may be unremarkable in a civilian workplace, may be unacceptable within the ACF. Any such relationship between adults in the ACF should be conducted discreetly and, so far as is possible, away from the ACF.

The Adult - Cadet Relationship

2.038. Close personal relationships between adults and cadets, other than familial relationships, are inappropriate in the ACF. Intimate and sexual relationships between adults and cadets, even where permitted under the law, are expressly forbidden in the ACF.

- **2.039.** Adults must do their best to develop a professional relationship with their cadets based on mutual respect. Adults should be approachable but not familiar, friendly but correct, firm in managing discipline but fair, consistent and unbiased. They should be prepared to listen but remain aware of the possibility of being taken advantage of. They should be alert to cadets who may have personal problems or be suffering, but should avoid becoming personally involved. They should attempt to develop an atmosphere of mutual trust and consideration for others within their Detachment. Above all, they should try to observe high personal standards of conduct and behaviour at all times. Any adult who believes that a cadet is forming an infatuation for him/her is to take preventative action and, if necessary, seek advice from a more senior officer.
- **2.040.** Adults are not to touch cadets physically except in a medical or safety emergency or when it is absolutely required by training, in which case others must be present. Physical restraint, when required "in extremis" for safety reasons or to prevent an individual from inflicting harm on him/herself or to others, must be made by an adult of the same sex as the cadet being restrained and in the presence of at least one other adult. The minimum force necessary must be used, and for as short a period as possible. Contact sports between cadets and adults or with mixed teams of cadets and adults are not permitted in the ACF.
- **2.041.** A set of "do's" and "don'ts" to provide guidance to ACF adults in their duty of care, their personal conduct and their relationships with cadets is at Annex B.

Safety on Training

- **2.042.** The policy for safety on training is contained in Chapter 3 of this Manual and a comprehensive set of safety rules and guidelines is contained in JSP 535, The Cadet Training Safety Precautions pamphlet. A copy of JSP 535 is to be issued to every officer and AI on joining the ACF and must be carried by them and adhered to on all cadet activities.
- **2.043.** All cadet activities are to be conducted in accordance with the following principles:
 - a. Be subject to thorough planning and preparation including recce, risk assessment, instruction and safety brief.
 - b. Be authorised by the Cadet Commandant.
 - c. Be supervised by appropriately qualified and authorised ACF adults or qualified instructors in the presence of authorised ACF adults.
 - d. Be conducted within The Safe System of Training, ie: safe persons, safe equipment, safe practice and safe place as defined in Annex A to Chapter 3.
- **2.044.** A first aid trained or appointed person is to be present for all cadet activities. For training in the field or on ranges, an adult with a current First Aid Certificate is to be present. For some activities, particularly of an adventurous training nature, it is mandatory

for an adult with a specialist first aid qualification to be present, the details of which are contained in JSP 535.

- **2.045.** The use of weapons and ammunition, live and blank, requires particular care and attention by adults supervising the activity, to ensure both safety and security. Cadets may only use weapons that are authorised for cadet training and may only take part in shooting when they have been trained in the use of those weapons. Cadets may only participate in those live shooting practices that are authorised by the APC Syllabus, that are conducted on ranges authorised by the MOD and that are supervised by adults with current range conduct qualifications (but see also Chapter 3 para. 3.047). All live firing practices are to be subject to a Range Action Safety Plan (RASP) written in accordance with local range orders, and all exercises using blank ammunition and/or pyrotechnics are to be subject to an Exercise Action Safety Plan (EASP) written in accordance with local training area standing orders.
- **2.046.** Persons who are not members of the ACF are not to be permitted to handle full bore Service weapons under any circumstances unless they are members of the Regular or Reserve Forces or of another Service Cadet Force. They may however be permitted to handle and fire single shot small bore weapons on miniature ranges in certain circumstances, such as "Open Days", with the Cadet Commandant's specific permission, under strict supervision and if adequate insurance cover exists and an appropriate risk assessment has been carried out. They may not, however, handle or fire any firearm that could be converted into any other type of firearm. Therefore they may not use weapons fitted with the Heckler Koch conversion kits.
- **2.047.** Cadets may not be placed in charge of nor be responsible for the security of weapons and ammunition. The security of weapons and ammunition is the responsibility of adults at all times. The regulations for the security of weapons and ammunition are contained in LANDSO 2901 and include storage at the Detachment, in camp and in the field, transportation and carriage in public and on training. A copy of LANDSO 2901 is to be held by every ACF Detachment.
- **2.048.** Outdoor pursuits of a non-military nature provide an important contribution to fulfilling the ACF Cadet Charter and are to be encouraged. They almost always require specific safety controls and usually require the supervising adults to hold specialist qualifications. These are contained in JSP 419 (Joint Service Adventurous Training Scheme) and are summarised in JSP 535 (Cadet Training Safety Precautions) and are to be rigorously observed. When planning and risk assessing such training, supervising adults must account for the general well-being of the participating cadets by considering such factors as their age, maturity, level of training, stamina, medical and physical condition set against the time and distance involved, the arduous nature of the activity, the type of terrain and the likely weather conditions to be encountered.
- **2.049.** With the exception of public footpaths and areas where the public has right of access, ACF activities may only take place on private or public land with the written permission of the owner or organisation responsible for that land. The use of most lakes and rivers in the UK is also subject to permission from a local or water authority. When

planning expeditions or adventurous training activities, the adult in charge should contact the relevant Army Regional Formation HQ to receive guidance.

- **2.050.** When conducting any form of cadet training, adult supervisors must provide for the protection of hearing as necessary. In particular, ear defenders, as issued to the ACF, are to be worn for all live and blank firing, for travelling in tracked armoured vehicles and for working in close proximity to helicopters or close to and in confined spaces with machinery and engines.
- **2.051.** Regardless of all other forms of preparation for the activity and instructions issued, every cadet activity is to be preceded by a safety brief for staff and cadets.

Adult Qualifications

- **2.052.** Apart from the military qualifications required by ACF adult leaders to teach the APC syllabus and gain promotion within the ACF, as laid down in Chapter 3 to this Manual, the level of training achieved by the cadets is influenced considerably by the breadth and depth of the knowledge and experience of the adult. Knowledge and experience, spread widely among adults, enhances safety. All ACF adults should aim to become competent in first aid, weapon handling and the mechanics of risk assessment. In addition, Cadet Commandants should encourage officers and AI to gain specialist knowledge and qualifications in Range Conduct, Obstacle Course Supervision, Adventurous Training disciplines and in the supervision of sports and games. Young officers and AI should be encouraged to participate in the Duke of Edinburgh's Award Scheme and/or become qualified expedition leaders. Qualified drivers should be encouraged to apply and train for licences to drive minibuses.
- **2.053.** Many of the qualifications required by adults supervising cadet activities are governed by national agencies and by health and safety legislation. Under such regulation, many qualifications have to be centrally registered and are subject to renewal or updating within specified time-frames. Within the ACF County HQ, it is the responsibility of the County Training Officer (CTO) or, if the post is vacant, another officer appointed by the Cadet Commandant, to maintain a register of qualified individuals. He will advise officers and AI of any changes or amendments to qualification requirements. It is, however, the individual responsibility of every adult who holds a qualification to ensure that his/her qualification is current and valid. An annual audit of qualified personnel is to be made coincident with the Cadet Reporter return.
- **2.054.** ACF adults who hold specialist qualifications may only use those qualifications for supervising cadet activities when authorised to do so. The Cadet Commandant is to issue such authorisation on County Orders and is to renew it annually. Authorisation may be withheld if the Cadet Commandant does not feel confident of the qualified individual's competence, particularly if that individual has not been maintaining his/her experience or skill level in the discipline concerned.

Transport Safety

- **2.055.** Road usage causes the greatest threat to safety in the ACF. The control and supervision of cadets moving by road, whether in vehicles or on foot and the standard of driving by ACF drivers in ACF and military vehicles are of the utmost importance. Adults may only drive ACF or military vehicles when authorised to do so by the Cadet Commandant and such authorisation is to depend, not only on the current status of the individual's driving licence, but also on his/her driving record. Authorisation of adults to drive in the ACF is to be reconsidered and re-published on County Orders annually. The policy and criteria for authorisation are set out at Annex C.
- **2.056.** Cadet Commandants are to issue their own MT Standing Orders to cover the duties and responsibilities of authorised drivers and vehicle users. These orders are to be in compliance with the Defence Road Transport Regulations (JSP 341), The authorisation guidelines at Annex C to this Chapter, the Travel by Road guidelines contained at Part 3 to Chapter 9 of this Manual, the MT safety guidelines contained in Sections 8 and 20 of JSP 535 (Cadet Training Safety Precautions) and the Highway Code. Every authorised ACF driver is to be issued with a copy of County MT Standing Orders and a current copy of the Highway Code. MT Standing Orders should include the following:
 - a. Driver safety precautions such as vehicle speed limits, seating capacity and limitations on driver hours for all types of vehicle used by the ACF.
 - b. Instructions for the carriage, supervision and control of passengers, baggage and stores, including weapons and ammunition.
 - c. Guidance for pick-up, set-down and travel breaks.
 - d. Instructions relating to towing trailers.
 - e. Instructions for the security of an unattended vehicle.
 - f. Instructions for servicing the vehicle, defect reporting and for action on breakdown or accident.
 - g. Instructions for the control of work tickets and re-fuelling.
 - h. Instructions for handing over vehicles between drivers and the security of vehicle keys.
- **2.057.** The CQM, or other officer appointed by the Cadet Commandant to act as MTO, is, on behalf of the Cadet Commandant, responsible for maintaining a County Register of authorised drivers, for checking the licence qualifications of any individual applying to become an authorised driver and ensuring that the individual meets the authorisation criteria. The CQM is also to arrange for any vehicle familiarisation training required by the individual before authorisation, and for conducting an annual Highway Code matrix test for

all authorised drivers. The CQM is also responsible for issuing and maintaining a register of FMT 600 driving permits to enable authorised drivers to drive military vehicles.

- **2.058.** Authorised drivers are to report to the CEO, any change to the status of their driving licence or to their medical status. This is to include any prescribed drugs that they are taking on a regular basis that could affect their ability to drive safely. They are also to report to the CEO the receipt of any notice of intent to prosecute for a moving traffic offence and any conviction for a moving traffic offence, including any points placed on their licence, whether or not it involved an ACF or military vehicle. The Cadet Commandant may consider revoking authorisation to drive ACF vehicles as a result of a conviction but need not necessarily do so.
- **2.059.** Authorised drivers are to be made aware that, under the law, they are directly responsible for the safety of the vehicle they are driving, for the safety of its passengers, and for the safety of other road users affected by their actions. The pre-journey checks (first parade service) to ascertain that the vehicle is roadworthy, that there are no defects, and that it is carrying the correct safety equipment such as fire extinguisher and first aid kit, must be carried out thoroughly and any faults corrected before the journey is undertaken. Equally, authorised drivers must not carry out a driving duty if they are tired, do not feel well or fit enough to drive, cannot keep within the permitted driving hours or have consumed alcohol within 8 hours of the start of their proposed journey. Officers and AI are not to put pressure on drivers to drive when they are unfit to do so, but must make alternative arrangements or postpone the journey.
- **2.060.** There should never be less than two adults in any vehicle carrying cadets, including the driver. In hired coach transport, there should not be less than two ACF adults in each coach. When female cadets are being transported, one of the adults should also be female. Passengers should remain seated while the vehicle is moving, wearing seat belts where fitted, and should not embark or disembark until ordered to do so by the driver. Military vehicles, where seatbelts are not fitted, may only be used to transport cadets locally to, from and around training area and ranges. In a TCV, an adult should travel in the back of the vehicle with cadets. Where this is not possible, a cadet must be appointed to be in charge and is to be briefed on safety requirements for the journey. In minibuses and coaches, baggage must not be allowed to block the gangway or doors. Baggage should be stowed in a trailer, in the boot, in fitted lockers/racks designed for the purpose, or under seats. The driver and passengers should refrain from smoking, eating or drinking while the vehicle is moving but should wait for planned breaks in the journey.
- **2.061.** When vehicles are deployed onto training areas and when cadets use roads for movement on foot by day or night, the safety guidelines given in JSP 535 Paragraphs 2007 to 2011 should be followed.
- **2.062.** ACF adults may transport other members of the ACF, adult or cadet, in their own private vehicle providing they have a valid driving licence and the vehicle is properly insured by an insurance company that has agreed to them doing so. (Some insurers consider such a journey to be for business purposes and not for domestic or pleasure purposes and therefore not covered). An adult must have the agreement of the parent/guardian of any

cadet passengers for the journey, and should avoid transporting one cadet alone or a cadet of the opposite sex unless an adult of the opposite sex is also a passenger.

2.063. Cadets may not drive ACF or service vehicles under any circumstances. Cadets who are licensed to drive, may transport other cadets in their own vehicle to and from cadet activities with the agreement of the adult in charge, with the permission of the parent/guardian of every cadet being carried and providing their vehicle is correctly insured.

Health and Safety - Policy

2.064. In the management of the ACF above County level, there is a distinction between training safety (TS), which is directed and implemented by the military chain of command, and health and safety, which is directed and implemented on behalf of the Army by the RFCA. Within the ACF County, the Cadet Commandant has the overall responsibility for the safety and welfare of the adult leaders and cadets, while Area Commanders, Detachment Commanders and the adult leaders in charge of activities are responsible to the Cadet Commandant for the wellbeing of the adults and cadets in their charge. The TSA is the Cadet Commandant's adviser on training safety and the CEO is the Cadet Commandant's adviser on all aspects of health and safety including environmental protection and fire which, collectively, are referred to as SHEF.

2.065. The ACF is equally subject to SHEF legislation as are all other workplaces, organisations, institutions and establishments, particularly to the Health and Safety at Work Act 1974. There are many sources of regulation relating to health and safety but the principal document that applies to the ACF is the Land Command Directive "The Management of SHEF and TS in the ACF" (LAND/RF/2018 dated Jul 04) a copy of which is to be held at County HQ and is to form the basis of SHEF management within the County.

2.066. The Cadet Commandant is to issue a SHEF statement annually which is to be displayed in every Detachment and training facility within the County, alongside those of the Secretary of State for Defence and the Regional Secretary RFCA. The Cadet Commandant is also to issue an annual SHEF action plan, which is to be implemented through regular meetings of his SHEF Committee. The SHEF Committee should include the County Training Officer, the Area Commanders, the CEO and CQM. The CEO should manage the annual SHEF audit as part of the standard reporting system.

Health and Safety - Accommodation

2.067. The RFCA is responsible for the provision and maintenance of all ACF accommodation including miniature ranges. At County level, the CEO is to provide and maintain a site risk assessment for each property. The format for compiling site risk assessments is contained in the Land Command SHEF Directive. The condition and serviceability of property and ranges is to be subject to regular inspection by RFCA staff and Detachment Commanders. Faults and defects that cannot be rectified locally are to be

reported to the RFCA. RFCA staff must ensure that miniature ranges are also regularly inspected, faults are corrected and range orders, range logs and lists of authorised users are maintained.

- **2.068.** Detachment Commanders, who are responsible to the Cadet Commandant for the safety and welfare of their cadets in all their activities, should contribute to the management of SHEF at their Detachment by:
 - a. Planning and conducting activities in accordance with the site risk assessment.
 - b. Inspecting for and reporting faults and defects including structural, furnishings and fittings, doors and windows, mains services, lighting, heating, ablutions and external areas.
 - Holding regular SHEF and safety briefings.
 - d. Maintaining a first aid kit and providing at least a first aid appointed person for all activities.
 - e. Maintaining an accident register.
 - f. Supervising visitors.
 - g. Storing all equipment and stores securely and keeping accommodation clean and tidy.
- **2.069.** The following practices are forbidden in ACF Detachment accommodation:
 - a. Sleeping overnight except in those training facilities where overnight accommodation is approved by RFCA.
 - b. Cooking except in kitchens provided and approved by RFCA.
 - c. Smoking except in designated smoking areas.
 - d. Self-help (DIY) repairs or renovations including painting, electrical work, plumbing and carpentry unless approved by RFCA.
 - e. Storage of hazardous substances including, paints, POL, paraffin and chemical cooking fuel and bottled gas except in stores specifically provided by RFCA and designated for the substance to be stored.
 - f. Storage of non-issued or privately owned weapons or ammunition unless authorised by the Cadet Commandant.

- g. Storage or operation of any electrical or portable electronic equipment that has not been tested and approved under arrangements made by RFCA staff.
- h. Installation/storage of any flammable furnishings, furniture or clothing unless approved by RFCA.
- **2.070.** Adults in charge of food preparation or cooking for any ACF activity are to hold a current food-handling certificate. Cadets and un-certificated adults assisting in food preparation are to be fully briefed in their duties and supervised.

Fire Safety

- **2.071.** Fire safety is equally important at the Detachment, in Cadet and Army Training Centres and camps, including tented camps. The RFCA is responsible for fire safety measures, including the provision of equipment, in TA and ACF property as well as in Cadet Training Centres. The Army is responsible for fire safety at training camps, in barracks and on ranges, and the individual cadet unit is responsible for its own fire safety in the field. For ACF accommodation within the County, The CEO is responsible for seeing that the accommodation is inspected and fire risk assessed by the Regional/Area Defence Fire Service, for the provision and maintenance of fire safety equipment, and for maintaining and displaying current fire orders. Fire orders are to be based on the instructions contained within the Land Command SHEF Management Directive as modified by the Defence Fire Service Fire Safety Management Plan.
- **2.072.** ACF adults in charge of cadets, whether at the Detachment or on training activities away from Detachments, are responsible for ensuring that fire orders are complied with at all times. A fire safety brief is to form part of the safety brief at the start of all training. In cadet accommodation the following principles are always to be applied:
 - a. Cadets are not to fight fires. They are to be evacuated from any building in which there is a fire and away from any other fire.
 - b. Cadets are to be made familiar with fire orders and are to be practised monthly in fire drills including:
 - (1) Alarm and evacuation procedure.
 - (2) Knowing the location of the nearest telephone, the nearest fire hydrant and the precise location and address of the cadet accommodation.
 - Detachment commanders are to maintain fire practice logs and record all practices.
 - d. Fire fighting equipment is to be kept in the correct position and not misused. Any losses, deficiencies or damage are to be reported to RFCA staff immediately.

- e. Fire exits and the routes to them are to be clearly signed and access to them kept clear at all times. Fire exits may only be secured with approved systems which enable them to be used at once in an emergency.
- f. Flammable materials and hazardous substances are not to be stored in cadet accommodation. The accommodation is to be kept clean and tidy with no build-up of rubbish. Smoking is to be permitted only in designated smoking areas, normally outside buildings, and at designated times. Cadets should be discouraged from smoking at all.
- g. Any order given by a fire officer or by a member of the RFCA staff relating to fire safety is to be complied with immediately. Any adult leader detecting a possible fire hazard or risk is to report it to the RFCA staff as soon as possible.
- h. Electrical and gas appliances may only be fitted and maintained under arrangements made by RFCA staff. Appliances are not to be altered, moved or tampered with by ACF adults or cadets.
- **2.073.** In the field, adults must ensure that cooking appliances and open fires are strictly controlled and never used inside tents. Smoking in sleeping accommodation and in all tents is forbidden.

Other Users of ACF Accommodation

- **2.074.** Non-ACF organisations may use ACF accommodation only with the authority of, and under instructions made by, the RFCA.
- **2.075.** ACF Detachments may invite members of the public to a cadet activity in ACF accommodation such as a Detachment "Open Day" or for a social function with the authority of the Cadet Commandant, providing it is fully supervised by ACF adults and providing an appropriate insurance policy is obtained as advised by the RFCA and the ACFA.
- **2.076.** A visitors' Log is to be maintained at every ACF Detachment. Individual visitors are to be briefed on safety and supervised throughout their visit.

Indemnification, Compensation and Insurance

- **2.077.** Indemnification for members of the ACF is provided by MOD under the terms set out in Chapter 17. Compensation and/or insurance cover for the ACF is covered in one of two ways:
 - a. By the MOD for authorised APC training and activities authorised by DRFC and for vehicles purchased by the RFCA for ACF use.

- b. By the ACFA collective insurance scheme for ACF activities not necessarily covered by the MOD but authorised by a Cadet Commandant.
- **2.078.** The MOD will normally accept claims for compensation in the event of an accident or injury to a member of the ACF or caused by a member of the ACF if the individual concerned is considered to be on duty, involved in an authorised activity, acting correctly within his/her terms of reference and not personally negligent.
- **2.079.** The ACFA collective insurance scheme covers ACF members, adults and cadets, against personal liability for injury or damage caused during authorised activities providing there is no negligence on the part of the individual(s) concerned, and personal accident cover for all ACF members. It does not cover loss or damage to ACF owned property or the personal possessions of individual adults or cadets.
- **2.080.** Cadet Commandants are encouraged to arrange for their Counties to be included in the ACFA collective insurance scheme and should consider arranging an "all risks" policy, through the ACFA, to cover ACF owned property. ACF members and the parent/guardian of cadets should be advised of what is and what is not covered by compensation and insurance.
- **2.081.** Detailed guidance on indemnification, compensation and insurance provisions are at Chapter 17 to this Manual.

Accidents and Incidents

- **2.082.** The unpleasant effects of any accident or incident can be significantly aggravated by failure to carry out the necessary remedial action properly and, conversely, can be ameliorated by prompt and effective action including timely and accurate reporting. All adult leaders in the ACF are to be made aware of the action to be taken in the event of an accident or incident and the reporting procedure.
- **2.083.** In the event of an accident the following sequence of actions should be taken:
 - a. Render first aid and remove anyone involved from further danger.
 - b. Summon emergency services as necessary and recover any casualties.
 - c. Secure/isolate any firearms and ammunition involved and, in the case of an incident or accident involving ammunition, contact ATO.
 - d. Notify next of kin, the chain of command and, if necessary, the police.
 - e. Take witness statements where appropriate.
 - f. Arrange for the recovery of personnel, equipment and any damaged vehicle.

- g. Take the necessary follow-up action as soon as practicable:
 - (1) Secure any damaged property and see to the security of any arms and ammunition.
 - (2) Complete the accident/incident reporting procedure.
 - (3) Arrange visits to casualties and next of kin as appropriate.
- **2.084.** All accidents and incidents must be reported in one way or another. Details of notifiable accidents are to be passed by telephone to the Army Incident Notification Cell (AINC) on 01980 628458. Accidents involving injury are also to be reported to the Regional Formation HQ and RFCA HQ using MOD Injury Report Form 492 contained in the Land Command SHEF Management Directive to the ACF. Notifiable incidents and minor accidents and incidents are to be logged in an accident/incident register and reported to the CEO who will, where necessary, report them to the Regional Formation HQ and RFCA HQ.
 - a. Notifiable accidents to be reported to AINC include:
 - (1) Accidents causing death or serious injury. A serious injury is an injury that requires professional medical treatment.
 - (2) Accidents involving firearms or ammunition including pyrotechnics.
 - (3) Road traffic accidents.
 - (4) Accidents including those involving fire, causing damage to the environment, property or vehicles, or the loss of equipment or stores.
 - b. Notifiable incidents to be reported to the CEO include:
 - (1) Theft or loss of firearms or ammunition.
 - (2) Any incident or allegation of physical or sexual abuse.
 - (3) Any drugs related incident.
 - (4) Any suspicion of terrorist activity or serious breach of security.
 - (5) Reportable illness or disease.
 - (6) Any other incident that might attract media attention.

The detailed reporting procedure for incidents/accidents occurring on training is in Chapter 3 at Annex B.

2.085. The AINC is responsible for notifying the military chain of command and other relevant agencies, such as the health and Safety Executive, when it receives notification of an accident. Where circumstances permit, the ACF adult in charge should attempt to report the accident directly to the AINC by telephone within an hour of the accident occurring. The AINC contact telephone number should therefore be carried by all ACF adults on cadet activities. The accident must also be reported as soon as possible after the event to the CEO, who will ensure that the correct reporting procedures are carried out, and to the next of kin of all cadets and adults involved.

2.086. When an individual adult or cadet is injured on an ACF activity or in an ACF or military establishment, the Cadet Commandant is to appoint an officer as liaison officer to the injured person and his/her family. The liaison officer, representing the ACF, is to visit the injured person and, unless asked not to, the injured person's next of kin, to provide information and render any assistance possible in relation to the injury.

Complaints and Formal Interviews

2.087. When a cadet is enrolled into the ACF, his/her parent/guardian is to be advised of the accepted method of making a complaint against another member of the ACF or the organisation itself. Complaints are bound to occur from time to time whether or not they may be justified and it is preferable for a complaint to be made to the ACF rather than to another agency or to the media because of ignorance of an accepted procedure. In the first instance, a complaint should be made to the Cadet's Detachment Commander. If the complaint is about the Detachment Commander or the complainant feels that the matter is not receiving a satisfactory hearing or response, then the complaint should be made in writing to the Cadet Commandant and addressed to the ACF County HQ. Adults should deal sympathetically with complaints, attempt to resolve the issue to everyone's satisfaction and, if the complaint is not felt to be justified or is trivial, dealt with in an understanding manner and not held against the cadet concerned. On receiving a complaint, the Cadet Commandant should either appoint an officer to investigate the matter and reply to the complainant accordingly or, if it is of a serious nature or an allegation of a possible offence, he should consider referring it to the social services or the police and take the necessary disciplinary action.

2.088. When an adult or a cadet is subject to a disciplinary interview, the officer or AI conducting the interview should arrange for another adult to be present to witness what is said, and should make, sign and retain a record of the interview in note form, at the time of the interview or immediately afterwards.

Individual Access to Personal Information

2.089. Individual employees, under current legislation, have the right of access to any information of a personal nature held on them by their employer. An ACF cadet or adult, at his or her request, is to be given access to any such information held by the ACF.

Data Protection

- **2.090.** It can be an offence under current legislation, to divulge information of a personal nature, without the permission of the individual concerned, to any other individual or agency not authorised to receive it. Personal information held by the ACF on cadets and adults is not to be communicated outside the ACF or the military and RFCA chain of commands without the permission of the individual concerned and, in the case of cadets under the age of eighteen, without the consent of their parent or guardian. The consent of the individual and/or the parent or guardian must be obtained therefore before a cadet or ACF adult may be identified by the media or on a website.
- **2.091.** Personal information held by the ACF on individual cadets is to be destroyed or handed to the individual concerned when the cadet leaves the ACF. Personal information held by the ACF on adult members of the ACF, may be held for a period of two years after the individual concerned has left the ACF, and is then to be destroyed, with the exception of:
 - a. Documentation relating to pay and allowances, which should be retained for 5 years.
 - b. Documentation pertaining to a claim for compensation by the individual concerned, which should be retained for 10 years.
- **2.092.** Within the ACF County, data referring to ACF cadets or adults is not to be stored on or transmitted using IT equipment which is used for the business of any other organisation, or on any IT equipment which is not registered with and authorised for such use by the CEO.

Annexes:

- A. Action to be Taken if an Allegation of Abuse is Made to an ACF Adult.
- B. Duty of Care The "Do's and Don'ts" Guidelines.
- C. Authorisation to Drive in the ACF.

ACTION TO BE TAKEN IF AN ALLEGATION OF ABUSE IS MADE TO AN ACF ADULT

Child Abuse

- Types of child abuse that might occur can include:
 - a. Physical. Striking, shaking, poisoning, burning.
 - b. **Emotional.** Emotional abuse is where the ongoing ill treatment of a child affects their emotional development. It may involve making the young person feel worthless or inadequate.
 - c. Sexual. Forcing or enticing a young person to take part in any form of sexual activity. It may involve inappropriate touching, sexual assault, encouraging sexual activity, showing pornographic material or sexually explicit talk, suggestion or innuendo.
 - d. **Neglect.** Neglect is when young people experience serious impairment of their health or development because their physical and/or psychological needs are persistently not being met. This may be due to inadequate food, warmth, shelter, clothing, emotional care or medical treatment. Neglect also includes failing to protect the young person from a physical danger, such as leaving a young person completely alone in a dangerous environment.
 - e. **Bullying.** Bullying is deliberately hurtful behaviour where it is difficult for those being bullied to defend themselves. The bully may be an adult, but is often another young person or a group of young people. Although anyone can be a target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons being overweight, physically small, having a disability or medical problem, or belonging to a different race, faith or culture.

What You Must Do

2. Stop and listen immediately if someone wants to tell you about an incident, or suspects abuse. Do not put it off until later. Make sure that you are out of the hearing of others although, for your own sake, you may wish to remain within sight of others. Give sympathetic consideration to the person talking to you. They may prefer to speak in detail to another adult, perhaps older or of the opposite sex. If so, make immediate arrangements for this to happen. Remember that the Cadet Commandant may have appointed an individual, usually the Chaplain or County Medical Officer, to be an "Independent Listener" and the cadet may be relieved to be offered their services.

- 3. When a cadet alleges abuse, you must listen carefully and take what is said very seriously. You must be willing to believe, and show that you believe, what you are hearing. It is not for you to determine the validity of the allegation. Confirm your understanding of the allegation by repeating what you have heard back to the cadet for verification and try to ascertain that the cadet tells you as much as he/she wishes of the allegation. Reassure the cadet that he/she is right to report it and that he/she is not to blame for what has happened or for what may happen as a consequence. Do not question or challenge the cadet's statements; do not proffer an opinion or convey your own feelings on the subject but do explain the action you intend to take and ensure that the cadet understands what your intention is.
- 4. Make a contemporary note of what is said, if possible while the conversation is taking place, so that you can remember exactly what is being said. Put a time and date on it, and keep the notes in a safe place. However rough, this note is much more important as evidence than a 'cleaned up' version prepared later. If it is not possible to take notes at the time, do so immediately afterwards.
- 5. Report the substance of the allegation to the officer or instructor in charge straight away. He/she is to report the matter as quickly as possible to the CEO. If the officer or instructor in charge is implicated in the allegation, you should report direct to the CEO. Do not discuss what you have been told with anyone else. It is the CEO's responsibility to deal with outside agencies.
- 6. The CEO may need to discuss the incident with you, and possibly with the cadet involved, to determine the correct action to take. If the alleged offender is a member of the ACF, the CEO will report the allegation to the Cadet Commandant who will need to consider temporary suspension from duty during investigation. If the Cadet Commandant suspects that a criminal offence may have been committed by an adult, he will consider reporting it directly to the Police or, if an officer is suspected of committing a criminal offence, to the RMP (SIB).
- 7. The CEO must report the allegation to the local Social Services without delay (their details are in the local telephone directory) and follow their instructions about what to do next. It is their responsibility to initiate any investigation and advise on follow-up action, which may include informing the Civil Police if the ACF has not already done so. Both the Social Services and the Police have, at local level, teams trained in child protection and in dealing with child abuse. If contacting the CEO is going to cause any delay, the officer or instructor in charge, to whom the allegation is initially reported, or, if necessary the adult to whom the allegation was made, should report the allegation to the Area Commander or directly to the Cadet Commandant for advice and instruction about contacting the Social Services or Police.
- 8. The appropriate formation HQ is to be informed by the CEO or Cadet Commandant of any allegation that involves the Social Services or Police. In the event of an incident occurring when with a regular unit abroad, the Duty Field Officer of that unit is to be informed.

- 9. The CEO is to inform the cadet's parents/guardians of the allegation and follow-up action taken, unless the parents/guardians are themselves the subject of the allegation, in which case they are NOT to be contacted.
- 10. If you believe that a cadet has, or is about to make an allegation against you, you should report the matter to your CEO immediately and discuss with him/her the possibility of legal advice.
- 11. Children and young people will often talk to their peers rather than to an adult. Make sure that your senior cadets read and understand the contents of this Annex and know they MUST report any allegations that are made.

What You Must Not Do

- 12. Never give an undertaking to keep anything you are told a secret. If an allegation is made to you, it must be reported to the person or organisation that can investigate it. You may explain that if you are going to be told something that will require further investigation, you will be required to inform the appropriate authorities. You must give assurance that you will tell only those people who absolutely have to know.
- 13. Never pass on the details to anybody except those who need to know. Casual discussion and gossip could have serious consequences for the people involved in the allegation, and to any possible legal proceedings.
- 14. Do not attempt to question the person or investigate the allegation yourself. It is a task for highly trained investigators from the Social Services or Police. You may, however, ask very general questions, as for example, "Is there anything else you want to tell me?" Never under any circumstances ask questions which might put words into a person's mouth, such as "Did he/she do XX to you?"
- 15. Never ignore an allegation because you personally find it unbelievable. Just because the person about whom the allegation is made is known to you, and may be a trusted colleague, it does not mean the allegation is necessarily unfounded.
- 16. Never attempt to contact a cadet or his/her parents/guardians who you believe may have made an allegation against you.
- 17. Never, under any circumstances, talk to the media, at the time or later. Your CEO will report the broad details to the appropriate Formation HQ staff.
- 18. The CEO, or other designated officer, should be prepared to attend Child Protection Strategy meetings, called by the Social Services Department, to share information representing the ACF's point of view.

Bullying

19. The ACF considers bullying of cadets by adults to be abuse. It is to be dealt with in the same way as any other form of abuse. Bullying of cadets by cadets aged under 18 years old may not amount to abuse. Guidance on dealing with bullying of cadets by cadets is at Appendix 1.

Appendix

1. Dealing With Bullying of Cadets by Cadets.

APPENDIX 1 TO ANNEX A TO CHAPTER 2

DEALING WITH BULLYING OF CADETS BY CADETS

General

1. This guideline deals with bullying of cadets by cadets. Such bullying may occur anywhere and at any time within the ACF. This guideline does not include dealing with physical or sexual abuse, which is to be dealt with in accordance with the law, and it does not include the bullying of cadets by adults which is to be considered and dealt with as child abuse.

Definition

2. A person is bullied when he or she is exposed regularly and over time to negative actions on the part of one or more persons. Research indicates that between 25 and 50 percent of children are bullied in schools. The types of bullying vary. Boys are more physical whilst girls often exclude others from groups.

The Signs

- 3. The following can be signs that a cadet is being bullied:
 - a. Poor attendance/poor concentration/appears distracted, distant or preoccupied.
 - b. Frequent illness or apparent illness.
 - c. Not wishing to leave adult presence at breaks in training.
 - d. Not wishing to attend certain activities.
 - e. Frequently seems to have no money.
 - f. Often loses equipment/possessions.
 - g. Seems frightened of walking to and from training.
 - h. Begins to achieve poor results.
 - i. Appears regularly with uniform in disarray.
 - i. Easily upset, becomes withdrawn, starts stammering.

- k. Attempts suicide/self harm/runs away.
- 1. Cries self to sleep or susceptible to bed-wetting.
- m. Has frequent nightmares and even calls out "Leave me alone".
- n. Has unexplained bruises/scratches/cuts.
- o. Asks for money or starts stealing money (to pay bully).
- p. Refuses to say what is wrong.
- q. Gives improbable excuse to explain any of the above.

At Camp these signs will be much more noticeable.

Awareness

- 4. ACF adults should be aware that bullying occurs in every walk of life and must learn to deal with it and be confident in doing so. It is not a trap waiting to catch the unwary and there is plenty of advice and assistance available if needed.
- 5. Watch for the signs and be aware that bullies are often very adept at putting on a respectable facade when adults are around. The bullied person may be keen to deny it is happening for fear of reprisals.
- 6. Learn the procedure to be adopted when bullying or harassment is discovered/reported.
- 7. Guard against inadvertent bullying behaviour. Thoughtless attitudes or actions by adults can easily aggravate the situation. Monitor and consider modifying management styles to prevent it.

Action to be Taken

- 8. When bullying is identified:
 - a. The victim(s) is/are to be interviewed and offered support by an appropriate person. This could be the Detachment Commander or Sub Unit Commander or, if appropriate, a more senior officer.
 - b. If necessary advice may be sought from specialists such as Medical Staff or Chaplains, or the person appointed by the Cadet Commandant to be the "The Independent Listener".

- c. If initial disciplinary procedures do not in themselves quickly bring an end to the bullying, possibly because the victim will not identify the bully, a "Support Group" should be formed.
- d. A Support Group is formed from the victim's Detachment. It consists of the victim and his/her peers and should include the bully/bullies. A suitable adult nominated by the Support Group should attend to observe but not play an active part in the discussions. If the victim is evidently under stress, a medically trained person should be co-opted to attend. The idea is that the bully is confronted with the result of his/her actions, and, has the opportunity to discuss the situation. This system has proved more successful than isolation and threats of reprisals.
- e. Hopefully, the Support Group will make some progress and together, unaided by adult intervention, make some decisions regarding the way forward. It should meet again a few days later, if appropriate, to discuss progress.
- f. If, at the end of a second meeting, there has been no improvement in the situation, Area/County HQ should take the necessary disciplinary action which is:
 - (1) To dismiss the offending Cadet(s).
 - (2) To consider referring the case to parents or to the Social Services.

Records

- 9. Records of cases of cadet bullying should be maintained at ACF Area HQ as follows:
 - a. Brief details of the case, the individual making the report and any disciplinary interviews.
 - b. A brief record of any subsequent Support Group meetings. Minutes should not be taken. A nominal roll of who attended, date and time are all that is required.

In Conclusion

- 10. Bullying is a common phenomenon among children and young people and must be dealt with quickly and effectively. Adults need to be able to recognise the signs and deal confidently and firmly, but also sympathetically, with cases of bullying.
- 11. There is a useful video called "Sticks and Stones" which can be acquired from the Video Resource Unit, Central ITU plc, Broad Street, Birmingham B1 2JP. Telephone No 0121 643 9898.

ANNEX B TO CHAPTER 2

DUTY OF CARE - THE "DO'S AND DON'TS" GUIDELINES

Supervision of Cadets

Do ensure that cadet activities are supervised by qualified and authorised adults.

Do ensure that female adult cover is provided when female cadets are present.

Do ensure that games and sports are properly arranged and supervised.

Do brief cadet NCOs thoroughly in their duties of supervision and instruction of other cadets.

Don't administer improper punishments.

Don't permit bullying, offensive language or discrimination.

Don't permit cadets to drink alcohol.

Don't permit smoking on training or in buildings and vehicles.

Don't permit mixed gender sleeping or ablution arrangements.

Don't permit cadets to have sexual relations while with the ACF.

Don't tolerate illegal or improper activity, abuse or misconduct by cadets or adults. Report it.

Do report and seek advice on any allegation or suspicion of drug abuse.

Do take seriously any allegation by a cadet of abuse and learn the remedial action to be taken.

Do enable cadets to raise personal problems and provide access to the "Independent Listener".

Don't ignore or dismiss a complaint made by a parent. Report it and follow it up.

Do enable cadets to contact home when they are away with the ACF.

Don't enrol cadets before they are 12 years old and ensure parents understand and sign the enrolment form.

Don't allow under-age potential recruits to wear uniform or take part in training.

Do obtain written parental consent for a cadet to miss school, spend a night away from home, participate in adventurous pursuits and water sports, to undertake an expedition, attachment or visit, to go overseas and to travel unaccompanied or in another cadet's vehicle, to fly in a service aircraft or helicopter, or to appear in and be identified by the media or on a website.

Personal Conduct

Do set a good personal example and insist that other adult leaders do the same.

Always put the safety and welfare of cadets first.

Don't touch cadets, don't intimidate them and don't use threatening or violent behaviour.

Don't develop any kind of intimate relationship with a cadet and don't allow yourself to get into a compromising situation with a cadet. Don't be alone with a cadet if you can avoid it and don't invite any cadets to your home without the permission of their parents.

Do be scrupulously fair, don't give favours and don't discriminate. Be approachable but don't be led on.

Do insist on mutual respect between cadets and between cadets and adults. Treat cadets as responsible people with the same rights as yourself.

Do restrain your language in the company of cadets.

Don't drink alcohol on duty, in the presence of cadets or for 8 hours before a driving duty.

Don't smoke on training, in vehicles or in MOD/ACF buildings other than adult messes.

Do be discreet in your personal relationships with other adults in the ACF, particularly in the presence of cadets.

AUTHORIZATION TO DRIVE IN THE ACF

General

1. The activity which carries most risk of death or injury to ACF personnel is driving. It is essential - and legally necessary - that there is a clear policy for the authorization of personnel to drive covering experience, competence and safety record.

Authorization Criteria

- 2. Authority to drive military and/or RFCA/ACF vehicles will be granted by the Cadet Commandant only to personnel who fulfil the following criteria:
 - a. Be at least 21 years of age.
 - b. Have held a full Class B driving licence for a minimum of 3 years before being permitted to carry cadets as passengers.
 - c. Be in possession of a valid, full driving licence appropriate to the type of vehicle to be driven, and an FMT 600, MT Driver's Permit.
 - d. Carry out the required familiarization training, including towing trailers, if that vehicle type has not been driven on at least 4 occasions, within the last 12 months.
 - e. Have no convictions for moving traffic offences, or have been exempted from this requirement by the Cadet Commandant.

Vehicle Categories

- 3. Vehicle categories for which authorization is needed are:
 - a. Trucks 4 to 8 tonne cargo.
 - Landrover with trailer.
 - Landrover without trailer.
 - d. Minibus with more than 8 and not more than 16+ driver seating capacity with trailer.
 - e. As above without trailer.
 - f. Any other vehicle authorized by the Cadet Commandant.

Moving Traffic Offences

- 4. It would be unreasonable to require all authorized drivers to have a clean licence, but equally there must be an equitable and fairly enforced system for deciding who may and may not drive.
- 5. As with all other activities, the basis should be 'Would I as a parent feel happy with this person driving my child?'
- 6. A conviction for some categories of moving traffic offence will result in an automatic and immediate ban. Convictions for other lesser offences may result in the withdrawal of authorization at the discretion of the Cadet Commandant.
- 7. The general categories of offence are listed below:

a. Offences carrying an absolute ban:

- (1) Causing death by dangerous driving.
- (2) Dangerous driving.
- (3) Causing death by careless driving under the influence of drink or drugs.
- (4) Driving while unfit through drink or drugs or with excess alcohol.
- (5) Driving when disqualified.
- (6) Driving after refusal or revocation of licence on medical grounds.
- (7) Driving without insurance.

(The above are all offences that imply a cavalier attitude to the safety of others).

Individuals who have been, or are in the future, convicted of any of these offences may be authorized to drive by the Cadet Commandant after a suitable period of safe driving following the re-issue of a licence. In general, however, this is not likely to be less than 5 years.

b. Offences carrying a discretionary ban:

- (1) Careless driving and driving without reasonable consideration.
- (2) Failing to stop after an accident or failing to report an accident.
- (3) Driving otherwise than in accordance with a licence.
- (4) Speeding.

- (5) Traffic light offences.
- (6) No MOT certificate.
- (7) Seat belt offences.
- (8) Failing to identify driver of a vehicle.
- (9) Offences relating to the safety of passengers.

(Ban to be conditional on the nature and severity of the offence or offences.)

Drivers may also have their authorization revoked if they are considered to be driving without proper regard for safety of passengers, other road users or ignore basic vehicle safety requirements.

8. Drivers charged with serious offences should have their authorization to drive suspended until their case is heard.

CHAPTER 3

TRAINING AND TRAINING SAFETY

PART 1 – GENERAL

Reference:

- A. The Management of Safety, Health, Environmental Protection and Fire (SHEF) and Training Safety (TS) in the ACF and Army Sections of the CCF Guide. (LAND/RF/2018 of Jan 05).
- B. JSP 535 Cadet Training Safety Precautions (CTSPs).

Introduction

3.001. This Chapter contains the policy for ACF training and its safety.

Aim

3.002. The aim of ACF training is to produce a self-reliant fit young cadet with an understanding of basic military subjects, initiated in the art of leadership, aware of his responsibilities as a citizen and with a well developed interest in the Army and the community.

Responsibility

- **3.003.** The MOD has the overall duty of care to ensure the safety of all cadets who take part in training activities under its auspices.
- **3.004.** Training policy is formulated by Headquarters Land Command (HQ LAND) in consultation with the Army Cadet Force Association (ACFA) and the Army Cadet Executive Group (ACEG) which is advised by the ACF National Training Committee. Divisional and Formation Commanders have general responsibilities for the implementation of training and policy for County ACFs within their own boundaries. (See Chapter 1 paras 1.006 1.009). The ACFA has appointed Committees and Panels (such as the ACFA Shooting Committee and the First Aid Panel) to provide specialist advisers and expertise to assist in training in the subjects in the Army Proficiency (APC) (ACF) Syllabus; HQ LAND appoint an Adventure Training (AT) Adviser).
- **3.005.** The ACF Cadet Commandant is the Commanding Officer of the ACF in his County or Counties (see Chapter 1 para 1.023-1.024) and is responsible for the training and the safety of the adults and cadets under his command to the appropriate Commander described in para 1.024a in accordance with these instructions.

3.006. Commanders at all levels have a personal responsibility for ensuring that activities are undertaken in the safest possible manner, taking due regard to any risks to personnel or the environment. This responsibility cannot be delegated. The mechanisms for discharging this duty may be delegated and assistance and support obtained, but legal responsibility remains with the Chain of Command and respective Commanders. All personnel have a legal duty of care, both to themselves and to others, and may be liable to criminal or civil action if there is wilful or reckless disregard of Health and Safety and Training Safety requirements.

PART 2 - TRAINING SAFETY

Risk Management

- **3.007.** Risk Management is a fundamental and statutory requirement for the safe management of any activity. Although the terminology may be unfamiliar to some, the Safe System of Training (SST) process, which includes where necessary the conduct of Risk Assessments, has been carried out in the Army for many years. Unit Standing Orders, Range Standing Orders, operating procedures and training pamphlets are all the result of this process, which provides the structure for training safety. If all elements of the SST (Safe Persons, Safe Equipment, Safe Practice, Safe Place) (see Annex A), are not in place then there is a need for a Risk Assessment to identify the significant risks arising from the activity. The ACF adult conducting the activity, and therefore the Risk Assessment, must identify and prioritise the measures that need to be taken to ensure, so far as is reasonably practicable, the safety of the participants or of others who may be affected by the activity.
 - a. There is a full section on Risk Management in Reference A, The Management of SHEF and TS Guide, issued by Cadets & OTC Branch, HQ LAND, and Risk Assessments are referred to again in this Chapter.
 - b. Pamphlet 21 (AC 71751) "Regulations for the Planning, Conduct and Supervision of Firing and Training with Infantry Weapon Systems and Pyrotechnics" describes the Infantry Training Safe System (Safe Weapons and Ammunition, Safe Ranges, Safe Planning and Conduct of Training, Safe Exercising Troops, Investigation of Accidents) in Chapter 1 Section 1; this is to be abided by when training takes place that involves weapons or pyrotechnics.
- **3.008.** Training Safety Advisors (TSA), under the direct command of Regional Formation Commanders, are available to advise Cadet Commandants and County Training Officers (CTO) on all safety matters (see para 3.044 below).

Cadet Training Safety Precautions (JSP 535)

3.009. Reference B, CTSP, known as the "Red Book", provides an on-the-spot reference to the 'Rules of Safety' which are to be obeyed when training cadets. All ACF Adults must

carry a copy at all times when on ACF Duty. It is a detailed reference on Training Safety designed for the cadet forces, and covers all major aspects of the subject.

- **3.010.** In many instances the Safety Rules differ from, and are more stringent than, the equivalent regulations applicable to the Regular and Reserve Forces. Cadet HQs and Service Formation Headquarters are to ensure that instructors from Regular and Reserve Force sponsor units, who are called upon to train cadets, are made aware of this fact and are issued with a copy of the JSP. They are to be instructed to carry it when training cadets, to be conversant with it and to comply with its rules implicitly.
- **3.011.** Particular attention is drawn to the regulations for the protection of hearing (Section 7.). Because damage to ears in young people may not become apparent until later years, it is important that these instructions are strictly complied with.

Training Accidents and Incidents

- **3.012.** If an accident or an incident does occur, the first action is to deal with the situation to keep persons safe from harm and to prevent further injury. JSP 535 CTSPs, Section 4 and The Management of SHEF and TS Guide provide guidance on the follow-up action to be taken; this is expanded at Annex B, which also lays down how such incidents are to be reported once the situation allows. Every effort is to be made to ensure that any lessons that come out of any subsequent investigation are to be recorded in order to prevent a reoccurrence, and, if appropriate the relevant Risk Assessment re-examined.
- **3.013.** CTSPs Section 33 gives specific guidance on "Action in the event of an Ammunition Incident."

First Aid

- **3.014.** An ACF Adult trained in First Aid and in possession of an authorized First Aid kit (see Chapter 18 para 18.071-18.073) should be present during all training. For physical activities, which inherently involve danger to life and limb, this requirement is mandatory. Such activities include all Adventurous Training and Challenge Pursuits (see Part 7 below), live firing, dry training (involving the use of blank ammunition and/or pyrotechnics) and obstacle course training. This list is not exhaustive and common sense is to be used.
- **3.015.** 'Trained in First Aid' is to be interpreted within the ACF as adults in possession of a current (qualified or re-qualified within the last 3 years) and recognized civilian First Aid certificate. In this context the following certificates are recognized:

All Health and Safety Executive (HSE) approved full First Aid certificates including the HSE certificate of the Voluntary Aid Societies.

British Red Cross Standard Certificate.

St Andrew's Ambulance Association Senior Certificate.

St John's Ambulance Lifesaver Plus Certificate.

- **3.016.** HSE rules relating to full First Aid certificates and qualification/re-qualification periods may change. The Voluntary Aid Societies may also amend their full non-statutory or 'public' First Aid qualifications. Para 3.015 above is to be read as reflecting any such changes providing that they are fully equivalent to and compatible with that paragraph. ACFA will publish details of any such changes and the advice of ACFA should be sought where there is any doubt.
- **3.017.** Adult First Aid training may be obtained in any of the following ways:
 - a. Within the ACF by trainers/assessors approved by the ACFA.
 - b. By 'buying in' training from HSE approved agencies or voluntary aid societies. This may include some MOD centres, Brigade Specialist Training Teams or military establishments approved by the HSE.
 - c. By relying on individuals obtaining training through their employment.

Cadets with Physical Disabilities or Special Needs

3.018. The great majority of cadets are expected to be able to undertake all aspects of ACF training, but there may be some who are unable to do so because of physical disabilities or special needs. Whilst there is no intention of preventing them from joining the ACF provided that their parents or guardian wish them to do so and Cadet Commandants are prepared to accept them and are able to put any necessary safeguards in place, it is necessary to impose certain rules and restrictions to ensure the safety of such cadets and those with whom they will train (see Chapter 10.) The ACF is unable to provide specialist carers.

Co-operation with Schools and Youth Services

3.019. The ACF maintains a close partnership with the education authorities and the Youth Service as a whole. At the national level this is effected by the ACFA, which is responsible for policy guidance on the subject. County ACFs should maintain liaison with the schools in their area and, as far as possible, with any forum of the Youth Service which is established locally (see Chapter 15) in order to obtain specialist advice and to keep up with any changes in legislation that affects young people, particularly as it affects their safety.

3.020. Reserved.

PART 3 – TRAINING OBLIGATIONS OF ACF ADULTS

Background

- **3.021.** Officers and Adult Instructors (AI) in the ACF must have the appropriate qualifications, and be current and competent, to conduct training with their Cadets or to take them on other activities. The standard of training in the ACF depends, more than anything else, on the officer's and AI's knowledge of the subjects in the syllabus and also their ability to pass it on to cadets in an accurate and easily understood way in other words, their instructional ability.
- **3.022.** ACF officers and AI are therefore to complete the obligatory training detailed in the following paragraphs and in the flow chart at Annex C progressively during their service in the ACF. They are also to take the mandatory tests laid down by HQ LAND Command and locally by their Cadet Commandant each year. All officers are to undertake at the very least, annual revision and testing on CTSPs (to include Risk Assessments), and any other test as directed by their Cadet Commandant; this is to include Weapon Handling for those adults who take cadets on weapon training, shooting or who may have to clear a weapon in an emergency.

Adults

3.023. Initial Training of Adults.

- a. **Induction Course.** On appointment an ACF adult is to complete an Induction Course within 4 months, under County Headquarters arrangements in accordance with the syllabus at Appendix 1 to Annex C. The Induction Course is to be attended by all regardless of their previous experience or background, but see also paras 3.025-3.027 below.
- b. **Initial Training Course.** An ACF Adult is to complete an Initial Training Course (ITC) within his first 18 months of service, under parent Brigade Headquarters arrangements in accordance with the syllabus at Appendix 2 to Annex C. This training is to be carried out either under central arrangements (either one 10-day period or at Annual Camp) or by a combination of Cadet Training Team (CTT) and ACF County training staff, under the coordination of the parent Brigade Headquarters. The Course Report is to be in the format shown at Appendix 3. In exceptional circumstances, Cadet Commandants may authorise an adult with ex-Regular or TA Service, exemption from attending the ITC, this must only be in extreme cases and as an exception rather than the rule. Where an adult has been exempted:
 - (1) Commandants must ensure that the exempted adult is taught the 12 periods on the ITC for which the ACF County are responsible (i.e. Knowledge of the ACF, Administration, Man Management, The Cadet in the Community,

Expedition Training/1st Aid/DoE Award/Sport and, importantly, Safety and Responsibility Guidelines for ACF Adults).

- (2) Prior to attending their initial courses at the Cadet Training Centre (CTC), Frimley Park, students must have attended the ITC. For an exempted adult, the Course bid is to be accompanied by a letter from the Commandant confirming that the individual concerned is a 'competent person' as defined under the 'Safe System of Training' guidelines.
- c. **Adult Instructors Course.** During his second or third year of service an ACF Adult is required to attend an Adult Instructors' (AIs) Course at CTC. This course may not be attended before his initial instruction, and until he has served in the ACF for one year.

3.024. Continuation and Promotion Training.

- a. All ACF adults appointed as Detachment Commanders are to undergo formal 'on the job training' under the supervision of their Cadet Executive Officer (CEO), Cadet Quartermaster (CQM), County Training Officer (CTO) and Area Commander, in accordance with the suggested outline syllabus at Appendix 4 to Annex C.
- b. All ACF adults are to attend a King George VI Memorial Leadership (KGVI) Course at CTC, to qualify them to organise Field Training Exercises (FTX) and use Pyrotechnics, and for promotion (see Chapters 4 and 5).
- c. All ACF Officer appointed as Area Commanders are to attend an Area Commanders' Course at the Cadet Training Centre, Frimley Park, this will also qualify them for promotion to Major.
- d. The ACF Cadet Commandants' and Senior Officers' Course at CTC is to be attended by Commandants within a year of their assuming their appointments; this Course may also be attended by Deputy Commandants, Cadet Executive Officers (CEOs) and Cadet Quartermasters (CQMs).
- e. County ACFs are to hold weekend refresher courses and study periods as deemed necessary by the Cadet Commandant.

Induction Training for Administrative Officers and Adults

- **3.025.** Officers and AIs in the following categories do not train cadets but provide specialist administrative skills to the ACF:
 - a. CEOs.
 - b. ACF Chaplains.

- c. ACF Medical Officers (MO).
- d. COMs.
- e. Cadet Administrative Assistants (CAA).
- f. County Headquarters Administrative Officers (AO), if they choose to join the ACE.
- g. Staff with specific administrative duties clerks, cooks, drivers and First Aid assistants.
- PROs.
- **3.026.** ACF Adults in these categories must attend all 13 periods Appendix 1 to instruction on administration and nominated drill periods of the Induction Course (see Annex C).
- **3.027.** Cadet Commandants are also to ensure that all ACF adults in this category are educated in the 'Duty of Care' of young people, are aware of the Risk Assessment process and trained to 'Make Safe' cadet weapons in an emergency.
- **3.028.** Such officers and AIs are not required to attend any further courses while they remain in a non-instructor role.

Dispensations

- **3.029.** The only dispensations allowed from this training system are detailed in the following paragraphs. Applications for all dispensations, other than those within the discretion of the Cadet Commandant), are to be submitted to the Commandant of the Cadet Training Centre (CTC), Frimley Park.
- **3.030.** These dispensations are for:
 - a. Officers, who have successfully attended an Adult Instructors' Course as AIs, are not required to attend a second Instructors' Course as officers unless the ACF Cadet Commandant believes it to be in the general interest for them to do so.
 - b. Officers, who have already attended a KGVI Course as AIs, as a general rule, need not attend a second KGVI Course. However, if a Cadet Commandant deems that the attendance of a particular officer on a second KGVI Course is desirable for updating purposes, then he should nominate him accordingly.

Training Qualifications

- **3.031.** Adults responsible for planning, organizing and supervising the potentially more dangerous forms of training must be properly qualified to do so and authorised to carry out the activity. Included in this category of training are; Shooting, Field Training Exercise (FTX) and use of Pyrotechnics, Adventurous Training, Obstacle Course supervision, Watermanship and Expedition Training.
- **3.032.** Details of the qualifications required are shown in JSP 535 CTSPs, Section 2. See also Annex D.

PART 4 - TRAINING OF CADETS

Training Syllabus and Tests

- **3.033.** The full details of the training syllabus and tests for all ACF cadets are in the pamphlet "The Army Cadet Force Army Proficiency Certificate Syllabus" (APC(ACF) Syllabus) (Army Code 71101). It is based on the 'Star' qualifying system.
- **3.034.** Training is to be planned so as to allow cadets to steadily progress through the syllabus for the 5 years or more that they can serve in the ACF, to become fully-trained cadet senior NCOs or senior cadets and go on to become Master Cadets.
- **3.035.** The gaining of the APC 'Star' qualifications, (Basic Training, 1-4 Star and Master Cadet), which are tests of an individual's basic knowledge, is to be considered the normal achievement of the majority of cadets who make the necessary effort and have been properly trained.

3.036. Design of Syllabus. The syllabus is designed so that:

- a. A cadet's training is carried forward at a steady rate compatible with the increasing abilities of a growing cadet and with a view to maintaining his interest. In this sense it provides a basis for planning training programmes.
- b. It sets standards of achievement by which the progress of an individual cadet can be measured.
- c. It provides the cadet with clearly understood and easily recognizable standards of achievement.
- **3.037.** The subjects in the syllabus up to and including 3 Star level are compulsory so that all cadets comply with the Aim of Training (see para 3.002 above) which in turn meets the requirements of the Charter of the ACF (see Chapter 1 para 1.001). At 4 Star level senior cadets may choose to undertake the subjects that are of most interest to them and which are suited to their abilities.

Conduct of Training

- **3.038.** A key aim of the Cadet Forces is to develop the personal qualities of cadets and to give them a responsible sense of adventure. This is achieved through the progressive introduction to challenging military and adventurous activities, which by their nature have an inherent or perceived risk. This level of risk must be as low as is reasonably practicable and it is essential it is properly managed through the medium of SST. This procedure, which includes carrying out Risk Assessments (RAs), must be conducted prior to any training activity taking place. (See para 3.007 above).
- **3.039.** Training must always be carried out safely, at the same time:
 - a. Training should be interesting, imaginative and challenging.
 - b. Lessons and tests should be practical and out of doors whenever possible.
 - c. Cadet NCOs should be taught Methods of Instruction and given the opportunity both to teach and to command.

Training and Testing Responsibility

3.040. The responsibility for the satisfactory implementation of an ACF County training and testing system, based on the APC(ACF) Syllabus, rests with the Cadet Commandant. Through his CTO, and with the assistance of the individuals referred to in paras 3.043, 3.044 and 3.045 below, he is to prepare an annual training scheme for the guidance of his Detachment Commanders.

Citizenship Training

- **3.041.** Although the mere fact of being a cadet in the ACF is citizenship training, something further must be done to give positive proof of good citizenship and this can only be achieved by the specialized training given to cadets in the 'Cadet and Community' part of the Syllabus. It is the responsibility of the ACF Training Committee (see Appendix 3 to Annex A to Chapter 1), with advice from the ACFA, to keep the syllabus up-to-date for the training in this subject which is part of the APC(ACF) Syllabus.
- **3.042.** Spiritual values are to be encouraged in all Cadet activities and it is important that both Cadets and Staff have their spiritual needs met as far as that is practically possible. During centralised and other weekend training there ought to be act of worship, which Cadets are encouraged to attend. The structure and content of that act of worship should be sensitive to the religious background of those attending. Where possible, the particular denominational needs of both cadets and Staff should be met and this is best facilitated through the Unit Chaplain. Newly appointed Chaplains can obtain advice from the ACFA's Religious Advisor.

PART 5 - TRAINING ASSISTANCE

Formation Headquarters

- **3.043.** The staff officer with special responsibility for the Cadet Forces, at Formation HQ is the SO2/SO3 (G3 Cadets). He is a member of the Commander's staff and his duties include:
 - Advising the Commander on cadet matters.
 - Advising Cadet Commandants on training matters.
 - c. Command and Control of the CTTs within his area and co-ordination of their activities.
 - d. Coordinating Regular and Reserve Army assistance for cadet training throughout his area.
 - e. Advising on Adventurous Training activities
 - f. Liaison with HQ LAND Cadets & OTC Branch on the ACF Annual Camp programme and all other cadet matters.
 - g. Providing the support required by ACF Counties for their Annual Camps.
 - h. Command and Control of the Training Safety Adviser (TSA).
 - i. Performing any other duties connected with the Cadet Force as directed by the Commander, including convening annual ACF conferences in accordance with Chapter 1, Annex B, Appendix 1 para 12.
- **3.044.** Training Safety Adviser. The role of the TSA is to satisfy the Formation Commander that ACF Cadet Commandants are fulfilling their responsibilities for the planning, management, coordination and delivery of safe and effective Cadet Military and Adventurous Training, working in close liaison with the volunteer ACF County Training Officer and County Adventurous Training (AT) and DofE Officers; in particular, he is to ensure that training practices are being carried out safely, in all locations including Annual Cadet Camp. See the TSA Job Description at Annex E.

Regular Army and Territorial Army

3.045. Although the majority of training is to be organized and conducted by officers and AIs of the ACF, assistance may be obtained from CTT, and individuals and units of the Regular Army and TA in the following circumstances:

- a. **Cadet Training Teams.** (see also Chapter 1). For the initial training of ACF officers and AIs; the organisation, instruction and testing on the Senior Cadet Instructors' Cadre (SCIC) and, where possible, giving similar assistance on the Junior Cadet Instructors' Cadre (JCIC); on Adventurous Training and, when available, assistance with testing at 3 Star level.
- b. **Regular and TA units to which Detachments are affiliated or parented.** Periodically by arrangement provided that their commitments allow; including the attachment of ACF officers and AIs to TA units with the prior approval of the parent Formation HQ. (See also para 3.048 below whose rules equally apply).
- **3.046.** The primary task of members of the Regular Army and TA, when assisting the ACF, is to instruct ACF officers, AIs and cadet NCOs. They also assist with testing at the higher Star levels. They should instruct junior cadets only in exceptional circumstances.

Other Instructors from Outside the ACF (Civilian Assistants (CAs))

3.047. There may, in addition, be subjects (probably non-military) which cannot be taught by either ACF adults or those included in para 3.045 above for various reasons. In these cases instructors from outside the ACF may be engaged on an ad hoc basis to teach specific subjects provided that they are properly qualified. They are not to be engaged without the prior approval of the Cadet Commandant, who will normally only give his approval in the following circumstances:

a. Coaching for Shooting.

- (1) After satisfying himself that the prospective instructor is an experienced member of a club affiliated either to the National Rifle Association (NRA) (for full-bore shooting) or the National Smallbore Rifle Association (NSRA) (for small-bore shooting) and that his shooting qualifications have been verified by the Association concerned.
- (2) Live firing must only be controlled, supervised or conducted by a person who is a properly qualified member of the Cadet Forces. However, if a senior cadet opts to undertake Competition Shooting as a subject in 4 Star training, his Cadet Commandant may approve his application for membership to a neighbouring civilian rifle club where coaching and supervisory facilities exist, provided that:
 - (a) Suitable local facilities do not exist on a Service basis.
 - (b) No Service weapon or ammunition is involved.
 - (c) The cadet freely joins the rifle club under the current club conditions.

- (d) The cadet is covered by third party insurance in accordance with membership rules.
- b. **Adventurous Training and Challenge Pursuits.** After satisfying himself that the prospective instructor's qualifications are not less than the equivalent of those referred to in para 3.068 below.
- c. **First Aid.** After satisfying himself that the prospective instructor's qualifications are those required by the Voluntary Aid Societies St John Ambulance, St Andrew's Ambulance Association or the British Red Cross Society.
- **3.048.** In all cases where the instruction involves cadets, an instructor from outside the ACF must be accompanied by an ACF Adult; this is to ensure that the mandatory requirement for cadets to be supervised by someone who is (Criminal Records Bureau) CRB cleared and 'Duty of Care' trained is met. In particular, any civilian who has not been CRB cleared is not to be given sole supervision of cadets.

PART 6 - TYPES OF TRAINING

Training within the County

- **3.049.** The scope of the APC(ACF) Syllabus means that, in practice, only Basic Training, 1, 2 and some 3 Star training can be undertaken within Detachments, unless a larger than usual number of adults regularly attend.
- **3.050.** Centralized training for 3 and 4 Stars is normally necessary. This can be carried out at County ACF Weekend Training Centres (ACF WETCs) or other centralized locations at weekends, when instructors and training facilities are readily available.
- **3.051.** County ACF WETCs are established by RFCA according to the size of Counties, see Chapter 15. Details of the facilities they provide are given in the Army Cadet Force Location Statement (AC 62073).

Training outside the County but within the UK

- **3.052.** Training outside the County may consist of:
 - a. **County Annual Camps.** Camps at which there is centralized training based on a military training camp, normally allocated by HQ LAND and administered by a Formation HQ. Their duration should not be less than 7 days and or more than 14 days.
 - b. **Adventurous Training Camps.** AT activities at the Cadet Centres for Adventure Training (CCATs), when facilities are not available at Annual Camp or other AT centre (see Part 7).

c. Attachment Camps.

- (1) Specialist courses organized and publicised by HQ LAND; see para 3.053 below.
- (2) Travel outside the UK for training with the prior agreement of HQ LAND; see paras 3.054-3.068.
- d. **Weekend Training Camps.** Where the necessary facilities are not available within a County's boundaries.

Courses

3.053. Courses for cadets are organized annually by HQ LAND and the CTC. The following courses are available:

a. HQ LAND.

- (1) Cadet Leadership Course (normally during the Easter holidays).
- (2) Various specialist courses organised by Regular Army Schools and units.
- (3) Adventure Training (AT) Courses at the Cadet Centres for AT (CCAT).

b. CTC Frimley Park.

- (1) Cadet Leadership Courses (normally run during the summer holidays).
- (2) Master Cadet Courses.
- Canada. Organized annually by HQ LAND with the National Defence HQ in Ottawa:
 - (1) Canadian Cadet Leadership and Challenge Course Rocky Mountain (4 Star level).
 - (2) Canadian Cadet Wilderness Leadership Course Argonaut and Whitehorse (2 Star level).
 - (3) Canadian Cadet Leadership Instructor Adventure Course Whitehorse (2 Star level).
 - (4) Canadian Cadet Leadership and Marksmanship Course Connaught (2/3 Star level).
- India. Organised annually by HQ LAND.

Training Outside the United Kingdom

- **3.054.** Application for an ACF party to travel outside the UK for training or other purposes, except for those visits mentioned in para 3.053, is to be made to HQ LAND, in triplicate, through the parent Formation HQ, with a copy to the appropriate RFCA and the ACFA, in the form at Annex F to this Chapter, two months ahead of the proposed departure date. Applications are necessary even if the party is travelling at the private expense of members.
- **3.055.** The attention of those concerned with the administration of such a party is drawn to:
 - a. Chapter 9. Transport and Travel.
 - b. Chapter 10. Medical.
 - c. Chapter 10. Security.
 - d. Chapter 16. Insurance.
- **3.056.** Applications are not required for parties sponsored by HQ LAND/ACFA such as the annual attachments to Germany, official exchange visits to Canada or the Nijmegen marches.
- **3.057.** No privately arranged visits between County ACFs and Regular Army units in Germany are to take place in the same month as the official visits sponsored by HQ LAND/ ACFA.
- **3.058.** Nijmegen Marches. Units are encouraged to take part in the Nijmegen Marches although there is no funding available specifically for this. Full details of the administrative requirements for participation in these Marches are contained within DCI JS 152, which is published annually.

Training Visits to ACF Counties by Commonwealth and Foreign Cadets

- **3.059.** HQ LAND will authorize and issue the necessary implementation instructions concerning all official visits to County ACFs by cadet parties from Commonwealth and Foreign Countries.
- **3.060.** HQ LAND encourages privately arranged visits by cadets from abroad to County ACFs because they strengthen the bonds of any affiliation between the host and the guests and generate mutual goodwill and understanding between cadets of different cultures. This encouragement is based on the precondition that the following rules will be adhered to:
 - a. The host County ACF is to advise the guest cadet unit to apply in the format at Annex G, at least three months prior to the visit through the Headquarters of

their cadet organization and their MOD. The application is then to be forwarded through the Defence Adviser/Attaché in their High Commission/Embassy in London for submission to HQ LAND.

- b. The guest cadet unit is also to be advised by the host County ACF that it will be necessary for their governments to sign the Form of Indemnity at Appendix 1 to Annex G. A copy of the signed Indemnity Form is to accompany the request for the visit (see sub-para a. above).
- c. The host County ACF is to warn the following, as early as possible, of the impending request for a private visit from the cadet guest unit. The warning should contain as much information as possible and include an outline visit programme and an assurance that the proposed private visit will not entail any expense on public funds:
 - (1) HQ LAND.
 - (2) Formation Headquarters.
 - (3) RFCA.
 - (4) ACFA.
- d. Divisional HQs, on receiving the application from the cadet guest units' High Commission/Embassy in London, will seek authority to proceed from HQ LAND and, once given, will seek political clearance if it should be deemed necessary. HQ LAND will then authorise the visit once all clearances have been obtained.

PART 7 – ADVENTUROUS TRAINING AND CHALLENGE PURSUITS

General

- **3.061.** Adventurous Training (AT) and Challenge Pursuits (CP) involve activities that are arduous and include an element of risk. Such training should test the courage and endurance of cadets and develop the qualities of character defined in the aims of the ACF. To achieve this and help develop the full potential of young men and women, involvement in adventurous or challenging activities is to be encouraged, but not more than 40% of total training time is to be spent in this manner. HQ LAND provide an AT Adviser to oversee and co-ordinate these activities.
- **3.062.** 'AT' has a particular meaning in the Services and the AT activities included in the Joint Services AT (JSAT) Scheme are covered in detail in JSP 419 "The JSAT Scheme". AT is authorized by Army General Administrative Instructions (AGAIs), Vol. I, Chapter 11, which includes a paragraph dealing with Cadet Force Adventurous Training. 'CP' are challenging activities in which cadets participate, which do not fall within JSAT rules, and is a term devised for cadet forces to differentiate such activities from AT. "Low Level AT"

has been exceptionally authorised for Cadets, who normally conduct training at a lower progression than Adult Servicemen and women, and is defined in the AGAI.

- **3.063.** AT and CP expeditions may incorporate within them activities that help qualify cadets in the Expedition Training module of the APC syllabus, or for the Duke of Edinburgh's Award.
- **3.064.** Adventurous Training Activities. Details of activities, which are classified as approved AT, are given in JSP 419.
- **3.065.** Challenge Pursuits. CP are to be authorised in accordance with AGAI Vol. 1 Ch 11.

Conduct

- **3.066. MOD Responsibility.** MOD's acceptance of liability for AT and CP as authorized ACF activities is conditional on the appropriate safety rules being obeyed.
- **3.067. Safety Rules.** Safety regulations for AT activities are contained in AGAIs Chapters 11 and 18 and JSP 419 and all AT leaders and organizers must familiarize themselves with them. In addition, CTSPs provides an on the spot reference to the rules of safety that are to be obeyed when training cadets.
 - a. **Modification of rules for cadets.** The regulations in the AGAIs and JSP 419, which are written for adult soldiers, may be modified for cadets by the written authority of DRFC or HQ LAND. Where there is any variance in the rules, those issued by DRFC or HQ LAND should be followed.
 - b. **Obligations of those running CP.** Those involved in CP must apply to those pursuits the general principles of safety and care contained in JSP 535 CTSPs, and those set out by the National Governing Body (NGB) for the activity.
 - c. **Definition.** "Wild Country", "Moorland" and "Normal Country" in the context of expedition supervision are defined in JSP 535 CTSPs, Section 2. Expeditions may be part of the ACF Expedition Training Syllabus or be for the Duke of Edinburgh's Award (see paragraph 3.085-3.090 below).

3.068. Qualifications of Officers and Other Adults.

- a. ACF officers, Adult Instructors, and other adults from outside the ACF, who are responsible for instructing, leading or supervising cadets during their participation in AT or CP are to be qualified in accordance with:
 - (1) Regulations in JSP 419 or,

- (2) Civilian NGB recognized qualifications, which allow adults to lead the activities concerned.
- b. A cadet unit may hire a civilian AT instructor or leader provided that his/her qualifications are cleared in advance by the parent Formation HQ, G3 PAT branch. If a civilian instructor or leader is used for AT or CP with cadets, an ACF adult must still accompany the cadet party on all its training.
- c. The normal rules for female supervision of cadets are to be followed.
- **3.069.** Challenge Pursuits. CP are the total responsibility of the activity leader and his Commandant, who are to ensure the activities are organized and conducted in accordance with NGB guidelines.
- **3.070.** Eligibility to Participate. Cadet units may organize AT and CP for their members provided that those members who are cadets have completed their Basic Training Syllabus and adult members have passed the Administration and Map and Compass packages of their Induction Course. All members participating must meet the medical standards of fitness and follow the procedures detailed in Part 1 of Chapter 10.

MOD Financial Limitations.

- **3.071.** Pay and allowances. The MOD will authorize pay and food allowances for cadet unit adults on authorized cadet unit AT subject to the following limitations:
 - a. Up to maximum periods of 8 days inclusive of travel in UK, 10 days inclusive of travel abroad, for the purposes of pay and food. Expeditions in excess of these durations will require personal contributions for adults.
 - b. To a scale of not more than one adult (eligible for pay and allowances) to 5 cadets. If it is required or if the scale cannot be adhered to for any other reason, then application for a waiver to this rule is to be made at least 2 months beforehand to the parent Formation HQ.
- **3.072.** Travel. The regulations for travel to and from AT are in Chapter 9. Public funds may not be used. Members of the ACF are eligible for air travel at Concessionary Fare Paying (CFP) status. This means they may travel on RAF flights at 'no less' cost and on MOD charter flights at actual cost rates, both subject to 3-7% Departmental Expenses charges. These costs and charges must be paid from non-public funds.
- **3.073. Stores, Transport and Food.** The normal regulations covering stores, transport and food used in ACF syllabus training are to be followed for AT, except that only non-public funds may be used for the cost of travel (see para 3.072 above).
- **3.074.** Challenge Pursuits. Authorized CP may attract pay and allowances but not travel costs from public funds (but see paragraph 3.071-3.072 above).

Definitions of Terrain

3.075. See JSP 535, CTSP, Section 2.

Supervising Expeditions

3.076. See the table in JSP 535, CTSPs, Section 2.

Other Qualifications

3.077. For AT, see JSP 419 or the table in JSP 535, CTSPs, Section 2. For CP, the NGB should be consulted.

Duty of Care

3.078. In all cases the Duty of Care demands that the safety of cadets is paramount but should be tempered sensibly with the need to provide challenging training.

Procedures for Arrangement of AT Expeditions

3.079. An AT Expedition in the ACF is defined as a series of linked AT and/or CP activities which last more than 48 hours. They are to be authorised as laid down in AGAIs Chapter 11

Cadet Centres for Adventurous Training (CCAT)

3.080. Details of the locations and facilities at the three CCAT are shown at Annex H. Details of courses available are published annually by the ACF AT Adviser.

Cadet AT Advisor

3.081 Cadets Branch. HQ LAND have appointed an Officer who will advise Cadet units on the conduct of AT. His responsibilities include:

- a. Advising HQ Land on AT Policy for the CCF (Army) and ACF.
- Providing opportunities for Adult staff to gain National Governing Body qualifications at the Cadet Centres for Adventurous Training and where necessary, Civilian Centres.
- c. Managing and administering the Cadet Centres for Adventurous Training.

- d. Providing courses for CCF(Army) and ACF Cadets at the CCATs in order that they have the opportunity to gain National Governing Body qualifications.
- e. Providing help and information about AT to all members of the Army Cadet Organisation, including maintaining the AT Web Site.
- f. Drawing up and monitoring the AT budget in conjunction with ACFA.
- **3.082.** His contact details can be found in the ACF Location Statement (AC 62073).

County Adventurous Training Officer (CATO)

- **3.083.** Experience has shown that when an Officer is appointed to take responsibility for AT, the quality of the activities is enhanced. It is recommended that ACF Counties appoint a County Adventure Training Officer (CATO), whose role is to oversee AT activities. A suggested Job Description is included at Annex I County AT Staff.
- **3.084.** The CATO may need an assistant to help with many of the day-to-day tasks; this should be a SNCO. In order to deliver AT effectively at County level, the establishment of an AT team is recommended. (See Annex I).

PART 8 – SPECIAL ASPECTS OF TRAINING

Duke of Edinburgh's Award

- **3.085.** The ACFA is an Operating Authority of the Duke of Edinburgh's (DofE) Award, and is responsible for ensuring that:
 - a. The Award is available to all members of the ACF between the ages of 14 and 25.
 - b. The conditions of the Award are adhered to.
 - Standards and quality are maintained in the ACF.
- **3.086.** The National Policy for the DofE Award in the ACF is shown in Annex J and its Appendices (HQ LAND LAND/RF/2076 of 26 Oct 05 refers).
- **3.087.** ACF Cadet Commandants are to appoint an officer to be responsible for the DofE Award in the County. Weekend courses are run by the ACFA DofE Award Advisory Panel to qualify officers for this appointment. Such officers should liaise with National and Regional Award offices and with other youth organisations which are also Operating Authorities of the Award.

- **3.088.** While the Award integrates comfortably with the APC(ACF) Syllabus, it often has conditions which are different or additional to APC requirements. Award Leaders in the ACF should have access to, and be familiar with, the following publications:
 - a. The Duke of Edinburgh's Award Handbook (5th Edition, 2004).
 - b. In Action Together 2 (the Award in the ACF) (revised Feb 2005).
 - c. The Duke of Edinburgh's Award programmes File (also online at www.theaward.org).
 - d. The Duke of Edinburgh's Award Expedition Guide.
 - e. Many suggestions for working APC and DofE activities together are supplied in the In Action Together 2 pamphlet, available online at www.armycadets.com.
- **3.089.** Duke of Edinburgh's Award activity should always be pursued within the conditions laid down in CTSPs (the Red Book), JSP 535. Any perceived conflict between these conditions and the conditions required by the Award should be referred to the Award Officer at the ACFA, ACFA Northern Ireland or ACFA Scotland as appropriate.
- **3.090.** The ACFA Duke of Edinburgh's Award Advisory Panel organises and runs regular training courses in Award Leadership and other relevant topics at CTC and in local centres. Details of these are published on the ACFA website (www.armycadets.com) and can be obtained from National and Regional Award Advisers.

Shooting

- **3.091.** General. Shooting and Skill-at-Arms are key elements of the APC(ACF) Syllabus and are extremely popular with cadets; there are many shooting opportunities which help contribute to recruiting and retention, particularly for senior cadets.
- **3.092.** County Shooting Officer. Cadet Commandants are advised to appoint a County Shooting Officer to be responsible for Shooting in the County. A Job Description for the County Shooting Officer is at Annex K. The ACFA Shooting Committee organises training courses and conferences for officers in that appointment, details of which can be obtained from the Secretary (see notes to Annex L).
- **3.093.** Competition Shooting. Competition shooting is organised under the guidance of the ACFA Shooting Committee, which works in close cooperation with the Council for Cadet Rifle Shooting (CCRS), the National Rifle Association (NRA) and the National Small-bore Rifle Association (NSRA).
 - a. A list of the main shooting competitions is at Annex L.
 - b. In addition, Formation HQs normally organise annually:

- (1) Weekend Cadet Target Rifle (CTR) Meetings in preparation for the annual Inter Services Cadet Rifle Meeting (ISCRM) at Bisley.
- (2) Weekend Skill-at-Arms Meetings (Cadet GP Rifle) in preparation for the annual Cadet Inter Services Skill-at-Arms Meeting (CISSAM) at Pirbright.
- **3.094.** Clay Target Shooting. Cadets may undertake Clay Target shooting under the conditions laid down by HQ LAND (see Annex M).

Sports and Physical Activities

- **3.095.** Regular periods of physical activity are included in the APC (ACF) Syllabus. The Physical Recreation Training and Tests are the same as those included in the Physical Recreation Section of the Duke of Edinburgh's Award Scheme and as such are designed to be supervised and run by all ACF officers and AIs.
- **3.096.** National and Regional Sports Competitions are organized by the ACFA Sports and Physical Activities Committee through its ten Regional committees.

First Aid Training

- **3.097.** First Aid training in the ACF is organised under the guidance of the ACFA First Aid Panel. The First Aid Panel approves external training and qualifications and manages the certification for training carried out within the ACF as well as authorising trainers and assessors. The ACFA First Aid Panel advises Formation and County etc HQs on all aspects of First aid training in the ACF.
- **3.098.** Formation and County HQs are responsible for ensuring that HQ LAND policy on First Aid training is followed; see Annex N First Aid Policy for the ACF (HQ LAND LAND/RF/2123 of 10 May 04 refers). Although there is no establishment for the post, Cadet Commandants are advised to appoint a County First Aid Training Officer (CFATO) to ensure that they can maintain sufficient First trained ACF adults in their County for their training needs (see Job Description at Appendix 1 to Annex N).
- **3.099.** The ACFA ensures that all First Aid training of cadets and adults can be easily and inexpensively achieved through the ACF. To this end the ACFA liaises with the Cadet Training Centre to ensure that appropriate training suitable to meet the needs of the ACF is available; see Appendix 2 to Annex N First Aid Training Courses at CTC. The ACFA provides technical expertise and advice for all such training.
- **3.100.** 'In house' training within the ACF is to be preferred to externally provided training because it is fully compatible with the needs of the ACF.

- a. It can be delivered by the ACFs own staff and according to the ACFs own timetable.
- b. It is the cheapest form of available training, with no compulsory costs for any of the mandatory aspects of the APC(ACF) Syllabus.
- c. It corresponds to UK-wide recognised standards.
- **3.101.** The ACFA First Aid Panel organises the National First Aid Competition. This competition provides a focus for practical 'continuation' First Aid training. Formation HQs have oversight of Regional selection/training events and County HQs should ensure that relevant training and selection events take place. The ACFA First Aid Panel will provide whatever advice and support is needed. The importance of this kind of training in providing cadets with real lifesaving skills cannot be overemphasised.

Signals Training

3.102. Signals Training is an important part of thee ACF (APC) Syllabus. The policy, structure and framework for signals training in the ACF has been laid down by HQ LAND (see Annex O) – as the ACF and CCF co-operate on all Signals Training matters, and for the sake of completeness, references to CCF(Army Sections) are included in this Annex.

Music Training

3.103. HQ LAND have defined the policy and structure for music in the ACF (see Annex P) – as the ACF and CCF co-operate on all Music Training matters, often play together, and for the sake of completeness, references to CCF(Army Sections) are included in this Annex.

PART 9 - ADMINISTRATION

Annual Visits and Inspections

3.104. Formation HQs are responsible for ensuring that every Detachment is visited annually between 1 Apr and 31 Mar (see Chapter 1, Annex B, Appendix 1, para. 9). The purpose of the visit is to ensure that training is being carried out in accordance with the policy laid down in the APC (ACF) Syllabus and that satisfactory standards of training are being maintained in accordance with Chapter 1, Annex B, Appendix 1, para. 9.

Visits to ACF Counties by VIPs

3.105. The arrangements to be made prior to the visits of the CinC HQ Land Command are set out in HQ LAND SI 71 and this instruction is to be strictly complied with.

3.106. All visits, whether formal or informal, to County ACFs by VIPs, both military and civilian, should normally be cleared by parent Formation HQs and/or RFCAs. In appropriate cases, the permission of Cadets & OTC Branch, HQ LAND should be sought through the normal channels; such cases will usually encompass politicians, members of organizations reflecting extreme political, racist, and sexist views, and personalities of a controversial reputation.

Training Stores

- **3.107.** The authorized scale of issue of arms, ammunition, training equipment and cleaning equipment for weapons are given in Annex Q. Issues are made in accordance with instructions issued by RFCAs as and when items are available; any stores in excess of a unit's requirements are to be returned to the appropriate RLC depot.
- **3.108.** The authorized scales of issue of training stores for teaching First Aid in the ACF, to be issued without demand, are given in Annex Q (Table 7). Replenishment requirements for these stores are to be forwarded, under County arrangements, through Formation HQs and not to DMED Ludgershall.

Firearms Act

3.109. Details concerning the application of the Firearms Act to the ACF are given in Annex R.

PART 10 - CADET VOCATIONAL QUALIFICATIONS

General

3.110. Both adults and cadets, who are over 16 can gain vocational qualifications through their service in the ACF (see Annex S).

Organisation

- **3.111.** The qualifications for both adults and cadets are managed by The Cadet Vocational Qualifications office (CVQO) based at the Cadet Training Centre, Frimley Park.
- **3.112.** CVQO acts under a Governance agreement between MOD, the three services, ACFA and the Learning Skills Council (LSC).

Annexes:

- A. The Safe System of Training (SST) and Risk Assessments (RA).
- B. Reporting of Training Accidents and Incidents.
- C. Obligatory Training for ACF Adults.
- D. Training Qualifications.
- E. Training Safety Adviser (TSA).
- F. Application for ACF Parties to Travel Outside the UK.
- G. Application for Parties of Commonwealth/Foreign Cadets to Visit/Train in the UK.
- H. Cadet Centres for Adventurous Training (CCAT).
- I. County AT Staff.
- J Duke of Edinburgh's Award.
- K. County Shooting Officer.
- L. Shooting Competitions.
- M. Policy for Clay Target Shooting by Cadets.
- N. First Aid Policy.
- O. Cadet Forces Signals Training.
- P. National Music Policy for Cadets.
- Q. Scales of Training, Equipment.
- R. Firearms Act.
- S. Cadet Vocational Qualification Awards.

THE SAFE SYSTEM OF TRAINING AND RISK ASSESSMENTS

(Extracted from The Management of Safety, Health, Environmental Protection And Fire (SHEF) And Training Safety (TS) in the ACF and the Army Sections of the CCF Guide, (LAND/RF/2018 of Jan 05).

References:

- A. Health and Safety at Work etc Act 1974 (Sections 2, 3, 7, 8 and 36).
- B. Management of Health and Safety at Work Regulations 1999, Regulation 3.
- C. JSP 375, Vol 2, Leaflets 11 and 23.

Background

1. Cadets are required to undertake activities, visits and exercises as part of their training, which can involve some level of danger. This Annex is concerned with assisting ACF officers and AI with managing the balance between the risks faced and the benefits that may accrue, and indicates how they must integrate risk management into their planning. The need to balance the safe working practices and the safe environment requirements of legislation with training requirements is recognised. Hazardous training activities must be managed to ensure that the MOD complies with the law.

Definitions

- 2. **Hazard.** Hazard is the actual or potential condition that can cause injury, both immediate and delayed, illness or death of personnel or damage or loss of equipment or property.
- 3. **Severity.** Severity is the degree of injury, numbers of personnel affected, property damage, or other factors that could occur as a result of a hazard.
- 4. **Risk.** Risk is the probability of exposure to injury or loss from a hazard. This Annex is concerned with the risk of accidents occurring during training, and risk management by both the ACF adult in charge and his subordinates.
- 5. Controls. Controls are actions taken to eliminate hazards or reduce their risk.
- 6. **Residual Risk.** Residual risk is the level of risk remaining after controls have been applied for hazards.

Duties

- 7. **Persons Undergoing Training.** Personnel undergoing training are to adhere to any instructions supplied before or during training, and recognise any hazards they will face during training.
- 8. **ACF Adults.** ACF Adults at all levels have a personal responsibility for ensuring that activities are undertaken in as safe a manner as is reasonably practicable, taking due regard of any risks to personnel. This responsibility cannot be delegated, although the mechanisms for discharging this duty may be delegated and assistance and support obtained.

Safe System of Training (SST)

- 9. The SST consists of 4 separate elements where the hazards have been assessed and the consequent controls have been integrated in order to reduce the risks to as low as is reasonably practicable. The 4 elements are Safe Persons, Safe Equipment, Safe Practice and Safe Place:
 - a. **Safe Persons.** Safe Persons are cadets or adults who have received the correct training for the activity they will carry out. A competent person within the SST is an instructor who has passed the relevant course in order to carry out safe training. It is essential that ACF adults provide an appropriate level of supervision, and those conducting the training take the necessary time and pay sufficient attention to detail in order to eliminate mistakes.
 - b. **Safe Equipment.** ACF adults must ensure that their subordinates have, and make use of, the correct equipment to carry out an activity. ACF adults must ensure that equipment is used and maintained appropriately and ensure that only competent persons are allowed to operate and service the equipment. Completed training and maintenance records must be kept.
 - c. **Safe Practice.** Practices are to be conducted in accordance with drills and instructions specified by the Service authorities. Safe practices include following correct procedures, the presence of adequate training and supervision, the provision of warnings, and the use of Personal Protective Equipment (PPE) and special clothing. It is essential that all training be monitored to ensure that procedures are strictly adhered to. Adventurous Training activities are to follow the procedures as specified by the appropriate authority.
 - d. **Safe Place.** A safe place is one in which the controls necessary to enable authorised training to be conducted safely have been identified by a site-specific Risk Assessment (RA) and directed through appropriate standing orders such as range standing orders.

Confirmation That The Safe System Of Training Is Applicable

10. Prior to carrying out a RA in training it must be established whether or not all elements of the SST are in place. If all elements of the SST are in place, there is no need to proceed further with a RA (see also Para 23 below).

Persons At Risk During Military Training

- 11. There are 3 categories of people at risk in training:
 - a. Members of the ACF; this involves those conducting and undergoing training.
 - b. Controlled personnel; that is civilian staff employed in support of training.
 - c. The general public; this includes all those who are unaware of the training activity, including such people as the trespasser, those who disregard warnings or those who do not understand the warnings.

Risk Assessment

- 12. The aim of RA in training is as follows:
 - a. To establish which elements of the SST are not in place, whether there are any hazards not covered by the SST and, consequently, if there is any residual risk.
 - b. To analyse the residual risk to decide if the residual risk is:
 - (1) Adequately controlled; where the risks are deemed to be acceptable by the ACF adult in charge of the training activity, in which case the activity can then be carried out.
 - (2) Not adequately controlled; where there are unacceptable risks, in which case further measures are to be introduced to adequately control the risks.
- 13. If the measures are still not considered to produce safe training, the activity must not be carried out.
- 14. RA, as set out below (Paras 15-18) is to be carried out on the following occasions:
 - a. When RAs for activities at a specific site are not provided, and endorsed, by the appropriate authority, together with the controls required to reduce the risk to as low as reasonably practicable.
 - b. When instructions for the activity proposed are not covered by, or are contrary to, drills and instructions issued by the appropriate Service authority.

c. When changes to training exercises are proposed. It is essential that the effects of any proposed changes to training exercises be subjected to RA. The Health and Safety Executive has commented that many military training accidents are the result of last-minute changes to exercises, the consequences of which had not been thought through.

Generic Risk Assessment

- 15. Generic risk assessments (GRAs) are employed where similar activities are undertaken or repeated. These assessments describe the hazards involved and identify the routine control measures to reduce the risk. Repetitive training activities carried out in training units lend themselves particularly to GRAs. The methodology for carrying out GRAs in military training is the same as the RA process set out below. The proforma at Appendix 1 to this Annex should be used to record the GRA (this has been extracted from Appendix 1 to Annex F to Reference A).
- 16. However, given infinitely variable factors present in training activities, for example the location of training, the weather, or the level of competence of personnel, GRAs will require careful scrutiny to ensure that they are applicable to the specific activity at that specific time and location.

Risk Assessment Process

- 17. The steps to be taken in carrying out a military training RA are set out in detail below. GRAs for training activities are also carried out using the process set out below.
 - a. Step 1 Describe The Activity The Subject Of The Risk Assessment.

Describe the activity in Column (b) of the RA proforma at Appendix 1. It is important that the whole scope of the exercise is taken into account.

b. Step 2 - Identify The Hazards Associated With The Activity.

- (1) Identify whether or not all the elements of the SST are in place. If they are, there is no need to proceed further with the RA.
- (2) If they are not, identify any hazards not covered by the SST. The following factors should be considered in the identification of hazards:
 - (a) Personnel.
 - (b) Environment.
 - (c) Equipment.

- (d) Materiel food, water, fuel, etc.
- (e) Medical.
- (f) Relevant Service publications, drills and instructions; that is, Cadet and Service regulations.
- (3) List the hazards in Column (c) of the RA proforma at Appendix 1.

Step 3 – Identify Any Existing Controls.

Existing controls are to be found, in the main, in the close observance of drills and instructions issued by the Service authorities, by range standing orders, by site-specific RAs, or in GRAs. Existing controls should be listed in Column (d) of the RA proforma at Appendix 1.

d. Step 4 - Identify Any Residual Risks, Taking Into Account Existing Controls.

- (1) Taking into account the hazards identified and the existing controls, decide whether there is any residual risk remaining and whether that risk is Acceptable (the risks are adequately controlled) or Not Acceptable (the risks are not adequately controlled).
- (2) Answer the question, 'Is the residual risk acceptable?' Enter Yes or No in Column (e) of the RA proforma at Appendix 1.
- (3) If the answer is No, proceed to Step 5. If the answer is Yes, proceed to Step 7. The RA should be signed and dated by the officer/AI in charge of the exercise or the activity.

e. Step 5 - Identify The Need For Any Further Controls.

Hazards categorised as having residual risks 'Not Acceptable' will need further control measures applied. The additional control measures required should be listed in Column (f) of the RA proforma at Appendix 1.

f. Step 6 - Identify Any Residual Risks, Taking Into Account The Further Controls.

(1) Taking into account the controls identified at Step 5, decide whether there is any residual risk remaining and whether that risk is Acceptable (the risks are adequately controlled) or Not Acceptable (the risks are not adequately controlled).

- (2) Answer the question 'Is the residual risk following the application of the additional controls acceptable?' Enter Yes or No in Column (g) of the RA proforma at Appendix 1.
- (3) If the answer is No, the activity must not continue.
- (4) The RA should be signed and dated by the officer/AI in charge of the exercise or activity, and further endorsed by the TSA once the additional controls required have been effected.

g. Step 7 - Communicate And Implement The Controls.

It is essential that specific instructions are issued regarding the hazards and the control measures to be implemented by those conducting the training and communicated to those affected by the training.

h. Step 8 – Review The Risk Assessment/Retention Of Records.

- (1) RAs and relevant control measure instructions are living documents. Reviews should be carried out on the following occasions:
 - (a) If there is reasons to suspect that the RA is no longer valid;
 - (b) If there are significant changes to the activity;
 - (c) Annually.
- (2) Redundant RAs should be retained for 3 years; where an incident has occured the A is to be kept as evidence for any future inquiry.

Worked Examples

- 18. Examples of RAs are provide in the source document to show:
 - a. **Site RA.** Site RAs would normally only be done by RFCA employees responsible for the maintenance of ACF buildings. JSP 375 Vol 2 Leaflet 23 provides more details.
 - b. **Stores RA.** Stores RA is included as an example which QMs and stores personnel may like to adopt.
 - c. **Military Facilities RA (MFRA).** These are assessments which are completed by PS working at the facilities cadets may use. Obvious examples are ranges, training camps and obstacle courses. There is no need for ACF adults to become involved in carrying out such RAs, however ACF adults in charge of an activity using a military

facility must ensure that the MFRA is current and satisfactory as they remain in overall control of the cadets.

Exercise Action Safety Plans (EASPs) And Range Action Safety Plans (RASPs)

19. EASPs and RASPs must be written prior to all military exercises and range firing. A RA must be included as an annex, unless all elements of the SST are in place. Examples of an EASP and RASP are in the appendices of the source document.

Activities Involving Outside Agencies Or Instructors

- 20. Where training is organised and delivered outside the normal ACF structure, such as using Staff at a civilian AT School or from a local council, the following must be ensured.
 - a. The cadet officer or AI retains overall responsibility for the activity.
 - b. The Cadet Officer or AI must seek assurance from the outside agency/instructors that a RA has been completed for the activity, and that all the instructors involved are fully qualified.
 - c. Suitable and sufficient insurance policies have been taken out to cover all appropriate activities. This may be satisfied by obtaining a copy of the provider's insurance policy or by taking out a specific insurance not already provided for under the ACFA Insurance scheme.

Conclusions

- 21. Good training, adherence to safety procedures and good supervision can all help to reduce the hazards or severity of the risk. For instance, rock climbing could be assessed as Not Acceptable. An accident is very likely to happen, and if it does, the result could be a major injury. Put in place safety ropes, properly trained supervisors and ensure that the climb is within the capability of the cadet, and the risk becomes Acceptable.
- 22. RA is largely a matter of common sense, but the important point is that a record of the assessment is made before embarking on the activity. The record must be retained so that if an incident occurs, the supervisor can show that a proper assessment was made and that all reasonable precautions were in place. Commanders and supervisors must get into the habit of making RAs and recording them, for example making a file and referring to it each time an activity is planned.
- 23. This Annex will assist instructors to carry out RAs. It must be remembered that just conducting an assessment is not enough; a record of the assessment must be kept for future reference. Any questions regarding RA should be directed at the area/regional H&S coordinator or any other H&S qualified Risk Assessor.

- 24. Examples of generic Risk Assessments may be found in the source document at Appendices:
- 1. Risk Assessment Proforma.
- 2. Risk Assessment Proforma Example of a Military Training Activity.
- 3. Risk Assessment Proforma Example of an Adventurous Training Activity.
- 4. Risk Assessment Proforma Example of a Sports Activity.
- 5. Risk Assessment Proforma Example of a Site Risk Assessment.
- 6. Risk Assessment Proforma Example of a Stores Risk Assessment.
- 7. Risk Assessment Proforma Example of a Military Facilities Risk Assessment.
- 8. Example of an Exercise Action Safety Plan (EASP).

RISK ASSESSMENT PROFORMA¹

Unit/Formation: Assessor:

Activity/Exercise: Date of Assessment:

Relevant Publications/Pamphlets/Procedures: Review Date:

Required Adult/Cadet Ratio: Generic Risk Assessment: Yes/No

Ser	Activity/ Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Residual Risk Acceptable Yes/ No (Step 4)	Additional Controls Required (Step 5)	Residual Risk Acceptable Yes/No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1						
2						
3						

	Name	Post	Date	Signature
Additional Controls Implemented				
Existing and Additional Controls Agreed				

Note:

APPENDIX 1 TO ANNEX A TO

AC 14233: The Army Cadet Force Manual

^{1.} Extracted from Appendix 1 to Annex F of The Management of Safety, Health, Environmental Protection And Fire (SHEF) And Training Safety (TS) in the ACF and the Army Sections of the CCF Guide, (LAND/RF/2018 of Jan 05).

REPORTING OF TRAINING ACCIDENTS AND INCIDENTS

(Extracted from JSP 535 – Cadet Training Safety Precautions (CTSPs)) and the SHEF and TS Guide.)

General

- 1. Accidents will normally be self evident and can result from any activity undertaken by cadets and/or adults, e.g., traffic accidents, accidents during training, social events or administration duties by all concerned.
- 2. An incident is any event which could give rise to serious concern by a cadet or parent and/or be brought to the attention of the Police, Social Services or any department of MOD. It could for example involve abuse, criminal acts or anti-social behaviour which might attract the attention of the media.

Reporting Action In the Event of Accidents or Incidents.

- 3. All accidents and incidents are to be reported by telephone as soon as practicable, by the senior adult at the scene of the occurrence, using the format at Appendix 1.
 - a. **During Working Hours.** To their unit HQ (CEO for ACF units and contingent OC for CCF units).
 - b. **Out of Working Hours.** To their unit HQs officer's home, or if that officer is not personally there to receive the call, to the local Division/District HQ Duty Officer.
- 4. When reporting accidents or significant incidents occurring during training, the following procedure is to be used.
 - a. The CEO or Officer/AI in charge of the activity is to report immediately by telephone the incident/accident to the Army Incident Notification Cell (AINC) mil tel 94321 8458 or civ 01980 628458 giving the information requested by the AINC operators.
 - b. This is to be backed up by completion by the CEO of Form 492. One copy of which is to be sent to the Regional RFCA, one to ACFA and one to be retained by the ACF unit.
 - c. **Investigating.** The type of Investigation or Inquiry needed following an accident or incident depends on its severity. Full details are contained in JSP 375 Leaflet 14. It should be noted that whatever the severity of the accident/incident, details are to be entered into an Accident Register by the CEO.

- 4. In addition, all ammunition incidents are to be reported and dealt with at the scene in accordance with the instructions in para.s 11 onwards (see also CTSPs Section 20).
- 5. As soon as possible after the accident/incident a MOD Form 492 must be completed and forwarded to the appropriate authority as laid down in the single-Service references to this section.
- 6. All adults in charge of cadets must carry with them the work and home telephone numbers of the responsible officers in their units (CEOs for ACFs and Contingent Commanders for CCFs). Reserve numbers and those for the local Division/District HQ telephone number must also be carried. These are:

Division/District Exchange		Duty Officer (Silent Hours Only)
HQ LONDIST	0171 930 4466	0174 414 2243
HQ SCOTLAND	0131 336 1761	0131 310 2211
HQ 2 Div	01904 659 811	Dial Exchange and ask for 2 Div Duty Officer
HQ 3 Div	01980 672 050	01980 672 894
HQ 4 Div	01252 24431	Dial Exchange and ask for 4 Div Duty Officer
HQ 5 Div	01743 236 060	01473 262 446

- 7. The officer who receives the initial report (paragraph 0403 above) is to carry out the reporting procedures laid down in LANDSOs 3202 and 3203.
- 8. Initial reports may of necessity contain only a brief outline of the occurrence. Any subsequent report should not contain unsubstantiated detail or subjective opinion or apportion blame.

Duty of Care

- 9. Where a cadet incurs a minor injury but goes to hospital, the Duty of Care remains with the Cadet Forces although the hospital is responsible for medical care. An adult is to remain with the cadet until the cadet is either admitted to or discharged from hospital.
- 10. When a cadet is admitted to hospital, arrangements should be made for regular visits by an adult. The decision whether the parent or guardian are to be informed must be taken by the senior adult present. This decision should be based on the extent of the injury, the time of day and any other relevant factors. Should the parents or guardian choose to visit the cadet, an officer or adult instructor should meet them on the initial visit.

ACTION IN THE EVENT OF AN AMMUNITION INCIDENT

Regulations

11. Pamphlet 21, Chapter 1, Section 6 is the approved authority for the reporting of all ammunition incidents. Copies are held by ACF County and equivalent and CCF Contingent HQs. A summary of the main requirements are contained in this section as an immediate guide only and are not to be used as a substitute for the full regulations.

Action at the Scene of the Incident

- 12. When an ammunition incident occurs, the senior adult at the scene is to carry out the following immediate action drills:
 - a. **Stop Firing.** All training with ammunition is to stop until authorized to continue by the Ammunition Technical Officer (ATO).
 - b. Administer First Aid. Where applicable give first aid and obtain medical assistance.
 - c. **Report the Incident.** Report the incident to their Unit HQ and to the ATO (see paragraphs 2203 and 2204 below).
 - d. **Inform Range Control.** They may be able to assist in contacting the ATO.
 - e. **Cordon the Area.** This prevents any evidence being destroyed. If a weapon is involved it should not be touched except to make it safe.
 - f. **Separate Witnesses.** Ensure that witnesses, less those requiring medical attention, remain in the area for interview. They should be kept separate to discourage personnel changing their minds about events.
 - g. **Record Details.** The details of the ammunition and any other relevant information should be recorded.
- 13. **Method of Contacting the Ammunition Technical Officer (ATO).** The ATO should be contacted through the Ammunition Incident Hotline at the Joint Service EOD Operations Centre (JSEODOC). THE JSEODOC is manned 24 hours a day and is able to task an ATO to deal with the incident.

Contact address and telephone numbers are:

JSEODOC, 11 Ordinance Bn (EOD) RLC, Vauxhall Barracks, DIDCOT, Oxon OX11 7ES

Telephone: Didcot Military: (94234) Ext 3360, 3361 or 3362 Didcot Civil: (01235) 51 – 3360, 3361 or 3362

Facsimile: Didcot Military: (94234) Ext 3354

Didcot Civil: (01235) 513354

14. Information Required. The following information is required by the A	14.	Information Requi	red.	The following	informatio	n is re	auired by	v the A	Г)
---	-----	-------------------	------	---------------	------------	---------	-----------	---------	---	---

- a. Name and rank of person reporting the incident.
- b. Unit.
 - (1) Unit involved in the incident.
 - (2) Unit address and telephone number.
- c. Incident.
 - (1) DTG of incident.
 - (2) Location of incident.
 - (3) Point of contact (if different from above).
 - (4) Ammunition type.
 - (5) Fatalities and/or injuries (if applicable).
 - (6) Weapon type and damage (if applicable).
- d. Action taken by unit so far.

CADET UNIT INCIDENT/ACCIDENT REPORT

11. See Appendix 1.

Appendix

1. Incident/Accident Report.

APPENDIX 1 TO ANNEX B TO CHAPTER 3

INCIDENT/ACCIDENT REPORT

(Extracted from JSP 535 - Cadet Training Safety Precautions (CTSPs)).

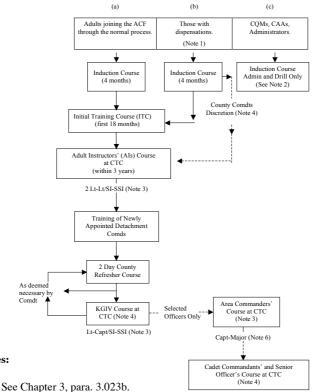
RESTRICTED (when completed)

ANNEX A TO CTSPS SECTION 4

CA	DET UNIT INCIDENT/ACCIDENT REPORT						
A.	Unit or HQ reporting the incident:						
B.	Rank and name of person reporting the incident:						
	Call back telephone number:						
C.	Date Time Group of incident:						
D.	Location of incident: Grid Reference if known:						
E.	Unit/Units involved in incident						
F.	Outline Description of incident:						
G.	Subsequent action taken:						
Н.	Details of injury or damage:						
	(1) Killed:						
	(2) Injured:						
	(3) Hospital receiving casualties:						
	(4) Damage to property (if known):						
	(a) Military Property:						
	(b) Civil Property:						
	(when completed) RESTRICTED						

ANNEX C TO **CHAPTER 3**

OBLIGATORY TRAINING FOR ACF ADULTS



- **Notes:**
- 1.
- 2. See Chapter 3, para 3.025.
- 3. See Chapter 5 for the details of promotion qualification.
- See Chapter 3, para 3.024.

Appendices:

- Induction Course for Officers and Adult Instructors. 1.
- Initial Training Course (ITC) for Officers and Adult Instructors.
- 3. Format for CTT Course Report for ITC.
- Training of Newly Appointed Detachment Commanders. 4.
- 5. CTC Courses.

APPENDIX 1 TO ANNEX C TO CHAPTER 3

INDUCTION COURSE FOR OFFICERS AND ADULT INSTRUCTORS

References:

- A. Cadet Training Manual Volume 1 (AC 71462).
- B. ACF Manual (AC 14233).
- C. Cadet Training Safety Precautions (JSP 535).
- D. APC (ACF) Syllabus (AC 71101).
- E. DoE Award Handbook.
- F. Customs of the Service (AC 71310)

Scope

1. To ensure that newly-appointed ACF Officers and Adult Instructors have an understanding of their responsibilities when working with cadets and a basic knowledge of elements of the APC(ACF) Syllabus up to 1-Star.

Conduct

2. The Course consists of 42 periods and will therefore need to held over two weekends.

Syllabus

3. Administration (13 Periods).

No of Periods	Subject	Reference
1	History of the ACF	A. Ch 3
1	Organisation of the ACF	A. Ch 3 & B. Ch 1
1	Customs of the Service	F
1	Terms and Conditions of Service, Pay, Allowances and Welfare	B. Chs 3, 4, 5, 8 & 17
2	Responsibilities, Guidelines for Adult Leaders	B. Chs 1 & 2
2	Safety Rules	C.
1	Cadets in the Community	A. Ch 9

1	Youth Leadership	
1	The APC Syllabus	D.
1	D of E Award	E.
1	Physical Activity	A. Ch 8

Total 13 periods

4. Map and Compass (9 periods).

No of Periods	Subject	Reference
1	Introduction of Maps	A. Ch 5 Sect 1
1	The Grid System	Ch 5 Sect 3
1	Conventional Signs	Ch 5 Sect 3
1	Map Scales	Ch 5 Sect 3
1	Relief and Vertical Interval	Ch 5 Sect 4
1	Introduction to Lightweight Compass	Ch 5 Sect 5
1	Setting a Map	Ch 5 Sect 6
1	Types of Bearing, Measuring Bearings	Ch 5 Sect 6
1	Conversion of Bearings	A. Ch 5 Sect 6

Total 9 Periods

5. Drill (11 Periods).

No of Periods	Subject	Reference
1	The Aim and Purpose of Turnout and Drill	A. Ch 1 & 2
1	Position of Attention, Stand at Ease and Stand Easy	A. Ch 2
1	Turning at the Halt	Ch 2
1	Marching and Halting in Quick Time	Ch 2
1	Forming and Sizing a Squad	Ch 2
1	Left and Right Turn in Quick Time	Ch 2
1	Dismissing and Falling Out	Ch 2
1	About Turn and Marking Time in Quick Time	Ch 2
1	Eyes Left and Right in Quick Time	Ch 2
1	Saluting to the Front, Left and Right	Ch 2
1	Open and Close Order	Ch 2

Total 11 Periods

6. Skill at Arms (9 Periods).

No of Periods	Subject	Reference
1	Air Rifle	A. Ch 4
1	No 8 - 22 Rifle	Ch 4
1	L98A1 Cadet GP Rifle General Description, Safety, Sight System and Fitting of Sling	Ch 4
1	Stripping, Assembly and Cleaning	Ch 4
1	Magazine Filling, Sight Fitting, Load, Unload, Make Safe and Safe Handling	Ch 4
1	Mechanism of The Weapon, Immediate Action and Possible Stoppages	Ch 4
1	Holding and Aiming in The Lying Position	Ch 4
1	Practice for Training Tests	
1	Training Test	

Total 9 Periods

APPENDIX 2 TO ANNEX C TO CHAPTER 3

INITIAL TRAINING COURSE FOR OFFICERS AND ADULT INSTRUCTORS

References.

- A. Cadet Training Manual Volume 1 (AC 71462).
- B. Cadet Training Safety Precautions (JSP 535).
- C. Cadet Training Manual Volume 2 (AC 71463).

Scope

- 1. To ensure that newly appointed ACF Officers and Adult Instructors, who have completed an Induction Course:
 - a. Gain a basic knowledge of the APC (ACF) Syllabus up to and including 2 Star level.
 - b. Learn basic Methods of Instruction (MOI).

Conduct

- 2. The ITC is run by CTTs in conjunction with the parent County, who are responsible for teaching the periods at para 10 below.
- 3. This Course is not designed to produce a fully qualified Instructor; that is the responsibility of the CTC AIs Course; it is designed to introduce students to the subjects by practicing basic MOI techniques.

Syllabus

4. Fieldcraft (26 Periods).

No of Periods	Lesson	Reference
1	Camouflage and Concealment	A. Ch 6 Sects 2 & 3
2	Moving with/without a rifle plus Movement and Observation	A. Ch 6 Sects 4 & 5
1	Obstacle Crossing	A. Ch 6 Sects 4 & 5
2 (night)	Night Work and Elementary Night Movement	A. Ch 6 Sects 8, 9 & 10
3	Section Formations	A. Ch 6 Sect 17
3	Patrols	A. Ch 6 Sect 19
2	Practical Patrolling	A. Ch 6 Sect 19
2	Fire and Movement - Practical	A. Ch 6 Sect 22
1	Judging Distance	A. Ch 4 Sect 17
1	Fire Control Orders	A. Ch 4 Sect 19
8	Simple Exercise including Test	

Total 24 + 2 Night

5. Skill at Arms (14 periods).

No of Periods	Lesson	Reference
1	L98A1 Cadet GP Rifle: General Description; Safety and Sight System. Fitting of Sling	A. Ch 4 Sect 5
1	Stripping, Assembling and Cleaning	A. Ch 4 Sect 6
1	Magazine Filling, Sight Setting, Load, Unload, Make Safe and Safe Handling	A. Ch 4 Sect 7
1	Holding and Aiming, Firing in Prone Position, Firing Drills	A. Ch 4 Sects 8, 9 & 10
1	Mechanism of the Weapon, Immediate Action and Possible Stoppages	A. Ch 4 Sect 11
1	Aiming Off and Miss Drill and Firing from Other Positions	A. Ch 4 Sects 12 & 13
2	Training Tests	A. Ch 4 Sect 15
2	Live Firing - Indoor Range	Ch 5 Sect 6
4	Live Firing - Gallery Range	
Total 14 Periods		

3C2-2

(2005 Edition)

Map and Compass (16 Periods).

No of Periods	Lesson	Reference
1	Understanding the Map and the Grid	A. Ch 5 Sect 3
	System	
1	Conventional Signs and Map Scales	A. Ch 5 Sect 3
1	Introduction to Lightweight Compass,	A. Ch 5 Sect 5
	North Points and Bearings	
2	Setting a Map, Relief and Vertical	A. Ch 5 Sects 4 &
	Interval	6
2	Types of Bearings, Measuring Bearings	A. Ch 5 Sect 6
	and Conversion Grid to Magnetic	
1	Route Cards	A. Ch 5 Sect 8
1	Written Test	
5	Practical	
2 (night)	Practical Night	
Total 14 + 2 Night		

Rules of Safety (2 Periods).

No of Periods	Lesson	Reference
2	Training Safety Precautions	B.
Total 2 Periods		

Drill (6 Periods).

No of Periods	Lesson	Reference
1	The Aim of Turn Out, and Drill Positions of Attention, Stand at Ease, Stand Easy, Turning at the Halt	A. Ch 1 & Ch 2 Sects 1, 2 & 3
1	Words of Command, Marching and Halting in Quick Time, Forming and Sizing a Squad	A. Ch 2 Sects 7 & 8
1	Open and Close Order, Dismissing and Falling Out, Left and Right Turn in Quick Time	A. Ch 2 Sects 9, 10 and 14
1	About Turn in Quick Time, Marking Time and Quick Time	A. Ch 2 Sects 13 & 16
1	Changing Step in Quick Time and Marking Time	A. Ch 2 Sect 12
1	Saluting to the Front, Left and Right	A. Ch 2 Sect 6
Total 6 Periods		

9. Methods of Instruction (11 Periods).

No of Periods	Lesson	Reference
1	Introduction and Initial Handling of a Recruit	C. Ch 1 Sects 1 & 2
1	Principles and Techniques of Good Instruction	C. Ch 1 Sect 3
1	Methods of Teaching	C. Ch 1 Sect 4
1	Preparation and Planning of Instruction	C. Ch 1 Sect 5
1	Aids to Supervision of Instruction	C. Ch 1 Sects 6 & 7
1	Skills Instruction	
1	SAA TPs	
1	Drill TPs*	
1	Map Reading TPs*	
2	Spare	

Total 11 Periods

10. The following periods are to be taught by the County Staff:

Knowledge of the ACF		1 period
Administration		1 period
Man Management		1 period
The Cadet in the Community		2 periods
Expedition Training/First Aid/DofE Award/Sport		5 periods
Safety and Responsibility Guidelines for ACF Adults		2 periods
	Total	12 periods

Overall Total Periods 83 + 4 nights

11. All periods should be 40 minutes, including the TPs. However, each student must do one SAA TP for 20-25 minutes, allowing for a 10-15 minute debrief. The drill TP need only be 3 to 5 minutes as this will give enough time to show the CTT instructor that the student has the ability to teach drill.

Cadet Training Team Course Report for Initial Training Course

12. All Cadet Training Teams are to base their course reports on the format given at Appendix 3 to Annex C.

^{*} The CTT has a choice of offering either a Drill TP or Map Reading TP.

APPENDIX 3 TO ANNEX C TO CHAPTER 3

FORMAT FOR CTT COURSE REPORT FOR ITC

No. CTT

INITIAL TRAINING COURSE REPORT

Held at:			
Dates:			
Number:	Rank:	. Name:	
Unit:			
Part 1	RESUL	TS	
Subject	Grade (2)	Remarks	
SAA TP			
Drill TP (1)			
Map Reading (TP (1)			
Training Test	*Pass/Fail		
GP Rifle			
Map Written Test			
Fieldcraft Test			
Overall Grade ⁽²⁾ :			
Assessment of Student:			
Instructional Ability:			
Signature:		OC	CTT
Rank: Name (in	capitals):		Date:

Explanatory Notes

- 1. The CTT will provide the choice of either a Drill TP or a Map Reading TP. The ITC has two TP periods. The student should show an improvement during the course.
- 2. **Grading.** The gradings are as follows:
 - A = Exceptionally good no supervision required.
 - B = Above Average needs no supervision.
 - C = Average some supervision might be required.
 - D = Weak will need regular supervision.
 - E = Fail Not currently recommended to become an Adult Instructor but may be retained at the County Commandant's discretion; will need further training before being allowed to re-attend this Course.

Weapon/Range Conduct Training

I recommend/do not recommend that*
Signature: Date:
Name (in capitals):
Commander:
*Delete as appropriate
Part 2 (To be completed by County Commandant)
I confirm the initial assessment of the CTT Commander that
range management instruction.
range management instruction. Signed:

NOTES

- 1. This is an important document. The officers signing this Report may be asked to justify their decision at a later stage.
- 2. This Report is to be completed in duplicate by the CTT, one copy to be kept in CTT files, and one sent to County HQ to be kept on the individual's personal file.

APPENDIX 4 TO ANNEX C TO CHAPTER 3

TRAINING OF NEWLY APPOINTED DETACHMENT COMMANDERS

OUTLINE SYLLABUS:

- 1. Officers and AIs newly appointed as Detachment Commanders are to undergo formal 'on the job' training, under the supervision of their County Training Officers and Area Commanders.
- 2. The following subjects are suggested for inclusion in the training. ACF Counties should use this list as a guide, tailored where necessary to the individual's needs:
 - a. Leadership, Man Management and cadet welfare, including Duty of Care.
 - b. SHEF including Risk Assessments.
 - c. Security.
 - d. ACF APC Syllabus and the Cadet Training Manual Vols I and II.
 - e. The ACF Manual.
 - f. Accounting: Stores and finance including defect reports.
 - g. Compilation of training programmes, including booking areas.
 - h. Training records and unit documentation.
 - i. Recruiting and Public Information (PI).
 - j. Enlistment, promotion, career guidance and discharge procedures for cadets.
- 3. Detachment Commanders under instruction should be formally assessed, within 6 months of assuming their appointments, on their practical ability and knowledge. These tests are to take place under ACF County arrangements.

CADET TRAINING CENTRE, FRIMLEY PARK – COURSES

Title of Course/ Conference/Briefing	Aim/Qualification	Eligibility	Remarks
(a)	(b)	(c)	(d)
ACF Adult Instructors' Course	To train and assess the competence of officers and adult instructors as instructors of the APC Syllabus. Successful attendance on this course qualifies officers and adult instructors for promotion to Lt or SSI as appropriate.	Officers and adult instructors are to have attended the Initial Training Course, unless exempted their Cadet Commandant, in line with the dispensation in the ACF Manual para 3.023b before attending this Course. An exemption letter must be submitted in advance by County HQ.	ACF
ACF King George VI Memorial Leadership Course	To study the planning and conduct of training and the development of practical leadership at Detachment level. Successful attendance on this course is the qualification required for promotion from Lt to Capt or SSI to SMI.	Officers and adult instructors are to have attended an Instructors Course.	ACF but also open to CCF
ACF Area Commanders' Course	To study the organisation, administration and training of the ACF at Area and County level. This course also qualifies Capts for promotion to Maj.	This course should be attended by officers who are likely to take over as an Area (or equivalent) Commander. Officers seeking vacancies on this course should have previously attended the mandatory courses at CTC. In exceptional circumstances, the Commandant CTC may waive this requirement.	ACF

APPENDIX 5 TO
ANNEX C TO
CHAPTER 3

AC 14233: The Army Cadet Force Manual

Title of Course/ Conference/Briefing	Aim/Qualification	Eligibility	Remarks
(a)	(b)	(c)	(d)
ACF Cadet Commandants' and Senior Officers' Course	To familiarise Cadet Commandants and Deputy Commandants with ACF matters	Cadet Commandants and Deputy Cadet Commandants are to attend this Course at CTC within one year of appointment. It is also open	ACF
	at County level.	to those nominated for and waiting to take up the appointment of Cadet Commandant or Deputy Cadet Commandant. A mandatory course. It is advisable that new CEOs attend on appointment, and then once every five years.	

ANNEX D TO CHAPTER 3

TRAINING QUALIFICATIONS

General

1. Cadet Force Adult Volunteers (CFAV) responsible for planning, organising and supervising the potentially more dangerous forms of training must be properly qualified to do so and authorised to carry out the activity. Included in this category of training are: shooting, the use of pyrotechnics, adventurous training, training afloat and obstacle course supervision. All cadet activities must be in accordance with the Safe System of Training (SST).

Shooting

- 2. An adult instructor may not conduct any form of range firing, be in charge of a gallery butts or act as a console supervisor on a Converted Gallery Range (CGR) or an Electronic Target Range (ETR), unless properly qualified by attendance on a Cadet Range Conduct Qualification (CRCQ) Course conducted by a (Cadet Training Team) (CTT) or a District and Brigade Specialist Training Team (DBSST). The following qualifications are intended to be permanent and are to be recorded in the CRCQ Record (AFE 7587) held by individuals. A data base of all qualified personnel is maintained at HQ SASC, at Warminster:
 - a. Cadet Range Conduct Qualification Small Bore (CRCQ SB). Qualifies adult personnel as Range Conducting Officers (RCO) to plan and conduct range work on small bore indoor ranges and with air weapons.
 - b. Cadet Range Conduct Qualification Full Bore (CRCQ FB). Qualifies adult personnel as RCO to plan and conduct range work on full bore outdoor ranges.
 - c. Dismounted Close Combat Trainer (DCCT)/Small Arms Trainer (SAT) User. Qualifies adult personnel who have qualified at CRCQ(FB) to use DCCT or SAT facilities.
 - d. **Automatic Marker System (AMS) User.** Qualifies adult personnel who have qualified at CRCQ(FB) to use the AMS.
 - e. **Ancillary Range Duties (ARD).** Qualifies adult personnel to control butts, supervise a console and to act as a Firing Point Assistant (FPA). Adults with the ARD qualification may not conduct ranges.
 - f. Clay Target Shooting Qualifications. ARA sponsored Clay Target Safety Officers Courses and Basic Instructors Course qualify CFAVs to run clay target shooting. Prior to theses courses CFAVs must be qualified as CRQ-SB or FB, or

have an equivalent qualification. These courses are run by the School of Infantry instructors, usually at Bisley.

3. Conditions for Qualification.

- a. Personnel transferring to the Cadet Forces with a range qualification (SAB 90) achieved whist serving with the Regular or Reserve Forces, are to convert to CRCQ-FB through application to their nearest CTT or Training Safety Adviser (TSA). No more than two years may have elapsed between the individual's Regular/Reserve service and the commencement of service with the Cadet Forces. Documentary proof of qualification will be required. Details of those converting their previous qualifications through this process are to be notified to SO3 SASC, HQ SASC for inclusion on the Database.
- b. ACF Cadet Commandants are to review annually the competence of all range qualified individuals under command, clearly understanding that the success and safety of live firing are directly influenced by the Conducting Officer. The Cadet Commandant is empowered to cancel any qualification if it is considered that the individual's competence and/or experience do not warrant its retention (see Infantry Training Volume IV, Ranges Pamphlet 21).
- c. It is the responsibility of qualified individuals to keep abreast of current amendments and regulations governing the handling of weapons and range safety.

Adventurous Training and Challenge Pursuits

- 4. **Conduct of AT in the ACF.** The rules for conducting cadet AT are laid down in JSP 535, CTSPs and in the ACF Training Manual Volume 2, The Instructors Handbook Chapter 8 (AC 71463). They are extracted from AGAI Chapter 11, which gives the rules for conducting AT in the Regular Army, Reserve Forces and Cadets. Details of the activities, qualifications required to conduct the activities, and the ratios of instructors to cadets for the activities are given in JSP 535, CTSPs, and the Instructor's Handbook.
- 5. **Challenge Pursuits.** These are activities which are not recognised as AT by JSAT, but fall within the broad definition of Cadet Adventurous Training in paragraph 0804, and are listed in Annex A. ACF Cadet Commandants may authorise the activities and are to ensure the activities are properly organised and conducted with due care and safety. Instructors should operate under the guidelines of the NGB for the activity.

Obstacle Course Supervision

6. CFAV may not supervise obstacle course activities unless they are qualified and have been authorised to do so by their Cadet Commandant as appropriate. Such authority may be granted following receipt of a written recommendation gained on a Division/District sponsored Obstacle Course Instructors Course.

- 7. Authorised supervisors may conduct obstacle course training on all obstacles of the following courses:
 - a. Type A Garrison obstacle course.
 - b. Type B Trained soldier obstacle course.
 - c. Type C Recruits/Junior soldiers obstacle course.
- 8. Supervisors may conduct training on obstacle courses other than those listed above subject to any restrictions imposed by Service Formation HQs.
- 9. Authorised supervisors may conduct training on the following activities provided they have gained the relevant qualifications:
- 10. Confidence courses/area.
- 11. Adventure/trim ditch type course facilities.
- 12. Aerial ropeways/slides, unless specifically excluded by the 'Supervisor Course' Report.
- 13. The maximum number of cadets to be controlled by a single supervisor is 15. The supervisor is to maintain visual and/or audible contact with all the cadets under supervision throughout the training period. If necessary the supervisor is to obtain the services of additional supervisors for those occasions when cadets may become spread out, e.g., during individual/team competitions.
- 14. Cadets are to wear protective hard hats or helmets. Climbing helmets are to be used that conform to Union Internationale d'Associations de Alpinisme (UIAA) or Central European (CE) norm for PPE.

Hazards of Water

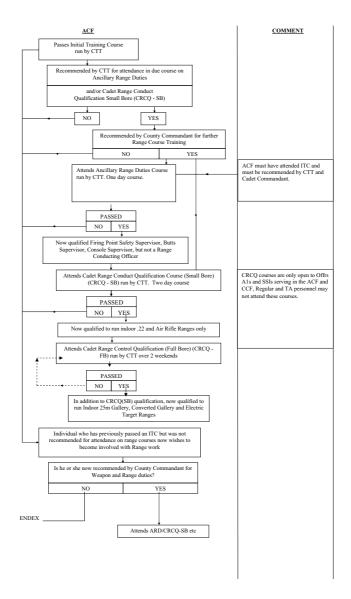
15. There is an ever-present risk to life inherent in any activity conducted in, over or on water which all Supervisors must take into account as part of their Risk assessments. AGAI Volume 1, Chapter 18, which is designed to cover Military Training in the Regular Army, specifically covers "Safety Precautions in Training: The Hazards of Water. See also JSP 535, CTSPs.

Appendix

1. Cadet Range Conduct Qualifications in Summary

APPENDIX 1 TO ANNEX D TO CHAPTER 3

CADET RANGE CONDUCT QUALIFICATIONS - SUMMARY



ACF TRAINING SAFETY ADVISER – JOB DESCRIPTION

Status/Grade

WO2 FTRS (Home Commitment)

General Role

2. Satisfy the Formation Commander that ACF Cadet Commandants are fulfilling their responsibilities for the planning, management, coordination and delivery of safe and effective Cadet Military and Adventurous Training, working in close liaison with the volunteer ACF County Training Officer and County Adventurous Training (AT) and DofE Officers

Tasks

- 3. To ensure that training practices are being carried out safely, in all locations including Annual Cadet Camps.
- 4. To ensure that Exercise Action and Safety Plans (EASPs), Range Action and Safety Plans (RASPs) and Risk Assessments (RA) are produced for all weekend and Annual Camp outdoor training exercises and range activities.
- 5. To advise, where appropriate, the County Commandant's representatives with SHEF requirements where there is a training implication.
- 6. To ensure the Cadet Commandant implements the 'Safe Training Systems' principles effectively throughout his County.
- 7. To advise the Commandant's representatives in planning ACF Personnel Training

Requirements

- 8. To assist with the booking of ranges and training areas on behalf of the County Commandant and in conjunction with County Training Staff.
- 9. Liaison with the following individuals and agencies:
 - Regional Brigade/District SO2/3 Cadets with regard to ACF and CCF training matters.

- b. Cadet Training Teams, CTC Frimley Park and Formation Specialist Training Teams and the Cadet Adventurous Training Centres.
- c. HQ SASC to ensure standards in skill at arms and range conduct are maintained.
- d. National Adventurous Training Adviser concerning AT qualifications and courses.

Responsibility/Accountability

- 10. First Reporting Officer Formation SO3 Cadets with insert from ACF Cadet Commandants.
- 11. Second Reporting Officer COS Formation HQ.

Pre-Appointment Training Requirements

- 12. Although the applicant should have previous career experience in the planning, conduct and delivery of military training, the need to be fully aware of the subtle differences between training regular soldiers and cadets makes the following pre-appointment training mandatory:
 - a. CTT Introductory Course at CTC Frimley.
 - b. Initial Training Course.
 - c. All Arms Unit Safety Managers Course.
 - d. Range Qualified at least SA (B) 90.
 - e. Must be fully conversant with the following publications and procedures:
 - (1) ACF Manual.
 - (2) Cadet Training Safety Precautions (JSP 535) ("The Red Book") and all rules and guidelines regarding cadet training (e.g. weapon handling; transport; obstacle course etc).
 - (3) The production of Risk Assessments and EASPs/RASPs. Should be fully qualified on all cadet weapons (this could be covered at CTC Frimley or with the County ACF affiliated CTT).
 - f. Should have passed the Cadet Range Conduct Qualifications (CRCQ) course as a minimum.
 - g. Should be thoroughly conversant with Cadet GP rifle.

ANNEX F TO CHAPTER 3

APPLICATION FOR ACF PARTIES TO TRAVEL OUTSIDE THE UK

1.	Date of visit:
2.	Aim:
3.	Details of host/organisation abroad: (State also whether or not agreement in principle has been received for the visit.)
4.	Outline programme for the visit: (To include any occasions when the wearing of uniform will be necessary.)
5.	County ACFs/school ACFs providing the party: (with addresses)
6.	Composition of party: (State numbers of officers, adult instructors and cadets from each county ACF)
7.	OIC party and address:
8.	Method of travel: (if by vehicle, state make, type, registration number and ownership)

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9.	Route: (for outward and return journeys, to include dates and in the case of border crossing state dates, times and places.)
10.	Areas: (for camping and training)
11.	Details of reconnaissance: (normally nil)
12.	Public relations arrangements:
13.	Weapons, sporting arms and warlike stores to be taken:
14.	Help required from civil or military authorities in countries abroad:
15.	Financial aspects of the visit:
16.	Insurance: (confirm that full insurance arrangements are being undertaken.)
17.	Any other relevant information
Date	e
Date	e
	y to: eral Secretary ACFA

ANNEX G TO CHAPTER 3

APPLICATION FOR PARTIES OF COMMONWEALTH AND FOREIGN CADETS TO VISIT/TRAIN IN THE UNITED KINGDOM

1.	(To	ails of guest unit/organisation abroad: include titles, full address, telephone number and contact, and what formal liation, if any, exist between the County ACF and the guest unit.)
2.	Titl	e of the host County ACF(with address).
3.	a.	Dates of visit to
	b.	Place of arrival in the UK
	c.	Place of Departure from the UK
3.	Air	n:
4.		nposition of the guest cadet party (state numbers of officers, adult instructors and ets by sex). A nominal roll of the party is to be attached.
5.	Naı	ne, address and telephone number of the OC guest party:

6.	Method of travel:	
7.		(Unlike officially approved reciprocal visits, the British count itself financially liable for any expenses arising
8.		orm of Indemnity and confirm that the cadet guest party e personal insurance arrangements):
9.	Any other relevant informatio	n:
Date		Signature

APPENDIX 1 TO ANNEX G TO CHAPTER 3

FORM OF INDEMNITY TO COVER EXCHANGE VISITS BETWEEN THE CADET FORCES OF THE UK AND(*)

- 1. Each Government waives any claim it may have against the other Government or any cadet, Serviceman, servant or agent of the other Government for injury (including injury resulting in death) suffered by its cadets. Service personnel, servants or agents or for damage to or loss of property owned by it if such injury, death, damage or loss was caused by the acts or omissions of the other Government or any such cadet, Serviceman, servant or agent of that other Government during or as the direct or indirect result of official duties in connection with this arrangement.
- 2. The Government of the Host nation will deal with and settle, in accordance with its laws, all third party claims arising and the Government of the parent nation will indemnify the Government of the Host nation in respect of any such claim that arises due to any act or omission of the Government of the parent nation or any cadet Serviceman, servant or agent of the Government of the parent nation which results in injury, death, loss or damage done during or as the direct or indirect result of official duties in connection with this arrangement.

Date	Signature	
	Rank/Grade and Name(in CAPITALS)	
	Appointment	
	Address	
	Tel No	

* State country

ANNEX H TO CHAPTER 3

CADET CENTRES FOR ADVENTUROUS TRAINING

Title	CCAT - WALES	CCAT – NORTH	CCAT - SCOTLAND		
Address	Cwrt-y-Gollen Camp Crickhowell Powys NP8 1TH	Halton Training Camp Lancaster Lancashire LA2 6LW	ACF Training Centre Ferry Road Dingwall IV5 9QS		
Telephone Number	01873 812065	01524 66161	01349 863289		
Accn	30 beds (consisting of 2 x 10 bed cabins and 1 cabin split into 2 x 5 bed rooms)	Accn in Halton Training Camp as required.	Acen in ACF Training Centre as available. (Up to 20 beds usually available at weekends).		
Facilities	Equipment:	Equipment:	Equipment:		
Adjoining Military Establishment	16 Kayaks and ancillary kit 4 Open Canoes 24 sets climbing equipment Expedition equipment for 24 AT Facilities: None on site, canoeing, climbing (indoor and outdoor)	16 Kayaks and ancillary kit 4 Open Canoes 24 sets climbing equipment Expedition equipment for 24 AT Facilities: Indoor climbing wall on site, canoeing, climbing and hill	8 Kayaks and ancillary kit 12 sets climbing equipment Expedition equipment for 12 AT Facilities: None on site, canoeing, climbing and hill walking all		
	and hill walking all within 20 mile radius.	walking all within 20 mile radius.	within 20 mile radius.		
	Powys ACF County Training Centre	Halton Training Camp	1 st Bn The Highlanders ACF Company HQ and Training Centre		
Booking. Book through Lt Col M H Gerrish, HQ Land Cadet AT Advisor on Tel & Fax: 017683 61692, Email: mike.gerrish@care4free.net.					
Brochure with booking form and programme of bookings available on the AT Website: www.mike.gerrish.care4free.net					

COUNTY ADVENTUROUS TRAINING STAFF

County Adventurous Training Officer (CATO)

1. Role:

a. Main Purpose: To ensure that the widest possible range of progressive AT is available to every cadet in the County, carried out safely and effectively, by well motivated, properly qualified supervisors and trainers.

b. Detailed Tasks:

- (1) To promote the benefits of AT to all members of the County.
- (2) To advise the Commandant on all matters relating to AT.
- (3) To encourage participation in AT at Detachment and Company level.
- (4) To set up and command a team of qualified Supervisors and trainers.
- (5) To draw up and monitor a programme of activities so that those wishing to undergo Stage 2 and 3 activities are able to do so.
- (6) To oversee all AT carried out in the County and ensure standards of safety and professionalism are maintained.
- (7) To encourage Officers and AIs showing an interest in AT to pursue the required supervisors qualifications.
- (8) To encourage the older cadets to commence gaining Supervisors' qualifications in their chosen activity(s).
- (9) To put in place a system to monitor the log book progression of Officers, AIs and senior cadets seeking or holding Supervisor's qualifications.
- (10) To ensure the County holds the necessary equipment for the fullest possible range of activities.
- (11) To maintain the equipment in good order, and replace it when necessary.
- (12) To be aware of local opportunities and facilities for AT.

- (13) To liaise with the County Training Officer, the County DofE Officer, Cadet Executive Officer and Company Commanders to ensure AT receives the appropriate support.
- (14) To keep up to date with the latest techniques, equipment, qualifications and activities by regular contact with Cadets Branch, HQ Land, Brigade/District PAT staff and by obtaining relevant military and civilian publications.

Assistant County Adventurous Training Officer

- 2. The CATO may need an assistant to help with many of the day-to-day tasks. This should be a SNCO. Specific tasks could be:
 - a. The issue and maintenance of centrally held equipment and clothing.
 - b. Oversight of safety standards and quality of delivery as directed by the CATO.
 - c. The day-to-day administration of the County Programme.
 - d. To keep up-to-date with new techniques and activities.
 - e. Other tasks within his/her ability as directed by the CATO.

County Adventurous Training Team.

3. In order to deliver AT effectively at County level, the establishment of an AT team is recommended. The size of the County and the availability of qualified personnel will govern the composition and size of such a team. A suggested template is shown below.

a. Kayaking and Canoeing Team:

Canoeing Officer. Ideal qualification: BCU Level 3 coach/JSCI3.

(Full time) Acceptable qualification: BCU L2 coach/JSCI2.

Part time members. Qualifications: BCU L1 & 2 coaches/JSCI1&2.

Trainee members. In the process of training for qualifications.

The team should contain people qualified in as many canoeing disciplines as possible.

b. Rock Climbing Team:

Climbing Officer. Ideal qualification: MIA/JSRCI.
(Full time) Acceptable qualification: SPA/JSRCL.
Part time members. Qualifications: SPA/JSRCL/RLT.

Trainee members. In the process of training for qualifications.

c. Mountain Walking and Biking Team:

Expeditions Officer. Ideal qualification: ML Winter /JSMEL (W).

(Full time) Acceptable qualification: ML Summer/JSMEL.

Part time members. Qualifications: ML Summer/WGL/JSMEL/MLT.

Trainee members. In the process of training for qualifications.

Notes:

- 1. Full-time members will spend their time exclusively on the activity.
- 2. Part-time members will be posted to a Detachment and be under the normal chain of command. They will spend the majority of their Paid Training Days (PTDs) on Challenge Pursuits activities
- 3. Trainee members will also be posted to a Detachment and will be allowed to concentrate on gaining experience for their qualification.
- 4. It is strongly recommended that members of the AT team should have undergone all the required military training up to and including the AI's course at CTC.

NATIONAL POLICY FOR THE DUKE OF EDINBURGH'S AWARD IN THE ARMY CADET FORCE

Introduction

1. The Army Cadet Force (ACF) adopted the Duke of Edinburgh's Award Scheme at the programme's inception in 1956. However the Programme ceased to be a "Scheme" in the 1990s, and its proper name is The Duke of Edinburgh's Award (note the apostrophe in the name), most commonly abbreviated to "the Award" or "DofE". The Duke of Edinburgh is Colonel in Chief of the ACF.

Background

- 2. The Award is not itself a Youth Organisation, but a balanced programme of activity, designed to complement experiential opportunities in the programmes of user organisations working with young people. It complements the Army Proficiency Certificate (APC) (ACF) and other ACF activities.
- 3. Participation in, and especially completion of, a Bronze, Silver or Gold Award will enhance the achievements and qualifications of all ACF participants. Simultaneously, the ACF will benefit from its involvement in the programme (see Appendix 1).
- 4. The Army Cadet Force Association (ACFA) is licensed as an Operating Authority of the Award on behalf of the ACF in England and Wales. ACFA Northern Ireland and ACFA Scotland are also Operating Authorities.
- 5. By the terms of this licence, the ACF undertakes to make the Award available to all its members between the ages of 14 and 25 years, and is authorised to make awards to any such members who satisfy the conditions of any of the three awards.
- 6. The Award is not a compulsory element of ACF training, but must be made available to all eligible ACF members who wish to participate in it. Counties must therefore arrange to have sufficient adult personnel appropriately trained and qualified to cater for such involvement by ACF participants.
- 7. While participation in the Award by young people is voluntary, Counties are <u>required</u> by HQ LAND to provide the opportunity for every member of the ACF under the age of 25 years to participate who wishes to do so.

Aim

8. The Aim of the Duke of Edinburgh's Award is to provide an enjoyable, challenging and rewarding programme of personal development for young people, which is of the highest quality and the widest reach. The Award in the Army Cadet Force enhances the quality of personal development of all members of the Army Cadet Force, is integral to all activity, and rewards positive achievement at every level.

Responsibilities

- 9. **Operating Authority.** By the terms of the Licence, each Operating Authority nominates an Award Officer to represent the interests of, and be a point of contact with, the Award. At the present time these are:
 - a. For ACFA Northern Ireland the Award Advisor for Northern Ireland.
 - b. For ACFA Scotland the Secretary of ACFA Scotland.
 - c. For ACFA in England and Wales the UK Award Development Manager (see Appendix 2).
- 10. **Award Advisory Panel.** Northern Ireland, Scotland, Wales and the Regions of England each have an Award Advisor who represents the Country/Region on the ACFA DofE Award Advisory Panel. Some additional members with useful areas of expertise are also members of the Panel. Panel responsibilities and areas of representation are outlined at Appendix 3.
- 11. **County.** Each County has an established post for a County Duke of Edinburgh's Award Development Officer (County DofE Officer) in the rank of Major or Captain (depending on the number of Detachments in the County). The County DofE Officer is responsible to the Cadet Commandant for the provision and development of DofE Award opportunities in the County. A suggested job description for the County DofE Officer is at Appendix 4.
- 12. **Detachment.** The County DofE Officer should identify an interested adult in each Detachment who is trained, or is willing to be trained, to be the Award leader in that Unit. A guide to the tasks required of these leaders, helpers and mentors is at Appendix 5.

ORGANISATION

- 13. **UK Framework.** Every member of the ACF between the ages of 14 and 25 should have the opportunity to participate in the programme and gain an award appropriate to their ability and commitment. A support mechanism exists to make this possible, as described in the diagram at Appendix 6.
- 14. **Points of Contact Between Programmes.** The ACF has a long established and respected proficiency syllabus, the Army Proficiency Certificate (ACF). The Award is an ideal complement to APC, and some suggested points of contact between ACF activity and DofE programmes are at Appendix 7.
- 15. **Duplication.** While Cadets are to be encouraged to work for the APC and the DofE Award simultaneously, the two Awards must never be presented for exactly the same work produced by the participant. The DofE Award requires some additional commitment of effort and time on the part of the Cadet. In addition, as part of the ongoing citizenship training process within the ACF, it is considered good practice for Award participants to work on activities organised outside the framework of ACF training, especially at the Silver and Gold levels.
- 16. **The Award Modular Training Framework.** The ACF has been heavily involved in the development of modular training for those wishing to be award leaders. The Duke of Edinburgh's Award has published the National Modular Training Framework, and successful completion of any of the modules will be accredited by the Award. Additionally, leaders have the opportunity to enhance their learning and gain advanced accreditation through the National Open College Network (OCN). Working on the principle that leaders must be trained and supported to deliver the programme, the ACF is fully committed to participating fully in the Modular Training Framework, and regular training opportunities will be available for all interested ACF personnel. The Award Leadership element of the Award Modular Training Framework is at Appendix 8.
- 17. **Rewards in the Award.** Successful participation in both the actual Award for participants between the ages of 14 and 25 years and the Award Leadership programmes of the Award and the National Open College Network is rewarded in all cases by the presentation of a certificate, and in the case of the Award itself, badges. A chart of these rewards, their source and the authorising agency is at Appendix 9.
- 18. **Safety.** All participation in the Award within the ACF will be carried out within the conditions laid down in JSP 535, Cadet Training Safety Precautions (The "Red Book"). Some activities may also have particular additional safety requirements which must be complied with as specified in the Duke of Edinburgh's Award Handbook or the Award's Programmes File.
- 19. **Quality Assurance.** The Award has introduced a Quality Review process for use by Operating Authorities to ensure the experience offered to participants is of the highest possible quality. The ACF wholeheartedly supports this initiative as an Operating Authority, the ACFA is determined to safeguard the quality of the Duke of Edinburgh's Awards that it

makes. An Award gained through the ACF must be "quality assured" so it is held in high regard and respected not only by the participant who attains one, but also by those in the community with a stake in that young person's future development.

Further Guidance

20. Further guidance on the Duke of Edinburgh's Award in the ACF can be obtained from the ACFA website www.armycadets.com and the ACFA booklet In Action Together, which can be downloaded from the website.

Appendices:

- 1. Benefits of Participation in the Duke of Edinburgh's Award.
- 2. Tasks of the ACFA UK Duke of Edinburgh's Award Development Manager.
- 3. ACFA DofE Award Advisory Panel.
- 4. County DofE Award Development Officer.
- 5. Detachment Award Leader, Helpers and Mentors.
- 6. The UK Framework The UK and The Award.
- 7. Some Obvious Points of Contact between the APC Syllabus and the Award.
- 8. The Duke of Edinburgh's Award National Modular Training Framework (Award Leadership).
- 9. Rewards in the Award.

APPENDIX 1 TO ANNEX J TO CHAPTER 3

BENEFITS OF PARTICIPATION IN THE DUKE OF EDINBURGH'S AWARD

1. For the Participant.

- a. The Award is understood outside the ACF in fact internationally where achievement in APC or other ACF activity may not be. Achievement by the cadet or young adult is more likely to reap rewards when translated into a Duke of Edinburgh's Award.
- b. There is a greater expectation of involvement by the cadet in the planning stage of their experience in the Award than in APC, thus accelerating the process of personal development.
- c. The Award offers an "off-the-shelf" programme for those cadets who have completed APC training, but are still young enough to remain in the organisation as a cadet. It can reward achievement by cadets working at post 4-star level and young adults under the age of 25.
- d. The Award generates success in areas of particular interest to the cadet or adult at a higher level than that at which they are currently working. Partial success at the limit of the cadet or young adult's ability can be rewarded through the use of Award sectional certificates.
- e. Activity outside the ACF may be counted towards an Award, thus encouraging the cadet or young adult to become even more involved in the local community.
- f. Grades in the BTEC First Diploma in Public Service are enhanced to Credit or Distinction level by successful participation in an Award.
- g. Participants can be eligible to take part in gatherings and activities organised by the Duke of Edinburgh's Award and the International Award for Young People.

2. For the ACF.

- a. The organisation gains good positive publicity and is rightly seen to be a key player in the national youth work system.
- b. Advantage can be taken of the Award's National Modular Training Framework, and senior cadets and adult leaders can gain valuable accreditation and certification in Award Leadership and Management.

- c. Cooperation with other organisations is encouraged, to the mutual advantage of these organisations and the ACF. Leaders can become part of a wide network of experience and expertise in working with young people.
- d. Use can be made of the service delivered by the various ACFA Advisory Panels, for example Adventurous Training (Expedition, Physical Recreation, Residential Project and Service), First Aid (Service and Skills), Music (Skills), Sports (Physical Recreation and Service) and Shooting (Skills and Service). Participation in the Outreach programme can be used towards the Service section. Participation in DofE encourages more activity in the areas administered by the Panels.
- e. The Award offers an "off-the-shelf" programme, particularly at the Gold level, for those cadets who have completed APC training, but are still young enough to remain in the organisation as a cadet. The programme is also an ideal mechanism for the personal development of Potential Instructors, Adult Instructors and Officers under the age of 25.
- 3. Many further examples of benefits to both the Participant and the Organisation can be found in the *Award Handbook*.

TASKS OF THE ACFA UK NATIONAL DUKE OF EDINBURGH'S AWARD DEVELOPMENT MANAGER

- 1. The Award Development Manager will:
 - a. Promote, organise and administer training in Award Leadership and Management in the ACF.
 - b. Develop and organise distance learning training opportunities.
 - c. Encourage and support all leader training throughout the UK.
 - d. Work closely with National ACFA Award Officers to develop the DofE Award in the ACF and to represent them where necessary.
 - e. Liaise with DofE Award National and Regional officers to promote the Award, particularly in the ACF.
 - f. Be the ACFA point of contact on Award matters.
 - g. Represent the Award in the ACF on the ACF Training Committee.
 - h. Deliver Award input to CTC and other Courses and Conferences as appropriate.
 - i. Represent the Award in the ACF at Conferences as appropriate.
 - j. Liaise with ACFA Panel / Committee Chairmen and with the Cadet Vocational Qualifications Office (CVQO) to promote the interests of the Award in the ACF.
 - k. Attend Gold Award presentations where possible.
 - Carry out investigations into any problems arising from ACF participation in the Award.
 - m. Keep up to date with new practices and initiatives from the Award.
 - n. Ensure ACF Award literature is up to date.
 - o. Advise on promotion and publicity of the Award in the ACF.
 - p. Monitor overseas expeditions.
 - q. Consider how to help the CCF with the Award.

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- r. Monitor Quality Control of the Award in the ACF.
- s. React to current developments.
- t. Carry out duties as determined by ACFA Director Finance, Operations and Training (DFOT).

APPENDIX 3 TO ANNEX J TO CHAPTER 3

ACFA DUKE OF EDINBURGH'S ADVISORY PANEL – ADVISOR'S RESPONSIBILITIES

1. Each Advisor represents a specific part of the United Kingdom or particular area of activity as listed in paragraph 3 below. His or her main tasks will be:

a. Essential Tasks.

- (1) **Advisory Service**. Advisors will make themselves available to answer queries and help to deal with problems arising in the Counties or area of activity they represent. They should make contact with each County DofE Officer and ensure lines of communication are established. Problems beyond the ability of the Advisor to solve should be referred to the appropriate ACFA HQ. Where Award participation is low, the Advisor will be expected to be proactive in contacting the County and offering assistance.
- (2) Attendance at Panel Meetings. Panel meetings are held at least once annually towards the end of the year at a venue to be advised. Each Advisor will be expected to submit an annual report on the progress of the Award in their area of responsibility. Advisors will be expected to contribute to other discussions of a general nature arising during these and any other ad hoc meetings.
- (3) **Courses/Conferences**. If required, attend and instruct at the Leaders Training Course at Frimley Park held in February or March each year. If required, attend and assist with the annual Training Conference, held at a time and venue to be arranged in advance, although normally at Frimley Park in November. Organise and administer Introductory Leader Training Courses in their own Country/Region.
- (4) Contact with Award Secretary/Regional Officer (ASRO). The Advisor should establish contact with the appropriate Office of the Duke of Edinburgh's Award to provide an overview of the progress of the Award in the ACF in their area.
- (5) Assist with submission of Annual Statistics to DofE Award National Office. Annual statistics are required of all Operating Authorities, and Advisors should encourage their Counties to have accurate statistics available for Cadet Reporter

b. Other Tasks.

- (1) In addition to the essential tasks listed above, Advisors may carry out other tasks as considered necessary, within the constraints of their time and ability. Some examples are given below.
- (2) **Training Courses**. Training at National/Regional/County level to supplement the course run at Frimley Park is encouraged. The Advisor would normally act as Course Director for such training. The Advisor may also be asked to assist on Regional/County based courses.
- (3) **National/Regional Conference**. The Advisor may deem it advantageous to arrange occasional Conferences for Officers and Adult Instructors experienced in Award leadership, to discuss matters of common interest.
- (4) **Award Leadership Training**. Advisors are encouraged to make themselves familiar with the Award's National Modular Training Framework and with the *Programme in Award Leadership/Management Development* designed by the Award and accredited nationally by the Award and the National Open College Network (NOCN). Ideally, Advisors will participate personally in the Programme, and support any ACF personnel in their Country/Region who wish to become students.
- (5) Attendance at Events Arranged by ASRO's. When possible these events usually meetings or conferences should be supported by the Advisor to ensure the ACF is represented.
- (6) **Presentations**. The Advisor may be able to assist Counties with arranging suitable high profile events for the presentation of certificates to young people.
- (7) **Centrally Organised Expeditions**. The Advisor may wish to arrange or support expedition ventures, particularly at Gold, and possibly overseas, for the Counties in his/her area.
- (8) **Tri-Service Discussions**. Where opposite numbers in the ATC and SCC can be identified, the opportunity may arise to discuss matters of mutual interest and perhaps offer joint activities where appropriate.
- 2. The list is not exhaustive, and some Advisors may wish an even wider involvement in promoting the Award; however, it is emphasised that only the tasks in paragraph two are mandatory.

Areas of Representation of Panel Members

3. The following areas are represented:

Area	Representing
Scotland	All Battalions in Scotland
Northern Ireland	1st and 2nd Battalions
Wales	All Counties / Battalions in Wales
North East	Northumbria, Durham, Cleveland, Yorkshire North and West, Humberside and South Yorkshire
North West	Cumbria, Lancashire, Greater Manchester, Merseyside, Cheshire, Isle of Man
East Midlands	Lincolnshire, Leicestershire Northampton and Rutland, Derbyshire, Nottinghamshire.
West Midlands	Shropshire, Staffordshire and West Midlands North, Warwickshire and West Midlands South, Hereford and Worcester.
East	Norfolk, Suffolk, Bedfordshire, Cambridgeshire, Essex, Hertfordshire
South East	Oxfordshire, Berkshire, Buckinghamshire, Surrey, Kent, Hampshire and Isle of Wight, Sussex
South West	Gloucestershire, City and County of Bristol, Somerset, Wiltshire, Dorset, Devon, Cornwall
London	All London Sectors
Award on Water	All UK Counties / Battalions
Adventure Trg	All UK Counties / Battalions
Chairman and UK Award Development Manager	All UK Counties / Battalions
DofE Award HQ Rep	The Duke of Edinburgh's Award

^{4.} Details of the individual advisors can be found in the ACF Location Statement AC 62073 and the source document HQ LAND LAND/RF/2076 dated 26 Oct 05.

APPENDIX 4 TO ANNEX J TO CHAPTER 3

THE COUNTY DUKE OF EDINBURGH'S AWARD DEVELOPMENT OFFICER (COUNTY DOFE OFFICER)

General

- 1. All Counties have an establishment (Major or Captain) for a DofE Award Development Officer. The person appointed to this post should be enthusiastic and knowledgeable about the Award, should have good communications and administrative skills and be available to visit Detachments or Areas regularly. The work load involved justifies this appointment as full-time.
- 2. The County DofE Officer is an integral member of the County Training establishment, will report in the first instance to the County Training Officer, and is ultimately responsible to the Commandant for all matters relating to the Award.
- 3. The appointment of County DofE Officer is not in itself a qualification for assessing an activity at any level of the Award. When a Record Book is being signed, an actual qualification should be shown, such as School PE Teacher, Mountain Leader Certificate, PTI, Authorised Range Officer, etc, and NOT County Award Development Officer.

Responsibilities

- 4. The County DofE Officer is responsible for:
 - a. Keeping up to date with new practices and changes in the Award programme.
 - b. Advising the Cadet Commandant on all aspects of the Award.
 - c. Promoting and co-ordinating DofE Award activities within the County.
 - d. Promoting the Award and encouraging maximum participation by Cadets and young Adults by visiting Detachments and Area events.
 - e. Monitoring the delivery of the information period in APC Cadet and the Community at Star levels 1 and 2.
 - f. Ensuring potential new Award Leaders are appropriately trained and have personal copies of the Award Handbook and the pamphlet In Action Together.
 - g. Arranging for existing leaders to have regular updating opportunities.

- h. Encouraging Area Commanders to appoint a suitably experienced Area DofE Award Development Officer to assist Detachments to run the Award.
- i. Ensuring, by regular reviews, that the quality and standards of the Award are being maintained.
- j. Maintaining a supply of Entrance Packs, free literature and other information, as appropriate, for distribution to Areas and Detachments.
- k. Arranging for completed Record Books to be vetted and signed by the Commandant (Bronze and Silver).
- 1. Arranging for Gold Record Books to be vetted and sent with the Gold Form to the ACFA.
- m. Maintaining contact with other County DofE Officers, the ACFA Advisory Panel, the local Award Secretary/Regional Officer (ASRO) of the Award and local committees where possible.
- n. Maintaining records of participation and arranging for annual statistics of the County's performance to be available.
- o. Attending the periodic DofE Award Conferences at CTC Frimley Park and elsewhere.
- p. Informing the PRO of all DofE Award successes.
- q. Assisting in the arrangement of high profile ceremonies for the presentation of badges and certificates.
- r. Advising the Commandant of those Adult Volunteers considered suitable to supervise expedition training.
- s. Attending and contributing to County Training and/or Administration Conferences.

APPENDIX 5 TO ANNEX J TO CHAPTER 3

DETACHMENT AWARD LEADERS, HELPERS AND MENTORS

Detachment Award Leader

- 1. The role of the Detachment Award Leader is to operate the Award successfully by offering the full range of activities and helping the Cadet to participate. The Leader will normally be a member of the Detachment staff, although the role may be filled by a suitably experienced civilian instructor. The Leader will coordinate the work of helpers and participants, and should receive training through the National Modular Training Framework, locally, regionally and at Frimley Park.
- 2. The Leader's job is not necessarily to instruct or assess, but to guide the cadet through the Award, providing help where necessary and co-ordinating group activities.
- 3. Duties of the Detachment Award Leader may include:
 - a. Delivering the DofE input to APC Cadet & the Community at 1 and 2-star.
 - b. Promoting the Award using materials available.
 - c. Supplying the Entrance Packs and collecting the fee.
 - d. Helping the Cadet choose from the range of activities.
 - e. Identifying and briefing instructors, supervisors and assessors.
 - f. Keeping records of the Cadet's progress through the Award programme.
 - g. Ensuring Award conditions have been fulfilled.
 - h. Reviewing progress regularly with the Cadet.
 - i. Arranging for Record Books to be completed and signed by appropriately qualified people.
 - j. Forwarding completed record books to the County DofE Officer for signature.
 - k. Organising local presentation events.
 - 1. Maintaining contact with the County DofE Officer.
 - m. Establishing contacts outside the ACF for mutual support.

Helpers

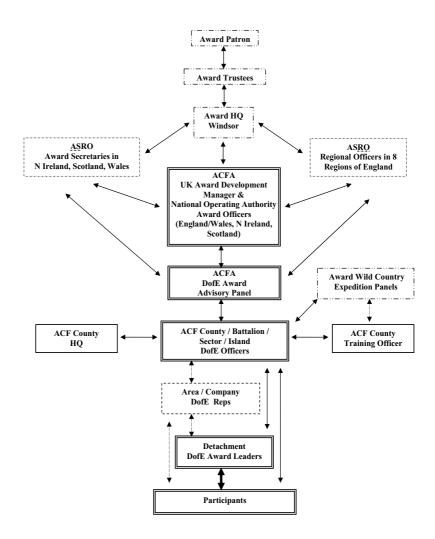
4. The Award Leader may appoint Helpers to provide general assistance in running and administering the Award. They may be other Detachment Adults or senior cadets, particularly those involved in the Award at Silver or Gold level. The Helper can provide valuable support and relieve the leader of some of the mundane tasks required to run the Award successfully in the Detachment. They should be encouraged to attend the introductory stages of the Modular Training Framework.

Mentors

5. Mentors may be appointed to advise and assist individual participants in a specialist activity. For example those undertaking a venture in the Expeditions section with an Aim requiring specialised knowledge may usefully have a mentor to help.

APPENDIX 6 TO ANNEX J TO CHAPTER 3

THE UK FRAMEWORK - THE UK AND THE AWARD



APPENDIX 7 TO ANNEX J TO CHAPTER 3

SOME OBVIOUS POINTS OF CONTACT BETWEEN THE APC SYLLABUS AND THE AWARD

Award Section	Bronze	Silver	Gold	
Service	APC 2-Star First Aid plus practical work. Police, Fire, Ambulance or Coast Guard Course will contribute to APC 2-Star Cadet and the Community Service to the ACF - mainly for Senior Cadets choosing to start the Award at Bronze	APC 3- & 4-Star First Aid, plus practical work 3- or 4-Star Cadet and the Community - must last for period appropriate to Award Service to the ACF - appropriate to rank and experience	APC 3- & 4-Star First Aid, plus practical work, if not used at Silver. 3- or 4-Star Cadet and the Community - should be different project to any used at Silver. CSLA if not used at Silver Service to the ACF - appropriate to rank and experience	
Expedition	APC 2-Star Expedition Training plus report, provided self planned and unaccompanied	Practice Expedition - APC 3-Star Expedition Training. Qualifying - APC 4-Star Expedition Training	Post 4-Star activity	
Skill	Skill at Arms and Shooting Insignia,	w from ACF training and activities, such as: ng, Marksmanship, Ceremonial Drill, Military ing, Military Bands, Signalling, Map Making,		
Physical Recreation	APC 2-Star Physical Recreation – but must last for period appropriate to Award.	APC 4-Star Physical Recreation - must last for period appropriate to Award.	APC 4-Star Physical Recreation if not used at Silver level and must last for period appropriate to the Award	

Award Section	Bronze	Silver	Gold
Residential Project	Gold Award Programme o	only	Examples: Cadet Leadership Course Master Cadets Course Attachments to Regular Army or TA MoD/District Courses Adult Instructors Course KGVI Course Annual Camp – subject to certain conditions Attendance on a week long course at CCAT

Note:

As a general rule, Bronze level will normally equate to APC 2-star activity and Silver to 4-star.

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THE DUKE OF EDINBURGH'S AWARD NATIONAL MODULAR TRAINING FRAMEWORK (AWARD LEADERSHIP)

1. The following chart explains what modules should be available, the purpose of these and for whom they are relevant. Delivery of these may vary depending on demand and location but the learning outcomes will be the same.

Module	Module Aim	Target Audience	Time frame	ACF
Information / Induction	To ensure that volunteers receive a basic introduction to the Award, its principles and gain clarity on their role and responsibilities and the relevant safety information as appropriate.	All volunteers including new leaders and specialists.	Process begins at initial contact.	This module will be incorporated into the Introduction to the Award course for New Leaders, which will normally be delivered in Regional or County locations.
Introduction to the Award	To provide an understanding of the key principles, Award Sections and relevant Leader information.	All volunteers should have access to this course.	Within the first 6 months where possible.	This module will form the main part of the Introduction to the Award course for New Leaders and will normally be delivered in Regional or County locations; it will gain successful learners the Foundation Certificate of Knowledge of the Award. Learners will be able to enhance their course portfolio to achieve the Learning Outcomes of the Open College Network (OCN) Award Leadership unit in Knowledge of the Award at level 2

APPENDIX 8 TO
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Module	Module Aim	Target Audience	Time frame	ACF
Managing an Award Group	To develop and allow practice of the skills that are essential in managing an Award Group.	Those volunteers or leaders wishing to manage a group or already doing so who wish to improve their knowledge.	As appropriate.	This module is part of the "next step" after the Introduction to the Award module, and will be delivered in a residential package along with the Practical Award Leadership module (see below). Learners will be able to enhance their course portfolio to achieve the Learning Outcomes of the Open College Network (OCN) Award Leadership unit in Managing an Award Group at level 2
Practical Award Leadership	This module will give individuals the practical skills needed to work within an Award Group.	Those volunteers wishing to put into practice the skills of leadership and group management.	As appropriate.	This module is part of the "next step" after the Introduction to the Award module, and will be delivered in a residential package along with the Managing an Award Group module (see above). Learners will be able to enhance their course portfolio to achieve the Learning Outcomes of the Open College Network (OCN) Award Leadership unit in Practical award Leadership at level 2
Group Work Skills	To give individuals the understanding of the importance of working successfully with an Award Group.	Those volunteers working with groups.	As appropriate.	This module is a generic course dealing with many transferable skills of great value to all ACF leaders, and will be delivered in a residential setting. Learners will be able to enhance their course portfolio to achieve the Learning Outcomes of the Open College Network (OCN) Award Leadership unit in Group Work Skills at level 2

APPENDIX 9 TO ANNEX J TO CHAPTER 3

REWARDS IN THE AWARD

1. The Awards

The Award for Participants (14 – 25 yrs)

Programme	Authorised by	Awarded	Available from
Bronze Award	County	pin badge and certificate brassard badge	Award Scheme Limited Cadet Kit Shop
Silver Award	County	pin badge and certificate brassard badge	Award Scheme Limited Cadet Kit Shop
Gold Award	ACFA, ACFA Northern Ireland, ACFA Scotland	pin badge or brooch certificate brassard badge	ACFAs Presented at Royal Palace Cadet Kit Shop
Bronze, Silver, Gold Awards	County DofE Officer	Sectional certificate	Award Scheme Limited
Bronze, Silver, Gold Awards	Access Organisation	Certificate of Prior Learning Access credit note	Access organisation

2. Modular Training Framework for Leaders

Award Leadership (over 16 yrs)

Module	Authorised by	Awarded	Issued by
Introduction to the Award	ACFA	DofE Foundation Certificate	ACFA
Group Work Skills	ACFA	DofE Foundation Certificate	ACFA
Managing an Award Group	ACFA	DofE Foundation Certificate	ACFA
Practical Award Leadership	ACFA	DofE Foundation Certificate	ACFA

Note: Completion of all four modules gains *DofE Foundation Certificate in Award Leadership* presented through ACFA.

3. National Open College Network (NOCN) programme

Award Leadership / Management Development (over 16 yrs)

Unit (Levels 1 – 3)	Authorised by	Awarded	Issued by
Knowledge of the DofE Award	NOCN	OCN Unit Certificate OCN Award of Credit	NOCN through ACFA
Group Work Skills	NOCN	OCN Unit Certificate OCN Award of Credit	NOCN through ACFA
Managing an Award Group	NOCN	OCN Unit Certificate OCN Award of Credit	NOCN through ACFA
Practical Award Leadership	NOCN	OCN Unit Certificate OCN Award of Credit	NOCN through ACFA

Notes:

- 1. Completion of all four units at level 1 gains *DofE Foundation Certificate in Award Leadership*. ACF Learners will normally join the OCN programme at level 2.
- 2. Completion of all four units at level 2 gains DofE Certificate in Award Leadership.
- 3. Completion of all four units at level 3 gains *DofE Advanced Certificate in Award Leadership*.

COUNTY SHOOTING OFFICER - JOB DESCRIPTION

General

1. Shooting is the main reason why many cadets first join the ACF. The County Shooting Officer is responsible for maintaining and fostering this interest by motivating both adults and cadets to take part and succeed in all forms of cadet shooting. By his own enthusiasm, knowledge and experience, he should take every opportunity to enhance shooting standards in the County.

Responsibilities

- 2. The Shooting Officer is responsible for:
 - a Advising the ACF County Commandant on all aspects of Shooting.
 - b Liaising with the CEO and QM on shooting stores and equipment.
 - c Liaising with Detachments and Area HQs on all aspects of shooting policy and competitions.
 - d Publicising regional and national Shooting Competitions to Detachments and co-ordinating entries.
 - e Organising local, in-house competitions.
 - f Assisting Detachments and Area HQs with shooting training and coaching.
 - g Making bids for Ranges, in liaison with the CEO and County Training Officer.
 - h Providing in-house training courses for Officers and AIs, e.g..22 Coaching.
 - i Selecting cadets for shooting courses & competitions.
 - j Liaising with Regional Representative of the ACFA Shooting Committee.
 - k Attending, and contributing to, County Commandant's Conferences.

Knowledge and Training

- 3. He can only discharge these responsibilities properly by:
 - a. Having a thorough knowledge and understanding of:
 - (1) APC(ACF) Syllabus & test requirements.
 - (2) Requirements for marksmanship in the DofE Award Scheme.
 - (3) Contents of the Cadet Training Manual & Vol II Instructors' Handbook Chapter 2: Skill at Arms and Chapter 3: Conduct of Range Firing.
 - (4) Contents of JSP 535, Cadet Training Safety Precautions.
 - (5) Rules & conditions of Shooting Competitions.
 - b. Acquiring a high level of personal skill, with knowledge of shooting and coaching by attendance at:
 - (1) Cadet Range Conduct Qualification Courses.
 - (2) Regional Coaching Courses.
 - (3) GP Rifle Coaching Courses.
 - (4) Target Rifle Coaching Courses.
 - (5) NRA Cadet Officers/Instructors Coaching Courses.
 - (6) ACF Shooting Officers' Conventions.

ANNEX L TO CHAPTER 3

PRINCIPAL SHOOTING COMPETITIONS OPEN TO THE ACF AND OTHER CADET ORGANIZATIONS

G ::	NI C	n			D 1	0 1
Serial	Name of Competition	Period	Туре	Organised by and Entries to	Remarks	Open to
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Air Rifle Competition (Match G)	1 Apr-31 Mar	Postal	CCRS	(10 metres)	CCF SCC ACF ATC GVC ISSA Any other body approved by the Committee
2	Air Rifle Competition (Match F)	1 Apr-31 Mar	Postal	CCRS	(6 yards)	SCC, ACF, ATC, CCF
3	ACF Cadet Hundred	Shot in two stages: 1. Sep-Dec 2. Jan-Feb	Postal	ACFA Shooting Committee	Individual Competition. Badge issued to each cadet in the top 100	ACF
4	ACF Small Bore Team Competition	Concurrent with Stage 1 of ACF Cadet Handbook	Postal	ACFA Shooting Committee	Teams of 4 from the same detachment	ACF
5	Junior Inter- Services Cadet Small Bore Match (Whistler Trophy)	Mar- May	Postal	NSRA and ACFA Shooting Committee	ACF National Team of 40 selected from Cadet 100 Competition	SCC, ACF ATC
6	News of the World Competition	Shot in 3 Stages 1. Oct-Dec 2. Dec-Feb 3. Mar-Apr	Postal	NSRA	Det Teams of 4 The top two teams in Stage 2 shoot in Stage 3 (Final) nd represent ACF in the Inter-Services Small-bore Championships (Punch Trophy)	ACF

Serial	Name of	Period	Туре	Organised by	Remarks	Open to
	Competition			and Entries to		
(a)	(b)	(c)	(d)	(e)	(f)	(g)
7	Punch Trophy	Mar-April	Central	CCRS	Service Teams of eight. ACF represented by the top two teams in the News of the World Competition	SCC, ACF ATC
8	The Green Howard Country Life	Feb-Mar	Postal	Green Howards CCRS MOD	Teams of 8 (Class A) and 4 (Class B). Conditions Grouping. Rapid, Snap and Landscape	CCF SCC ACF ATC
9	The Fennell	1Apr-31 Mar	Postal	CCRS	Teams of 8 (Class A) and teams of 4 (Class B) when the Detachment strength is under 20.	CCF SCC ACF ATC GVCAC (Any other body approved by the Committee)
10	Junior Spring, Summer and Winter Conditions	Mar-Apr Jun-Jul Oct-Dec	Postal	NSRA	Teams of 4 (2 sections: under 15 years and under 18 years)	Any Cadet Unit or Rifle Club affiliated to the NSRA
11	TA Small Bore Championship (Match 13)	Nov-Jan	Postal	TARA/CCRS	Individual	CCF and ACF Officers and Instructors
12	TA Small Bore League (Match 15)	Nov-Mar	Postal	TARA/CCRS	Team of 4 cadets. Teams may include 1 officer or Adult Instructor	Any TA or Cadet Unit or Sub-Unit

FULL	FULL BORE COMPETITIONS							
Serial	Name of Competition	Period	Туре	Organised by and Entries to	Remarks	Open to		
(a)	(b)	(c)	(d)	(e)	(f)	(g)		
13	Earl Roberts' Trophy	1 Apr-31 Mar	Postal	CCRS	Teams of 4	CCF and ACF		
14	Montgomery of Alamein Challenge Trophy	1st Stage 1 Nov to 15 Sep Final: Sat of CISSAM	Postal Central	CCRS	Team of 4. Final fired shoulder to shoulder at CISSAM			
15	CCF & ACF Officers' Competition (TA Non- Central Match 5)	Mar-Apr	Postal	TARA/CCRS	Cadet Target Rifle (CTR) Deliberate at 300x and 500x. All details in Inf Trg Vol IV Pamphlet 20	All Officers CCF & ACF holding Commissions on the General List		
16	ACF Officers' Team (TA Non Central Match G)	Mar-Apr	Postal	TARA/CCRS	CTR Team of 6 ACF officers from any County. (Conditions as for Match 5 Serial 15)	ACF Officers		
17	ACF Instructors' Competition (TA Non- Central Match 7)	Mar-Apr	Postal	TARA/CCRS	Individual (Conditions as for Match 5, Serial 15)	ACF Adult Instructors & Under Officers of the ACF		
18	ACF Instructors' Team Competition (TA Non- Central Match 7A)	Mar-Apr	Postal	TARA/CCRS	As for Match 7, Serial 17	Teams of 6 ACF Adult Instructors and Under Officers		

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Serial	Name of Competition	Period	Туре	Organised by and Entries to	Remarks	Open to
(a)	(b)	(c)	(d)	(e)	(f)	(g)
19	NRA Schools Meeting (Ashburton)	Jul	Central (Bisley Ranges)	NRA	Cadet Target Rifle Conditions (See NRA Rules of Shooting and Programme)	ACF and CCF School Units only.
20	Inter-Service Cadet Rifle Meeting (ISCRM)	Jul	Central (Bisley Ranges)	NRA/CCRS	Cadet Target Rifle ACF entries to ACFA Shooting Committee	SCC ACF ATC
21	Cadet Inter Service Skill at Arms Meeting (CISSAM)	Oct	Central Ranges, Pirbright	CCRS	GP Rifle, ACF entries to ACFA Shooting Committee	SCC ACF ATC

Note. Full details of the Competitions and training courses/conferences may be obtained from the Secretary ACFA Shooting Committee at Council for Cadet Rifle Shooting, Derby Lodge, Bisley Camp, Brookwood, Woking, Surrey GU34 0NY.

Telephone: 01483-473095 Fax: 01483-797598

ANNEX M TO CHAPTER 3

POLICY FOR CLAY TARGET SHOOTING BY CADETS

References:

- A. LAND/Cadets/2029 dated 22 Jul 04.
- B. ISP 403.
- C. Firearms Act 1968/1088.
- D. CPSA Safety Officers Manual.
- E. JSP 375 Chapter 8 Risk Assessments.

Introduction

- 1. This Policy supersedes Reference A which should now be destroyed.
- 2. Clay Target (CT) shooting is an excellent sport for cadets as it helps promote self-discipline, hand eye coordination and gives the young person a great sense of achievement when they begin to master the sport. For these reasons it should be encouraged, both as a routine activity and for special occasions, such as part of a Summer Camp. However, Clay Target Shooting is a sport and not part of the ACF Training syllabus, consequently HQ Land Command will not fund it. Participating units must fund it themselves.
- 3. As with all shooting sports there are inherent dangers. However, the risk is reduced to negligible proportions if the rules in References B to E are adhered to.

Aim

4. The aim of this policy document is to outline the safety requirements, given in the References, and to add additional safety procedures, which are required for Cadets undertaking CT shooting.

Policy For Cadets

- 5. Clay Shooting Ranges. Cadets may only shoot on clay ranges as follows:
 - a. **MOD Land.** MOD land may be used for CT shooting provided that the rules laid down in JSP 403 are adhered to. Permission is to be sought from the Commanding Officer, DEO(L) or ATE, whichever is appropriate. It should not be assumed that shotguns may be used on any military land.

- b. **Civilian Ranges.** Civilian ranges may be used so long as they have an Exemption Certification (Section 11 Sub-Section 6 of the Firearms Act 1968), which allows shooters who do not have a shotgun certificate to fire on that range.
- c. **Private Land.** Private land may only be used with the Landowner's permission and he must personally supervise the range (the Owner must have a valid shotgun certificate). It is a requirement of the law that only the Landowner can supervise someone who does not have a shotgun certificate. For this reason the use of private land is not recommended for Cadet organisations.
- 6. **Cadet Firers.** The following rules regarding the Physical Attributes of Cadets and Tuition are to be followed:
 - a. **Physical Attributes.** A cadet firer must be big enough and strong enough to have full control of the gun. He/she must also be enthusiastic about firing the gun and not pressed into participation in such activities.
 - b. **Tuition.** All cadet firers are to receive a formal tutorial on basic handling of the weapon, and a thorough brief on gun and range safety before firing. In addition, they should be briefed on the methods of breaking a moving target. This is best done by a qualified Instructor or Coach.
- 7. **Range Conducting Officer.** The Range Conducting Officer (RCO) must either be a Clay Pigeon Shooting Association (CPSA) or Army Rifle Association (ARA) qualified Safety Officer (SO)¹. (Details of courses and contact details for the CPSA and ARA are given in Paragraphs 20 to 23 of this Paper.) No other qualification is acceptable and Commandants are not to authorise RCOs. This ruling may seem prescriptive, but the reason is that most injuries on CT ranges result from accidents with traps and clay targets. This is an area in which RCOs holding a Cadet Range Qualification (Full Bore) or other Full Bore RCO qualification have no knowledge. RCOs should be familiar with Reference E and be prepared to conduct a formal Risk Assessment as appropriate.
- 8. **Supervision of Shooters.** There are no rules laid down in any Reference document as to how many shooters an RCO can supervise. However in the case of cadets the following guidelines are to be followed:
 - a. Until shooters have passed a "safe shot" course they are to be closely supervised, in other words coached, by an ARA Basic Instructor. The RCO may act as the coach if only one shooting position is in operation at a time. If more shooting positions are in operation each must be manned by an ARA Basic Instructor.
 - b. When Cadets have passed the safe shot course, there is no need for the shooter to be coached. However, the RCO must be in a position to monitor all the shooting

Footnote

¹ The ARA courses, which now attract an ARA Qualification, have superseded those that were previously awarded an ACTSA Qualification. Those Safety Officers and Basic Instructors holding ACTSA Qualifications are deemed "ARA qualified".

stands and ensure that they are running safely. To achieve this level of supervision the RCO is not to have more than 6 stands in operation at any one time and they must all be visible from a central point to aid supervision.

- c. The responsibility for devising a safe shot course for cadets now lies with the AI, who is taught the basics on the ARA Basic Instructors Course.
- 9. **Insurance.** Clay target shooting is a recognised military activity according to Home Office criteria. Provided therefore that clay target shooting has been authorised by the Commandant and that all the correct procedures, including risk assessments, have been carried out in the preparation and conduct of each range, in short that the activity has been made as safe as is reasonably possible, normal MOD indemnity will provide adequate protection to the AI in charge in the event of an accident. It should be noted that:
 - a. Membership of ACFA Personal Accident Policy also provides cover for public liability when MOD indemnity would not apply, for example in the event of suspected negligence.
 - b. Qualified AIs who are full members of CPSA, and who have successfully completed the CPSA Coaching Course may apply for CPSA Coach/Referee/Safety Officer Insurance at a small cost. AIs who have attended ARA Clay Target Safety Officer and Basic Instructor courses are not eligible to apply for such insurance even if members of the CPSA.
- 10. **Shotgun Certificate.** There is no requirement for an RCO, or any other qualified AI, to hold a shotgun certificate.
- 11. **Shotguns.** The law is not prescriptive about the type of shotgun which may be used for CT shooting. However there are sensible guidelines which should be observed by RCOs. These are:
 - a. Only a single trigger over and under (O/U) shotgun of good make and in good condition should be used by Cadets. Other guns are perfectly adequate for CT shooting but all are at a disadvantage to the O/U gun.
 - b. Only 12 bore or 20 bore shotguns are to be used. This avoids any confusion with ammunition types. However, on no account are both gauges to be allowed on the same range.
 - c. All guns used by Cadets are to be serviced once a year by a qualified Gunsmith. The RCO is to inspect all guns for serviceability before they are used. Guns with any defect are not to be used by cadets.
- 12. **Ammunition.** The restriction on shot sizes and weight for CT shooting are given in Reference D. Although these rules must be followed, the main concern for the RCO running a range for Cadets is one of recoil. The RCO is to use cartridges which generate very little recoil, which generally means a cartridge with a small weight of shot and a low Muzzle

Velocity (MV). For young Cadets a low velocity "Trainer" cartridge is recommended. It should be noted that many 24 gram loads are designed for Olympic disciplines which require a very high MV and consequently they can produce a great deal of felt or perceived recoil. Use of steel shot, felt or plastic wads will be dictated by the ground on which the shoot is being held and by the proofing of the gun. Note: it is necessary to consider the chamber length of the gun(s) being used when purchasing cartridges.

- 13. **Storage.** Cartridges must be stored in unit ammunition stores in dry and temperate conditions. No loose cartridges should be returned to the store.
- 14. **Traps.** Where possible the use of manual traps should be avoided. Traps should be checked before they are used and anyone working with a manual trap or electric trap must be briefed on its operation.
- 15. **Trappers.** The rules for employment for trappers are laid down in Reference D. These rules are to be adhered to. Cadets are NOT to be employed as trappers if under 14 years old or if the trap is placed in the danger area (i.e. in the line of fire).
- 16. **Personal Protection.** It is mandatory for all firers to wear ear and eye protection and it is strongly recommended that they should wear a cap. Only service issue ear protection is to be worn (ear muff type and not ear plugs). Eye protection must be worn over prescription glasses, unless the wearer can prove that his/her glasses are shatter resistant.
- 17. **Target Debris.** RCOs are to ensure that target debris does not fall on the shooter, the waiting detail or spectators. To meet this requirement the RCO must choose his target flight line very carefully and ensure that those not shooting are kept out of the way.
- 18. **First Aid and Emergency Aid.** The RCO is to have a first aid pack for minor injuries and First Field Dressings to provide immediate aid in an emergency. The RCO must have communications with the Emergency Services. Landlines and mobile telephone links must be proven before firing commences.
- 19. **Safe Shot Course.** Cadet organisations are encouraged to pursue the sport to the level where the cadet can pass the ARA safe shot course. Cadets are now eligible to take part in the Young Shot's Competition run by Clay Shooting magazine.

CT Qualifications

- 20. The ARA sponsor and run both Safety Officer and Basic Instructor courses, the dates of which are publicised in DCI(A), one each year, and are shown in outline below. As Cadet Officers and Adult Instructors will be supervising cadets, attendance on both courses is mandatory.
 - a. **ARA Clay Target Safety Officer.** A one-day course to qualify students to conduct a CT Range. Usually run 4/5 times a year, normally at Bisley.

- b. **ARA Clay Target Basic Instructor.** A one-day course to qualify students as Unit Instructors capable of instructing novices in the safe handling and basic principles of CT shooting. Attendance and passing of the Safety Officer's course is a prerequisite. Usually run 4/5 times a year, normally at Bisley.
- 21. **Criteria for Attendance.** In order to attend the courses, candidates must hold a CRC Full Bore qualification. There is no requirement to hold a shotgun certificate.

Contacts

22. Army Rifle Association:

HQ ARA c/o Defence Logistics Support Training Group The Princess Royal Barracks DEEPCUT Surrey GU16 6RW

Tel: 01483 798084 Fax: 01483 799821

E-mail: arabisley@lineone.net

23. The Clay Pigeon Shooting Association:

CPSA Bisley Camp BROOKWOOD Woking Surrey GU24 0NP Tel: 01483 485400

ANNEX N TO CHAPTER 3

FIRST AID POLICY FOR THE ACF

References:

- A. ACF Training Manual 1990 Vol 1 (Army Code No: 71462)
- B. ACF Training Manual 1989 Vol 2 Instructors Manual (Army Code No: 71463)
- C. ACF Syllabus 1999(Army Code No: 71101)
- D. CCF (Army Sections) Training Syllabus (Army Code No: 71294)
- E. Cadet Training Safety Precautions (JSP 535)
- F. ACF Manual (Army Code 14233)
- G. Headquarters Land Command LAND/Cadets/26/1/15 dated 19 Dec 03

Introduction

- 1. First Aid was introduced into the Army Cadet Force in 1962 as part of the Duke of Edinburgh's Award Scheme programme. It was introduced into the Army Proficiency Certificate (APC) syllabus as an optional activity in 'Cadet and the Community' and finally into the APC as a core skill in 1986. In 1999 First Aid was included in the revised syllabus as a progressive subject at every level of the APC, reflecting the Army's and the Cadet Force's view that First Aid is a core skill.
- 2. CCF (Army Sections) have followed similar arrangements, First Aid being part of the CCF Basic Syllabus since 1986.
- 3. The aim of this document is to set out the policy for First Aid training in the ACF.

Background

- 4. Defence Medical Services lack the resources to sponsor First Aid training for Cadet Forces.
- 5. It is essential that cadet First Aid training meets accepted and recognised civilian standards and HQ ACFA liases with national bodies through its First Aid Panel to guarantee this. As a result, arrangements have been put in place for the ACF to:
 - a. Conduct First Aid training to provide cadets at 2 Star level with nationally recognised certificates.
 - b. Provide accreditation for adult trainers and assessors for 4 Star and adult training

- c. Arrange for registration and certification of adult First Aid training.
- 6. 'Trained in First Aid' for cadets is to be interpreted within the ACF as anyone in possession of a current and recognised First Aid certificate. In this context, qualified means anyone who has qualified or re-qualified within the last three years and hold certificates from:
 - a. All approved full First Aid certificates including the HSE Certificates of the voluntary aid societies.
 - b. British Red Cross Standard Certificate.
 - c. St Andrew's Ambulance Association Senior Certificate.
 - d. St John Ambulance Lifesaver Plus Certificate
- 7. Recognised youth First Aid qualifications of the voluntary aid societies (VAS) may be accepted for 2 Star but independent or commercial providers are NOT acceptable as they are not monitored for youth First Aid and cannot deliver to a recognised national standard.

Responsibilities

- 8. HQ ACFA is responsible for all matters related to civilian standards, certification, accreditation, arrangements for monitoring civilian standards, liaison with other national bodies and related administration.
- 9. HQ RF is responsible for the management of First Aid through the chain of command. The National First Aid Advisor reports to and advises CRF through DACOS Cdts on First Aid training standards. He also advises and communicates with County First Aid Training Advisers about the application of APC First Aid training by suitably qualified adult staff.
- 10. County Cadet Commandants appoint County First Aid Training Officers (CFATO). The job description is at Appendix 1. The post must be found from within the establishment but will be difficult to combine with other roles. The appointment is not rank specific and should be filled by the most appropriately qualified and experienced individual. Succession planning is strongly recommended as it can take up to 3 years to train to the required level, with no guarantee of success.
- 11. Counties who deliver adult First Aid training through the ACFA are subject to the monitoring and verification system laid down by the awarding body. This is facilitated by ERE appointments managed by the ACFA. Regional internal verifiers (known as CTVs) who are accountable to the ACF National First Aid Advisor, carry out this verification activity. The ACF National First Aid Advisor is accountable to the General Secretary of the ACFA and will liaise with the external verifier (NTV) and awarding body. A list of CTVs can be found in the ACF Location Statement (AC 62073).

- 12. Command and control of practical First Aid training through competition is dealt with below.
- 13. The Commandant of the Cadet Training Centre (CTC) is responsible to HQ LAND for the delivery of core First Aid skills to adult staff at the Centre. HQ ACFA will advise on course content and nominate suitable staff. HQ ACFA is responsible for the certification and monitoring of the First Aid training delivered at CTC.

ACTA First Aid Panel

- 14. The role of the ACFA First Aid Panel is to act as an advisory body to the General Secretary of the ACFA on those matters that are within the scope of the ACFA and to provide a forum of advice and support on all First Aid training matters. The specific tasks of the Panel are to:
 - a. Advise HQ ACFA on all First Aid training matters.
 - b. Staff the First Aid and First Aid trainer, assessor and verifier courses at CTC.
 - c. Support in-house First Aid training carried out through the ACFA
 - d. Facilitate civilian First Aid training, certification, accreditation, and verification through the awarding body used by the ACFA.
 - e. Conduct biennially (each in alternate years) a CFATO Conference and a CFATO training course.
 - f. Provide a forum of advice and support on all First Aid training matters.
 - g. Support CFATOs.
 - h. Disseminate advice and information.
 - i. Provide appropriate publications, newsletters and resources.
- 15. Membership of the Panel is by invitation from the General Secretary of the ACFA based on the experience and expertise of the Panel members. The Panel is constituted as follows:
 - a. Chairman ACFA.
 - b. Dep Secretary ACFA.
 - c. Representatives of ACFA Scotland, N Ireland and Wales.
 - d. Representatives of the ACF in England from 2 Div, 4 Div and 5 Div.

- e. A medical advisor and CCF representative may be co-opted.
- f. Other members may be co-opted to fill specific roles as the need arises.

Adult First Aid Training

- 16. There are two primary reasons why adult staff should be First Aid trained:
 - a. To meet the requirements of the Safety and Responsibility Guidelines.
 - b. To provide training for cadets as specified in the APC syllabus.
- 17. The **DUTY OF CARE GUIDELINES FOR ACF ADULTS** (Chapter 2 of Reference F) state in para 2.044 that:
 - "A first aid trained or appointed person is to be present for all cadet activities. For training in the field or on ranges, an adult with a current First Aid Certificate is to be present. For some activities, particularly of an adventurous training nature, it is mandatory for an adult with a specialist first aid qualification to be present, the details of which are contained in ISP 535."

para 2.005 states:

ACF Cadet Commandants are to ensure that their ACF adults are familiar with these guidelines. Standing Orders should be produced to compliment these guidelines and cover any circumstances or conditions peculiar to an ACF County.

- 18. It is the responsibility of the County Cadet Commandant to ensure that adequate provision is made to meet the requirements for adult First Aid training. This can be achieved in three ways:
 - a. Through CTC courses
 - In-house County courses, or jointly with other counties or jointly with CCF or ATC, using ACFA accredited trainers/assessors at minimal cost.
 - c. By buying in the training from a Health & Safety Executive approved agency to deliver a course of a minimum 24 hours, plus assessment, and meeting all the costs.
- 19. Relying on the goodwill of employers or the voluntary commitment of adult staff to go elsewhere for their training is unlikely to satisfy all the requirements for adequate First Aid provision. In-house courses through ACFA is the most cost effective and practicable route and fully supported by HQ LAND.

- 20. It is recommended that CTC courses are used to train CFATOs and adult trainers or potential trainers. The trainer courses can provide accreditation to allow successful candidates to run in-house adult training to accepted and recognised civilian certificated standards.
- 21. The courses and events available at CTC are set out at Appendix 2.

Cadet First Aid Training

- 22. The ACF carries out First Aid training required by the APC to nationally recognised standards, using its own instructors and its own syllabus. This involves no additional cost other than minimal cost at 4 Star where First Aid is chosen as an optional progressive subject.
- 23. Additional documentation is required only at 2 Star level where to gain nationally recognised certificates for their cadets, a unit must provide a list of names to the ACFA on completion of a course. The documentation needed is a simple form obtainable from the ACFA. This can be done retrospectively there is no requirement to register 2 Star First Aid courses, trainers or assessors (not so at 4 Star).
- 24. The syllabus follows accepted civilian standards and achieves a civilian recognised award at 2 Star. It is important that when the cadet comes to this third level of training and is senior and experienced enough, and likely to be in situations where he might have to use his skills, the training is franked by appropriate civilian recognition.
- 25. The requirements of the APC syllabus are set out in Reference C. Reference A sets out the detailed subject matter for Basic Training and 1 Star; reference B sets out the detailed subject matter for 2 Star and 3 Star. These requirements are summarised as follows:
 - a. **Basic Training**. This single period teaches the cadets how to deal with an emergency and obtain help. It covers the 'incident action plan' and introduces First Aid.

b. 1 Star.

- (1) The First Aid syllabus at 1 Star called CASAID can be taught and tested by any suitable person. It requires no special documentation or cost. It equips cadets to cope with minor as well as more serious First Aid problems related to outdoor activities and should be completed before the cadet undertakes the 1 Star expedition or similar activities.
- (2) It will provide the basic First Aid knowledge required for the 2 Star Expedition and also for the Duke of Edinburgh's Award Bronze expedition if these are undertaken before First Aid is completed at 2 Star.

c. 2 Star.

- (1) A recognised youth First Aid certificate must be obtained to provide a 2 Star pass. This should be achieved in a single weekend. Training and testing can be undertaken by:
 - (a) Adult leaders with a current First Aid certificate
 - (b) CTT staff with a current First Aid certificate
 - (c) Cadets with an adult First Aid certificate
 - (d) Other accredited civilian First Aid trainers approved by ACFA.
- (2) It is possible to conduct the training from the Cadet Training Manual but inexpensive additional materials are available from Cadet Kit Shop.
- (3) The ACFA has put in place very simple arrangements to provide recognised youth First Aid certificates. Alternatively training and testing can be undertaken by the voluntary aid societies but their syllabus, timetable and costs must be met.
- d. **3 Star**. The syllabus provides older cadets with the equivalent of the adult Lifesaver course and can be achieved over 16 periods (8 hours) and fitted into a single day. Completion of the Lifesaver course does not provide an adult with a First Aid certificate. When conducted as APC training, it is not necessary to register the course and no cost is involved. The course should however be conducted by a suitably qualified adult leader with a First Aid certificate and practical First Aid experience over a three year period.

e. 4 Star.

- (1) First Aid is an attractive option for 4 Star. It counts as a progressive subject, and if linked with one other progressive subject, or a leadership course, or SCIC, will provide the cadet with a full 4 Star pass. It will also give the cadet a valuable adult qualification, valid for three years, that will meet all the First Aid requirements of the ACF Manual or any other civilian or military requirements for a First Aid qualification.
- (2) If the cadet has properly followed the syllabus at 3 Star then Lifesaver Plus can be achieved in just 8 hours (16 periods). Training and testing can be carried out in-house, but the training must be registered in advance with the ACFA and conducted by approved trainers. Suitably qualified adult leaders who hold a First Aid certificate and can show practical First Aid experience over a three-year period may be approved by HQ ACFA for this purpose, subject to assessment of their skills evidenced in a portfolio.

(3) The cost of a Lifesaver Plus certificate obtained by cadets through the ACFA is £2.50 (£10 for adult staff).

Frimley Park First Aid Courses

- 26. CTC provides 48 places annually on First Aid courses to qualify ACF adult leaders to teach/test to 2 Star. Another 24 places are provided on the advanced course, which provides the depth of knowledge needed by potential future trainers. 36 places are provided annually for trainers to qualify to teach First Aid to other adult leaders, who in turn may train and qualify cadets to 2 Star.
- 27. A course for recently appointed qualified CFATOs is held biennially. In intervening years a conference is held for all CFATOs.
- 28. CFATOs who conduct adult training have the opportunity to qualify as accredited Trainer Development Advisers for which a course is available annually. Details of these courses and events are at Appendix 2.

First Aid Competitions

- 29. First Aid competitions provide exciting and realistic First Aid training. They test leadership skills and teamwork and are a highly effective form of training. They prepare cadets to handle the real emergencies that they will encounter sooner or later, and help retain and reinforce basic APC training. First Aid competitions can be incorporated into military skills competitions, exercises and Annual Camp. Counties are encouraged to run their own annual competition.
- 30. National First Aid Competitions have taken place at the Royal Military Academy Sandhurst since 1998. The ACF National First Aid Competition is a military competition supported by HQ LAND and organised on their behalf by the ACFA First Aid Panel. The winners of the eleven ACF regional competitions enter a team of three cadets and a reserve. The standard is based on the 2 Star First Aid level. Teams are required to deal with a realistic scenario involving several simulated casualties. They are also expected to demonstrate their skills individually on a simpler more commonplace scenario.
- 31. HQ LAND supports an Inter Services First Aid competition which should be administered by a host Bde HQ under arrangements made by HQ ACFA.
- 32. Regional competitions, supported by the relevant Brigade Headquarters (or Nominated Brigade HQ where more than one cover a region), are held each year. A host ACF County in each region stages these. The competition organisation should include the County First Aid Training Officers within the region and a CCF liaison officer. One person should be nominated as a contact point.
- 33. A list of Regional competition co-ordinators can be found in the ACF Location Statement (AC 62073)

First Aid Training Stores & Resources

- 34. **Stores**. A scale of First Aid training stores is set out in Table 7 of Annex O to Chapter 3 of the ACF Manual. Basic Packs and casualty simulation kits are available. HeartStart UK will provide equipment, more generous than the Table 7 scale, to Counties who deliver the HeartStart course.
- 35. **Training Supplies**. First Aid manuals, videos, vu-foils and other training material can be obtained through the Cadet Kit Shop.
- 36. **Badges**. Materiel Regulations allow cadets to wear a First Aid badge. The Cadet Kit Shop supplies the appropriate badge for 2 Star courses registered with ACFA. This badge is only available to Cadet Forces and should be ordered, supplied and paid for in exactly the same manner as shooting badges and APC Stars. Cadets should not be required to pay for their brassard badges. Cadets who undertake other recognised courses may wear the youth badge of the appropriate society. Cadets without a current civilian youth First Aid certificate are not entitled to wear a badge.

Recognition & Awards

- 37. Through its links with St John Ambulance, the ACFA can, in appropriate cases, recommend cadets and adult leaders for awards including Letters of Commendation, Meritorious First Aid Certificates, Young First Aider of the Year medals and even the Life Saving Medal of the Order of St John. Three lifesaving medals and four 'Young First Aider of the Year' medals have been awarded to ACF cadets in recent years, as well as Commendations and Meritorious First Aid Certificates. Commanders should forward details of appropriate cases to HQ ACFA, who will ensure that the right level of award is obtained.
- 38. Exceptional acts or service of adult staff can also be recognised, including nomination for the honour of Order of St John, (an official channel of recognition made by HM The Queen and published in the London Gazette).
- 39. The procedure for submitting nominations for St John Ambulance and Order of St John awards is set out in Reference F (see also Chapter 7).

Appendices:

- County First Aid training Officer Job Description.
- 2. First Aid Training Courses at CTC.

APPENDIX 1 TO ANNEX N TO CHAPTER 3

COUNTY FIRST AID TRAINING OFFICER – JOB DESCRIPTION

General

- 1. The County First Aid Training Officer (CFATO) is not an established post in the ACF (see Chapter 1, para. 1.025 b.); it is nevertheless an important appointment in the ACF where First Aid is an essential adjunct to all training and activities.
- 2. CFATO is a member of the ACF County HQ Training Team, he is responsible to the ACF Cadet Commandant for all matters relating to First Aid and he works in conjunction with the County Training Officer (CTO) on all matters relating to First Aid training.
- 3. CFATO should hold a current, full adult First Aid qualification and should be registered with ACFA as an adult First Aid Trainer and Assessor.
- 4. CFATO's main responsibilities are to:
 - a. Organise, supervise and conduct training and testing of ACF adults and cadets in First Aid.
 - b. Advise the Cadet Commandant on all aspects of First Aid training.
 - c. Maintain, guide and motivate a team of qualified ACF adults to meet the needs of the APC Syllabus, and Training Safety (TS) and of Safety, Health, Environmental Protection and Fire (SHEF) requirements.

Detailed Responsibilities

- 5. Organise, supervise and conduct training and testing of ACF adults and cadets in First Aid by:
 - a. Conducting courses leading to the award of a recognised full adult First Aid Certificate for adult leaders.
 - b. Conducting courses leading to the award of a recognised full youth First Aid Certificate for cadets carrying out 2-Star First Aid training.
 - c. Ensuring that all cadets are provided with CASAID and First Aid instruction and testing at the appropriate stage of training.
 - d. Supervising instruction and testing carried out by other trainers.

- e. Ensuring that 2, 3 and 4-Star First Aid courses are conducted in accordance with both the APC Syllabus and the requirements of the relevant voluntary aid society.
- f. Registering all First Aid courses with ACFA or a voluntary aid society, submitting results with the appropriate fee, obtaining certificates and ensuring cadets wear the appropriate badge on their uniform.
- g. Selecting and training teams for the Regional First Aid Competition.
- 6. Maintain, guide and motivate a team of qualified adult leaders sufficient to meet the needs of the APC Syllabus and Duty of Care Guidelines by:
 - a. Ensuring that sufficient adult leaders hold a current full adult First Aid Certificate to meet the needs of the APC Syllabus.
 - b. Ensuring that the requirements of the Duty of Care in Chapter 2 and TS in Chapter 3 of the ACF Manual, for adult leaders are met.
 - c. Ensuring adult leaders and senior cadets with a First Aid qualification are used for instruction and testing in CASAID and First Aid.
 - d. Ensuring all trainers and assessors are appropriately qualified.
 - e. Assessing and registering adult course trainers and assessors with ACFA.
 - f. Maintaining a data base of adult leaders First Aid and trainer/assessor qualifications.
 - g. Maintaining and developing personal skills and qualifications.
 - h. Maintaining a portfolio record of personal competence and development.
- 7. Oversee the provision, use and maintenance of HeartStart equipment for the County.
- 8. Advise the Cadet Commandant on all aspects of First Aid, where appropriate.
- 9. Attend the County First Aid Training Officers Conference at the Cadet Training Centre.
- Maintain links with and provide advice to the County Training Officer, CEO, DofE Award Officer and Area Commanders.

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APPENDIX 2 TO ANNEX N TO CHAPTER 3

CADET TRAINING CENTRE FRIMLEY PARK CCF/ACF FIRST AID COURSES AND CONFERENCES

Title of Course/ Conference/Briefing	Aim/Qualification	Eligibility	Remarks
(a)	(b)	(c)	(d)
CCF/ACF First Aid Course	To qualify CCF/ACF officers and adult instructors: a. for a Health & Safety Executive approved First Aid certificate. b. as First Aid Training Advisers (also available as a one day non-residential module on the first Sunday of the First Aid course). c. in Expedition First Aid.	A knowledge of First Aid is not essential. Students must be prepared to teach First Aid to cadets.	CCF and ACF Bid for the one day module as for the course but specify "one day module – Sunday only"
CCF/ACF Advanced First Aid Course	 a. To re-qualify CCF/ACF officers and adult instructors for a Health & Safety Executive approved First Aid certificate. b. To qualify in advanced techniques suitable for sustained First Aid treatment. This qualification is the St John Ambulance Fractures certificate and Pre Hospital Fractures Management certificate. c. To update First Aid Training Advisers. 	Must have a current Health & Safety Executive approved First Aid certificate held for at least 12 months and have experience of training cadets in First Aid.	CCF and ACF

Title of Course/ Conference/Briefing	Aim/Qualification	Eligibility	Remarks
(a)	(a) (b)		(d)
CCF/ACF First Aid Trainers Course	 a. To re-qualify CCF/ACF officers and adult instructors for a Health & Safety Executive approved First Aid certificate. b. To provide portfolio evidence to allow CCF/ACF officers and adult instructors to assess adult First Aid c. To provide portfolio evidence and satisfy an assessment panel so as to allow CCF/ACF officers and adult instructors to train in adult First Aid. 	Must have a current Health & Safety Executive approved First Aid certificate; have held a First Aid certificate for 3 years; and have experience of training cadets in First Aid.	CCF and ACF
CCF/ACF First Aid Trainer Development Adviser Course	To enable experienced First Aid trainers to acquire evidence of Trainer Development Adviser competence units; provide evidence of continuing professional development; and be considered for selection as assistant directing staff for the First Aid courses at the Cadet Training Centre.	Must be currently registered with ACFA as an adult First Aid trainer and assessor; hold a current adult First Aid certificate; and be experienced First Aid trainers and assessors capable of assessing and monitoring adult trainers.	CCF and ACF

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Title of Course/ Conference/Briefing	Aim/Qualification	Eligibility	Remarks
(a)	(b)	(c)	(d)
ACF County First Aid Training Officers Course	To enable newly appointed ACF County First Aid Training Officers to: a. Organise instruction and testing in First Aid for officers, adult instructors and cadets. a. provide advice on all aspects of First Aid training to the Cadet Commandant. b. Complete a trainer/assessor portfolio c. Assess trainers and assessors and their portfolios	Open to newly appointed ACF County First Aid Training Officers who are currently registered with ACFA as an adult First Aid trainer/ assessor and hold a current First Aid certificate or, County Medical/ Nursing Officers involved in First Aid training.	Biennial. ACF, but some places may be available for CCF officers and adult instructors with comparable roles.

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Title of Course/ Conference/Briefing	Aim/Qualification	Eligibility	Remarks	
(a)	(b)	(c)	(d)	
ACF County First Aid Training Officers Conference	To update ACF County First Aid Training Officers in: a. First Aid protocols b. Portfolio, assessing and verification skills c. First Aid competition training d. Organisation of First Aid training e. Current developments in First Aid	Open to those who are currently registered with ACFA as an adult First Aid trainer/ assessor and hold a current First Aid certificate	Biennial. ACF, but some places may be available for CCF officers and adult instructors with comparable roles.	
		or, County Medical/ Nursing Officers involved in First Aid training.		

CADET FORCES SIGNALS TRAINING

References:

- A. Signals Communications in the Army Vol II Regimental Signalling Handbook Part 5 Cadet Signal Training (Army Code No: 70789 (95).
- B. Cadet Signal Training Syllabus (Army Code No: 71588).
- C. CCF (Army Sections) Training Syllabus (Army Code No: 71294).

Background

- 1. There are currently some 1708 Army Cadet Force (ACF) detachments of which 79 have an authorised signals platoon. Thirty-seven platoons are within detachments affiliated to R SIGNALS and 42 are within detachments with another affiliation. There are some 238 Combined Cadet Force (CCF) contingents of which some 200 have an authorised signals platoon. Under local arrangements the signals "platoon" may be known as a platoon, troop or section. For the purposes of this Paper the ACF and CCF will be known as the Cadet Force unless a distinction has to be made. Within the CCF the term "signalling" refers to Army sponsored signalling.
- 2. Commander Regional Forces (CRF) supports signalling in the Cadet Force because:
 - a. It enhances and develops the cadet's ability to communicate in the widest sense. Radio communications require forethought, accuracy, discipline and quick-thinking.
 - b. The self-confidence generated by signals training, including the instructional and leadership aspects, is beneficial not only for cadet training but in helping the cadet with challenges such as the Duke of Edinburgh's Award Scheme.
 - c. The practical application of good signalling can enhance cadet training and provide the opportunity to allow the cadets to make a positive contribution to other activities.
 - d. Signalling provides an interesting form of advanced continuation training for the cadet. The system of training is progressive and rewards application, determination and commitment. There is visible recognition of achievement through the "crossed flags" badge and course certificates.
 - e. Advanced signalling, and attendance at courses at the Royal School of Signals (RSS), can engage the cadet's interest with an idea of the technology required in the modern army.
- 3. The purpose of this Paper is to make clear the policy, structure and framework for signals training in the Army Cadet Force and CCF (Army) Sections.

Policy

- 4. CRF is the authority for all Army signalling matters in the CF. He delegates the following responsibilities to SOinC(A):
 - a. **Formation/Disbandment.** HQ SOinC(A) will advise CRF on the formation and disbandment of CF signals platoons. Requests for the formation of a signals platoon will be passed to HQ SOinC(A) by HQ LAND. HQ SOinC(A) will:
 - (1) Arrange for the detachment to be visited to confirm that a signals platoon would be viable.
 - (2) Consult with the Cadet Force National Signals Advisor.
 - (3) Assess any equipment implications.
 - (4) Make a recommendation to CRF.
 - (5) Arrange the issue of equipment with DLO (ICSS IPT).
 - (6) Appoint a R SIGNALS Advisor Unit. The R SIGNALS Advisor Unit will assist with:
 - (a) The "classification" and testing of cadets signallers.
 - (b) An annual inspection of MOD controlled signals stores and equipment.
 - (c) Advice on the setting up of a signal platoon, demanding of signal stores and publications and the correct accounting for and maintenance of stores.
 - (d) Advice on training.
 - (e) Assistance with the repair of signals equipment
 - b. **Training.** SOinC(A) will, on behalf of CRF, be the Training Standards Authority (TSA) for all Army signalling in the CF. It should be noted that:
 - (1) Delivery of signals training is the responsibility of the Cadet Force.
 - (2) Training is delivered by adult Signals Instructors and Signals Officers trained at the RSS.
 - (3) Training is assisted by Cadet Assistant Signals Instructors (CASI). Tests for the CASI qualification may be conducted by either the R SIGNALS advisor unit or while the cadet is attending a Cadet Signalling course at the RSS.

- c. **Publications.** HQ SOinC(A) will sponsor Army Cadet Signal Training publications (References A-B).
- d. **Equipment.** HQ SOinC(A) will sponsor the necessary equipment Scale to DLO (ICSS IPT).
- e. **Equipment Repair.** Divisions will promulgate Cadet Force equipment repair policy in Standing Instructions. Signals equipment will normally be repaired as follows:
 - (1) **CCF.** Through CCF Administrative Assistants as directed by Divisions.
 - (2) ACF. Through County ACF QM as directed by Divisions.
- f. **Training at the RSS.** HQ SOinC(A) will be the agent for CRF in identifying the Training Requirement for the Cadet Force (including adults) at the RSS.
- g. **National Radio Net.** The National Radio Net (NRN) is a HF net operated nation -wide by the Cadet Force. SOinC(A) will normally delegate the running of this net to Comd RSS. He will be assisted by a Senior NRN Monitor appointed from the CF.
- h. Cadet Force Signal Appointments. SOinC(A) will:
 - (1) Advise CRF on the appointment of the Cadet Force National Signals Advisor.
 - (2) Advise CRF on the appointment of the Cadet Force NRN Senior Net Monitor.
- 5. **Funding.** Regional Forces, HQ LAND provide funding for the Paid Training Days (PTD) and administrative costs for the Cadet Force National Signals Advisor and the for the Cadet Force adult personnel assisting with cadet courses at the RSS.

Structure

- 6. A chart showing the structure for signalling in the Cadet Force is at Annex A. HQ LAND provides funding for this structure. Key tasks for each post are as follows:
 - a. Commandant Cadet Training Centre (CTC) Frimley Park.
 - (1) Ensure that cadet signals training is being delivered in accordance with the Cadet Signals Training Syllabus (Reference B). Recognise and encourage the place of signals training in the differing training syllabi of the CCF(Army) and ACF.
 - (1) Administer the PTD funding, allocated from HQ LAND, for CF adult personnel assisting with courses run at the RSS.

b. CF National Signals Advisor.

- (1) National advisor to CRF through DACOS Cadets and OTC on Army cadet signals matters.
- (2) National advisor to the SOinC (A) on Army cadet signals matters.
- (3) Oversee and report on Army cadet signals training standards to SOinC(A) and Commandant CTC.
- (4) Provide advice and assistance to ACF County Commandants and CCF (Army) Contingent Commanders on cadet signalling issues.
- (5) Advise SOinC(A) on the selection and appointment of the CF NRN Monitor.
- (6) Run a Cadet Force Signals Seminar biennially at RSS Blandford.
- (7) Oversee the holdings of signals equipment issued by DLO Andover and other agencies to CF units.
- (8) Advise HQ SOinC(A) on changes to the equipment Scale.
- (9) Advise HQ SOinC(A) on changes or amendments to Army Cadet Signals Publications.
- (10) Liaise with the appropriate authorities for the allocation of frequencies for cadet signals training.
- (11) Liaise with Cadet PR Unit concerning PR coverage of cadet signals training.
- (12) Visit cadet units and Central Camps where possible.

c. Senior NRN Monitor.

- (1) Appointed by CRF on advice from SOinC(A).
- (2) Reports to the Cadet Force National Signals Advisor. Works under the guidance of the Comd RSS Blandford with day to day management through OC Radio Systems Group, RSS Blandford.
- (3) Issue and maintain register of Call Signs.
- (4) Police the NRN to ensure that transmissions do not breach currently authorised procedures.

- (5) Issue NIS/BATCO annually for distribution with the Cadet Signals Newsletter.
- (6) Advise the Cadet Force Signals Advisor on any problems of interference/frequency allocation.
- (7) Visit cadet units and CCF Central Camps where possible.

d. Assistant Net Monitors.

- (1) Assist the Senior NRN Monitor to carry out his duties on a regional basis.
- (2) Plan, organise and conduct National Radio Net Competitions.

e. Signals Platoon Officer.

- (1) Should have attended the adult Signal Instructors and Signal Officers Course at the RSS.
- (2) Conduct training within the unit in accordance with the Cadet Signals Training Syllabus (Reference B).
- (3) Responsible for the accounting and allocation of signals stores on account.
- (4) Control accountable documentation.
- (5) Examine cadets for the qualification of Cadet Radio User.
- (6) Liaise with the R SIGNALS Sponsor Unit for the testing of cadets as Cadet Infantry Signallers.
- (7) Encourage continuation training to CASI level.

Training

7. Cadet Signals Training.

- a. **Signals Training Progression.** This subject is covered fully in References A and B and is illustrated at Annex B for easy reference. Cadets interested in signalling may do so in four stages:
 - Cadet Radio User. Essentially, requires the ability to use the PRC 349 to send and receive simple voice messages. Testing is by a Cadet Force Signals Officer.

(2) **Cadet Infantry Signaller.** Essentially, an all-round infantry signaller capable of establishing communications over line and VHF radio. The cadet should be able to operate as a control station and use formal message procedure and BATCO. The "classification" testing is by the R SIGNALS Advisor Unit. A "crossed flags badge" is awarded.

(3) **CASI.**

- (a) The Cadet Infantry Signaller would probably require two years of signals training to reach this standard. He will require an in-depth knowledge of the syllabus of the cadet signaller, a knowledge of HF radio and a knowledge of the generators and other signals equipment used in the CF. He would normally attend:
 - (i) The cadet "Post Signals Classification" course at the RSS. There are currently two of these courses each year with up to 24 places on each course.
 - (ii) The cadet Advanced Signalling course at the RSS. There are currently two of these courses each year with up to 24 places on each course.
 - (iii) Both these courses can be counted as 'Residential Courses' for the Duke of Edinburgh's Award Scheme.
- (b) Testing is by the R SIGNALS Advisor Unit, by the RSS during attendance at the cadet Advanced Signalling course, or by the CF Signals Advisor. A Certificate is awarded by the Comd RSS. The "crossed flags" badge is then worn over any badges of rank.
- (4) Amateur Radio Licence. As part of their personal development and to encourage their technical interest and training cadets may be encouraged to take an interest in Amateur Radio. The non-military radio spectrum in the UK is managed by the Radio communications Agency (RA) on behalf of the Department of Trade and Industry. The RA will be merged into Ofcom in Dec 03. All operation of Amateur Radio has to be licensed by the RA. The Radio Society of Great Britain (RSGB)) liaises with the RA on behalf of UK Amateur Radio operators. There are three levels of Amateur Radio Licence Foundation, Intermediate and Full. The Licence system is part of a progressive system of learning designed to promote an understanding of radio communications science, technology and practise. The syllabus can be used within schools to enrich the Science and Technology curriculum. Full details of the Licences, the syllabus, and Guides for Tutors can be found on the RA website. Details about Licensed Tutors, training courses and testing can be obtained from the RSGB. Further details can be found through:
 - (a) The Radio Communications Agency at www.radio.gov.uk Phone Enquiries 020 7215 6740.

- (b) The Radio Society of Great Britain at www.rsgb.org Phone Enquiries 0870 904 7373.
- (c) The Cadet Force National Signals Advisor.
- b. **CCF(Army).** Training for CCF (Army) cadets would normally take place in an authorised Signals Platoon as part of the Special to Arm training which is laid down in the CCF Advanced APC (Army) Syllabus (Appendices 1 and 2 to Annex C).

c. ACF.

- (1) ACF cadets will not normally be allowed to join the Signals Platoon until they have achieved APC (ACF) 2 Star standard. However they may be allowed to join earlier, at the discretion of the unit commander, provided their signals training does not interfere with efforts to achieve 2 Star standard.
- (2) As the current APC (ACF) syllabus is comprehensive and leaves little room for other training, it is clear that any signals training before the cadet achieves 3 Star level can only be carried out in extra training periods. Cadets who are keen enough will find time to attend extra training. It may also be possible for local courses to be arranged at weekends or during school holidays to assist cadets in achieving their aim.
- (3) At 4 Star level signals can be included as an optional progressive subject. Signals can also be introduced as a subject in the 'Skills section' of the Duke of Edinburgh's Award Scheme.
- d. **Regional Courses.** Cadet Infantry Signaller courses may be arranged at Divisional/Brigade level. These can count as 'Residential Courses' for the Duke of Edinburgh's Award.

8. Adult Instructor Signals Training.

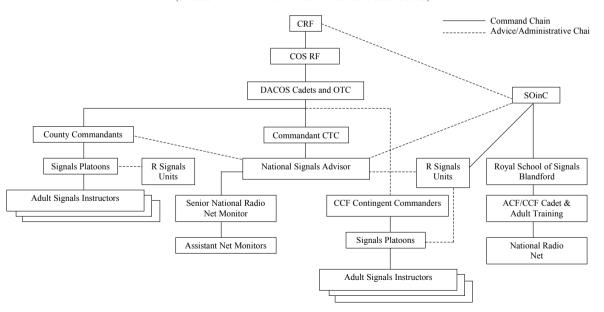
- a. All CF Adult Instructors should have attended the Initial Training Course and the Adult Instructor's Course at CTC Frimley. Attendance on the adult Signals Instructor course at the RSS will then qualify the adult to train cadets up to Cadet Infantry Signaller.
- b. The adult Signals Instructor may then attend the Signal Officers Course at the RSS. This course then qualifies an adult in the CCF to command a Signals Platoon in the ACF or CCF and in the ACF to become the County Signals Warrant Officer or Officer.

Appendices:

- 1. Structure for Signalling in the ACF/CCF(Army).
- 2. Training and Testing.
- 3. Signals Courses.

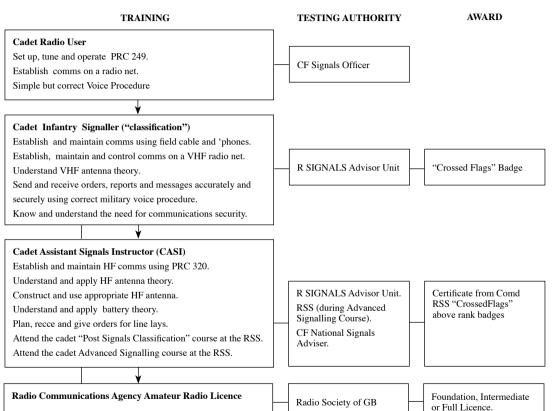
STRUCTURE FOR SIGNALLING IN THE ACF/CCF (ARMY)





APPENDIX 1 TO ANNEX O TO CHAPTER 3

AC 14233: The Army Cadet Force Manual



TESTING AGENCIES AND AWARDS

APPENDIX 2 TO
ANNEX O TO
CHAPTER 3

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- (3) Promote cadet music nationally and internationally.
- (4) Liaise directly with the Corps of Army Music, the National Council for Youth Music and other national and international organisations that will allow Cadet Music to flourish.
- (5) On invitation from Commandants, arrange for Band Support Unit personnel to visit Bands and Corps of Drums to offer advice and assistance.
- (6) Advise on musical standards in the ACF.
- (7) Advise the Gen Sec ACFA on the technical competence of the supervising adult staff.
- (8) Advise County Commandants on the selection of suitably qualified adult music instructors.
- (9) Advise the Gen Sec ACFA on the content and suitability of the cadet music training syllabi, less those for piping and Highland Drumming.
- (10) Co-ordinate musical training in the ACF, and distribute central funding and resources allocated to the organisation by HQ ACFA.
- (11) Co-ordinate and run central music concentrations.
- (12) Take responsibility for the actions of the National and Regional Music Advisers.

b. Pipe President ACF.

- (1) Carry out the directives of the Army Piping Committee.
- (2) Advise the Gen Sec ACFA on all matters relating to ACF piping and Highland drumming and distribute central funding and resources allocated by HQ ACFA for ACF piping and Highland drumming.
- (3) Direct the activities of the Chief Instructor ACF Pipe bands.
- (4) Liaise directly with the Colonel Cadet Music on matters of common interest that will assist Cadet Music to flourish.
- (5) Liaise with Battalions and Counties to compile an accurate location statement of cadet Pipe Bands, including instrumentation, manpower available and vacancies.
- (6) Produce an annual Forecast of Events.

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APPENDIX 3 TO ANNEX O TO CHAPTER 3

CADET SIGNALS COURSE TABLE

Ser	Course	Course Aim	Where Held	Duration	Staff Required	Comment
(a)	(b)	(c)	(d)	(e)	(f)	(g)
		COURSES FOR CADETS				
1	Cadet Radio User	First level of cadet signalling and is aimed at the cadet who wishes merely to be able to send and receive simple messages over a radio.	Unit	The average cadet ought to achieve the standard after 12 periods of instruction including practical exercise.	Cadet Signals Instructor. (May be an adult or a cadet)	The test may be carried out by any qualified Cadet Signals Officer, or, if so authorised, by any adult signals instructor. The official recognition of passing this level of signalling is to be recorded the Cadet Record of Servic Book. An official certificate (AF E7584) is to be issued and a badge awarded.
2	Cadet Signaller	The cadet signaller should be the all-round infantry signaller capable of establishing communications over line and VHF radio.	Unit Regional/ Brigade locations	The test should be produced and conducted by the Royal Signals Advisor Unit and will be based upon the syllabus. Whilst the emphasis of the test should be on practical signalling, it is necessary to test theoretical knowledge in writing. A written test will be required on theory of radio voice procedure. A BATCO and message writing test should also be set. Testing of the line laying is probably best conducted as a practical. The cadet is unlikely to have reached the required standard without a minimum of 20 hours instruction.	Suitably qualified signals instructors. Testing by Royal Signals Advisor Unit.	Success at this level enables the cadet to wear the appropriate infantry signaller's (Crossed Flags) badge. The badge is to be worn at the bottom of the brassard, below any badges of rank. The official recognition of passing this level of signalling is to be recorded the Cadet Record of Servic Book. An official certificat (AF E7584) is to be issued and a badge awarded.

Ser	Course	Course Aim	Where Held	Duration	Staff Required	Comment
(a)	(b)	(c)	(d)	(e)	(f)	(g)
3	ACF/CCF Post Signals Classification Course	To give ACF and CCF cadets who have passed the Cadet Infantry Signaller Test an insight into Army Signalling by hands on practice with VHF and line equipment used in an infantry battalion.	RSS Blandford	One week course. Held twice a year during the Easter and summer holidays.	RSS instructors assisted by cadet staff.	24 Vacancies. Applicants must have passed the ACF/CCF Cadet Infantry Signallers test prior to attending the course. On successful completion of this course, cadets are then qualified to return subsequently, on the 'HF radio' Advanced Infantry Signalling Course.
4	ACF/CCF Advanced Infantry Signalling Course	To train selected ACF/CCF cadets who are 'Crossed Flags' in more advanced signalling using HF radio equipment, and to widen their technical interest. Ideally a student will have already attended the RSS ACF?CCF 'VHF Course'.	RSS Blandford	One week course held during the Easter and Summer school holidays.	RSS instructors assisted by cadet staff.	24 Vacancies on each course. Applicants should have attended and passed the ACF/CCF 'VHF radio' Post-Signals Classification Course. Students who wish to be classified as Cadet Assistant Signals Instructors (CASI) may attempt the qualification as an extra-mural activity during the course.
5	Cadet Assistant Signal Instructor's (CASI) Test	To qualify for this award of a Cadet Assistant Signal Instruction Certificate, classified cadet signallers are required to demonstrate their ability to instruct cadets up to the standard of the classification test. This instruction is to include all items covered by the syllabus, (including the correction of student errors).	Unit or RSS Blandford		The Royal Signals Advisor Unit is to conduct the test.	Before attempting the test, the cadet should: a. Have passed the Cadet Infantry Signallers test with a good mark. b. Have attended and passed a Methods of Instruction Course. c. Be fully proficient with the PRC 320.

Ser	Course	Course Aim	Where Held	Duration	Staff Required	Comment
(a)	(b)	(c)	(d)	(e)	(f)	(g)
						In addition the cadet should ideally: a. Be an NCO.
						b. Have attended the ACF/ CCF 'HF radio' Advanced Infantry Signalling Course at RSS Blandford.
***		COURSES FOR ADULTS				**
6	ACF/CCF Adult Instructors (Basic) Signalling	To give ACF/CCF adult instructors the basic signalling knowledge required	RSS Blandford	One week course held annually in the summer	RSS staff. Some input by cadet instructos.	It is recommended that Cadet Signals Officers attend this course prior to attending the Cadet Signals Officer course.
	Instructors Course	to teach cadets to use infantry battalion signal equipment up to Cadet Infantry				Students must be nominated to become signalling instructors in the Cadet Force
		Signallers (Crossed Flags) standard using VHF radio and line.				A basic knowledge of infantry section/platoon tactics and organisation as taught in the APC syllabus is assumed.
7	ACF/CCF	To give ACF/CCF	RSS Blandford	One week course held annually in the	RSS staff. Some	24 Vacancies.
	Adult Advanced Course	adult signalling instructors additional insight in communications (specifically HF radio techniques) organisations, equipment and duties to enable them to train and supervise ACF/CCF Signals Platoons. The course is aimed primarily at HF radio.		summer.	input by cadet instructors.	Students should be CCF/ACF Signals Officers or Assistant Signals Instructors fully conversant with the Cadet Basic Signalling syllabus as set out in AC 71588 to the level of Cadet Classified Signaller. They should have attended the Adult Instructor Basic Signalling Course or have an equivalent background in military communication skills.

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NATIONAL MUSIC POLICY FOR CADETS

Reference:

A. LAND/CADETS/26/3/11 dated 30 Jul 03 - National Army Cadet Force Music Policy

Introduction

1. Cadet music has developed rapidly over the last few years as a result of the work of the National and Regional Music Advisers and the Band Support Unit that were established in 2002. As a result HQ LAND produced a Cadet Music Policy in 2003 to provide a support structure to enable County Commandants to fully utilise the skills of their adult volunteers without imposing another unnecessary layer of bureaucracy, and to make best possible use of all resources available.

Nomenclature

2. For the purpose of this document, the word Bands or Cadet Bands includes military bands, wind bands, Pipe Bands, Corps of Drums, buglers or any ensemble of cadet musicians.

Background

- 3. With the demise of many regular and TA Bands in the United Kingdom, the Army Cadet Force (ACF) is the only organisation that can produce a marching band of sufficient quality, in military uniform, in many areas. Additionally the number of youngsters involved in cadet music who are opting to enlist in the regular forces is significant enough for The Royal School of Music, Kneller Hall, the School of Ceremonial, Pirbright, and the Army School of Piping in Edinburgh, to actively support the excellent musical training given to the Cadet organisation.
- 4. Attendance at Annual Concentrations continues to rise. from twenty-nine cadets in 1998 more than two hundred in subsequent years. Many cadets achieve Associated Board Gradesand a BTEC award for music is also available. In 2003, there were now forty-four Cadet Corps of Drums, fourteen Cadet Bands and seven Pipe Bands, encompassing some 2,000 youngsters.
- 5. In most cases, ACF Bands are too small for their potential to be fully realised and only when incorporated with other bands can cadets feel the excitement of playing in a large group whilst benefiting from the training experience. Similarly, limited resources can be

maximised for the benefit of all if centralised planning of courses, venues, instructors, and the distribution and maintenance of instruments and uniforms is undertaken.

6. HQ LAND have therefore laid down a formally established, over-arching structure for music in the ACF with a well-documented and clearly defined Charter and Terms of Reference.

Aim of Army Cadet Force Music Band Support Unit

- 7. The aim of the ACF Band Support Unit is to:
 - a. Promote and encourage music within the ACF.
 - b. Foster close liaison with the National Council for Youth Music, and civilian youth organisations.
 - c. Present a professional image of cadet music to the Army and general public.
 - d. Train and qualify adult instructors.
 - e. Provide Cadets with the best musical training within the funding available.
 - f. Provide central examining bodies to test cadets up to NVQ level, complimenting awards obtained through the Associated Boards or Associations.

Organisation

- 8. Reflecting the historic division of responsibility in Regular Army and TA music, Colonel Cadet Music has responsibility, working through and with County Commandants, for all ACF musical matters except Piping and Drumming. These latter aspects are entirely the responsibility of the Pipe President ACF working under the direction of the Army Piping Committee. The Colonel Cadet Music and Piping President ACF are, however, to Liaise as and when required, under the co-ordination of the General Secretary ACFA, for the overall benefit of Cadet Music.
- 9. A chart showing the structure for music in the ACF is at Annex A. Funding for this structure is provided by Regional Forces, Headquarters Land Command, and administered by HQ ACFA. Key tasks for each post are as follows:

a. Colonel Cadet Music.

- (1) Advise the Gen Sec ACFA on ACF Cadet Music policy.
- (2) Provide advice and assistance to CCF bands as appropriate.

- (7) Liaise with Battalions and Counties to recruit and train suitable adults for Cadet Pipe Bands as requested by Commandants and CEOs.
- (8) Plan courses for pipers and drummers and other centrally run events.

National Music Adviser.

- (1) Carry out the directives of the Colonel Cadet Music.
- (2) Liaise with Counties to compile an accurate location statement of Cadet Bands, including instrumentation, manpower available and vacancies.
- (3) Formulate an annual Forecast of Events.
- (4) Liaise with Counties to recruit and train suitable adults for cadet bands as requested by County Commandants and CEOs.
- (5) Plan, organise and co-ordinate annual Advanced Musician's Courses, music concentrations and other centrally run events.
- (6) Run the central equipment/band instrument/uniform store.
- (7) Run the central music library.
- (8) Control day to day budget matters and the expenditure of Paid Training Days.
- (9) Liaise with Chief Instructor ACF Pipes and Drums on matters of mutual interest, to the benefit of cadet music.
- (10) Act as point of contact for overseas engagements, and liaison officer with SO2 Cadets Activities, Cadets & OTC Branch, HQ LAND on such matters.

d. Chief Instructor ACF Pipes and Drums.

- (1) Carry out the directives of the Pipe President ACF.
- (2) Co-ordinate policy and training for Pipe Bands on a national basis.
- (3) Organise and conduct annual courses for pipers and drummers and other centrally run events as directed by the Pipe President ACF.
- (4) Run the central equipment/band instrument/uniform store.
- (5) Run the central music library.

- (6) Control day to day budget matters and the expenditure of Paid Training Days.
- (7) Liaise with the National Music Adviser on matters of mutual interest to the benefit of Cadet Music.

e. Training Major (Corps of Drums).

- (1) Oversee the development of all Corps of Drums.
- (2) Run all 'Green' (military) training during Annual Concentrations.
- (3) Plan, organise and conduct an annual Advanced Drummers' Course.
- (4) Co-ordinate the musical testing of 2, 3 and 4 star cadets in Corps of Drums by Regional Advisers.

f. Bands Project Officer.

- (1) Orchestrate overseas and high profile events with the national Music Adviser.
- (2) Assist Cadets with learning difficulties.
- (3) Promote ethnic and disabled involvement in cadet music.
- (4) Set up special musical courses.
- (5) Edit the quarterly cadet music journal 'On Parade'.

g. Regional Music Advisers.

- (1) Carry out the directives of the Colonel Cadet Music.
- (2) Provide advice, instruction and assistance to ACF Bands and Corps of Drums in region.
- (3) Visit Bands in region at least twice a year.
- (4) Establish good working relationships with County Commandants, Adult Instructors and Regular Army and TA bands in the region.
- (5) Enhance recruiting by liaison with Education Authorities, Schools and other organisations.
- (6) Report to County Commandants and Colonel Cadet Music on the standard of music training in the region.

Centrally Run Activities

- 10. Colonel Cadet Music will be responsible for overseeing the following centrally-run activities each year:
 - a. An eight-day Annual Concentration for all ACF musicians at a central location. This will normally be held in the first two weeks of August.
 - b. An advanced course for drummers and musicians during the October half term break.
 - c. Regional training weekends every six months.
 - d. 2, 3 and 4-Star examination boards for cadets within Bands and Corps of Drums.
 - e. Adult training and qualification weekends as required.
 - f. Band and Corps of Drums national and regional events e.g.: the Annual Commandants' Conference, and Dinner Nights at CTC Frimley.
 - g. Plan, organise and co-ordinate overseas tours for Cadet Bands and Corps of Drums.
- 11. In addition, the National Music Adviser will run and oversee:
 - a. A central music library.
 - b. A clothing store for ceremonial uniforms.
 - c. An issue and exchange programme for instruments.

Establishment

12. No new Band Detachment is to be opened without the approval of the Formation Headquarters and the authority of Cadet & OTC Branch, HQ LAND (See ACF Manual Chapter 1, para 1.030).

Recruiting and Training - Adult Instructors

13. The selection and appointment of senior adult music instructors is to be the responsibility of the County Commandant. As a quality control measure, County Commandants may wish to seek the advice of Colonel Cadet Music or the Pipe President.

- 14. The administering ACF unit is to carry out normal adult vetting and induction. In principle all adults should attend an ITC unless a Commandant directs otherwise. Non-attendance should be the exception rather than the rule.
- 15. Within two years of appointment, the National Music Adviser, the Corps of Drums Training Major and the Chief Instructor ACF Pipes and Drums are to attend the Commandant's Briefing Weekend at CTC Frimley. All Regional Music Advisers are to attend the Area Commander's Course.

Music Training Of Cadets

- 16. The enrolment procedure of all cadets involved in musical activity is no different from any of their counterparts. The administering ACF unit conducts the completion of enrolment forms and the gaining of parental consent.
- 17. On joining, any cadet wishing to join a Corps of Drums or Cadet Force Band should ideally become playing members of the Band, Pipe Band or Corps of Drums and complete his/her 1-Star training as a concurrent activity, within 18 months of joining.
- 18. The APC Music Syllabus for the ACF, which was revised in 2003, is split down as follows:
 - a. Syllabus for Military Bands and Brass Bands
 - b. Syllabus for Cadet Pipers and Cadet Highland Drummers
 - c. Syllabus for other instruments (Bugles/Tuned Percussion/Percussion)
 - d. Syllabus for Flutes (Fife)
- 19. The details of the Syllabus are to be included in ACF(APC) Syllabus Pamphlet (AC 71101); it gives a cadet the option of mixing military and musical training to achieve 4-Star; or following a purely musical route to 4-Star.

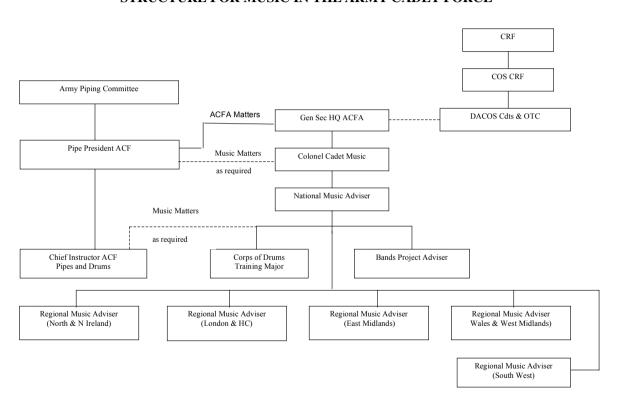
Summary

- 20. The structure to support County Commandants to improve music within the ACF is at Annex A.
- 21. The new APC Syllabus (Music) came into effect from 01 Aug 03.

Appendix

Cadet Music Structure.

STRUCTURE FOR MUSIC IN THE ARMY CADET FORCE



APPENDIX 1 TO ANNEX P TO CHAPTER 3 AC 14233: The Army Cadet Force Manual

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ANNEX Q TO CHAPTER 3

SCALES OF TRAINING EQUIPMENT

		Table 1 – Scale of Arms			
Serial	NSN	NSN Item		Remarks	
(a) (b)		(c)	(d)	(e)	
1	B4 1005 99 967 4825 (Bare) B4 1005 99 325 0122 (CES)	Cadet GP Rifle (SA80) 5.56 mm L98AI	25% of unit strength	CES 40808	
2	B4 1005 99 904 3759 (Bare) B4 1005 99 309 2238 (CES)	Cadet DP Rifle (SA 80) 5.56 mm L103A1	6 per detachment up to 20 strong 2 extra for every 10 cadets over 20 strong	CES 40809	
3	CN 1005 99 768 2540	Sling small arms SA80	1 per rifle or gun		
4	B4 1005 99 967 3943	Magazine L21A1	2 per rifle or gun		
5	B4 8305 99 727 7945	Flannelette roll, 45 mm wide SA80	1 roll per 25 rifles	SA80 cleaning kit	
6	B4 1005 99 877 7765	Roll, maintenance kit, small arms	1 per rifle	SA80 cleaning kit	
7	B4 1005 99 477 6230	Pull through, cleaning, small arms	1 per rifle	SA80 cleaning kit	
8	B4 1005 99 739 0240	Rod, cleaning, small arms, handle	1 per rifle	SA80 cleaning kit	
9	B4 1005 99 967 1247	Rod, cleaning, small arms, extension	2 per rifle	SA80 cleaning kit	

		Table 1 – Scale of Arms	i	
10	B4 1005 99 234 3635	Brush, cleaning, small arms, bore, L1A1	1 per rifle	SA80 cleaning kit
11	B4 1005 99 422 8721	Brush, cleaning, small arms, general purpose, L14A1	1 per rifle	SA80 cleaning kit
12	B4 1005 99 499 9236	Combination tool, small arms	1 per rifle	SA80 cleaning kit
13	C1 8125 99 967 1705	Bottle applicator	1 per rifle	For oil - SA80 cleaning kit
14	B4 1005 99 967 1240	Pad cleaning (Scotchbrite)	Consumable	SA80 cleaning kit
15	B4 1005 99 911 1370	Brush, cleaning, small arms, general purpose, wire	1 per rifle	SA80 cleaning kit
16	B4 1005 99 215 4193	Swab, cleaning, small arms	1 per rifle	SA80 cleaning kit
17	B1 1005 99 961 9008 (Bare – Long Butt) B1 1005 99 961 9009 (Bare – Normal Butt)	Rifle .22 in No 8 Mk 1	1 per target on each range plus 50% reserve	
	B1 1005 99 961 9010 (Bare – Short Butt)			
18	B1 1005 99 833 6047 (Bare) B1 1005 99 991 5024 (CES)	Rifle 7.62 mm L81A2 (Cadet Target Rifle)	5 per County (minimum)	AESP 1005-L-105-11
19	B4 1005 99 967 2331	Machine Gun LSW (SA80) 5.56 mm L86A1	As designated by Bde HQ (aspire to 2 per Company)	CES 40269

		Table 2 – Scale of Skill at Aı	rms Stores	
Serial	NSN	Item	Scale	Remarks
(a)	(a)	(a)	(a)	(a)
20	B4 1005 99 966 9799	Firing attachment, blank ammunition (BFA), L11A1	1 per gun	
1	T8 1305 99 967 0570	Drill rounds 5.56 mm	4 rounds for each DP&GP Rifle on charge, 13 rounds for each LSW on charge	
2	CG 6515 99 535 4655	Ear Defenders	1 pair per adult and cadet	
	NH6920-99-352-4935 495-9987 660-3246 883-8499 338-4403 361-7294	Target Facing, Landscape English series	1 set (each of 6 figures) per detachment	

Table 3 – Ammunition & Pyrotechnics							
Serial	ADAC	Item	Scale	Remarks			
(a)	(b)	(c)	(d)	(e)			
1	10101	.177" Pellet Air Gun					
2	10501	.RD .22" Ball Mk 2	s calculated by HQ LAND				
3	11901	RD 5.56 mm Ball CTN (SA80)	County issues determined by Bde HQ				
4	11909	CART 5.56 mm Blank (SA80)					

Table 3 – Ammunition & Pyrotechnics (Contd)								
Serial	ADAC	Item	Scale	Remarks				
(a)	(b)	(c)	(d)	(e)				
5	12003	RD 7.62mm Ball CTN						
6	12701	RKT H/F Illum. Para.						
7	12802	KIT 16 mm Pyro PSTL White						
8	12803	KIT 16 mm Pyro PSTL Green						
9	12804	KIT 16 mm Pyro PSTL Red						
10	13201	Flare Illum. Tripwire	s calculated by HQ LAND					
11	13802	SIM BN LRG L28	County issues determined by Bde HQ					
12	16517	GREN Hand SMK SCR L83						
13	16585	GREN SIG Green L68						
14	16586	GREN SIG Orange L69						
15	16587	GREN SIG Red L70						

Table 4 – Scales of Training Stores							
Serial	NSN	Item	Scale	Remarks			
(a)	(b)	(c)	(d)	(e)			
1	W10 6605 99 529 3731	Compass lightweight Silva mils/degrees	10 per 50 cadets, 25 per county CTC				

Table 5 – Scale of Stores - Miniature Range				
Serial	NSN	Item	Scale	Remarks
(a)	(b)	(c)	(d)	(e)
1	6920 99 930 2388	Brush paste 127 mm	1	
2	6920 99 930 2389	Brush paste 127 mm	1	
3	6920 99 439 0188	Pot paste c/w handle	2	
4	V5/1240-99-922-2031	Telescope straight cased	1 per miniature range	

Table 6 – Scale of Platoon Equipment				
Serial	NSN	Item	Scale	Remarks
(a)	(b)	(c)	(d)	(e)
1	CN 8415 99 132 6006	Helmet GS	50 per County	Assorted sizes
2	CN 8415 99 132 6187	Helmet cover	50 per County	Assorted sizes

Table 6 Scale of Unit Equipment See The Defence Supply Chain Manual JSP 336 Vol 12 Pt 3 Pam 13 Annex D to Section 4

Table 7 – First Aid Training Stores				
Serial	NSN	Item	Scale	Remarks
(a)	(b)	(c)	(d)	(e)
Serial l	Basic Pack consisting of (each)	1 per Coy/Area		
1	6510.99.210.2562	Bandage Triangular	24	
2	6150.99.210.2523	Bandage WOW 2.5 cm	24	
3	6150.99.210.2527	Bandage WOW 5 cm	24	

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Table 7 – First Aid Training Stores				
Serial	NSN	Item	Scale	Remarks
(a)	(b)	(c)	(d)	(e)
4	6150.99.210.2532	Bandage WO 7.5 cm	24	
5	6150.99.210.7563	Dressing Field 20 cm	24	
6	6150.99.210.2626	Dressing Field Std No 8	24	
7	6150.99.210.2625	Dressing Field Std No 9	24	
8	6150.99.210.5582	Splint wire 100 cm	3	
9	8315.99.211.1810	Pin Safety 1½ in	24	
Restricted Items Pack consisting of (each) 1 per every 2 Coy/Area				
10	6910.99.225.3688	Doll Training	1	
11	6910.99.211.2519	Make up Set Casualty Simulation	1	

ANNEX R TO CHAPTER 3

FIREARMS ACT

General

- 1. Under the provisions of the Firearms Act 1968 as amended by the Firearms (Amendment) Act 1988, officers, adult instructors and cadets may have in their possession service firearms and ammunition without a firearms certificate when taking part in, or in activities connected with drill or target practice. This applies to the No 8 (.22) Rifle, the 5.56mm Cadet GP Rifle, the 7.62mm Cadet Target Rifle and the 5.56mm LSW and ammunition for these weapons.
- 2. Under Section 54 of the Firearms Act 1968, as amended by Section 28 of the Armed Forces Act 1996, members of any cadet corps approved by the Secretary of State are exempt from the requirements to possess a firearms certificate when shooting as members of the cadet corps. The Secretary of State has approved the Army Cadet Force for the purposes of that Act.
- 3. Furthermore, under Section 54, firearms may be acquired for the cadet corps by a responsible person duly authorised in writing, without the need for a firearms certificate. However, a Firearms Certificate is required for all privately owned weapons.

Air Weapons

- 4. Under the Firearms (Dangerous Air Weapons) Rules 1969 air rifles capable of discharging a pellet with kinetic energy in excess of 12 ft-lbs are declared to be especially dangerous. (The equivalent figure for air pistols is 6 ft-lbs.) Air weapons held by the ACF do not come into this category and it is not necessary for firearms certificates to be held in respect of them. However firearms certificates are required to be held by individuals who privately own air weapons in the especially dangerous category as defined above.
- 5. When cadets under the age of 14 years are using air weapons in range practice they must be supervised by someone aged 21 years or over. (See also JSP 535, CTSPs).

Possession of Firearms by Persons with Criminal Convictions

- 6. An officer, adult instructor or cadet:
 - a. Who has been convicted of a criminal offence for which he has received a custodial sentence for a term of 3 years or more must not at any time be allowed access to, or the use of, firearms or ammunition.

- b. Who has been convicted of a criminal offence for which he has received a custodial sentence of a kind other than that referred to in a. above, must not be allowed access to, or the use of, firearms or ammunition for a period of 5 years after his release from the establishment in which he served the sentence.
- c. Who is subject to an order of a UK (including Northern Ireland) court of which it is a condition that he must not possess, use or carry a firearm, must not be allowed access to or the use of firearms or ammunition during the currency of that order.

CADET VOCATIONAL QUALIFICATION AWARDS

Cadets

- 1. The awards available for cadets are:
 - a. First Diploma in Public Services. This is a Level 2 Award gained through Edexcel. Cadets have to pass 4 star plus do some project work that is outside cadet training in order to gain a pass.
 - b. First Diploma in Performing Arts (Music). A level 2 award that is available for all cadets involved in music who gain a pass at 4-Star. There is also additional work over and above the Syllabus required to gain this award.
- 2. CVQO has been tasked to develop further awards for cadets.

Adults

- 2. The awards available for adults are:
 - a. L10 and L11 (Enables teaching through Instruction, Presentation and Demonstration) accredited with Edexcel. This is a part Level 3 Award and can be gained by passing the Initial Training Course (ITC) run by Cadet Training Teams (CTTs).
 - b. A1 (Assessment through a range of methods), A2 (Assessment through Observation), both Level 3 Awards can be gained by adults attending a variety of 1st Aid Courses.
 - c. V1 (Verification and Demonstrates Quality Assurance) a Level 4 Award can be gained by adults attending a variety of 1st Aid courses.
 - d. Introductory Certificate in first Line Management, a Level 3 Award with Institute of Leadership and Management. This is gained by passing the KGVI course and some additional work.
 - e. Licentiateship in Youth Leadership and Training, a Level 4 Award with City & Guilds
 - f. Graduateship in Youth Management and Training, a Level 5 Award with City and Guilds.

CHAPTER 4

TERMS OF SERVICE FOR OFFICERS

PART 1 – GENERAL

Introduction

4.001 The terms of service for ACF officers are authorized by TA Regulations 1978 (Army Code 14955) Chapter 4 Annex L. These terms of service are to be subsumed within Defence Regulations by the year 2006. Meanwhile, to avoid the need for ACF officers to hold those regulations as well as the ACF Manual, references to TA Regulations, Chapter 4, Annex L are included throughout this chapter.

Appointment

4.002 Commissions (L para 2). Officers, other than Medical Officers and Chaplains, are to be appointed to the TA General List Section B (TA GL Sect B). Medical Officers are to be appointed to the RAMC/QARANC TA GL Sect B, and Chaplains to the RAChD TA GL Sect B, respectively. It should be noted that, as TA Officers, they are subject to Military Law.

4.003 Dual TA/R IRISH(HS)/CCF and ACF Appointments (L para 6).

a. **Dual TA/R IRISH(HS) and ACF Appointments.** Officers on the Active List of the TA or in the R IRISH(HS) may also hold commissioned appointments in the ACF, but their TA or R IRISH(HS) duties are to take precedence.

b. **Dual CCF and ACF Appointments.**

- (1) ACF officers may also serve as CCF officers (and also vice versa) but only with the prior agreements of the ACF Cadet Commandant and CCF Contingent Commander concerned, who must satisfy themselves that the dual appointment will not create any conflict of duties. The ACF County or CCF Contingent, on whose strength the officer is borne, is to forward the recommended application, through the normal channels, for approval by Army Personnel Centre (APC), TA & Res MCM Div.
- (2) The entitlement of pay for such officers is to be calculated by applying the appropriate rules separately for each appointment.
- (3) Entitlement to a separate Uniform Allowance for each type of cadet force will only be authorized on an individual basis by MOD (PS10 (Army)).

(4) Applications for dual appointments that would result in an individual being an officer in one cadet force but an AI/SSI in the other cadet force are not to be approved.

4.004 Members of RARO (L para 7).

- a. Officers who are members of the Regular Army Reserve of Officers (RARO) may be granted commissions in the TA GL Sect B, RAMC TA GL Sect B or RAChD TA GL Sect B. When serving as such their duties and obligations are those of an officer of the ACF.
- b. A member of RARO may be attached for service with the ACF provided that, if his substantive rank is higher than lieutenant, he certifies that he is willing to revert to that rank. He will be reinstated in his former rank when he ceases to serve in the ACF.
- c. An officer attached from RARO may be appointed to an acting rank against an establishment vacancy.
- **4.005 Officers of the TA attached to the ACF (L para 8).** An officer of the TA may be attached to the ACF for a period of not more than one year on the following conditions:
 - The attachment is acceptable to the RFCA and approved by the Commanding Officer of the TA unit.
 - b. The officer must be a volunteer in the rank of lieutenant, captain or major.
 - c. The officer must complete the equivalent of his normal TA training liability, including the annual range course during the year he is serving with the ACF. During that year he need not carry out duties with his TA unit.
 - d. Not more than one officer may be attached from each major unit that has an ACF Detachment affiliated to it.
 - e. The officer will remain on the establishment of his TA unit and remain subject to call-out with it.
 - f. The officer must be cleared to work with children by the CRB to enhanced level.

Status

4.006 Call-out Liability (L para 3). Officers who have a liability to call-out under the Reserve Forces Act 1980 or 1996 (as appropriate) will not be called out by virtue of their appointment to the TA GL Sect B for service with the ACF. Any such officers, however,

who hold appointments in other TA units or pools, in addition to their ACF duties, may be called out in that capacity.

4.007 Command, Rank and Precedence (L para 4 and 5).

- a. ACF officers are subject to military law at all times.
- b. ACF officers, while serving with the ACF, have the precedence of an ACF officer irrespective of any other type of commission they may hold and their precedence will be as follows:
 - (1) According to the date of promotion to their current rank, acting or substantive in the ACE.
 - (2) Officers of the same seniority in their substantive ranks are to take seniority according to the date of their appointment to the ACF.
 - (3) Officers of the ACF are to take precedence after officers in Groups A or B of the TA of the same rank.

4.008 Reserved.

PART 2 – ELIGIBILITY OF CANDIDATES

Nationality and Residence

4.009 Nationality and residence (L para 9) requirements are:

- a. To become an officer in the ACF, a person must satisfy the following conditions:
 - (1) At all times since birth he should have been a Commonwealth citizen, or a citizen of the Irish Republic.
 - (2) He should have been born in: either
 - (a) A Country which is (or was then) within the Commonwealth

or

- (b) The Irish Republic.
- (3) Each of his parents was born in such a Country or in the Irish Republic and has always been (or if dead always was) a Commonwealth citizen or a citizen of the Irish Republic.

- (4) Be cleared to work with children by the CRB to enhanced level.
- b. The term 'Commonwealth citizen' includes: a British citizen; a British Dependent Territories citizen; a British overseas citizen; a British subject under the British Nationality Act 1981; a citizen of an independent Commonwealth country.
- c. In certain circumstances these conditions of eligibility may be relaxed. Advice may be obtained from the TA & Res MCM Div, APC.
- d. Applicants, whether or not they are of UK origin, should have resided in the UK for a minimum of 5 years, preferably immediately preceding their application. In certain circumstances, particularly when the applicant is of UK origin, a shorter period of residence may be accepted and a waiver of part of the requirements may be granted, provided that evidence of assimilation into the UK can be demonstrated and CRB clearance has been obtained. Advice in this connection may be obtained from the TA & Res MCM Div, APC.

Age Limits

4.010 The age limits (L para 10) are:

- a. The minimum age for appointment to a commission is 21 years.
- b. The maximum age for appointment is under 52 years for appointment to a Area (or equivalent) or Detachment and under 55 years for a staff appointment.
- c. **Upper Age Limits.** Officers will normally be retired or required to resign on reaching the following ages:
 - (1) ACF Cadet Commandants, Area (or equivalent) Commanders, ACF County HQ or Area (or equivalent) HQ staff officers, chaplains and medical officers 65 years.
 - (2) Other officers 55 years.
- d. Retirement applies only to those who have completed 10 or more year's commissioned service.
- e. All applications for ACF officers to retire or resign are to be submitted for disposal by ACF Counties through their regional RFCA HQ as follows:
 - (1) **ACF Officers.** To TA & Res MCM Div. APC.
 - (2) **RAMC and QARANC Officers attached to the ACF.** To Commander Medical at the appropriate Formation HQ.

- (3) **ACF Chaplains.** To the senior Chaplain of the appropriate Formation.
- f. Applications for ACF officers to be granted an extension beyond the upper age limits described in para 4.010c are to be submitted in accordance with para 4.028.

Medical Standard

4.011 The minimum medical standards (L para 11) both for entry and for retention are:

Details are given at Annex A to Chapter 10.

Educational Standards

4.012 No formal educational qualifications (L para 12) are required.

PART 3 – SELECTION, APPOINTMENT, TENURE AND PRELIMINARY TRAINING

Selection (L para 13)

- **4.013** Candidates may be recommended for:
 - a. Direct appointment without previous attendance at a Cadet Forces Commissioning Board (CFCB).
 - b. Appointment on probation subject to recommendation by a CFCB.

Direct Appointment (L para 14-16)

- **4.014** Applicants who are serving and who have previously served satisfactorily as officers in the Regular, Reserve or Auxiliary Forces of the Crown or the Naval, Military or Air Forces of the Commonwealth are eligible for direct appointment to a TA GL Sect B commission.
- **4.015** Applicants for direct appointment to a RAMC TA GL Sect B commission must be fully registered medical practitioners.

4.016 Applicants for direct appointment to a RAChD TA GL Sect B commission are to be fully ordained clergymen of a recognized denomination and must have the permission of their respective church authorities to undertake the duties and the liability for service. They should have at least 2 years experience of parish work following ordination.

Appointment on Probation (L paras 17 and 18)

- **4.017** Candidates other than those appointed to direct commissions will be appointed as Second Lieutenants on probation. The periods will be 2 years except for:
 - a. Those who have previously served as substantive warrant officers in the Regular Army or R IRISH (${\rm HS}$).
 - b. Those who have completed not less than one year's service as a Regimental Sergeant Major Instructor (RSMI) in the ACF.
 - c. Those new Cadet QMs (CQMs) who do not fall into either of the above categories, but were full time CAAs and are recommended by their ACF Cadet Commandant.

for all of whom the period of probation will be one year. Officers appointed on probation will be required to complete the initial training described in (Chapter 3 para 3.023), in order to be eligible for confirmation of commission and promotion to the substantive rank of Lieutenant.

ACF PR Unit

4.018 The ACF PR Unit comprises volunteer ACF officers with professional and academic experience in PR, journalism and marketing communications. The Regulations relating to the commissioning and appointment of officers to the ACF PR Unit are contained in Territorial Army Regulations 1978, Chapter 4, Annex L Appendix 1, Amdt 27 (see Appendix 3 to Annex A).

Commissioning Procedure

4.019 ACF officer commissioning procedures to be followed for all types of candidate are given at Annex A.

Appointment for Duty (L para 28)

- **4.020** Appointments in the ACF for officers are for duties as:
 - a. ACF Cadet Commandant or Deputy Cadet Commandant.

- b. ACF County HQ or Area (or equivalent) staff officer.
- Detachment officer.
- d. Appointment to the ACF ERE List.

Appointment of ACF Cadet Commandants and Deputy Cadet Commandants

4.021 Recommendations for appointments of officers as ACF Cadet Commandants and Deputy Cadet Commandants are to be initiated on AF E535 by the RFCA at least 6 months before a vacancy is due. They are to be forwarded to the Formation Commander for approval and onward dispatch to Div/Dist MS Board for endorsement. Successful applications will be forwarded to TA & Res MCM Div, APC who will issue the letter of appointment.

Honorary Colonels (L para 29-32)

- **4.022** An ACF Honorary Colonel should be under 70 years old and may be appointed to an ACF County or equivalent, or to a separate Island ACF.
- **4.023** The RFCA is to initiate a recommendation for an appointment of an ACF Honorary Colonel and is to obtain the endorsement of the Honorary Colonel of each TA unit to which any Detachment in the ACF County or island is affiliated. The recommendation, which is to state the date of birth of the officer concerned, is then to be forwarded to the appropriate Formation HQ. Recommendations for extensions of tenure of appointments are to follow the same channels as for initial recommendations.
- **4.024** An ACF Honorary Colonel may receive a Lord Lieutenant's commission if not already in possession of a commission from the Sovereign. The grant of the commission is to be arranged by the RFCA with the Lieutenancy concerned. Except in special cases the nominee should have had previous service as an officer of Her Majesty's Forces.

Honorary Chaplains (L paras 33 and 34)

- 4.025 a. In addition to the commissioned ACF Chaplains, ACF Cadet Commandants may, on the advice of their Senior ACF Chaplain, invite local clergy or ministers to become Honorary ACF Chaplains. The Senior ACF Chaplain, before tendering his advice on this matter, is to seek the views of the ACG/DACG/ SCF(RC) at the appropriate Formation HQ and convey them to the ACF Cadet Commandant.
 - b. Honorary ACF Chaplains are not eligible for pay and allowances. They do not wear uniform except that those who are former members of the RAChD may do so on suitable occasions subject to prior permission from MOD.

- c. The appointments of Honorary ACF Chaplains are to be referred to the ACFA for registration; the ACFA will then issue a certificate and badge.
- d. ACF Counties are to notify the ACFA and the ACG/DACG/SCF(RC) when Honorary ACF Chaplains relinquish their appointments.
- **4.026** ACF Counties are required to submit a nominal roll of all their Honorary Chaplains ACF direct to the ACFA with copies to their regional Formation HQ (ACG/DACG/SCF(RC)) and regional RFCA by 15 January each year. The nominal roll is to show for each individual:
 - a. Rank (if any), name and initials.
 - b. Date of birth.
 - Home address.
 - d. Religion.
 - e. Title of ACF unit to which the appointment has been made.
 - f. Date of appointment as an Honorary Chaplain ACF.

Nil returns are not required.

Tenure of Appointment (L para 26, 27 and 32)

- **4.027** Officers will normally be appointed for an initial tenure of 3 years.
- 4.028 a. Applications for extensions of tenure of appointment of an ACF Cadet Commandant may be submitted by RFCA on AF E535, through the appropriate Formation HQ for consideration by the Div/Dist MS Board and then forwarded for processing to TA & Res MCM Div, APC.
 - b. Deputy Commandants are to be appointed initially for 3 years and this is readily extendable for a further 2 years. Thereafter, annual extensions are allowable where there is no other suitable candidate.
 - c. Applications for extensions of tenure of appointment of up to 2 years for other officers (up to the age limits given in para 4.010) may be submitted on AF E535 to RFCA for approval. The extension is to be notified to the officer in writing.
 - d. Extensions beyond the age limits require the approval of the Div/Dist MS Board. Applications on AF E535 are to be submitted by ACF Cadet Commandants through RFCA and Formation HQ to the Div/Dist MS Board who, if approving the

extension of service, will forward the AF E535 to TA & Res MCM Div, APC for processing.

4.029 An Honorary Colonel is to be appointed for 5 years in accordance with the procedures laid down in paras 4.022-4.024. It is MS policy that an ACF Honorary Colonel should not serve beyond the age of 70.

Training Before Appointment to a Commission

4.030 Candidates with Previous Commissioned Service. Those candidates who have previously held a commission in HM Forces are not to be permitted to join for training or instruction, or to attend Annual Camps, until notification of appointment is received from TA & Res MCM Div, APC. This notification will be issued as soon as essential conditions are satisfied, and will be in advance of the London Gazette (Supplement) publication.

4.031 Candidates Without Previous Commissioned Service.

- a. Potential ACF officers who have not previously held a commission in HM Forces are required to join the ACF as adult instructors (AI) before applying for a commission. They are expected to complete at least one year's service as an AI and not less than five days at a cadet camp before attending a Cadet Forces Commissioning Board (CFCB). Candidates who have not had relevant military service previously are expected to complete induction training, the Initial Training Course (ITC) and the AI Course at CTC Frimley before attending a CFCB. Candidates with the relevant military experience need only complete induction training before attending a CFCB, but they must attend the ITC and/or the AI or KGVI Memorial Course at CTC Frimley within three years of joining the ACF as an AI.
- b. An individual wishing to apply for a commission in the ACF should apply in writing to his ACF Cadet Commandant and complete an application form (AF B 6610A). The ACF Cadet Commandant is to consider and recommend accordingly, whether a candidate's previous military experience is sufficient for the individual to attend a CFCB before completing his initial training, how soon a candidate should attend a CFCB after applying, and which ACF courses a candidate with previous military experience should attend either before or after commissioning.
- c. The ACF Cadet Commandant's recommendation, to be part of his endorsement of the candidate's CV for the CFCB, should include, when appropriate, a statement that he considers the candidate's previous military service to be of a sufficient quality to waive the twelve-month ACF service requirement before attending CFCB.
- d. The commissioning procedure is at Annex A.

PART 4 – SUBSTANTIVE, ACTING AND HONORARY RANK

Substantive Rank (L para 20)

- **4.032** The highest substantive rank in the ACF is Lieutenant. Candidates appointed to direct commissions will be appointed in that rank where they have previously served in that rank, its equivalent or above. Officers who have not so served will be appointed as Second Lieutenants and will be required to complete a total of 2 years commissioned service before becoming eligible for promotion to Lieutenant.
- **4.033 Promotion to Substantive Rank of Lieutenant.** Recommendations are to be made on AF E535 through RFCA to MOD as follows:
 - a. An officer with previous service after completion of 2 years reckonable service.
 - b. An officer on probation on confirmation of his commission following satisfactory completion of his probationary service. The AF E535 is to be accompanied by a certificate signed by the ACF Cadet Commandant showing completion of initial training as at Chapter 3 and the dates of attendance at the Cadet Training Centre course and at annual camp. (A candidate for promotion will be sent the letter of appointment by TA & Res MCM Div, APC.
- **4.034** Second Lieutenants who previously served on a TA General List Section B commission will be required to complete the initial training as at Chapter 3 before confirmation of commission and promotion to Lieutenant.

4.035 Ante-Dates for Seniority (L para 37).

- a. An officer directly commissioned in the rank of Lieutenant may be given an ante-date for previous reckonable service as calculated by TA & Res MCM Div, APC.
- b. An officer commissioned as a Second Lieutenant may on promotion to Lieutenant be given an ante-date for seniority in that rank. This ante-date will not precede the date of the probationary commission and will be calculated as follows:
 - (1) Commissioned service to count in full.
 - (2) Full paid service as a Warrant Officer Class I or equivalent to count in full up to a maximum of one year.
 - (3) Full paid service below the rank of Warrant Officer Class I or equivalent to count half up to a maximum of 2 years.
- c. Full paid service is as defined in the Pay Warrant (Army Code 14173).

Acting Rank (L para 38-41)

- 4.036 a. Paid acting rank may be granted by the RFCA within the establishment of the ACF County except for officers appointed as ACF Cadet Commandants or Deputy Cadet Commandants (see para 4.039 below).
 - b. Acting rank may not be granted to a Second Lieutenant.
 - c. Notification of the grant or relinquishment of paid acting rank (except as at para 4.039 below) is to be submitted on AF W3343 to RFCA for action as detailed on that form.
- **4.037** All ACF officers regardless of establishment vacancies are required to fulfil the following preconditions for promotion to paid acting captain:
 - a. Complete four years commissioned service in the UK Cadet forces.
 - b. Attend two annual camps.
 - c. Qualify on a King George VI Memorial Leadership Course at CTC Frimley Park, unless on RFCA permanent staff.
 - d. Be recommended by the ACF Cadet Commandant.
- **4.038** Officers appointed as ACF Cadet Commandants are eligible for grant of paid acting rank as follows:
 - a. Those who have not previously served as a Lieutenant Colonel or above in the Regular Army, TA or R IRISH (HS) or have not completed 3 years in the rank of Lieutenant Colonel in the CCF or ACF the paid acting rank allowed by the establishment.
 - b. Those who have previously served as a Lieutenant Colonel or above in the Regular Army, TA or R IRISH (HS) or have completed 3 years in the rank of Lieutenant Colonel in the CCF or ACF the paid acting rank of Lieutenant Colonel and the unpaid acting rank of Colonel.
- **4.039** When MOD authority has been given to the appointment of an ACF Cadet Commandant or Deputy Cadet Commandant (as at para 4.021 above), AF W3343 is to be submitted direct to TA & Res MCM Div, APC in respect of any grant of acting rank (paid or unpaid) which may be involved.
- **4.040** An officer who on appointment as an ACF Cadet Commandant holds a substantive or honorary rank above that of Colonel may continue in that unpaid rank and wear the appropriate badges.

4.041 Chaplains (L paras 22 and 40).

- a. Officers appointed to direct commissions in the RAChD TA GL Sect B will concurrently be granted the paid acting rank of Chaplain 4th Class (CF4).
- b. Promotion to the paid acting rank of CF3 may be made subject to fulfilment of the following conditions:
 - (1) Four years service as an ACF Chaplain.
 - (2) Attendance at two annual ACF camps.
 - (3) Approval of the ACG/DACG/SCF(RC) at the appropriate Formation HQ and of MOD Chaplains (A).
- c. Where there are two or more Chaplains of the rank of CF3 in one ACF County the ACF Cadet Commandant, having referred through RFCA to the ACG/DACG at the appropriate Formation HQ, will nominate one to act as Senior Chaplain.
- **4.042 ACF PR Unit Officers.** See details at Appendix 3 to Annex A which is a summary of TA Regulations, Chapter 4 Appendix 1 to Annex L.

4.042 Medical Officers (L paras 21 and 41).

- a. Officers appointed to direct commission in the RAMC TA GL Sect B will concurrently be granted the paid acting rank of Captain.
- b. County ACF Medical Officers may be granted the paid acting rank of Major subject to completion of five years as a Medical Officer in the ACF, attendance at four or more annual camps giving an aggregate total of not less than 56 paid training days, and to being recommended by the ACF Cadet Commandant and the Commander Medical at the appropriate Formation HQ.
- **4.043 Documentation.** All applications for the grant of acting rank are to be made on AF W3343 as directed on the reverse of that form.
- **4.044** Unpaid Acting Rank. Regulations for the grant of unpaid acting rank are set out in Annex B.
- 4.045-4.046. Reserved.

Local Rank

4.047 Local rank is not authorized for officers in the ACF.

Honorary Rank (L para 43)

- **4.048** Provided that an officer has rendered satisfactory service throughout, he is eligible for grant of honorary rank on retirement or relinquishment, equivalent to the highest acting rank held as an ACF officer for a total period of not less than twelve months under the following conditions:
 - a. For the grant of the honorary rank of Major and below an officer must have a total of ten years commissioned service in the Regular or Auxiliary Forces or the recognized Cadet Forces or when attached as a member of RARO to the ACF.
 - b. For the grant of the honorary rank of Lieutenant Colonel or Colonel an officer must have a total of eighteen years commissioned service as described in sub para a. above.
 - c. Of the total commissioned service a minimum of three years for Colonel or Lieutenant Colonel and five years for other officers must have been served with recognized Cadet Forces.
 - d. Any commissioned service in the ACF in the rank of acting Captain while under the age of 25 years or as acting Major under the age of 27 years does not count towards the twelve months mentioned above.

4.049-4.050. Reserved.

PART 5 – TRANSFER, REVERSION, RESIGNATION, RELINQUISHMENT, RETIREMENT, TERMINATION, LEAVE OF ABSENCE AND DEATH

Transfer (L paras 47-50)

- **4.051** An officer serving with an ACF Detachment may be transferred to another appointment in the ACF County staff on the authority of the ACF Cadet Commandant.
- **4.052** Voluntary transfer from one County ACF to another must be authorized by TA & Res MCM Div, APC. When inter-County voluntary transfers are authorized by an RFCA, the RFCA to which the officer is transferred is to report the transfer and date, on AF E535, to TA & Res MCM Div, APC for London Gazette action, copying it to the original RFCA. The transfer is to take place in the officer's substantive rank. The original RFCA is to arrange relinquishment of any acting rank on AF W3343.
- **4.053** Applications for transfer from CCF to ACF or from ACF to CCF are to be submitted to the TA & Res MCM Div, APC. The procedure is:
 - a. **From CCF to ACF.** A TA GL Sect B officer, when leaving his CCF Contingent, is to apply to TA & Res MCM Div, APC for transfer giving date and

the ACF Country if known. TA & Res MCM Div, APC will then write to the RFCA who will arrange any required interviews and, if approved and a vacancy exists, submit AF E535 for appointment, giving a proposed date.

b. **From ACF to CCF.** If, from personal enquiry, an ACF officer is aware that he is eligible to apply for appointment to a CCF Contingent, he may apply for transfer to it. Application will be sent to the regional RFCA who will send it and AF E535 to the Contingent. If the transfer is agreed the AF E535 will be signed by the Contingent Commander, endorsed by the Headmaster and forwarded through its appropriate Formation HQ to TA & Res MCM Div, APC with the proposed date of transfer.

Reversion (L paras 51-53)

- **4.054** An officer may at any time apply to relinquish paid acting rank or revert to a lower rank.
- **4.055** Paid acting rank may be withdrawn on authority of the regional RFCA if an officer:
 - Is inefficient.
 - b. Is guilty of misconduct.
 - c. Is transferred from one County to another.
 - d. Is transferred from CCF to ACF or vice versa.
 - e. Ceases to perform duty on being placed under arrest or on suspension from duty on disciplinary grounds.
 - f. Is notified that steps are being taken to terminate his commission.
- **4.056** In the case of para 4.055a-d above withdrawal of acting rank will take effect from the date of the occurrence but, in the case of sub-paras e and f, withdrawal will take place 21 days after suspension from duty, being placed under arrest, or of the date of the intention to terminate his commission.
- **4.057** Where an officer has applied to relinquish acting rank or revert to a lower acting rank, AF W3343 will be submitted to RFCA for action. In the case of an ACF Cadet Commandant, the RFCA will forward the AF W3343 through the appropriate Formation HQ to TA & Res MCM Div, APC.

Resignation - Compulsory (L paras 54-58)

- **4.058** No military authority other than the Defence Council may call upon an officer to resign his commission or exert any pressure upon him to do so. This stipulation does not apply to resignation required under the provision of paras 4.060-4.062 below.
- **4.059** An officer may at any time be called upon to resign his commission for misconduct or for reasons other than misconduct, should the circumstances, in the opinion of the Defence Council, require it. This might be the case, for instance, if the officer has been subject to disciplinary action, convicted of a civil or criminal offence, been subject to a police caution, or has acted in a manner unbecoming of an officer, or that his conduct has been unsatisfactory in relation to his duties as an ACF officer. If a Cadet Commandant considers that an officer's conduct should be brought to the attention of the Defence Council, the procedure to be followed is at Annex C.
- **4.060** An officer may be called upon to resign his commission if his medical standard falls below that laid down for an officer of the ACE.
- **4.061** An officer may be called upon to resign his commission if he cannot discharge his training obligations with the Detachment upon whose strength he is borne because of a change of residence or employment, and he cannot be absorbed in another Detachment or in a staff appointment.
- **4.062** An officer who intends to reside permanently overseas will be required to resign his commission.

Resignation – Voluntary (L paras 59-60)

- **4.063** An officer wishing to resign is to submit a written application to that effect to his ACF Cadet Commandant.
- **4.064** An officer wishing to resign his commission on account of ill health may apply to be examined by a medical board. This examination will be entirely voluntary. If a medical examination is not held at the time of application, the person who signs the undertaking on AF O1672 will have no claim to exemption from refund of outfit allowances (see Chapter 13 Annex A para 9). An officer will not be debarred from claiming a disability pension if no examination is made at the time of his resignation, but this circumstance may prejudice any entitlement to financial relief for the disability which caused his resignation.

Voluntary Retirement (L para 63)

4.065 Officers with ten or more years commissioned service (including commissioned service in the Regular Army, TA or R IRISH (HS)) who wish to leave the ACF voluntarily may apply to retire from the Service rather than to resign their commissions.

Procedure for Voluntary Resignation or Retirement

- 4.066 a. For voluntary resignation or retirement the officer's application, supported by AF E535, is to be forwarded through the RFCA to APC (TA& Res MCM Div). The AF E535 should include any recommendation for grant of honorary rank (para 4.048).
 - b. When forwarding the application the ACF Cadet Commandant is to state whether:
 - (1) All regimental claims have been paid.
 - (2) He is aware of any outstanding claim against the officer.
 - (3) There is any objection to the resignation being sanctioned.
 - c. The ACF Cadet Commandant is to notify the TA & Res MCM Div, APC giving details of the type of resignation as specified at Chapter 13 Annex A and the effective date. Any refunds of allowances due, or other public claims known to be due from the officer are notified by the TA & Res MCM Div, APC direct to the officer, with a copy to the ACF Cadet Commandant as a matter of priority. Where such notifications are received in time, they are to be used by the ACF Cadet Commandant in support of sub-para b(2) above, but the application is not to be delayed or withheld pending receipt.
 - d. Additionally the application is to be accompanied by a certificate signed by the officer that he is aware of the requirements at Chapter 13 Annex A of this Manual and that he is to make arrangements to pay such refunds or other public claims before he leaves the Service. The application is also to be accompanied by MOD Form 135 signed and dated by the officer.

Relinquishment (L paras 61 and 62)

4.067 An officer will normally relinquish his commission on completion of tenure of appointment, or any extension thereto, or on the lapsing of his appointment if he is not accepted for another appointment. Application for relinquishment is to be made on AF E535 by the ACF Cadet Commandant, together with a statement and certificates as at para 4.066b and c and a copy of the latest extension of tenure of appointment notification (where applicable). Any recommendation for grant of honorary rank (para 4.048) is to be included on the AF E535. The officer is to be advised that an application is being made, but he is not required to submit a personal application. He is, however, to sign and date MOD Form 135, which is to be forwarded with AF E535.

4.068 Where an officer wishes to retain his commission with the intention of taking up another appointment, he may apply to do so. The application, with a recommendation by the ACF Cadet Commandant, is to be made on AF E535 to MOD. His commission will be relinquished if he does not obtain a further appointment within twelve months.

Termination (L paras 64 and 65)

4.069 Termination of Commissions.

- a. Officers Serving on Probationary Commissions. If an officer serving on a probationary commission is inefficient, unsuitable or fails to carry out his military duties satisfactorily and it is considered essential to terminate his commission as soon as possible, the ACF Cadet Commandant may submit a manuscript report to the appropriate RFCA. The report is to be forwarded by the RFCA through its appropriate Formation HQ to TA & Res MCM Div, APC. The officer concerned must see and initial the report or, if this has not been possible, the reason must be stated. Termination of commission, if approved by the Army Commissions Board, will be effective from the date notified by MOD of publication in the London Gazette.
- b. **Other Officers.** An officer who fails to carry out his military obligations as required by these instructions will be dealt with in accordance with Annex D.

Leave of Absence

- **4.070** An officer who wishes to be absent from his ACF duties for not more than 3 months may be granted leave of absence by his ACF Cadet Commandant.
- **4.071** Application for leave of absence for more than 3 months in any one calendar year is to be submitted through the regional RFCA and Formation HQ to TA & Res MCM Div, APC for approval. The application should state briefly the reason for the proposed absence.

Death (L para 66)

- **4.072** In the event of the death of an officer, other than a death reported as an accident in accordance with Chapter 3, the RFCA is to forward the following particulars to TA & Res MCM Div, APC:
 - a. Personal number, rank, initials and name of officer.
 - b. Date of death.
 - c. Place of death.

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- d. Cause of death if known.
- e. Name, relationship and address of next of kin.
- f. Whether there are any outstanding debts due to or from the officer's estate.

One of the purposes of this report is to enable the MOD to forward a letter of condolence on behalf of the Army Board of the Defence Council; it is essential, therefore, that no time be lost in reporting so that the despatch of the letter may be timely.

Annexes

- A. Officer Commissioning Procedures.
- B. Grant of Unpaid Acting Rank.
- C. Compulsory Resignation Due to Misconduct.
- D. Termination of Commission.

OFFICER COMMISSIONING PROCEDURES

MOD Responsibility

1. All applications for TA General List Section B commissions are dealt with by TA & Res MCM Div, APC.

Outline Procedure

- 2. Anyone wishing to apply for a commission in the ACF should apply to the Cadet Commandant in writing. The Cadet Commandant should interview the candidate and declare the level of support that he is willing to give the candidate and advise the candidate accordingly. The ACF County HQ is to:
 - a. Initiate and process the relevant documentation.
 - Obtain security clearance for all candidates other than those currently holding a Land Forces Commission on the active list.
 - c. Assist those candidates who have not already received it, to obtain CRB Confirmation of Suitability for service with the ACF.
 - d. Arrange the appropriate medical examination for all candidates other than those currently holding a Land Forces Commission on the active list.
 - e. Arrange for all candidates to attend a Cadet Forces Commissioning Board (CFCB) other than those who are currently holding or who have previously held a Commission in the Armed Forces or Commonwealth Armed Forces or an equivalent of an RCB/TCB pass.
 - f. Send all relevant documents to HQ RFCA for supporting recommendation.
 - g. RFCA forwards completed documents to:
 - (1) TA & Res MCM Div, APC for applicants who hold or have held a Land Forces Commission.
 - (2) The appropriate Formation HQ for endorsement and onward transmission to TA & Res MCM Div, APC for all other candidates.

Documentation (other than Chaplains)

3. The following documents are to be used:

a. Application Form:

- (1) **AF B6610A** for all candidates who have not previously held a British Land Forces commission in Regular Army, TA or R IRISH (HS) (including Emergency and NS commissions).
- (2) AF E535 for all candidates who hold or have held a Land Forces Commission.

b. Security Clearance:

- (1) **MOD Form 1109.** Clearance forms, for clearance to SC level, required in duplicate for all applicants except those currently holding a Land Forces commission on the Active List.
- (2) **AF B6700.** Security clearance certificate issued by Pers Sy (A).
- c. The Official Secrets Act declaration on appointment. MOD Form 134.
- d. **Medical Certificate.** The certificate at Annex A to Chapter 10 is required for all applicants except those currently holding a Land Forces commission on the Active List.
- e. Certificate of agreement to revert to substantive rank of Lieutenant. A manuscript certificate signed by any applicant who holds a substantive rank higher than Lieutenant stating that he is willing to revert to the substantive rank of Lieutenant whilst serving on a TA GL Sect B commission.

f. CRB Clearance:

- (1) **CRB Disclosure Form.** Application for clearance to the enhanced level for all candidates who have not already received CRB clearance for service with the ACE
- (2) **CRB Confirmation of Suitability Certificate.** Issued by CRB through Pers Sy (A).
- g. **Personal CV** (as issued by CFCB). Incorporating the Cadet Commandant's recommendation for candidates attending CFCB.
- h. **Course Reports.** For all candidates completing ITC and CTT courses before attending CFCB.

Procedure

- 4. **Officers currently serving on a Land Forces Commission.** CRB clearance is to be obtained by the ACF County HQ and then the following documents are to be sent through RFCA to TA & Res MCM Div. APC:
 - a. AF E535.
 - MOD Form 134.
 - c. Reversion certificate if applicable (ie agreement that substantive rank in ACF is to be Lieutenant irrespective of higher substantive rank held).
 - d. CRB confirmation of suitability certificate.
- 5. **Applicants who have previously held a Land Forces Commission.** The appropriate medical certificate, security clearance and CRB clearance are to be obtained by the ACF County HQ and then the following documents are to be sent through RFCA to TA & Res MCM Div. APC:
 - a. AF E535 (which must show previous personal number).
 - MOD Form 134.
 - c. AF B6700.
 - d. Medical certificate.
 - e. Reversion certificate if applicable.
 - f. CRB confirmation of suitability certificate.
- 6. Applicants who have previously held commissions as Naval, Royal Marine or Royal Air Force officers in the Regular, Reserve and Auxiliary Forces of the Crown or in the Naval, Military or Air Forces of the Commonwealth or who have previously passed an RCB/TCB or equivalent.
 - a. The ACF County HQ is to obtain:
 - (1) The appropriate medical certificate.
 - (2) Security clearance from Pers Sy (A).
 - (3) CRB clearance.
 - (4) From the applicant:

- (a) Details of any former commissioned service or of a previous RCB/TCB pass including the date.
- (b) Certificate of willingness for personal details and details of any former service to be divulged to MOD.
- (c) Certificate of agreement to be commissioned in the substantive rank of Lieutenant regardless of any higher rank held previously.

Details of former service should be sent, with the certificate of willingness, directly to TA & Res MCM Div, APC so that they may be checked by MOD concurrently with other procedures.

- b. The ACF County HQ is then to send the following documents through RFCA for recommendation and forwarding to the appropriate Formation HQ for endorsement and onward transmission to TA & Res MCM Div. APC.
 - (1) AF B6610A.
 - (2) MOD Form 134.
 - (3) Medical certificate.
 - (4) AF B6700.
 - (5) CRB confirmation of suitability certificate.
 - (6) Applicant's certificates of willingness and agreement to reversion as appropriate.

7. Applicants Without Previous Commissioned Service.

- a. The ACF County HQ should apply to RCB for a candidate to attend a CFCB. The CFCB will forward individual joining instructions for the County HQ to issue to the candidate. The joining instructions will include a personal CV form to be completed by the candidate and endorsed by the Cadet Commandant with his recommendation. The County HQ is to send the following documents to the CFCB in preparation for the Board:
 - (1) AF B6610A.
 - (2) CV completed by the candidate and endorsed by the Cadet Commandant.
 - (3) Medical certificate.
- b. The ACF County should seek to obtain security clearance and CRB clearance for the candidate at the same time as applying for a CFCB if these clearances have

not previously been obtained. Details of candidates with former non-commissioned service should, at the same time, be sent directly to TA & Res MCM Div, APC so that former service may be checked by MOD concurrently with other procedures.

- c. In compliance with any qualification made by CFCB, the Cadet Commandant may, for a candidate recommended by CFCB, apply for the candidate to be commissioned and should send the following documents to RFCA for recommendation and forwarding to Formation HQ for endorsement and forwarding to TA & Res MCM Div, APC:
 - (1) AF B6610A with CFCB recommendation.
 - (2) MOD Form 134.
 - (3) Medical Certificate.
 - (4) AF B6700.
 - (5) CRB confirmation of suitability certificate.
 - (6) CV endorsed by Cadet Commandant.
 - (7) ITC and CTC course reports if previously attended.
- 8. **Attachments from RARO.** Documentation is required as at para 5 above.
- 9. **Attachments from TA.** An application, supported by the written consent of the CO of the TA unit is to be forwarded through the RFCA to TA & Res MCM Div, APC.
- 10. **Flow Chart.** A flow chart illustrating the above commissioning procedures is at Appendix 1.

Documentation (Chaplains)

- 11. Candidates eligible under para 4.016 are to be interviewed by the Senior Chaplains/SCF/RC) of the appropriate Formation before commissioning procedure commences.
- 12. The documents to be completed are:
 - a. Chaplains(A) Form C1.
 - Medical Certificate (Annex A to Chapter 10).
 - c. MOD Form 1109 (in duplicate).
 - d. MOD Form 134.

- e. CRB confirmation of suitability certificate.
- 13. Part I of Form C1 is to be completed by the applicant; Part II by the responsible church authority; Part III by the RFCA; Part IV by the SCF/SCF(RC) at the appropriate Formation HQ.
- 14. The completed Form C1 together with other documents at para 12 above is to be forwarded to TA & Res MCM Div, APC through the SCF/SCF(RC) at the appropriate Formation HQ.
- 15. All changes in terms of service or recommendations for grant of acting rank should be notified to MOD Chaplains (Army) for approval by the Chaplain General or Principal Roman Catholic Chaplain for RC chaplains. The appropriate forms (AF E535 or AF W3343 as applicable) are to be forwarded through the Senior Chaplain/SCF(RC) at its appropriate Formation HQ for endorsement.

Cadet Commandant and Deputy Cadet Commandant Appointments

16. Where any of the preceding procedures refer to the grant of a commission to an officer recommended for the appointment of Cadet Commandant or Deputy Cadet Commandant, the documents will be forwarded by the RFCA to the appropriate Formation HQ for endorsement by the Commander and submission to the Div/Dist MS Board. All the documents will be sent together with the recommendation of the Div/Dist MS Board to TA & Res MCM Div, APC.

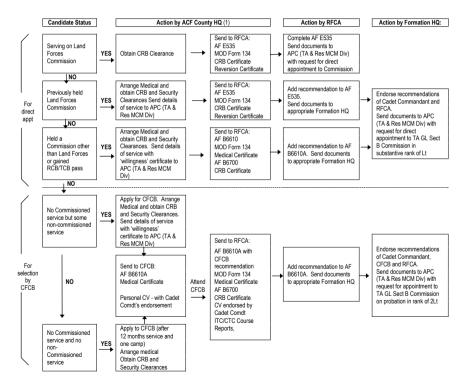
ACF PR Unit.

17. The commissioning procedure for officers of the ACF PR Unit is at Appendix 3.

Appendices:

- 1. Commissioning Procedure Flow Chart.
- 2. Criteria and Qualifications for Potential ACF Officer Candidates.
- 3. ACF PR Unit Special Terms of Service.

ACF COMMISSIONING PROCEDURE FLOW CHART



Note (1): Formation HQs must be informed of all candidates by the ACF County HQ at the start of the process.

APPENDIX 1 TO
ANNEX A TO
CHAPTER 4

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CRITERIA AND QUALIFICATIONS FOR POTENTIAL ACF OFFICER CANDIDATES

1. Essential Criteria:

- a. Trust (in loco parentis).
- b. Empathy with youth but mature.
- c. Common sense.
- d. Responsible and reliable.
- e. Time and commitment to provide continuity and availability.
- f. Must not expect material benefits for ACF service.
- g. Must be aware of ethnic and religious sensibilities.
- h. Must hold enhanced CRB clearance.
- i. Must be ACF Med Category 2 standard; exceptions must be supported by an endorsement from Regional Formation Commander.
- j. Academic criteria should be indicative rather than prescriptive.
- k. The age range should be:
 - (1) **Minimum:** At least 21 years old with (normally) one year's ACF AI service.
 - (2) Maximum: 50 years (normally).
- 1. Essential Experience must be: Either
 - (1) Previous reckonable military service.
- or (2) A minimum service of one year as ACF AI including successful completion of:
 - (a) ACF Initial Training Course.
 - (b) Either CTC AI or KGVI courses.

- (3) Attended an Annual ACF Camp for at least five full consecutive days.
- m. Must satisfy ACF-wide commissioning criteria standards.
- n. Maintain the inherent respect of all adult members of the ACF towards the Queen's Commission.

2. Desirable Criteria:

- a. Should be ACF Med Category 1 standard.
- b. Ability to influence local opinion-formers and "Look the Part."

APPENDIX 3 TO ANNEX A TO CHAPTER 4

ACF PUBLIC RELATIONS UNIT – SPECIAL TERMS OF SERVICE

(Extract from TA Regulations – Appendix 1 to Annex L to Chapter 4.)

General

- 1. The special terms and conditions of service shown in this Appendix are to be applicable to all officers of the ACF PR unit. Except as shown below, the conditions of service laid down in Annex L/4 are to apply to these officers.
- 2. The ACF PR unit consists of officers holding the ranks from A/Captain to A/Lt Colonel who have been recruited from the communications professions. It is an ACF unit under the command of HO LAND.
- 3. The role of the unit is to provide support to:
 - a.. The regional chain of command down to regional brigades and RFCAs.
 - b. ACF recruiting initiatives, and
 - c. To provide training in public relations and communications skills throughout the ACF in order to foster best practice in internal and external communications.

Eligibility for Commission

- 4. **Age.** Minimum entry age is 28 years.
- 5. **Professional Qualifications.** Candidates should be practising professionals in the fields of newspapers, broadcasting, magazines, publications or the media with at least 5 years experience, and have obtained one of the following professional qualifications:
 - a. Member of the Institute of Public Relations.
 - b. Member of the Association of Industrial Editors.
 - c. Diploma of the National Council for the training of Journalists, Diploma in Communications, Advertising and Marketing (Dip CAM) or equivalent.

Selection Procedures

- 6. All candidates, whether or not they have previously held a commission in the Armed Forces, are to appear before a Selection Board. The board is to be convened and composed as laid down in para 18 of Annex L/4 except that the commanding officer of the ACF PR unit is also to be in attendance. The board is to assess the candidate's suitability for direct commissioning and appointment to the ACF PR unit, taking into account the recommendations of the commanding officer.
- 7. If the board considers that the candidate is not satisfactory, he should either be deferred for reconsideration 6 months later or rejected as unsuitable.

Commissioning and Appointment

- 8. Candidates who have not previously held a commission in the Armed Forces are to be appointed as second lieutenants (probationary) but may be granted the paid, acting rank of Captain in the ACF PR unit. They may not be granted the substantive rank of Lieutenant until they have completed their probationary period as laid down in Annex L/4.
- 9. Candidates who have previously held a commission in the Armed Forces in the rank of Lieutenant, its equivalent or higher rank are to be appointed as Lieutenants and may be granted the paid, acting rank of Captain in the ACF PR unit. Such candidates are not to be permitted to attend for training or duties of any nature until notification of their appointment is received from the APC, TA & Res MCM Div.

Officer Training

10. Candidates who have not previously held a commission in the Armed Forces are to complete the initial training as laid down in the relevant Cadet Force Training Syllabus or pamphlet, and any such additional training as may be directed by HO Regional Forces.

ANNEX B TO CHAPTER 4

UNPAID ACTING RANK

ACF Cadet Commandants

1. An application for the grant of the acting rank of Colonel is to be made as part of the procedure for the appointment of Cadet Commandants as given in para 4.021.

Other Appointments

2. The grant of unpaid acting rank to other ACF officers (i.e. paid Lt) may be authorized by secretaries of RFCA on the recommendations of Cadet Commandants in accordance with the conditions and scale given below.

3. Conditions:

- a. The grant is to be reserved for officers relinquishing the appropriate paid rank.
- b. The officers have completed at least 15 years commissioned service and 12 annual camps.
- c. The grant is not applicable to ACF Chaplains, ACF Medical or Nursing Officers, CEO, Cadet QM or CAA.
- d. No additional expenditure is to be incurred from public funds; eg uniform, first class rail travel.
- e. The initial grant is not to be for more than 5 years; thereafter it is to be reviewed 3 months before expiry date. Extensions of up to 2 years may be granted by Secretaries of RFCA on the recommendation of Cadet Commandants. The initial grant and any extension is not to exceed the age limit of any prolongation of service authorized by APC (TA & Res MCM Div).
- f. Secretaries of RFCA are authorized to withdraw the grant on the recommendation of the Cadet Commandant concerned.

4. Scale (Not applicable to Isle of Man, Orkney and Shetland ACFs)

a.	Majors on establishment	Acting unpaid majors permitted
	0-5	1
	6-10	2
	11-15	3
	16 upwards	4
b.	Captains on establishment	Acting unpaid captains permitted
	0-11	1
	11-15	2
	16-20	3
	21-25	4
	26-30	5
	31 upwards	6

c. Any requests for variation of the above scales are to be forwarded to HQ LAND through Formation HQ and supported by appropriate recommendations.

COMPULSORY RESIGNATION DUE TO MISCONDUCT

- 1. When a Cadet Commandant considers that an officer should be required to resign his commission for misconduct or for other reasons that the Cadet Commandant believes the Defence Council may require it, he should follow the following procedure:
 - a. **Immediate Resignation.** When the Cadet Commandant considers that an officer's conduct has been such that, for the welfare of the cadets or for the good of the ACF, the officer should be required to resign his commission immediately, he should:
 - (1) Interview the officer and inform the officer of his intention to report the circumstances to the Defence Council explaining his reasons and giving the officer an opportunity to discuss the case.
 - (2) Consider suspending the officer from duty pending the decision of the Defence Council. When an officer is subject to investigation by the civil police for an alleged criminal offence or by the military police for an alleged similar offence against the Army Act, he should be suspended from duty pending the outcome of the investigation and, where court proceedings are involved, until a verdict is reached.
 - (3) Follow up the interview with a written warning to the officer of his intended action and a reminder to the officer of his right to submit a representation for consideration by the Defence Council.
 - (4) After a period of grace (two weeks is normally sufficient) to enable the officer to submit a representation, the Cadet Commandant should submit a full written report to the Secretary RFCA to include his written warning to the officer, any representation submitted by the officer and any other related correspondence that may be helpful to the Defence Council.
 - b. Resignation After Due Warning. When the Cadet Commandant considers that an officer should be required to resign his commission if his conduct fails to improve after due warning, he should:
 - (1) Interview the officer, explain in what way he considers the officer's conduct to be at fault and issue the officer with a verbal warning to include a time by when the officer's conduct should have demonstrably improved.
 - (2) If, by the end of the warning period, the officer's conduct remains unsatisfactory, the Cadet Commandant should interview the officer again and issue a written warning to the effect that, if the officer's conduct fails to improve satisfactorily within a given time, which should not be less than three months,

the Cadet Commandant will apply to the Defence Council to require the officer to resign his commission. The officer is to be reminded of his right to submit a representation to the Defence Council and given a period of grace of two weeks in which to submit a representation in writing.

- (3) When the period of grace has expired, the Cadet Commandant should submit a full written report to the Secretary RFCA, to include a copy of the written warning to the officer, any representation submitted by the officer and any other relevant correspondence that may be helpful to the Defence Council. There is no set form for such a report. The Cadet Commandant should write the report personally.
- (4) Throughout all warning periods, the officer is to be given every opportunity to make the improvements in his conduct required by the Cadet Commandant and is to be accorded such access to the Cadet Commandant as he needs to discuss the circumstances and receive such advice or guidance as he requests.
- 2. On receipt of a report from a Cadet Commandant applying to the Defence Council to consider requiring an officer to resign his commission for misconduct, the Secretary RFCA is to add his comments and forward the report to the appropriate Formation Commander. If the Formation Commander is of the opinion that the case merits consideration by the Defence Council, he is to add his recommendation and forward the report to TA & Res MCM Div. APC.

TERMINATION OF COMMISSION (OTHER THAN PROBATIONARY COMMISSIONS (L--APPX1)

- 1. Whenever an officer fails to carry out a military obligation as laid down in these instructions, the Cadet Commandant is first to make every effort to get in touch with him to discover the reason. Where possible, as a first step, a suitable representative should visit the officer at his last recorded address.
- 2. When a Cadet Commandant is satisfied that an officer cannot be traced or has no intention of replying to letters, or that the explanation furnished is inadequate, he is, whenever possible, to inform the officer by recorded delivery that it is intended to recommend termination of commission. The officer is to be reminded of his right to submit a representation for consideration by the Defence Council and warned that, if none has been received before a given date, the case will then be decided without further delay. A period of two weeks will normally suffice for this purpose.
- 3. On receipt of the officer's representation or the expiry of the period of grace allowed for reply, the Cadet Commandant is to submit a full report through the Secretary RFCA to the appropriate formation HQ with a recommendation as to the action to be taken. There is no set form for such reports. When dealing with failure to carry out obligations, it is important that the date on which the officer last performed duty should be stated. A copy of the letter finally warning the officer of the action to be taken should invariably be attached to the report, as should copies of any correspondence between the unit and the officer that help to clarify the case.
- 4. The Secretary RFCA is to add his recommendations and if, on receipt of the report to the appropriate Formation HQ the Commander is of the opinion that the case calls for the consideration of the Defence Council, his recommendation is to be added and the case forwarded to APC (TA & Res MCM Div). The recommendation of the Commander should be signed either personally or by the Deputy Commander.

CHAPTER 5

TERMS OF SERVICE

ADULT INSTRUCTORS AND CIVILIAN ASSISTANTS

General

- **5.001.** In this Manual the term Adult Instructor (AI) means any uniformed adult member, male or female, of the ACF who is not a commissioned officer. Civilian Assistants (CA), on the other hand, are non-uniformed civilian helpers who assist the ACF, they are not members of the ACF. (The rules governing CA are at Paragraphs 5.027-5.028.)
- **5.002.** AI are voluntary youth workers appointed for service within the youth organisation that is the Army Cadet Force. For administrative convenience, they have similar conditions of service as part-time Crown Servants working for the Secretary of State for Defence; they are not members of the Armed Forces. An AI is not therefore subject to military law but is required to wear military uniform and rank while involved in ACF activities and is expected to act in accordance with the Values and Standards of the British Army. An AI carries out either general duties with the ACF or a specialist role by reason of possessing a special skill or qualification of use to the ACF.
- **5.003.** As directed by the Ministry of Defence, RFCA are responsible for the appointment of AI within an establishment determined by the Defence Council, which, at ACF County level, is at Chapter 1 of this Manual.

Eligibility and Selection

- **5.004.** Any person seeking appointment as an AI must:
 - a. Be at least 18 years of age.
 - b. Have the minimum medical standards shown in Chapter 10 and be able to produce the appropriate health certificate.
 - c. Comply with the following nationality and residence qualifications:
 - (1) Permanent place of domicile is in the United Kingdom.
 - (2) British citizen or citizen of the Irish Republic since birth.
 - (3) Born in a country or territory which is, or then was within the Commonwealth or in the Irish Republic.

- (4) Each of his/her natural parents was born in a country or territory which is or then was within the Commonwealth or in the Irish Republic, or is or was at death a British citizen or citizen of the Irish Republic, and has or had been one or the other at all times from birth.
- (5) Or receive an authority of exemption from HQ LAND.
- (6) CRB Enhanced Clearance.
- **5.005.** Providing an applicant is a British citizen or citizen of the Irish Republic and has resided in the United Kingdom for a minimum period of five years immediately preceding the application, the nationality and residence qualifications listed at sub-paragraphs 4.004c may be waived by special permission of the Secretary of State for Defence.

Multiple Commitments

- **5.006. Regular Armed Forces and Regular Army Reserve.** Serving members of the Regular Armed Forces may not be appointed as AI in the ACF. Members of the Regular Army Reserve may not be appointed as AI in the ACF without the consent in writing of the Army Personnel Centre.
- **5.007. Dual ACF/CCF Commitment.** An individual may be an AI in the ACF at the same time as being an SSI in the CCF, with the agreement on the one hand of the ACF Cadet Commandant and parent RFCA, and on the other hand of the CCF Contingent Commander and parent Formation HQ. All parties must be satisfied that the dual commitment will not create any conflict of duties and the approving authority is to be the Formation HQ. However, an individual may not be an officer in one cadet force and an AI/SSI in the other. CCF applicants to join the ACF are to be subject to the same eligibility rules and enrolment procedures as all other applicants.
- **5.008. Dual ACF/TA Commitment.** Soldiers serving in the TA or R IRISH (HS) may also serve as AI in the ACF with the agreement of the applicant's TA Commanding Officer and the ACF Cadet Commandant, but their duties in the TA or R IRISH (HS) are to take precedence. TA Commanding Officers, in considering granting approval to a JNCO or Private Soldier to join the ACF, should bear in mind that the individual will wear the rank of SI in the ACF. TA and R IRISH (HS) applicants to join the ACF are to be subject to the same eligibility rules and enrolment procedures as all other applicants.

Enrolment Procedure

5.009. Application for appointment as an AI is to be made on Army Form B7130 to the Cadet Commandant. Before the Cadet Commandant makes a recommendation to the RFCA, an applicant is to be subject to specific security and suitability checks, a medical declaration and interviews by at least two senior ACF Officers, one of whom is to be the

Cadet Commandant. The detailed application procedure and documentation required to accompany the Cadet Commandant's recommendation to RFCA HQ is at Annex A.

Terms of Service

- **5.010.** When an RFCA decides to enrol an AI, it shall notify the applicant accordingly. As soon as practicable thereafter, the Terms of Service in the form set out in Army Form E7572, with such modifications as the individual case may require, shall be explained to the new AI in detail and, when fully understood, signed by the new AI and countersigned by the County CEO on behalf of the RFCA. A copy of the completed Army Form E7572, signed by both parties, is to be held at County HQ. On confirmation of appointment from the RFCA, the appointment is to be notified in ACF County Orders.
- **5.011.** As soon as possible after appointment, the Adult Promise at Annex B is to be administered by the Cadet Commandant, or exceptionally, the Deputy Cadet Commandant, personally.
- **5.012.** Subject to the instructions of his/her superior officers, it shall be the duty of an AI to train cadets in accordance with a training programme authorised by the Cadet Commandant in accordance with the regulations and instructions specified in paragraph 1.037. The job description for Detachment Instructors is at Appendix 7 to Annex H to Chapter 1. An AI shall, subject to any instructions from his/her superior officers, wear uniform when on ACF duties. The wearing of beards and dark glasses in uniform, unless for medical reasons, is forbidden in the ACF.
- **5.013.** An AI is entitled to be remunerated as specified in Chapter 8. As they are volunteers serving within a youth organisation, AI have no entitlement to sick or holiday pay and no provision for a pension.
- **5.014.** The service of an AI may be terminated by either party giving to the other a month's notice in writing. Notice of termination of service on the part of the RFCA may be given by the Cadet Commandant, and on the part of the AI may be given to the Cadet Commandant. Without detracting from the general right to terminate service conferred by this regulation, the Cadet Commandant may terminate service of an AI if he/she does not conform with the Army's values and standards of discipline or efficiency, or if he/she has been absent from ACF duties for 56 consecutive days without permission from the Cadet Commandant concerned. For AI on probation, the Cadet Commandant may terminate service if the period of probation is not completed to his satisfaction. Notice of termination will normally be served personally to the AI or, if that is not practicable, by recorded delivery to the AI's home address.
- **5.015.** The Cadet Commandant may terminate the service of an AI without notice on any grounds justifying dismissal under the common law, or if the AI is convicted of a criminal offence. Before exercising his power to dismiss an AI from the ACF without notice, the Cadet Commandant shall, where practicable, inform the AI concerned of the grounds of

the dismissal and shall give the AI a reasonable opportunity to make representations in the matter as he/she thinks fit.

- **5.016.** The Cadet Commandant may terminate the service of an AI with due warning on grounds of misconduct, indiscipline or for inefficiency; for reasons that do not demand instant dismissal, the procedure to be followed is at Annex C.
- **5.017.** Where an AI is suspected of having committed a criminal offence, the Commandant may suspend the AI from ACF duties pending investigation of the alleged offence and, if legal proceedings are brought about as a result thereof, pending the final determination of the court thereon.
- **5.018.** Where an AI has a grievance, he/she should take it up in the first instance with the Cadet Commandant. If the Cadet Commandant is unable to settle it in a reasonable time and to the satisfaction of both, the AI may refer it to the RFCA Secretary.

Rank on Entry and Probation

- **5.019.** With the exceptions detailed at Paragraph 5.020 AI are subject to the initial probationary appointment of Probationary Instructor (PI) for a period of up to eighteen months. In this period, they are required to complete their Initial Training Course, on successful completion of which they may be confirmed in the rank of Sergeant Instructor (SI) by the Cadet Commandant. PI shall not wear badges of rank and shall be distinguished by wearing red epaulette loops in uniform. Notwithstanding their probationary status, the terms of service of a PI are, in all other respects, those of an SI.
- **5.020.** An AI who joins the ACF within five years of being discharged from the Regular Armed Forces or the TA, may be accepted, subject to a vacancy existing within the authorised establishment, in the following ranks:

Rank in RN, Regular Army, TA or RAF	Rank on joining the ACF		
WO	SMI		
SSgt/Sgt or equivalent	SSI		

Notwithstanding any previous military experience or rank on joining, all ex-servicemen joining the ACF as AI are required to undertake initial training in accordance with the guidance given in Chapter 3 of this Manual. Normally, this will include Induction Training within the ACF County, an Initial Training Course provided by a Cadet Training Team within eighteen months of joining, and the ACF Instructors Course at CTC within three years of joining. Additionally, an AI should, within a year of being appointed to command a Detachment, also attend the KGVI Memorial Leadership Course at CTC.

Promotion

- **5.021.** On the recommendation of the Cadet Commandant, the RFCA may promote AI from SI to SSI and from SSI to SMI as follows:
 - a. From SI to SSI providing he/she has successfully completed the ACF Instructors' Course at CTC and is recommended by his/her Area or equivalent Commander
 - b. From SSI to SMI providing he/she has successfully completed the KGVI Memorial leadership Course at CTC and is recommended by the Cadet Commandant.
- **5.022.** The grant of local and unpaid acting rank to AI is forbidden.

Appointment to Regimental Sergeant Major Instructor (RSMI)

5.023. The appointment to RSMI is made by RFCA, on the recommendation of the Cadet Commandant, to an SMI for a period of three years. RSMI tours may be extended by the Cadet Commandant for one year at a time to a maximum of six years. At the termination of their tour RSMI are to revert to the rank of SMI.

Retirement

5.024. The normal retiring age for AI is 55 years. On the authority of the RFCA Secretary, AI may be extended in service on a yearly basis up to the age of 65 years to fulfil administrative duties, providing they continue to attain the minimum medical standards.

Adult Under Officers (AUO)

5.025. An AI who is a candidate for a commission may be appointed AUO by the Cadet Commandant, pending commissioning. AUO is an honorary appointment; it does not alter an individual's current terms of service and he/she shall continue to receive remuneration and allowances in his/her AI rank until appointed to a commission. In the event of a commission not being conferred, the individual concerned is to revert to his/her current AI rank.

Casualty Procedure

- **5.026.** AI, including AUO, are to be subject to normal casualty procedure, as detailed in Chapter 3, in the event that they become a casualty while:
 - a. Training with Regular or TA units.
 - Attending cadet camps.

 Attending courses or other authorised activities away from their normal place of parade.

Civilian Assistants (CA)

5.027. Any person who, on the authority of the Cadet Commandant concerned, assists in the training or the administration of the ACF and who is not an officer, AUO or AI, is to be defined as a Civilian Assistant (CA); they are not subject to military law. CA can give valuable help in specialist subjects or in providing administrative assistance at a Detachment and their use is encouraged.

5.028. CA are not to be permitted to have unsupervised access to cadets unless they hold a current CRB Enhanced, where they have not they are to be in the company of an ACF officer or AI at all times when working with cadets. CA who are employed to give instruction to cadets or adults are to furnish written evidence of their qualification in the subject concerned. They are not entitled to wear uniform or to receive any remuneration or allowances, but they may be paid expenses from the RFCA Consolidated Grant. CA who are employed to assist training or administration on a regular or frequent basis are to be subject to the same basic and suitability checks as AI and may only be invited to attend ACF training and activities with the authority of the Cadet Commandant. They are not entitled to wear uniform or to receive any remuneration or allowances.

Attributable Death and Disablement Awards to AI and CA

5.029. AI and CA are eligible to receive awards based upon the Principal Civil Service Pensions Scheme (PCSPS). Claims, together with full details of the incident, are to be submitted by the parent RFCA to the Army personnel Centre (PPPA – Pensions Division) who will process them to the MOD for action and approval by HM Treasury in accordance with the provisions detailed at Chapter 17 to this Manual.

ACF Collective Insurance

5.030. The Army Cadet Force Association (ACFA) arranges collective insurance policies to cover ACF officers, AI, CA and cadets, on payment of the appropriate annual premiums by individual ACF Counties, for public liability, and personal accident and injury during authorised ACF activities, for those circumstances which are not covered by MOD liability cover and compensation provisions. Details are at Chapter 17 to this Manual.

Annexes:

- A. Adult Instructor Application Procedure and Documentation.
- B. Adult Instructor Enrolment Ceremony.
- C. Termination of Appointment for Misconduct, Indiscipline or Inefficiency.

ADULT INSTRUCTOR

APPLICATION PROCEDURES AND DOCUMENTATION

General

- 1. An application by an individual to join the ACF as an Adult Instructor (AI) is to be made on Army Form (AF) B7130. The ACF County HQ, under the guidance of the CEO, is to process the application to the point when the Cadet Commandant is able to add his recommendation to the AF B7130. The completed form, together with other documents listed below, is to be forwarded to the RFCA which is responsible for appointing the individual to the ACF.
- 2. The procedure includes making basic, identification and suitability checks, conducting interviews and receiving a medical declaration. Although most of the procedure and documentation may be completed concurrently, it is unlikely to be able to be completed within one month.

Security and Suitability Checks

3. Security and suitability checks are begun at ACF County level and go on to involve the Defence Vetting Agency (DVA) and the Criminal Records Bureau (CRB). The following action is required:

a. Basic Check at County Level.

- (1) **References.** The applicant is to provide not less than two written character references, using AF B7131, of which not more than one should be from a member of the ACF and one should preferably be from the applicant's full-time employer. Referees should know the applicant well but should not be members of the applicant's immediate family.
- (2) **Identity Check.** The applicant is to provide documentary proof of identity in the form required by the MOD vetting regime as set out in JSP 440, part 6 Section 2, Chapter 1, Annex A for the Basic Check. The Basic Check Verification Record (BCVR) is to be completed as shown in Annex B to Chapter 1 to Part 6 Section 2 in JSP 440 and held at County HQ. A certificate of agreement to security checks being conducted is to be signed by the applicant and retained with the BCVR.
- b. **Basic Check (BC) at National Level.** The ACF County HQ is to apply to the Defence Vetting Agency (DVA) for a National Identification Service (NIS) basic

check on the applicant using the form at Annex C to Chapter 1 to Part 6 – Section 2 in JSP 440 (Criminal Conviction Declaration Form) which is to be completed by the applicant and countersigned by the CEO to certify that the basic identity check at County level has been made.

- c. **Suitability Check at National Level.** The applicant is to complete a Criminal Records Bureau (CRB) Disclosure Form and provide the documentary proof of identity required by the form. The "Registered Person" at the ACF County HQ is to check the identity documents and counter-sign the Disclosure Form which is then to be forwarded to Personnel Security (Army) Secretariat together with a request for disclosure at "enhanced" level made on an Application and Verification Form.
- d. **Security Clearance.** As well as the Basic Check and CRB clearance, all adults who require unsupervised access to arms and ammunition must be Security Cleared to SC level in the same way as for applicants for commission given in Chapter 4

Interviews

4. The applicant is to be interviewed by not less than two senior ACF officers, one of whom is to be the Cadet Commandant or, exceptionally, the Deputy Cadet Commandant. This may be done on a single occasion in the form of an interview panel or by separate individual interviews in which case the initial interviewing officer is to complete an interview report and forward it to the Cadet Commandant. The personal character references provided by the applicant are to be made available to the interviewing officers at the time of the interviews.

Medical Declaration

5. The applicant is to be given a medical examination by a qualified doctor of medicine who is to provide an appropriate medical declaration to the ACF County HQ in the form given at Appendix 1 to Annex A to Chapter 10.

Documentation

- 6. The completed documentation required to be sent to the RFCA is:
 - a. AF B7130 Application form completed with Cadet Commandant's recommendation.
 - b. Appendix 1 to Annex A to Chapter 10 completed medical declaration.
 - c. MOD Form 134 Official Secrets Act Declaration completed by applicant.
 - d. AF B7131 Two personal character references provided by the applicant.

- 7. The completed documentation required to be held at the ACF County HQ is:
 - CRB disclosure certificate.
 - b. DVA NIS clearance certificate, together with the applicant's written permission for the check to be made and the Basic Check Verification Record (BCVR).
 - c. AF E7572 Copy of Terms of Service signed by the applicant.

Appointment

8. Applicants are not to be formally appointed to be AI in the ACF before CRB clearance is received by the ACF County from Pers Sy (A) Sec. They are to be appointed in the rank of PI with the exception of those listed at Paragraph 5.020. On appointment by HQ RFCA, notification is to be made on ACF County Orders and to the Army Personnel Centre. New AI are to sign the Terms of Service (AF E7572) which is to be countersigned by the CEO and a copy of which is to be held at County HQ. They are to make the "Adult promise", shown at Annex B, in the presence of the Cadet Commandant or, exceptionally, the Deputy Cadet Commandant.

Appointment of Civilian Assistants

9. Individuals invited to assist the ACF on a regular or frequent basis as CA are to be subject to the CRB clearance procedure applied for in the same way as for AI but at "Standard" level. They should also be interviewed by the ACF Area or equivalent Commander to whom they should provide at least one character reference. Those who are known by an ACF adult to be of good character may attend ACF activities before CRB clearance is received providing they are closely supervised by ACF officers or AI. Those who are not personally known to an adult member of the ACF are not to be employed until CRB clearance is received.

ANNEX B TO CHAPTER 5

ACF ADULT INSTRUCTORS (AI) – THE ENROLMENT CEREMONY

1. After the new Adult Instructor (AI) has signed the Terms of Service and the CEO has countersigned them on behalf of RFCA, The Promise shall be administered by the Cadet Commandant as follows:

INTRODUCTION

2. Cadet Commandant You are now required to demonstrate your understanding

of the responsibilities of an Adult Instructor in the Army Cadet Force to both cadets and to me, your Cadet Commandant. This is achieved by you making your

Promise to me.

THE PROMISE

3. a. Sponsor: This is (full name), Sir, who wishes to become a full

member of (County/Battalion/Sector) Army Cadet

Force.

b. Commandant: Sergeant (Name), you have now been with us for

(number) weeks. Do you understand what it means to be

an Adult Instructor in the Army Cadet Force?

c. Instructor: I do. Sir.

4. a. Commandant: Do you understand that by joining (County/Battalion/

Sector) Army Cadet Force you are voluntarily joining the Army's Voluntary Youth Organisation and that while you are a member of it you will be expected to serve it loyally and carry out your obligations as a Youth Leader in the Army Cadet Force, and conform to its values and

standards?

b. Instructor: Yes. Sir.

5. Commandant:

Say after me:

I, Sergeant (full name) fully understand that as an Adult Instructor I have a special responsibility of care for other people's children. I promise to respect and observe the special duty of this responsibility and I promise to serve those in my care loyally and honourably to the best of my ability at all times through the (County/Battalion/Sector) Army Cadet Force, to which I now belong. I will also ensure that I will keep up to date with changing regulations and initiatives regarding the development of the cadets.

Commandant:

Sergeant (Surname), you are now enrolled as an Adult Instructor. I welcome you to the Army Cadet Force and now require you to uphold the traditions of the organisation and understand the meaning and philosophy of the Army Cadet Force Charter. I will always be ready to help you to keep the promise you have just made.

TERMINATION OF APPOINTMENT FOR MISCONDUCT, INDISCIPLINE OR INEFFICIENCY

- 1. When the service of an AI is to be terminated for failure to parade, constant absence or failure to carry out the duties or training expected of him under his Terms of Service, termination procedure may be carried out as described at Paragraph 5.014. When the service of an AI is to be terminated on grounds justifying dismissal under the common law or if convicted of a criminal offence, the Cadet Commandant may terminate his service without notice as described at Paragraph 5.015.
- 2. When the Cadet Commandant or an AI's Officer Commanding (OC) believes that consideration should be given to the termination of the AI's service on grounds of misconduct, indiscipline or inefficiency but the circumstances do not justify termination without notice, the following procedure should apply:
 - a. The AI should be interviewed by his Area Commander or equivalent, have his faults explained and given an opportunity to discuss them. The AI should be given a verbal warning, to include a time, which should not be less than three months, by when his conduct or performance must have improved satisfactorily. The interviewing officer should make and retain a record of the interview, in note form and including the date.
 - b. If, on completion of the warning period, the AI's conduct or performance has not improved satisfactorily, the AI should be interviewed by the Cadet Commandant and issued with a written warning to include a further period of not less than three months in which to improve to a satisfactory standard. The AI is to be obliged to sign a certificate acknowledging receipt of the written warning and declaring that he understands the requirement. A record of the interview, in note form and including the date, should be made and retained.
 - c. If, after the further warning period, the AI's conduct or performance has failed to reach a satisfactory standard, he may be issued by the Cadet Commandant with notice of termination of service. He is to be reminded of his right of appeal, which may be made to the Cadet Commandant at any time during the period of notice of termination.
- 3. Throughout all warning periods, an AI under warning is to be given every opportunity to improve his conduct or performance and is to be accorded the access to his OC, Area Commander or the Cadet Commandant that he may need to discuss the circumstances, and to receive such advice and guidance as he may request.

4. Copies of the records of interviews, letters of warning, certificates of acknowledgement, notice of termination and any other relevant correspondence between the AI and his OC, Area Commander or Cadet Commandant should be retained with the AI's personal records at County HQ.

CHAPTER 6 CONDITIONS OF SERVICE – CADETS

Eligibility

- **6.001.** To be eligible to join the ACF, boys and girls must meet both of the following criteria:
 - a. They are 12 years old or older.
 - b. They must have entered school year 8 for England and Wales and the equivalent in Scotland.
- **6.002.** They may continue to serve as cadets until the age of 18 years and 9 months. However, where a cadet is a member of a Category (1) or (2) detachment, he may remain a cadet until he leaves school or a college of higher education.
- **6.003.** A cadet at a school where there is a CCF Contingent or an ACF Category (1) or (2) Detachment may either join it or an ACF Category (O) Detachment near his home. A cadet may not join more than one Contingent or Detachment and, if he is not at school, he may join a Category (2) Detachment only if the head teacher or principal agrees.

Joining Procedure

- **6.004.** The administrative procedure cannot be initiated until the potential cadet fulfils the eligibility criteria at Paragraph 6.001. The ACF Enrolment Form (Army Form E529 (revised 04/04) Parts A, B and C) then needs to be completed; this includes obtaining the written consent of the parent or guardian, who signs Parts B and C. The medical procedure set out in Chapter 10 then needs to be completed.
- **6.005.** After passing the Basic Training Test and attending the Enrolment Ceremony (see para 6.006 below), the name and particulars of the cadet are to be entered in the Detachment Roll Book (AB 140). The AFE529, once completed, will need to be available to the Detachment Commander; where there is information that should be regarded as 'Medical in Confidence' it is to be properly safeguarded.

Enrolment Procedure

6.006. A recruit is to be enrolled as an ACF cadet after passing the ACF Basic Training Test, normally within 3 months of joining. Instructions for the ACF Enrolment Ceremony are given at Annex A to this Chapter. There is no commitment to any form of HM Forces recruitment whatsoever.

Training Progression

6.007. The APC (ACF) Training Syllabus is designed to progress over a period of 3½ years; details are provided in Chapter 3.

6.008. An ACF recruit must have passed the recruit's ACF Basic Training Test, be over thirteen years old and have successfully spent at least one training weekend away from home, before he can be permitted to attend Annual Camp.

6.009-6.010. Reserved.

Wearing of Uniform

6.011. As a result of the early stages of recruit training a Detachment Commander will know whether a recruit is sufficiently interested and suitable to stay in the ACF. At this time his uniform may be issued to him. He may not, however, wear it outside his Detachment until he has passed the ACF Basic Training Test. At that time, he will be issued with it officially and will sign Army Form E617. He may then wear uniform when travelling to and from his Detachment, on duty or on ACF activities, at the discretion of the Cadet Commandant.

Promotion

6.012. Promotion depends entirely on merit. Cadets will not normally be promoted to the ranks or equivalent shown below unless they have qualified for the appropriate ACF APC Stars:

a. To Cadet Lance Corporal - Passed APC 1 Star.

b. To Cadet Corporal - Passed APC 2 Star.

c. To Cadet Sergeant/Staff Sergeant - Passed APC 3 Star.

d. To Cadet Warrant Officer - Passed APC 4 Star.

In exceptional circumstances and at the discretion of the ACF Cadet Commandant, this regulation may be modified.

6.013. As there is no establishment for cadet ranks, a cadet is not to be promoted to any rank unless he is carrying out the duties appropriate to that rank.

6.014. A senior cadet NCO who has qualified for his 4th Star, is 18 years of age and is permitted to carry out the duties of a junior Officer or SI may be appointed a Cadet Under Officer at the discretion of the Cadet Commandant. His status will remain that of a cadet but at Annual Camp he may be invited to the appropriate ACF Adult Mess with the permission of its PMC.

Transfer

6.015. A cadet changing his residence or school is permitted to transfer to another ACF Detachment in a more convenient locality. He will be permitted to retain his rank when possible and the ACF County HQ is to arrange for his training roords to be transferred to his new unit.

Resignation and Dismissal

- **6.016.** A cadet may resign at any time. He must resign on reaching 18 years and 9 months in accordance with paragraph 6.001 above.
- **6.017.** A cadet may be dismissed for misconduct or failure to attend parades, with the agreement of the ACF Cadet Commandant.
- **6.018.** Every item of clothing, personal equipment and stores issued on loan to a cadet is to be handed into the Detachment when a cadet resigns or is dismissed. If this is not done, his parent or guardian is to be invited to pay for the value of the items not returned to the ACF. In the event of payment not being received, an application for write-off is to be submitted to the RFCA for consideration.

Award and Presentation of Certificates

- **6.019.** As a general rule ACF Counties should arrange for Star Qualification Certificates and the Certificates for the Duke of Edinburgh's Award and BTEC diplomas to be presented to serving recipients during a formal parade.
- **6.020.** The presenters of the certificates should if possible be in one of the appropriate categories indicated below:

Serial	Star Certificates	D of E Award Certificates	Presenter		
(a)	(b)	(c)	(d)		
1	4 Star	Gold	Eminent person eg Lord Lieutenant, Formation		
	BTEC Diplomas		Comd etc		
2	3 Star	Silver	Cadet Comdt or visiting VIP		
3	2 and 1 Star	Bronze	Deputy Comdt, CTO or Coy Comd		
4	1 st Aid		Deputy Comdt, CTO or Coy Comd		

Senior Cadet Appointments

6.021. Master Cadet.

- a. To qualify for consideration for appointment as Master Cadet, a cadet must:
 - (1) Have qualified at APC 4-Star.
 - (2) Complete one additional course or Progressive or Unique 4-Star subject. (At this stage he must have completed the Senior Cadets Instructor's Cadre (SCIC) either while qualifying for 4-Star or Post 4-Star.)
 - (3) Be commended by letter from his Detachment Commander for work at detachment level.
 - (4) Be commended by letter from the Area Commander for commitment to the Area.
 - (5) Attend a Master Cadet Course at CTC and be recommended in his Course Report.
- b. Once a cadet has so qualified the Cadet Commandant may appoint him to Master Cadet status. It is emphasised that appointment of a qualified cadet to Master Cadet status is solely at the discretion of the Cadet Commandant.
- c. On appointment, a Master Cadet certificate is to be presented by an eminent person in a formal parade under ACF County arrangements.

6.022. HM Lord Lieutenant's Cadet.

- a. The purpose of the appointment of HM Lord Lieutenant's Cadets is to reward outstanding cadets. Candidates are to be nominated by Cadet Commandants and submitted annually in accordance with instructions issued by RFCA.
- b. The appointment is for one year and the duties involved are decided by individual Lord Lieutenants in agreement with the Cadet Commandant.
- c. Lord Lieutenant's Cadets are to be issued with No 2 Dress for the duration of their appointment

Achievements and Experience in the ACF (Army Form E7580)

6.023. AF E7580 is a record of achievements and experiences in the ACF compiled for inclusion in the National Record of Achievement (NRA) folder. Most young people are given their NRA folder at school.

6.024. All cadets are entitled to ask for their AF E7580, while they are serving members of the ACF, regardless of their training achievement and possible future careers. This document is particularly suitable for cadets contemplating a career in the Armed Forces or other public services and also for older cadets in search of employment; it is of great value to potential employers. Furthermore, it should help the cadet to discuss and inform any interviewer on his past achievements in the ACF and thus sell himself. The chief merit of the APC 4-Star Certificate (AF E7551) or equivalent lower Star grading, if produced at a job interview, would be to impress the potential employer with the applicant's achievement. The benefit to a cadet of holding a BTEC Diploma gained through ACF training or a Duke of Edinburgh's Award, both being nationally recognised achievements, is self-evident.

6.025. The AF E7580 and the Star Qualification Certificate complement each other but it must be remembered that each serves its own separate purpose, as do a BTEC Diploma and a Duke of Edinburgh's Award.

Annex:

A. The ACF Cadet Enrolment Ceremony.

THE ACF CADET ENROLMENT CEREMONY

The Procedure

- 1. It is desirable that the important step of taking the 'Cadet Promise' should be made as memorable as possible for the new cadet. This may best be done by a short ceremony that must be simple, dignified and sincere.
- 2. Circumstances will vary and units may wish to develop a procedure especially suitable to their own ideas and tradition. The following are the basic essentials of the ceremony:
 - a. The ceremony should always be carried out by the cadet's own Detachment Commander.
 - b. The minimum number required for the Ceremony, in addition to the new cadet himself, will normally be a senior cadet NCO who will act as sponsor. The sponsor should preferably be a cadet NCO who has been responsible for giving the cadet his recruit training.
 - c. Before making his Promise, the cadet should have completed his Recruits Test and the officer responsible should be satisfied that the new cadet understands the purpose and meaning of the Promise and his obligations as a cadet.
 - d. The ceremony should take place at the Detachment, on a normal parade evening. It should not be held in conjunction with any display or public event. On the other hand, it should not take place in the Detachment office.

The Ceremony

- 3. When possible and appropriate:
 - a. The remainder of the Detachment should be paraded in a hollow square or similar formation. Before the entrance of the recruit the officer should remind all present of the nature of the Enrolment Ceremony and ask them to remember the time when they themselves took the Promise.
 - b. The Chaplain should be present, in which case the ceremony should close with a short prayer and the Chaplain may like to present a copy of the Cadet Prayer Card. In the absence of a Chaplain, the Detachment Commander may like to read a prayer himself.
 - c. The parents of the new cadet should be invited to be present.

4. While it is important that the ceremony should not become boring or routine by too frequent repetition, too long intervals between ceremonies are not desirable. It is a matter of striking a balance depending on the flow of recruits into the detachment.

The	Promise				
5. is as	A suggested wording for the ps follows:	suggested wording for the part of the Ceremony where the cadet makes the promise llows:			
	Sponsor	This is (full name), Sir who wishes to become a full member of our Detachment.			
	Detachment Commander	Cadet (Surname), you have now been with us for (number) weeks. Have you carefully considered what it means to be an Army Cadet?			
	Recruit	I have, Sir.			
	Detachment Commander	Do you understand that by joining this Detachment you are voluntarily joining the Army's Youth Organization and that while you are a member of it you will be expected to serve it loyally and carry out your obligations as an Army Cadet?			
	Recruit	Yes, Sir.			
	Detachment Commander	Say, after me:			
		I, Cadet (full name) promise to honour my God, my Queen and my Country, and to do my best to serve them loyally and honourably at all times through the (place) Detachment of the (County) Army Cadet Force, to which I now belong.			
	Detachment Commander	Cadet (Surname), you are now an enrolled Cadet. We proudly give you this badge which will serve as a perpetual reminder of the traditions of the Army Cadet Force and of the (Regiment/ Corps to which badged). I welcome you to this Detachment. We will always be ready to help you to keep the promise you have just made.			

CHAPTER 7

HONOURS AND AWARDS

Availability and Eligibility

- **7.001.** The following honours and awards may be awarded to members of the ACF:
 - a. **Non-Operational Gallantry Awards.** Awards made in recognition of the various degrees of gallantry. The following awards may be made in this category: GC, GM, QGM and QCBC. Any of these awards may be recommended, when appropriate, to officers, adult instructors (AI) or cadets; for further details see LANDSO 3100 and 3101.
 - b. Awards in the Half Year Lists (New Year and at the Sovereign's Birthday). ACF Officers, Adult Instructors and Cadets are eligible for consideration for Non-Gallantry Honours and Awards in the half-yearly Honours List; for further details see Annex A. It should be noted that:
 - (1) ACF Officers are eligible for Military Division awards.
 - (2) ACF Adult Instructors and Cadets are only eligible for Civil Division awards; it is recommended that any nominations are actioned through an HM Lord Lieutenant's List.
 - c. **The Cadet Forces Medal.** This medal may be awarded to an ACF Officer or AI; for further details see Annex B.
 - d. **HM Lord Lieutenant's Certificate of Merit.** This is awarded in many Counties by the Lord Lieutenant to ACF Officers and AI for meritorious service.
 - e. **The ACF Certificate of Good Service.** This may be awarded to an ACF Officer, AI or cadet; for further details see Annex C.
 - f. Army Cadet Force Association Chairman's Letter of Commendation. This is an acknowledgement of assistance provided by any person, who is not a member of the ACF but has supported the ACF over a prolonged period or in exceptional circumstances.
 - g. St John Ambulance and Order of St John Awards. The St John Ambulance Letter of Appreciation, Letter of Commendation or Meritorious Service Certificate and Emblem may be awarded to ACF Officers, AI or Cadets for commendable action that involves the application of first aid training. Cadets may be nominated for the Young First Aider of the Year annual awards. In circumstances which involve a degree of risk, ACFA may make a submission for the Lifesaving Medal

- of the Order of St John. Exceptional service by officers and AI related to first aid training may be recognised by award of the Order of St John.
- **7.002.** A list of non-Gallantry Awards is at Annex A.
- **7.003.** Commendable action by Cadets. Para 7001.g above details some awards that may be made to an ACF Officer, AI or cadet through the links between ACFA and St John Ambulance. ACFA also have experience of a wide range of awards that may be appropriate, including those of the Humane Societies, and will advise and assist in submitting nominations, especially for cadets. The advice of the ACFA should be sought before considering local commendations, as some awards may be restricted where recognition has already been given.

Recommendations

- **7.004.** A recommendation for any award is to be treated as confidential and an individual is not to be informed that he is being recommended.
- **7.005.** Recommendations for awards, when appropriate, are to be submitted as follows:
 - a. **Non-Operational Gallantry Awards.** Recommendations for these awards are to be submitted by ACF Cadet Commandants through the RFCA, in accordance with LANDSO 3100 (Military Division) or LANDSO 3101 (Civil Division), as soon as possible after the action.
 - b. **Awards in the Half Year Lists.** Recommendations are to be initiated by ACF Cadet Commandants and forwarded through the RFCA to the appropriate formation HQs and HQ LAND, in accordance with the instructions in LANDSO 3100 (Military Division) and individual HM Lord Lieutenant Instructions.
 - c. The Cadet Forces Medal and The Certificate of Good Service. Recommendations for these awards are to be submitted in accordance with the instructions at Annex B for the Cadet Forces Medal and Annex C for the Certificate of Good Service.
 - d. A Commander's Commendation for Brave Conduct. Recommendations for a Commander's Commendation for Brave Conduct are to be submitted in accordance with sub-para a. above.
 - e. **Lord Lieutenant's Certificate of Merit.** Recommendations for this award are to be submitted by ACF Cadet Commandants to the Lord Lieutenant's office in accordance with instructions issued by RFCA.
 - f. Army Cadet Force Association Chairman's Letter of Commendation. Recommendations are to be submitted by ACF Cadet Commandants through RFCA to the General Secretary ACFA.

g. **St John Ambulance and Order of St John Awards.** Recommendations are to be submitted to the ACFA.

Presentations

7.006. It is recommended that, whenever possible, Cadet Force Medals should be presented to recipients by a senior officer at a formal parade.

Annexes:

- A. Summary of Non-Gallantry Honours and Awards.
- B. Cadet Forces Medal.
- C. ACF Certificate of Good Service.

ANNEX A TO CHAPTER 7

SUMMARY OF ELIGIBILITY – ACF PERSONNEL FOR NON-GALLANTRY HONOURS AND AWARDS

Ser	Award	Col	Lt Col, Maj	Capt, Lt, 2Lt	All AI	CA	Cdt	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1.	OBE (Mil)	+						LANDSO 3100.
2.	MBE (Mil)		+	+				LANDSO 3100.
3.	MBE (Civil)				+	+		HM Lord Lt Instructions.
4.	Order of St John	+	+	+	+	+	+	St John Instructions.
5.	Associate of Royal Red Cross	+	+	+	+			Med or Nursing Pers only, LANDSO 3100
6.	HM Lord Lt Cert	+	+	+	+	+	+	HM Ld Lt Instructions.
7.	CinC LAND Commendation		+	+	+	+		LANDSO 3100 or 3101 as appropriate
8.	ACF Cert of Good Svc: Adult			+	+			Annex C
9.	Chmn ACFA Letter					+		Informal Request to ACFA
10.	ACF Cert of Good Svc: Cdt						+	Annex C
11.	Cadet Forces Medal	+	+	+	+			Annex B

ANNEX B TO CHAPTER 7

THE CADET FORCES MEDAL

General

1. The award of the Cadet Forces Medal (CFM) and Clasps, for long and meritorious service to the Cadet Forces to officers and AI of the ACF, is governed by Royal Warrant dated 1 Feb 1950 and amended 8 Jan 1955, 20 Jun 1960, 21 Dec 1964, 9 Dec 1971 and 19 Nov 2001.

Post-Nominals

Holders of this medal are not entitled to any abbreviations after their names in respect of its award.

Medal

3. The medal is of cupro-nickel, in circular form, bearing on the obverse the crowned effigy of the Sovereign with, on the reverse, the inscription "The Cadet Forces Medal", and a representation of a torch. The name of the recipient is stamped on the rim of the medal.

Clasp

4. A clasp of cupro-nickel may be awarded for service following the award of the medal. A cupro-nickel rose emblem denoting the award of each clasp shall be worn on the ribbon when the ribbon only is worn.

Ribbon

5. The medal is worn on the left breast, suspended from a green ribbon one and a quarter inch wide, bordered by narrow stripes of dark blue and red, and red and light blue edged with yellow. The ribbon is worn with the dark blue stripe furthest from the left shoulder.

Order of Wear

6. The CFM is placed after Long Service and Efficiency Awards and the Queen's Medal for Champion Shots, but before the Coast Life Saving Corps Long Service Medal.

Qualification

7. On completion of 12 years continuous reckonable service officers and AI qualify for consideration for the award of the CFM, and of clasps to the medal on completion of each period of 6 years service, not necessarily continuous thereafter.

Reckonable Service

- 8. For the purposes of qualification for this award, the following shall be deemed Reckonable Service.
 - a. Service as a commissioned or appointed officer or as an appointed Adult Instructor in the:
 - (1) Combined Cadet Force (CCF).
 - (2) Sea Cadet Corps (SCC).
 - (3) Army Cadet Force (ACF).
 - (4) Air Training Corps (ATC).
 - b. Up to a maximum of 4 year's Service as a Cadet in any of the Cadet Forces listed in para 8a. above.
 - c. Up to a maximum of 6 year's service in a recognised Commonwealth Cadet Force, equivalent to that detailed in para 8a. above and supported by an authorised certificate.
 - d. Up to a maximum of 3 year's Service as a commissioned officer or in the ranks of the UK Volunteer Reserve Forces, including an Officer Training Corps (OTC), a University Royal Navy Unit (URNU) or University Air Squadron (UAS) and that it shall not have been recognised by the award of the Volunteer Reserve Service Medal (VRSM).
 - e. Up to 3 years as a commissioned officer or in the ranks of the UK Regular Forces, which has not counted towards the award of any other long service award.

Cadet Service

9. Service as a cadet under the age of 18 years is not, in any circumstances, to be reckoned as qualifying service.

Honorary Rank

10. Service in an honorary rank, for example as honorary colonel of a cadet unit, will not count as qualifying service.

Continuity of Service

- 11. An exception may be made to the condition of continuity of service (see para 7 and 8) at the discretion of the Army Board, which may be delegated to the Army Medal Board. The following, though not counted as qualifying service for the CFM, may be considered not to constitute a break of continuity of the Service required by para 8a.:
 - a. Any break of Service which does not exceed six months.
 - b. Breaks of up to 3 years in the case of those who, by reason of a change in place of residence or change in circumstances of civilian employment, while continuing to reside in the UK, were unable to continue Service with their Cadet Force unit.
 - c. Breaks occasioned by service abroad as a result of their civilian employment, provided that the individual has been reposted to a UK Cadet Force unit within three years of returning to the UK.
 - d. A break of up to 3 years between leaving a Commonwealth Cadet Force unit and joining a UK Cadet Force unit, as defined at para 8a.
 - e. A break of not more than 3 years between serving in a unit of the UK Volunteer Reserves, as defined in para 8d., and joining a UK Cadet Force unit.
 - f. Any satisfactory period of service in the UK or Commonwealth Regular Forces, providing that such service has not been recognised by any long service or efficiency award and that it interrupts reckonable Cadet Forces service.
- 12. The allowed period not enrolled in a Cadet Force unit will be at the discretion of the Army Board but should not normally exceed 12 months either before or after such Regular or Volunteer Reserve service.
- 13. Providing all service is continuous, uniformed service broken by periods of service in a formally appointed, non-uniformed supervisory capacity, not exceeding three years may be aggregated for the purpose of determining qualification for the CFM.
- 14. The application for the award of a medal is to be accompanied by the undermentioned certificate and supported by the ACF Cadet Commandant and the appropriate RFCA.
- 15. The certificate is to be signed by the individual and then endorsed by the unit commander before posting out of the old unit. The certificate must be attached to any future application (AF E525) for the Cadet Forces Medal.

Forfeiture

- 16. If the service of an officer or AI is terminated for misconduct or for grave neglect of duty he shall be liable, at the discretion of the Secretary of State for Defence, to forfeit the medal.
 - a. Any holder of the medal who is convicted of treason, sedition, mutiny, cowardice, desertion or disgraceful conduct of an unnatural kind, shall forfeit the medal.
 - b. Any holder of the medal who is reported by the police to have been convicted of a grave offence shall forfeit the medal.

Restoration

17. A medal forfeited under para 16. above may be restored at the discretion of the Secretary of State for Defence.

Miniatures

18. Reproductions of the medal, known as miniature medals, which may be worn on certain occasions by those to whom the medal has been awarded, are approximately half the size of the Cadet Forces Medal. Miniatures may be obtained at private expense. A sealed pattern of the miniature medal is kept in the Central Chancery of the Orders of Knighthood.

Applications

- 19. Officers and AI eligible for the award of a medal (or clasp) are to make personal application on AF E525 to ACF Cadet Commandants. Applications in respect of deceased persons may be submitted on behalf of the legal beneficiary.
- 20. In the case of applicants who are still serving, the ACF Cadet Commandant will certify in each case whether the applicant is in every way efficient and deserving of the award. The personal application of an ACF Cadet Commandant, however, should be certified by the RFCA. Statement of service must be accompanied by certificates vouching for each separate period of service.
- 21. Applications from those not now serving with the ACF and applications on behalf of deceased officers and AI should be accompanied by certificates or correspondence to cover the full period of qualifying service.
- 22. Should the RFCA be unable to trace certain service which has been claimed, the correspondence relating to the case will be attached to the application form.

Forwarding of Claims

23. ACF Cadet Commandants are to complete Certificates A and B at Part 2 of AF E525 and forward it, together with any supporting certificates and/or correspondence, to the Army Medal Office, Government Buildings, Worcester Road, Droitwich, Worcs, WR9 8AII.

Publication

- 24. The ACF County HQ and the General Secretary ACFA are to be immediately notified of an award of the medal to an officer or AI by the MOD Medal Office. The award to an officer is promulgated in the London Gazette and is also, published in the Army Cadet Magazine. The award to an AI is published in the Army Cadet Magazine.
- 25. In due course, after notification of the award, the medal/clasp is issued by the MOD Medal Office to the County HQ which, in conjunction with the RFCA, is to arrange presentation to the officer or AI concerned. 6 inches of ribbon are issued with the CFM.
- 26. The medals/clasps of those who do not live to receive them will be issued by the MOD Medal Office to the legal beneficiary or in accordance with current instructions.

THE ACF CERTIFICATE OF GOOD SERVICE

General

- 1. The ACF Certificate of Good Service is awarded for either:
 - a. Continuous exemplary work over a long period.
 - Outstanding work connected with a specific ACF activity or project.
- 2. The number of certificates awarded each year is limited as follows:
 - a. Adults 1 for every 150 persons in the ACF.
 - Cadets 1 for every 450 cadets or part in the ACF County.
- 3. Certificates are awarded three times each year; April, July and December, in accordance with the published instructions.

Eligibility

- 4. To be eligible for an award under para 1:
 - a. An officer should normally be below field rank, an AI should have at least 5 years service as an ACF Adult.
 - b. A Cadet should have at least 3 years service as a Cadet.

Recommendations

- 5. ACF Cadet Commandants may forward recommendations thrice yearly, as instructed by Cadets & OTC Branch, HQ LAND.
- 6. A recommendation is to be made by an ACF County Commandant to the local RFCA in the form shown at Appendix 1 to this Annex.
- 7. RFCA are to forward endorsed recommendations to Cadets & OTC Branch, HQ LAND.
- 8. Unsuccessful recommendations are not reconsidered. Therefore, if it is desired to press a particular case, a further recommendation must be resubmitted.

- 9. Recommendations are only to be made for either:
 - a. Serving ACF officers, AI or Cadets.
 - b. Those members of the ACF who had ceased to serve since the date of recommendation for the previous list of awards.

Appendix:

1. Recommendation Form for the ACF Certificate of Good Service.

APPENDIX 1 TO ANNEX C TO CHAPTER 7

IN CONFIDENCE

ARMY CADET FORCE RECOMMENDATION FOR CERTIFICATE OF GOOD SERVICE

1.	County:	County Priority Order: of
2.	Detachment/Area HQ:	
3.	Rank:	
4.	Names in full (surname underlined):	
5.	a.	Date of appointment to ACF:
	b. Date of appointment to present rank:	
6.	Age:	
7.	Previous recommendations for Certificate of	Good Service (if any):
8.	Basis of recommendation:	
Dat	e:	Detachment or Area Commander
9.	Recommendation	
Dat	e:	ACF Cadet Commandant
10.	Endorsement:	
Dat	e:	for RFCA Sec

CHAPTER 8

GRANTS, NON-PUBLIC FUNDS AND PAY OF OFFICERS AND ADULT INSTRUCTORS

PART 1 – ANNUAL GRANTS

General

- **8.001.** RFCA are to bid to Division/District Headquarters annually as part of the Short Term Planning (STP) process for funding for the ACF. Approved funding will be issued by Division/District to RFCA in the form of 2 annual grants:
 - The Consolidated Grant.
 - b. The Travel Grant.
- **8.002.** Once these grants have been issued, each RFCA will have financial flexibility within their overall Cash Allocations as to how these funds are committed. RCFA will be expected to account for expenditure on behalf of the ACF, conforming to the requirements of Government Accounting and any other Instructions issued by HQ LAND and/or Division/District Headquarters regarding the expenditure of Public Funds.
- **8.003.** Charges for heating, light, water, sewerage, cleaning, maintenance and rent, and environmental charges raised against ACF accommodation and training centres are to be met directly by the appropriate RFCA grants.

The Consolidated Grant

8.004. The Consolidated Grant covers:

- a. Expenses of unit administration including County HQ office and communications costs, maintenance, cleaning and repair of uniforms and maintenance of accommodation stores.
- b. Expenses of unit training (excluding the cost of travelling).
- c. The administration of Annual Camps, including the establishment of Officers' and Sergeants' Messes.
- d. Payments to civilians for expenses incurred in helping with the training and administration of adults and cadets. This does not include the employment of civilian administrative staff.
- e. Publicity in connection with recruiting of officers, AI and cadets.

f. Affiliation fees, which are required to be paid to ACFA annually by ACF Counties on a per capita basis for all members of the ACF on posted strengths at 31 Mar.

Travel

- **8.005.** The Travel Grant is to meet travel expenses for:
 - The provision, maintenance, upkeep and administration of authorised ACF vehicles.
 - b. The provision and running costs of permanent staff vehicles.
 - c. Travel other than that directly connected with ACF APC training.
- **8.006.** The following travelling expenses are to be met from grant funding from the parent Formation HO:
 - a. Collective and individual travel to, during and from authorised ACF training and activities in relation to the ACF APC Syllabus, including attendance on MOD sponsored courses, and visits and attachments to the Regular Army and TA.
 - b. Those pertaining to ACF Annual Camps including visits, reconnaissance and travel to and from the port of embarkation for official visits to BFG when in lieu of Annual Camp.
- **8.007.** Separate funding is to be provided for all travel-related expenditure for ACF activities outside the APC (ACF) syllabus. These are to be met from the RFCA Travel Grant or private funds.

Accounting for the Annual Grants

- **8.008.** RFCA are to keep an account of all sums received from public funds and of all expenditure. All expenditure is to be supported by the necessary vouchers.
- **8.009.** The ACF accounts of a RFCA are to be balanced on 31 Mar in each year and a statement on AF N9253 is to be prepared by the RFCA as soon as possible after that date.
- **8.010.** The accounts are to be audited by a professional auditor. The auditor is to ascertain that the grants from public funds have been appropriated only to the approved purposes specified in paras 8.004 and 8.005 and that all charges are daily vouchered.
- **8.011.** The appointment and change of auditors, the presentation of accounts with observations and explanations as necessary and of auditors reports and subsequent action

as required are to be carried out as directed by Formation HQ and set out in the Financial Memorandum for RFCA.

8.012-8.023. Reserved.

PART 2 – NON PUBLIC FUNDS

General

- **8.024.** Non-public funds must be used for the many activities which members of the ACF undertake other than APC(ACF) Syllabus training and attachments to, or attendance at courses organised by, the Regular Army and TA, which the MOD finances.
- **8.025.** Non-public funds are operated at national, county, area and detachment levels. At national level they are the concern of ACFA. At County, Area and Detachment level they are the responsibility of Cadet Commandants in accordance with policies which are formulated by RFCA.
- **8.026.** An account of the receipt and expenditure of money received from private sources, either for general or specific purposes, is to be kept in a suitable form and duly audited in accordance with the policy laid down by RFCA.
- **8.027.** Premiums paid to the ACFA Collective Insurance Scheme may not be charged to public funds. Basic premiums, at rates published from time to time, are to be paid annually as at 1 Apr with supplementary extensions paid at the time that the cover is arranged.
- **8.028.** Grant aid from educational funds may be applied for in accordance with Chapter 16.

8.029 - 8.030. Reserved.

PART 3 – PAY OF OFFICERS AND ADULT INSTRUCTORS

General

- **8.031.** Officers will receive the pay of their acting or substantive rank (except that an officer of the rank of colonel or higher will be paid as a lieutenant-colonel). The rates of pay will be issued periodically by the MOD and will be subject to the conditions of the Pay Warrant 1964.
- **8.032.** Increments will not be admissible for service with the ACF, but an officer who has had previous full time commissioned service in the Regular Army or in the Reserve Army when called out, may count such service for increments of pay in his rank, under the provision of the Pay Warrant 1964, Article 157.

- **8.033.** TA officers on loan to the ACF will draw pay and allowances or training expenses allowances, as appropriate, in accordance with TA Regulations. All accounting is to be carried out by the TA unit. Days of out-of-camp training for which pay is issued are to count against the allotment of paid training days of the officers' TA units.
- **8.034.** Members of the Regular Army Reserve of Officers (RARO) attached for service with the ACF will be eligible for pay and allowances appropriate to the ACF and the rank to which appointed.
- **8.035.** Chaplains commissioned in the Royal Army Chaplains Department (TA) Section B for duty with the ACF may count such service with the ACF, and any unembodied service with the TA, towards increments of pay admissible at the 6 and 12 year points as allowed in TA Regulations 1978. Rates of pay will be issued periodically by the MOD.
- **8.036.** AI receive pay at special ACF rates under conditions published separately by MOD.
- **8.037.** No officer or AI may receive pay for more than 28 days in any financial year except as provided for in paras 8.040-8.041. An accurate record of the number of days for which pay has been issued must be kept by ACF County HQ for each officer and AI.

Admissibility of Pay

- **8.038.** Subject to the conditions of paras 8.039 8.041, pay is admissible in the following circumstances:
 - a. For each day of attendance at Annual Camp, without conditions as to hours of work, including days of arrival and departure and with advance and rear parties. Conditions for attendance of ACF permanent staff are in RFCA Staff Regulations.
 - b. For each day of attendance, including days of arrival and departure, for the recognized duration of whole-time courses of at least 5 working days and of attachments lasting at least a week, provided that the course or attachment is one authorized by the MOD, HQ LAND or the appropriate formation HQ.
 - c. When accompanying parties of cadets on authorized military training, away from their county, for the sole purpose of exercising disciplinary control, provided that only the minimum essential number performs this duty and that the duty is of not less than 8 hours continuous duration.
 - d. For duty or training as shown in Chapter 3, other than Annual Camp or wholetime course and attachments, subject to the conditions of sub-para c. above.
 - e. While acting as a member of an APC (ACF) Testing Board on days when testing is carried out.

 f. For duty on other cadet activities specifically authorized by DRFC or HQ RF (Cadets & OTC Branch).

Conditions of Pay

- **8.039.** Pay authorized by para 8.038 is subject to the following conditions:
 - a. Travelling time outside the recognized duration of annual camp, wholetime courses and attachments (para 8.038a. and b.) will be reckoned for pay as follows:
 - (1) When travel is unavoidable on the day before camp, a course or attachment, that day will count for pay provide that the journey from the individual's home or place of work has to be started before midday.
 - (2) When travel is unavoidable on the day following the last day of camp a course or attachment that day will also count for pay.
 - (3) If, in order to begin a course of instruction on a Monday, travel on the preceding Saturday is unavoidable, pay will be admissible for the intervening Sunday. The Saturday will also count for pay if the journey from the individual's house or place of work has to be started before midday.
 - b. Pay will be admissible for duty or training authorized in Chapter 3 as follows:
 - (1) For a period of continuous attendance for training from 8 to 24 hours inclusive, whether wholly in one day or partly in one day and partly in another, one day's pay will be issued subject to the completion of at least 4 hours training in the period.
 - (2) For a period of continuous attendance for training exceeding 24 hours, pay will be issued for each day (midnight to midnight) during which the individual is required to attend for 8 hours or more and in that period complete at least 4 hours training.
 - (3) For the purpose of sub-paras (1) and (2), attendance is reckoned from time of assembly to the time of dismissal and may, therefore, include travelling time from the normal place of duty to the ACF Training Centre or other training area and vice versa.
 - (4) The minimum period of 4 hours training referred to in sub-paras (1) and (2) must not include travelling time.

Extra Paid Training Days for Individual Members of the ACF

- **8.040.** Within the overall ACF pay budget allocated by HQ RF and controlled by Formation HQ, the following principals apply:
 - a. ACF Counties with a combined officer and AI establishment amounting to 60 or fewer are entitled to claim 120 extra training days each year.
 - b. ACF Counties with a combined officer and AI establishment amounting to 61 or more are entitled to claim each year 2 extra paid training days for each officer and AI on their establishment. This allocation is to be used at the discretion of the Cadet Commandant concerned. It is the responsibility of the Formation Commander to ensure that the Cadet Commandant does not exceed his entitlement.
 - c. ACF Cadet Commandants are personally authorized to grant to entitled individuals up to 43 days by way of pay and extra paid training days in each financial year. Pay in excess of 43 days and up to a maximum of 50 days in any financial year may be authorized personally by the appropriate Formation Commander on the basis of a justification from the Cadet Commandant concerned. Grants of pay exceeding 50 days in any financial year are to be referred with full supporting reasons by the Cadet Commandant, through the Formation Commander to HQ RF (Cadets and OTC Branch) for approval. Such approval will be given only when the reasons are exceptionally strong.
 - d. ACF Counties' entitlement to extra paid training days are to be based on the ACF establishments prevailing on 1 Apr each year.
- **8.041.** HQ RF (Cadets Branch) may allot additional Paid Training Days (PTD) for those who are called upon to assist in specific tasks, eg for those ACF officers and AI employed as Assistant Directing Staff (ADS) at the CTC, Frimley Park, or who are appointed by HQ LAND to an ACF Extra-Regimental Employment (ERE) post, but excluding RFCA employees. Each year, they will publish an Extra-Regimental Employment (ERE) List, allocating PTD to those individuals running National activities; this list is to allocate specific amounts to each individual whose claims are to be checked by ACFA against the ERE list before payment can be made by the administering County HQ.

Pay Accounts and Records

- **8.042.** On receipt of a Commissioning Letter for an officer, or a Notification of Appointment by County Order for an AI and subsequently AF O9528 (Cadets), APC (TA & Res MCM Div) will open a pay account.
- **8.043.** The CEO is to ensure that AF O9528 (Cadets) giving all personal details is completed in accordance with the instructions on the reverse of the form and sent to APC (TA & Res MCM Div) promptly to avoid delays in payments.

Pay and Allowance Forms

8.044. There are 5 basic forms:

a.	AF O9528 (Cadets)	-	Address, travel and pay arrangements.
			Basic pay document for personal details.

c.	AF O9529 (ADP)	-	Normal out of camp training pay sheet. Includes Residence to Place of Duty travel
			at the normal method and food deduction.

d.	AF O9639	-	Statement of	deductions	and involvements

e.	AF O9622	Claim for manual re-imbursement of travel
		expenses.

Training other than Annual Camp

8.045. The basic principles of the pay system for out of camp training are:

- a. Notification by ACF Counties to the Armed Forces Personnel Administration Agency (Glasgow) (AFPAA(G)) of the attendance of each officer and AI.
- b. Audit and assessment of entitlement to pay and allowances will be submitted by the CEO to AFPAA(G), who will make payment by computer process.
- Payment will be made monthly in arrears to bank accounts.
- d. The system is to be operated on a calendar month basis.

8.046. The Form to report out of camp training is the AF O9529 (ADP). Detailed guidance on completion and submission is at Annex A.

8.047. Cash advances are not permitted for this type of training.

Training at Annual Camp

8.048. Pay and allowances for Annual Camp are to be claimed on AF N1451 (ADP). Detailed guidance on completion and submission is at Annex B.

8.049. Camp advances may be issued to individuals under arrangements made by the CEO. These will be limited to 50% of gross entitlement, the balance being retained to

cover deductions of income tax (always at the basic rate of tax), Earnings Related National Insurance Contributions (ERNIC) and food charges. Details are included at Annex B.

Payments and Notification

- **8.050.** An individual pay statement (AF O9639) will be produced for each month in which any training is completed. It will provide details of the amount that has been paid to the individual's bank/Girobank account. The original and a copy will be sent to the CEO for checking against his training schedules. The CEO should forward the original to the individual concerned.
- **8.051.** All audited claims are paid by AFPAA(G) direct through the banking system:
 - a. ACF officers, in common with all officers holding TA commissions, are to nominate a bank/Girobank account on first joining by the completion of AF O9528 (Cadets). All subsequent payments will be made direct to that account.
 - b. AI are to be encouraged to nominate a bank/Girobank account as at sub-para a. above, in the interests of security of their payments. Where an individual does not intend to have an account, authorization must be obtained from HQ RF (Cadets and OTC Branch), through his CEO, and a copy sent to the AFPAA(G). Where no bank account is held, payment will be by crossed cheque but this type of payment is subject to delay or even loss.
 - c. Any change in bank details is to be notified on AF O9528 (Cadets).
- **8.052.** At the end of each financial year a P60 will be sent to County HQ for forwarding to each individual showing his total earnings and the amounts of tax and ERNIC paid.
- **8.053.** A guide for the disposal of computer output forms AF O9639, AF N9543, precamp listings and P60 is at Annex C.

Income Tax

- **8.054.** Income tax is deducted at source by AFPAA(G), and is payable at the basic rate by all adults except in the following circumstances:
 - a. Students Inland Revenue Form P38(S) (Statement of Projected Earnings) will be sent out by AFPAA(G) on request for completion and return. This declaration should be renewed annually.
 - b. Certain individuals, i.e. unemployed and retired personnel, may be entitled to tax exemption. In such circumstances they should contact their local Inspector of Taxes who will issue AFPAA(G) with a Form P6 "No Tax" coding. This form is renewable annually.

National Insurance

8.055. ERNIC is payable by all adults on pay claims submitted to AFPAA(G) in one calendar month which exceed the minimum authorized by DSS except in the case of officers and AI over age 65 (men) or 60 (women) who are required to obtain Inland Revenue Form CA4140 (Certificate of Age Exemption) from the Inland Revenue to be forwarded to AFPAA(G). This form is a 'Continuous Authority'.

Belated Claims to Pay

- **8.056.** Belated claims to pay in respect of any period not more than 6 years antecedent to the date of the claim must be submitted to HQ RF (Cadets & OTC Branch) through the appropriate Formation HQ for approval provided that:
 - a. The entitlement to the amount can be established beyond doubt from the financial, training and attendance records.
 - b. It is possible, by reference to the accounts and financial records, to prove that payment has not already been made.
 - c. The individual claimant can explain the delay in claim as being not his responsibility.
 - d. The claim is supported by the Cadet Commandant and Formation Commander concerned.
- **8.057.** Except in such exceptional circumstances as may be approved by the Defence Council or by an officer authorized by the Defence Council, no claim will be admitted for pay or other pecuniary advantage arising from pay relating to any period of more than 6 years antecedent to the date of claim.

Local Overseas Allowance (LOA)

8.058. ACF Officers and AI are entitled to receive LOA in accordance with Chapter 7 of TA Regulations.

Annexes:

- A. Guide for Completion of AF O9529 (Out of Camp Training).
- B. Guide for Completion of AF N1451 (Pay Rolls for In Camp Training).
- C. Guide for Disposal of Computer Output.

AF O9529 (ADP) OUT OF CAMP TRAINING

GUIDE FOR COMPLETION AND SUBMISSION

General

- 1. AF O9529 (ADP) and AF O9529 (ADP) (Continuation) are for use within the ADP system of maintaining pay accounts by computer. The form provides for 10 or 15 names on each sheet, but on the ADP version no columns are required for rates of pay or mathematical calculations, as the latter functions are completed by computer process.
- 2. It is essential that the form be completed clearly and accurately. The computer identifies an individual volunteer by his Personal number and first 5 characters of his surname. Even if only one of the 11 digits is wrong, the computer will be unable to process the occurrence and it will be rejected back to the unit for a manual check and correction of the detail.

Completion of Forms

- 3. The following points are to be noted:
 - a. **Number Required.** The ADP system requires AF O9529 (ADP) to be prepared in duplicate, the original being sent to AFPAA(G) once the rolls are processed. A copy is to be retained by the unit for record and checking purposes.
 - b. **Attendances.** It is only necessary to record the number and name of those who actually attend for training.
 - c. **Alphabetical Order.** On AF O9529 (ADP), the names of individuals need not be entered in alphabetical order.
- 4. **Detail Required.** The following convention or symbols are to be used when filling in the AF O9529 (ADP):
 - a. **Personal Number.** Zeros in a personal number are to be written with a stroke through the 0, thus \emptyset ; and enter 6 digits of the personal number in clear bold handwriting or typed.
 - b. **Name.** Complete the surname in block capitals clearly.
 - c. **Rank.** The rank is not an essential feature for the ADP system.

- d. **Training Completed.** To record details of training completed, enter D to record each full day of training in the boxes 1-31 (days in month):
- e. **Residence to Place of Duty Travel.** If travel has been by the "normal" means, enter a "✓" in the line beneath that recording attendance. Should travel have been by other than the "normal" method, leave the column blank and claim the journey on an AF O1771 (Cadets) which is submitted separately.
- f. **Meal Charges.** When meals have to be paid for, enter the following symbols in any vacant spaces on the "meals" line but preferably underneath the days on which training is undertaken:
 - (1) Breakfast Enter B.
 - (2) Main meal Enter M.
 - (3) Tea/light snack Enter T.
 - (4) Supper/high tea Enter S.
 - (5) Full day food charges Enter F.

Rendition

- 5. The following action is to be taken at the end of each month when training has been completed:
 - a. Closing the Rolls. Close the rolls by completing the detail at the top of the form. Spaces which are not occupied by personal numbers or names must be ruled through to prevent the addition of further numbers/names after the rolls have been certified. Insert the total travel and meals into the respective columns.
 - b. **Certification.** Complete certificate of authorising officer on the first folio of each set to be dispatched to AFPAA(G).
 - c. **Dispatch.** The AF O9529 (ADP) are to be dispatched to AFPAA(G) as soon as possible. It should be noted that they may be dispatched at any time in a month when all training has been completed; early receipt enables AFPAA(G) to process the rolls at "off peak" periods. Unit copies are to be retained for record and checking purposes for 6 years.

ANNEX B TO CHAPTER 8

AF N1451 (ADP) AND AF N1451 (ADP (SUMMARY)

GUIDE FOR COMPLETION AND SUBMISSION OF PAY ROLLS FOR IN-CAMP TRAINING

General

- 1. AF N1451 (ADP) and AF N1451 (Summary) (Rev 76) are both designed for the computer system. Rates of pay and details of tax and insurance are excluded and will need to be calculated off the form.
- 2. It is essential that details entered on AD N1451 (ADP) are neat and accurate. Processing against the computer record relies to a very large degree on the compilation of the original source document. Should a volunteer's number or name be incorrect by even one character, it will cause a rejection that must await correction by manual intervention. When completing Personal numbers enter the 6 digits of the personal number in clear, bold handwriting or electronically.

Provision of Computer Listing

- 3. Units may advise AFPAA(G) of the dates on which they commence and finish training as whole units or the dates on which individuals join and leave. A minimum of 3 weeks prior warning is necessary. The computer will then identify all personnel and produce a complete listing. The listings will show details of:
 - a. Rank.
 - b. Marital status.
 - c. Daily rates of pay.
 - d. Gross total for payment.
 - e. Food charges.

Preparation of AF N1451 (ADP)

4. The details on computer listings for in-camp training will be correct at the time of processing and may be transcribed to AF N1451 (ADP) if the following conditions are met:

- a. The pay status remains unchanged from the date the list is produced until the period of camp is completed.
- b. The volunteer completes the full period of camp.

Requisition for Cash

- 5. By using the computer listings provided under para 3 above, the CEO may make a broad assessment of the cash requirement for Annual Camp and forward a requisition, in round pounds, to the Formation HQ SPS Branch, together with details of the bank account to which payment is required. The assessment should be based on the following:
 - a. Experience of previous camps.
 - b. Number of personnel attending.
 - c. Duration of camp.
 - d. Number of advances expected, bearing in mind that payment is not to exceed 50% of gross entitlement.

Completion and Disposal

- 6. a. AF N1451 (ADP) is to be completed in ink or electronically.
 - b. Units may calculate the amount for payment themselves or request computer assistance which will be given in the form of a pre-camp pay listing. The amount for payment should be entered into columns 10 and 11 in pencil and inked in when paid. Any amount not paid at camp will automatically be assessed by computer process and paid to the individual's bank account.
 - c. When all pay parades have been completed and all casuals paid, the AF N1451 (ADP) are to be balanced as follows:
 - (1) If payment has occurred wholly in sterling the total figure is to be entered into column 7.
 - (2) If payment has occurred in an overseas currency, the amount in column 14 is to be converted into sterling and entered into column 7.
 - d. The following action is then to be taken by the paying unit:
 - (1) Complete AF N1451 (Summary) in triplicate.

- (2) Send the original AF N1451 (ADP) to AFPAA(G) together with the original and first copy of AF N1451 (Summary).
- (3) The duplicate AF N1451 (ADP) and second copy of AF N1451 (Summary) are to be retained by the unit for 6 years to facilitate audit.
- (4) At the bottom of the AF N1451 (Summary) enter:

Received from (Issuing Unit) \pounds Total Paid \pounds Balance due to (Unit Details) \pounds

- (5) A cheque for the balance of cash unexpended is to be securely attached to the original AF N1451 (Summary).
- (6) Names of personnel entered on the roll but who do not subsequently attend camp must be deleted entirely.
- (7) Complete the certificate on the first folio only before dispatch.

GUIDE FOR DISPOSAL OF COMPUTER OUTPUT

Serial	Description of Output	Purpose of Output	Period of Retention	Method of Retention
1	AF O9639	State of emoluments and Deductions. Original to individual, duplicate to CEO.	12 months	It is recommended that the current AF O9639 is stored in a lever arch file (SO Code 40-17 is ideal). On receipt of a subsequent AF O9639 the earlier copy is to be extracted and stored in the individual's pay file (AF O9507).
2	AF N9543	Pay priority advice slip. The advice slip is used to: a. Confirm receipt of AF O9528 (Cadets). b. Confirm changes to bank, residence etc.		Once the details have been verified the slips may be destroyed.
3	Pre-Annual Camp listings	At least 3 weeks prior to proceeding to Annual Camp a request may be submitted to AFPAA(G) for computer assistance on rates of pay.	For period of Camp only	Loxon, Binder A3 size (DMD 406152/74) available from stationery sources on a one per unit basis.
4	P60	Declaration of Income Tax and ERNIC deducted. The form is produced at the end of the tax year (or on an individual's discharge). Only one copy is issued to the unit and this is to be given to the volunteer.	Until declared on tax return and checked	

ANNEX C TO CHAPTER 8

AC 14233: The Army Cadet Force Manual

CHAPTER 9

TRANSPORT AND TRAVEL

PART 1 – GENERAL

Travel by Members of the ACF

- 9.001. a. As a general principle all journeys in the UK will be completed by the cheapest method except when this would contravene the rules of Duty of Care or entail serious delay or other marked inconvenience.
 - b. For all authorized MOD funded moves of the ACF, the appropriate train operating company(ies) must be approached initially for a quotation on the clear understanding that the prospective travellers are members of the ACF. Whenever there is a choice of travel and quotations are sought, both economy and the requirements of travellers should be taken into account.
 - c. Journeys by members of the ACF located in Northern Ireland, the Isle of Man, the Shetland and Orkney Islands and the Outer Hebrides, are the subject of special arrangements. When required, details of these should be obtained from the transport/ movement office at the appropriate Formation HQ.
- **9.002.** Travel costs for members of the ACF may be paid:
 - a. Direct from public funds referred to as 'Central Funds'.
 - b. From public funds out of grants allotted to RFCA referred to as the 'Travel Grant'.
 - From non-public funds.
- **9.003.** The principles governing the use of public funds for transport and travel are contained in Chapter 8. Annex A to this Chapter contains details of the duties for which travel is authorised to be paid from Central Funds or Travel Grant. Details of methods of claiming travel allowances can be found in Part 5 of this Chapter.
- **9.004.** Only authorised travel in relation to APC (ACF) syllabus training and such other activities as are authorised by DRFC such as attendance/attachment to Regular Army and TA units/courses is to be a charge to public funds. Travel for other reasons is to be met from non-public funds.
- **9.005.** Travel to the National Inter Services Cadet Rifle Meeting is paid from a special grant or from non-public funds, but a contribution from HQ LAND (Cadets & OTC Branch) may be provided. Travel to ACFA sponsored sports events may be met by a grant from ACFA arranged on a central or regional basis.

9.006. The travel costs of members of the Regular Army and TA, other than attached officers of the TA, on authorized duty in connection with the ACF will be claimed and submitted for payment from normal votes as stated in JSP 325 – Internal Account Codes.

Conveyance of Stores

- **9.007.** The cost of conveyance of stores for the following purposes will be met from Central Funds:
 - a. Equipment, stores and rations to and from Annual Camp.
 - b. Initial and replacement issues of clothing, stores and equipment from RLC or other MOD sources to RFCA central stores or County HQs.
 - c. Return of stores from RFCA or County HQs to RLC and other depots.
- **9.008.** The cost of conveyance of stores for other purposes will be paid for from the Travel Grant. Army transport may be provided, if available, at full repayment rates.

Discipline and Safety

- **9.009.** Supervision of parties of cadets in transit is the responsibility of the officer or AI nominated to be in charge. Parties travelling by rail or in public or hired road transport are to be accompanied by an appropriate number of officers or AI.
- **9.010.** Rules for the maintenance of discipline and safety when travelling by road are given in JSP 535 Cadet Training Safety Precautions (AC 70768) Section 8 and Chapter 2 of this Manual.

9.011-9.020. Reserved.

PART 2 – TRAVEL BY RAIL AND SEA

General

- **9.021.** Class of Travel. Members of the ACF are to travel by rail and sea within the UK as follows:
 - a. Officers of the paid rank of Major or above first class.
 - b. Officers of the paid rank of Captain or below standard class, with the following exceptions where first class is authorized:

- (1) When necessarily travelling in uniform, ie when the nature of their duty requires that they report in uniform, or begin their duties in uniform immediately on arrival at their destination. The words "necessarily travelling in uniform" are to be written on the warrant.
- (2) When travelling by boat between Northern Ireland and Great Britain.
- c. AI and cadets standard class.
- **9.022.** Security. ACF officers, travelling individually, are not to travel in uniform unless it is absolutely necessary.

Travel Arrangements other than to and from Annual Camp

- **9.023.** Arrangements for rail movement are to be made by the appropriate Formation HQ or ACF County HQ direct with the railway authorities, but see para 9.001.
- 9.024. a. Quotes for all authorized MOD funded moves of cadets are to be obtained from the local railway authorities well in advance so that discounts can be negotiated. As many journeys will involve more than one train operating company, a number of quotes will be needed to check local discounts and regulations.
 - b. The following information is to be given:
 - (1) Date of move.
 - (2) Departure and destination stations.
 - (3) Strength of rail party and class of accommodation required.
 - (4) Weight of baggage to be taken (excluding baggage carried in the compartment).
 - c. In cases of difficulty the Transport and Movement branch at the appropriate Formation HQ (Log Sp) should be consulted.

Travel to and from Annual Camp

- **9.025.** Formation HQ (Log Sp) Transport and Movement branch is responsible for arranging rail movement as follows:
 - a. Movement of ACF counties in formed bodies to and from camp by the Formation HQ (Log Sp) Transport and Movements branch in which the County HQ is located.

- b. Movements from camp of county ACFs dispersing to separate destinations by the Formation HQ (Log Sp) Transport and Movements branch in which the camp is located. Movement by individuals is arranged by the ACF County HO.
- **9.026.** In arranging ACF travel to and from Annual Camp, the Formation HQ is to consider whether travel by rail or road would be the less expensive and less inconvenient method and plan accordingly. Journeys by members of the ACF located in Northern Ireland, the Isle of Man, the Shetland Islands, Orkney Islands and the Outer Hebrides are the subject of special arrangements.
- **9.027.** A cadet travelling independently, may travel at Central Funds expense from the normal place of parade of his Detachment to Annual Camp and back to his normal place of parade, except as in para 9.028.
- **9.028.** If a cadet is a member of a Category (1) Detachment at a boarding school, the cost of his travel from camp to home, but not to any other place, may be borne by Central Funds when his home is in the UK or the Irish Republic. If his home is outside the UK or the Irish Republic, travel at public expense will be permitted only for movement within the UK and the Republic of Ireland.
- **9.029.** The cost of private car transportation between Great Britain, Northern Ireland and islands off the coast of Britain will not be chargeable to Central Funds.

Rail Warrants

- **9.030.** RFCA are responsible for the distribution of rail warrant books to ACF County HQ. On receipt of warrant books, the CEO is responsible for the correct completion and issue of warrants to individual members of the ACF and the leaders of ACF parties. The CEO is also responsible for the safe custody of unused or partly used books of warrants at all times in accordance with the instructions in Annex B to Chapter 11.
- **9.031.** The detailed procedure for checking entitlement, the completion of warrants and for their subsequent use is in the Joint Service Manual of Movement (JSP 327 Vol 1).

Baggage Entitlement and Movement of Stores

- **9.032** Personal Baggage. The entitlements for personal baggage on trains are:
 - a. First Class Ticket holders 70 kilos (155 lbs)
 - b. Standard Class Ticket holders 50 kilos (110 lbs)

Personal baggage will normally accompany the owner to the passenger compartment. Baggage in excess of the entitlements above must be paid for by individuals as there is no excess personal baggage entitlement.

9.033. Stores.

- a. **Accompanied Stores.** When consignments of authorized stores are to be taken, AF G980A is to be completed and presented at the entraining station in payment of freight charges for the movement of accompanied stores. The AF G980A is to be endorsed in red "Accompanied Stores" with reference to the Rail Warrant (F/MOV/592) serial number issued for the passenger tickets.
- b. **Unaccompanied Freight.** Authorized consignments of up to 3 tons are to be despatched by the train operating company under arrangements to be made by ACF County HQ.

In either case the ACF County HQ is to present AF G980A to the freight carrier.

9.034. When moving baggage and stores to and from Annual Camp/training, maximum use is to be made of camp vehicles. Personal baggage is not to be included in consignments of ACF stores.

Loss of Stores in Transit

9.035. All losses, not clearly due to faulty packing or other departmental reasons, are to be reported to the parent Formation HQ which is then responsible for reporting them to the local train operating company by letter on AF G978 with copies to MOD DGDA (Acs 10 E2) Northgate House, Bath, BA1 5AB, showing the value of the losses or damage, within 28 days of dispatch in the case of losses, or 3 days of delivery in the case of damage.

Provision of Packed Meals/Refreshments

9.036. Packed meals and refreshments on rail journeys are not provided from Central Funds. If required they should be arranged with catering services of the train operating company. They may be paid for from non-public funds and the retail messing rate may be claimed (see Chapter 14).

Use of Sleepers

9.037. Provided that the use of a sleeper train is the most economical method of travel, taking into account the nightly rate of subsistence allowance (see para 9.093-9.094), an ACF officer or AI may use a sleeper on a rail journey. The cheapest berth available appropriate to the entitled class of travel must be used.

9.038-9.049. Reserved.

PART 3 - TRAVEL BY ROAD

General

9.050. All road movement by the ACF is subject to the provisions of JSP 341 - Defence Road Transport Regulations (Revised 2005). Only those parts of the Regulations to which ACF units will need to make frequent reference are outlined in the following paragraphs.

Travel Authorised against Central Funds

- **9.051.** The ACF is entitled to use Service transport or hired civilian road transport for authorised travel when public transport facilities are not available or are not suitable. Charges may be paid for from Central Funds for the journeys authorised in Annex A. Uniformed instructors and civilian volunteer assistants may be authorised to drive and to be passengers. Cadets are authorised passengers whilst travelling in Service vehicles but are not authorised to drive Service vehicles.
- **9.052.** For periods of training exceeding 48 hours, Service transport may be used to collect cadets from, and return them to, railway stations and for necessary movement during training periods. If Service transport is not available, however, civilian transport may not be hired at public expense for this purpose.

Qualified Drivers

- **9.053.** An ACF vehicle may only be driven in normal circumstances by an officer, AI or by a member of the Regular Army or TA. The driver is to hold a category of licence appropriate to the vehicle being driven, is to be aged 21 or over (when driving TCV or PCV), is to have at least one year's driving experience and have no more than 6 penalty points. The driver is also to have received familiarisation training on the vehicle type, be aware of the particular risks associated with the carriage of cadets and, where necessary, carry an FMT 600 (Driver's Permit) in addition to the UK licence. The driver is to comply with Standing Orders for Drivers (Annex A to Chapter 10 to JSP 341).
- **9.054.** Authority to drive must be obtained from the Cadet Commandant. The ACF vehicle may only be used for authorized journeys as the MOD insurance policy does not cover unauthorised travel.

Vehicle Types

- **9.055.** The ACF generally uses 3 types of road transport. Each requires a different category of licence:
 - a. Cars. Drivers of cars (which includes Short Wheel Base Landrovers) require a Cat B licence.

- b. **Passenger Carrying Vehicles (PCV).** There are 2 types; Minibuses and Coaches:
 - (1) Minibuses (includes Long Wheel Base Landrovers) are defined as being fitted with between 9 and 16 passenger seats. The driver requires a Cat DI licence (See paras 9.063-9.065).
 - (2) Coaches are defined as being fitted with 17 or more passenger seats. The driver requires a Cat D licence (See paras 9.064-9.066).
- **NB.** Passenger Carrying Vehicles (PCV) is the term used in the context of drivers' licences. The term Public Service Vehicle (PSV) is used in the context of vehicle registration (see para 9.064).
- c. **Dual Purpose Vehicles (DPV).** DPV encompass military vehicles capable of seating more than 8 passengers and/or cargo. The Long Wheel Base (LWB) Landrover and the 4 tonne vehicle are examples. Drivers of the LWB Landrover must hold either a Cat D1 or Cat C licence. Drivers of the 4 tonne must hold a Cat C licence. Where the vehicle tows a trailer then the driver is to have the relevant +E licence entitlement. DPV may only be used to carry Cadets in support of a formal training programme in the vicinity of training areas. DPV may not be used for the administrative movement of cadets.

Passenger Safety

- **9.056.** Service pattern vehicles should be so marked as to make clear they are carrying cadets. Escorts are to be provided to supervise cadets whilst travelling in TCV. Escorts are to be seated in the rear of the vehicle with the cadets. A Risk Assessment is to be carried out to consider the use of escorts in any PCV. Escorts are to:
 - a. Ensure that cadets embark and disembark in a controlled manner; that they remain seated for the duration of the journey and that they do not distract the driver or other road users.
 - b. Ensure that, where seat belts are provided, these are worn at all times, and that baggage is securely stowed.
 - c. Control cadets when they leave the vehicle both during planned and unplanned halts.

Vehicle Documentation and Administrative Procedures

9.057. Drivers of Service and ACF vehicles are to ensure that the following documents are carried on the vehicle when in use:

- a. Vehicle Utilisation Record (FMT 1001).
- b. The Highway Code.
- c. The Vehicle User Handbook and Servicing Schedule.
- d. FMT 3-2 Traffic Accident Report Proforma.
- e. FMT 3-3 Traffic Accident Instruction Leaflet (and tear off accident) slip).
- f. JSP 341, Chapter 9, Annex B Speed Limits.
- g. JSP 341, Chapter 10, Annex A Standing Orders for Drivers.
- h. JSP 341, Chapter 12, Traffic Accident Reporting and Claims Procedures.
- i. JSP 341, Chapter 18, Annex A Instructions in the Event of a Breakdown.
- j. The following are kept in a secure place, although not necessarily in the vehicle:
 - (1) Vehicle Record (AB 562).
 - (2) Unit B Vehicle Inspection Report (AF B6534).
- **9.058.** Drivers of Service and ACF vehicles are to carry their own civilian driving licences, FMT 600 and, where applicable their LGV driving licences. They are to familiarise themselves with the instructions shown in Annexes to this Chapter as follows:
 - a. **Annex B.** Instructions for the Custody, Completion and Disposal of Vehicle Utilisation Record (FMT 1001).
 - b. Annex C. Provision of Fuels, Lubricants and Associated Products.
 - c. Annex D. Vehicle Accident Procedure.
 - d. Annex E. Repair and Recovery of AD Vehicles.

Travel on Payment

9.059. When travel costs are to be paid from grants or non-public funds, Service transport may be provided if authorised by the appropriate Transport Control Office at full repayment rate. The charges are to include those for dead mileage.

Recreational Transport at Annual Camp

- **9.060.** Army transport may be provided at full repayment rates at Annual Camp for movement of cadets to the nearest centre of amenities or points of access thereto under the conditions stated below when:
 - a. Public transport facilities to and from the nearest centre of amenities or point of access thereto are inadequate or unsuitable because of inconvenient times or overcrowding.
 - b. The distance between the camp and the nearest centre of amenities or point of access thereto is not less than 2 miles.
 - c. The licensing authority for public service vehicles in the area has been consulted and certified either:
 - (1) That no public transport facilities are available or none can be provided.
 - (2) That existing public transport facilities are inadequate and are not capable of adjustment to meet ACF requirements.

Detailed information is usually available from the camp commandant.

- **9.061.** For the purpose of para 9.060 above:
 - a. Public transport facilities will be deemed to exist when civilian transport is available for hire at rates comparable with public transport charges.
 - b. The term 'Point of Access' means a place from which the centre of amenities can be conveniently reached by public transport.
- **9.062.** a. A cadet may make not more than 2 journeys per week.
 - b. The maximum distance of journeys which may be authorized are:
 - (1) Up to 20 miles each way by Cadet Commandants.
 - (2) Up to 60 miles each way by Formation Commanders.
- **9.063.** The officer responsible for organising recreational transport is to ensure that:
 - a. Vehicles start from a fixed point in the camp area and proceed to and from a fixed point in the amenity area by the most direct route.
 - b. The most economical type of vehicle available is used, having regard to the numbers to be carried.

- c. Only vehicles suitable for the conveyance of cadets are to be used.
- d. One officer or AI is to travel in each vehicle and be responsible for discipline.

Public Service Vehicles (PSV)

- **9.064.** General. The operation of PSV is governed by the Public Passenger Vehicles Act 1981, Section 1. In outline:
 - a. A PSV is defined as a motor vehicle other than a tramcar which is used to carry passengers as part of a commercial activity or for hire or reward either by collecting individual fares or using a collective charge. There are 2 categories:
 - (1) **Small Buses.** Vehicles adapted to carry between 8 and 16 passengers (eg minibuses).
 - (2) Large Buses. Vehicles adapted to carry 17 or more passengers.

ACF Counties are to register and operate small buses only.

- b. Under normal circumstances vehicles with 9 or more passenger seats may be used for hire or reward only under the authority of a PSV operator's (O) licence. However, the Transport Act 1985, Sections 18 and 19, permits such vehicles to be registered and operated by organisations concerned with education, religion, social welfare, recreation or other activities of benefit to the community without the need to hold an 'O' licence. In its place the operator must hold a PSV Permit issued by a Designated Organisation within the meaning of the Transport Act 1985.
- **9.065. Permits and Discs.** For the ACF, the permit issuing Designated Organisation is ACFA through the appropriate RFCA. The latter is also responsible for ensuring that ACF Counties comply with current UK driving and PSV regulations.
- **9.066. Restrictions.** The restrictions on the operation of PSV (small buses) by permit holding ACF Counties are that the vehicle:
 - a. Is not being used to carry members of the public at large.
 - b. Is being used non-commercially, ie not for profit.
 - c. Is being used in accordance with any condition included in the PSV Permit and with the Minibus and other Section 19 Permit Regulations 1987 (SI 1987 No 1230).
- **9.067. Maintenance.** The owner of ACF PSV which, in the context of these instructions, will normally be the RFCA, is responsible for ensuring through ACF Counties:

- a. That the vehicles are at all times maintained in a fit and serviceable condition.
- b. That preventative maintenance inspections for defects are carried out at regular intervals of time or mileage.
- c. The reporting by drivers of any defects which come to their notice and that defects are rectified promptly.

Large Goods Vehicles (LGV)

- **9.068.** A large goods vehicle (LGV) is defined as any goods vehicle, inclusive of trailer if towed, the maximum permitted weight of which exceeds 3.5 tonnes, and any articulated vehicle of any weight. The minimum age for driving a LGV is 21 years except for Service personnel and MOD employees who are granted exemption in this respect to drive Service vehicles.
- **9.069.** a. County HQ are responsible for ensuring that all such vehicles are driven only by qualified drivers holding a vocational LGV licence.
 - b. ACF officers and AI may be trained and tested to qualify for LGV licences under Service arrangements, provided that they have a valid licence for Category B and a valid provisional LGV licence. The cost of LGV licences may be born at public expense.

Seat Belts

9.070. All members of the ACF are required to wear seat belts, where fitted, when travelling in vehicles.

Seating Capacities

- **9.071.** The maximum seating capacities of AD vehicles including drivers are shown below and are not to be exceeded.
 - a. Truck Utility Light 6
 - b. Truck Utility Medium 8
 - c. Truck Utility Heavy 8 (or according to the passenger seating provided)

22. Truck 4 tonne

- 22 e. Trucks 4-8 tonne Cargo

f. Coaches According to seating capacity. Seven additional standing passengers may be allowed except when carrying cadets in marching order.

9.072. When equipment or baggage is carried or when personnel are in marching order, proportionate reductions will be made. If, for example, half the body is taken up with light baggage/equipment, only half the permitted number of passengers may be carried. If the baggage/equipment is heavy for its bulk then the permissible weight, allowing 180 lb for each person, is not to be exceeded.

9.073. Passengers are not to be carried in trailers.

Speed Limits

9.074. The drivers of all types of vehicles being driven on ACF duties are required to comply with the speed limits imposed by the civil law. Although the driver remains responsible, under the law, for his actions, the member of the ACF most senior in rank travelling in the vehicle is to ensure that the driver remains within the law. In addition the speed limits below (mph) apply to all Service vehicles, including Service vehicles purchased by RFCA for the use of the ACF, subject to the overriding restrictions above:

	Normal Road		Dual Carriageway		Motorways	
Vehicle	Without Trailer	With Trailer	Without Trailer	With Trailer	Without Trailer	With Trailer
Land Rover Defender 90/110 – all variants unless otherwise specified	50	50	60	50	60	50
Landrover Truck Utility Medium (High Spec) - Wolf	50	40	60	40	60	40
All variants of Landrover Truck Utility Medium (High Spec) – Wolf with BOWMAN fitted	40	40	40	40	40	40
Pinzgauer Truck Utility Medium (Heavy Duty)	50	40	60	40	60	40
Truck Cargo 8t and 14t GS (BEDFORD)	40	40	45	45	45	45

Notes: For certain vehicles, because of their construction and design, lower speed limits are imposed by the Services on technical grounds. Where lower limits are imposed they will be shown in the Service-produced user handbooks.

Vehicle Parking at Night

- **9.075.** Cars, motorcycles and goods vehicles not exceeding 1525 kg unladen weight may park without lights on road provide that:
 - a. The road is subject to a speed limit of 30 mph or less.
 - b. The vehicle is parked close to the kerb and parallel to it and, except in one-way streets, with its nearside to the kerb.
 - c. No part of the vehicle is within 15 yards of a road junction.
 - d. The vehicle is not towing a trailer.
 - e. The vehicle does not carry an overhanging or projecting load.

9.076-9.080. Reserved.

PART 4 - TRAVEL BY AIR

Travel to British Army Units in Germany

- **9.081.** Members of the ACF may travel by air between the UK and Germany on authorised visits to Units in Germany.
- **9.082.** Such travel is to be by the MOD North West Europe Charter Trooping Service and is subject to the following conditions:
 - a. Travel will be on repayment at the rates notified by JSTC. These costs must be met by the ACF and recovered from cadets as necessary. Estimates of costs for planning purposes will be produced in the July of the year prior to movement and updated in the February of the year of movement. Retrospective surcharges may be necessary to cover price increases outside the contractor's control.
 - b. Movement must be planned to coincide with aircraft scheduled timings.
 - c. Consolidated bids for movement are to be forwarded by HQ LAND (Cadets & OTC Branch) to HQ 38 Group Movements by not later than 2 months prior to the required month of movement.

- d. Where the numbers travelling justify a complete aircraft charter, consideration may be given to the use of a preferred airfield although travel from any airfield other than Stansted may incur additional charges which have to be borne by the cadets.
- e. The ACF, with assistance from HQ LAND (Cadets & OTC Branch), will be responsible for the administration of cadet movement including assembly at and dispersal from airfields and the provision of any necessary overnight accommodation.

9.083. Documentation.

- a. Once air movement has been approved, the ACF County HQ is to arrange for F Mov 562 (Application for Air/Sea Passage), together with nominal rolls showing category, surname, initials, ranks and status and receiving unit for each passenger, to be forwarded to JSTC London for the movement from and to UK.
- b. Valid passports are required for all ranks.

Travel to Other Destinations

9.084. Travel by air to destinations other than Germany is permitted but, for other than official visits, is to be at private expense. Travel on official exchanges eg to Canada, is to be arranged by HQ LAND (Cadets & OTC Branch).

Baggage

9.085. The baggage allowance for officers and cadets travelling by air is 44 lbs (20 kg). This includes cabin baggage which must not exceed 9 lbs (4 kg).

9.086-9.089. Reserved.

PART 5 - TRAVEL ALLOWANCES

General

9.090. Officers and AI of the ACF when travelling on authorised duty, as defined within Annex A to this Chapter, may claim travel allowances as under:

a. Subsistence Allowance: see paras 9.093-9.099 below.

b. Motor Mileage Allowance: see paras 9.100-9.122 below.

c. Refund of Expenses Incurred: see paras 9.123-9.127 below.

No claims for b. and c. above may be made if seats in Service or officially provided transport are left vacant to the same destination on the same day.

- **9.091.** In accordance with Annex A, claims for travel may in certain circumstances be payable out of the RFCA Travel Grant, in which case the condition of issue and the rates paid are at RFCA discretion and the limitations imposed below do not necessarily apply. The method of claiming from the grants is specified at para 9.134. The method of claiming from Central Funds is specified at para 9.135.
- **9.092.** Rates of the various allowances are published periodically by MOD or notified by RFCA as appropriate. All ACF officers are paid the same rates regardless of rank.

Subsistence Allowance

- **9.093.** Subsistence Allowance may be paid to officers and AI of the ACF in respect of journeys to and from authorised courses of instruction at which they are accommodated and fed at public expense. Payments, subject to the normal rule and at the rates applicable to Regular Army personnel, are admissible as follows:
 - a. Daily Rates (either 5-10 hour rate or over 10 hour rate) where travelling time exceeds 5 hours.
 - b. Nightly Rate covering a 24 hour period or travel at night, where an overnight stay is necessary and Service accommodation cannot be provided.

Subsistence Allowance is not admissible for periods spent at courses or for any other occasion except as specified above or in paras 9.094-9.099.

9.094. Officers and AI of the ACF travelling on duty to and from APC (ACF) syllabus training (which includes the Duke of Edinburgh's Gold Award when undertaken as a 4 Star subject as shown in the APC (ACF) Syllabus (Army Code 71101)), for which the cost of travel is paid from the Travel Grant allotted to RFCA, may be paid Subsistence Allowance from the same grant at the approved subsistence rate.

Collective Arrangements for Cadet Travel

- **9.095.** The following instructions will apply to collective travel arrangements:
 - a. Cadets (and any accompanying adults) travelling in a party of 4 or more on a single journey in excess of 5 hours on which food has to be purchased, are authorised a refund of costs which should be made to the leader of the party against receipted bills. The refund will be limited to multiples of the 5-10 hours Daily Rate of Subsistence Allowance (DRSA) (for majors and below) which may be claimed for each member of the party in accordance with the following:

- (1) The time spent on a journey covers one or more of the 3 recognized meal times, ie breakfast, lunch, tea/supper, and the claim is limited to DRSA for each meal time.
- (2) The meal(s) is/are actually taken during the period of travel and could not reasonably have been taken before the start or after the finish of the journey.
- (3) The time spent travelling qualifies for DRSA (as defined above) in the following way: a journey of 5 hours but less than 10 hours, DRSA at over 5 hours; a journey of 10 hours but less than 15 hours, DRSA at over 10 hours; etc.
- b. No payment can be made for a journey lasting less than 5 hours.
- c. Accompanying Officers who do not hold appointments in the ACF are to claim Subsistance Allowance through their parent units.
- **9.096.** These arrangements apply equally to cadets travelling from Northern Ireland and the Scottish Islands to the mainland. Travel to and from Annual Camp and Bisley meetings are covered by this instruction.
- **9.097.** The rules set out above also apply to parties of less than 4 or those travelling singly, except that they may claim individually instead of through the leader of the party.

Nightly Rate of Subsistence Allowance (NRSA)

- **9.098.** Formation HQ may authorize the payment of the Nightly Rate of Subsistence Allowance (NRSA) to defray the cost of lodgings overnight when Army accommodation is not available, on the following occasions only:
 - a. Officers attending MOD, LAND and Formation conferences as authorised by Annex A.
 - b. Officers making a preliminary reconnaissance of a camp site as authorised by Annex A.

The prior approval of Formation HQ must be obtained before claims for this allowance are passed for payment.

9.099. Special approval has been given for female officers and AI on duty at ACF training centres and Annual Camps to be accommodated at public expense on a 'bed and breakfast' basis in nearby hotels or boarding houses when it has been certified by the Cadet Commandant that MOD facilities are not available. It is expected that accommodation will normally be booked on a collective basis and payment arranged centrally through RFCA for payment by HQ LAND (Plans & Resources). Where collective arrangements are not

practical, Subsistence Allowance within the special rates notified by MOD as a refund of actual vouched expenditure may be claimed.

Motor Mileage Allowance (MMA)

- **9.100.** The following regulations are necessarily expressed in broad terms. Even where, under the regulations, ACF officers and AI do not require prior authority for the use of their private motor vehicles, payment of Motor Mileage and related allowances may be refused in respect of journeys for which it was clearly unreasonable for them to use their private vehicles in the circumstances.
- **9.101.** There are 2 rates of MMA which may be admissible for officers and AI using their own private cars for authorised travel. They are:
 - a. The Official Duty Rate (paras 9.102-9.105).
 - b. The Private Car Rate (paras 9.106-9.107).

In addition passenger allowance may be payable.

Official Duty Rate (ODR)

- **9.102.** An officer or AI travelling on an authorised official duty journey may, with prior authority, use his private motor vehicle and be paid MMA at the Official Duty Rate (ODR) provided that all the following conditions are satisfied:
 - a. The vehicle is comprehensively insured as required and explained in para 9.128.
 - b. He could not, by using public transport or officially provided transport, or by travelling as a passenger in another vehicle (private or official) making an official journey at about the same time, over substantially the same route, reach his destination in time to carry out his duty. In the United Kingdom the preferred method of travel is by rail, which is always to be used except where it would cause serious delay or marked inconvenience.
 - c. The distance to the place to be visited does not exceed 60 miles or, when a number of places are to be visited in sequence, no stage of the journey exceeds 60 miles and the total distance travelled in any one day does not exceed 120 miles. If the journey is to be made partly by private vehicle and partly by public transport, the aggregate mileage is to be used to determine whether the journey is over 60 miles.

- **9.103.** MMA at ODR is not to be paid for daily travel to and from the same place of detached duty on 2 or more consecutive days if it would be economical and reasonable for the officer or adult instructor to stay overnight.
- 9.104. a. Provided that the conditions of para 9.102a and b are satisfied, journeys where the distance exceeds the limit specified in para 9.102c may be performed by private car with payment of mileage allowance at ODR when prior authority has been given by the Cadet Commandant concerned.
 - b. Applications for prior authority are to be submitted on AF O9513 to Cadet Commandants who are to take account of all items of expenditure (including subsistence allowances) and other relevant factors such as saving official time. Applications are to be approved only when it is clear that there is no cheaper alternative, or that advantages to the MOD outweigh the additional expense in the particular case.
 - c. When an application is approved the AF O9513 is to be attached to the AF O1771 to support the claim for MMA.
- 9.105. a. Once an officer or AI has used his private vehicle on official duty and has been paid MMA at ODR, he is to be expected to use the vehicle subsequently at the request of the MOD and to carry official passengers if so directed, unless there is a change of circumstances which makes further uses unreasonable.
 - b. Such an officer or AI should not, therefore, be subsequently permitted to travel by more expensive means, eg by hired transport, on official duty journeys for which it is practicable for him to travel in his private car.

Private Car Rate (PCR)

- **9.106.** Provided that the insurance requirements, set out in para 9.128 are satisfied, officers and AI may use their private motor vehicle and be paid MMA at PCR for any official duty journeys for which ODR is not payable because the conditions of para 9.102 are not satisfied or because the journey falls under para 9.103.
- **9.107.** MMA at PCR is based on the average cost of public transport. Payment at that rate does not in any way recognise the use of the private motor vehicle and no liability is to be accepted in the event of any accident, damage, injury or death beyond that which would exist if the private motor vehicle had not been used.

Residence to Place of Duty

9.108. An officer or AI may claim actual mileage necessarily incurred in travelling between his residence, or place of employment, and place of ACF duty. If he travels direct from his place of employment to his place of duty, the additional expense over and

above what he would normally incur in going direct from his place of employment to his residence may be claimed. The place of duty of a County or Area Staff Officer is County or Area HQ respectively. Claims will only be made for journeys in connection with training activities related to the APC (ACF) Syllabus or such other cadet activities as are authorised by DRFC. Travel for other reasons is to be met from non-public funds.

- **9.109.** No refund of travelling expenses is admissible when the shortest practicable route between the place of residence and place of duty is one mile or less.
- **9.110.** The maximum distance/time for which a refund of travelling expenses may be claimed is 50 miles/one and a half hours.
- **9.111.** Permission to be refunded travelling expenses for a greater distance than that given in para 9.110 above may be given by the local Formation commander. This authority must be obtained before the first journey is performed, and is subject to the following conditions:
 - a. That the duties cannot be adequately carried out by any other officer resident within the prescribed limit.
 - b. That the authority will be reviewed annually.
 - c. That travelling expenses will not be admissible for more than 50 return journeys per year without authority from HQ LAND. A copy of the application for authority may be sent to HQ LAND (Cadets & OTC Branch) in cases with policy implications.
 - d. That the officer or AI concerned is resident within the county or within 5 miles of the county boundary.
- **9.112.** Land Command authority required under sub-para 9.111c above will be requested by Formation HQ after approving the claim on other grounds.
- **9.113.** If a staff officer, chaplain or medical officer visits, on duty, a Detachment other than his normal place of duty, he may claim MMA at PCR and should not claim residence to place of duty.
- **9.114.** If a Detachment officer or an AI is temporarily required as part of normal ACF duties to attend regularly, ie at least once a week at each of 2 places of duty, then he may be repaid his travelling expenses or MMA at PCR to each. Travelling expenses may not be paid in such circumstances for a period longer than 3 months without authority from Land Command. A copy of the application for authority may be sent to HQ LAND (Cadets & OTC Branch) in cases with policy implications.
- **9.115.** Reserved.

Annual Camp

- **9.116.** a. Private motor vehicles may be used for journeys to/from Annual Camp by the following who are attending officially:
 - (1) Cadet Commandants.
 - (2) Chaplains.
 - (3) Medical officers.
 - b. In addition, officers and AI who, because of their employment or for other personal reasons, are unable to travel with the main body may use their own vehicle and claim MMA at the appropriate rate. All such personnel must, however, notify the intended use of their private vehicle to their CEO who, in turn, shall reduce overall vehicle numbers to an absolute minimum by taking account of personnel travelling on the same day to/from the same or adjacent camps who can share transport.
- **9.117.** Private motor vehicles may be used during Annual Camp to/from/within camp training areas only when suitable Service/public vehicles are not available, in which circumstances the number of private vehicles used is to be kept to a minimum by sharing.
- **9.118.** It is essential that those who may use or are required to use their private vehicles on MOD property, ie not on the public highway, at Annual Camp must notify such intended use to their insurers and get cover in writing which must be produced to the CEO before he authorises that vehicle to be used as requested.
- **9.119.** MMA at the appropriate rate may be paid for journeys to/from Annual Camp and essential movement during Annual Camp (including that to/from training areas) but all the relevant criteria must be met in full (see paras 9.102-9.107). All claims are to be endorsed by Formation HQ.

Passenger Allowance

- **9.120.** Where persons entitled to be conveyed at public expense are carried as passengers by an officer or AI driving his own private vehicle on official journeys for which Motor Mileage Allowance is payable, passenger allowance may also be paid. Passenger Allowance is not admissible in respect of privately-owned solo motorcycles and similar machines, and officers and AI must not carry passengers, or travel as passengers, on official journeys on such machines.
- **9.121.** The claim for Passenger Allowance is to be made on the same form as the corresponding claim for MMA. The names and status of the official passengers are to be shown on the claim.

Additional Allowance

9.122. Additional allowance may be paid to recompense those schools/units/PTA/LEA etc who are prepared to use their own privately owned/operated/maintained passenger vehicles for the carriage of cadet parties on officially authorised journeys. This arrangement excludes cars for which the payment of PCR, ODR and passenger allowance etc is appropriate. Before authorising the additional allowance, Formation HQ should evaluate movement both by rail and road to determine the most economical method of travel (bearing in mind the number of passengers to be moved). In all cases the cheapest means is to be used. The maximum admissible is not to exceed that laid down by the Inland Revenue (IR124).

Travel Expenses

- **9.123.** Incidental expenses during a duty journey are payable as follows:
 - a. Refund of taxi hire charges, see para 9.124 below.
 - b. Garage charges, Parking Meters and Parking fees, Toll charges and Ferry charges, see paras 9.125 and 9.126 below.
 - c. Refund of bus fares, see para 9.127 below.

Taxi Hire

- **9.124.** Refund of taxi fares is admissible only during travel to and from authorised courses of instruction and within the following conditions:
 - a. Where no public means of transport exist and Service transport is not available, an officer or AI may claim the cost of hired transport including fares for taxis from public funds for distances of 2 miles or more.
 - b. Refund of taxi fares will also be admissible for an officer making a journey upon which heavy baggage is necessarily transported.
 - c. The amount of personal baggage required to be carried for absences of one or 2 nights will not normally justify the use of a taxi at public expense. If there are exceptional circumstances which warrant the use of a taxi, a full explanation of them should be appended to the claim.
 - d. The cost of hired transport (including taxi fares) may be refunded on the authority of the Formation commander in circumstances not covered above when neither Service transport nor public transport is available and he considers that it is in the interests of the public service, eg for AI or cadets when necessarily carrying heavy baggage.

Garage, Parking Tolls and Ferry Charges

- **9.125.** Expenditure necessarily incurred on toll and ferry charges on journeys which qualify for payment of MMA at ODR or PCR may be reimbursed from public funds in addition to the mileage rate payments if:
 - a. The use of an alternative route would not have resulted in a saving to public funds.
 - b. The extra expenditure incurred was reasonable and was justified by the need to save official time.
- 9.126. a. Expenditure necessarily incurred on garage, parking and parking meter charges on journeys which qualify for payment of MMA at ODR may be reimbursed from public funds in addition to the mileage rate payment. For journeys which attract only PCR, reimbursement of such charges is to be admissible only to the extent that the charges plus the amount of mileage allowance payable do not exceed the cost of fares (including the fares of passengers) by the cheapest means of public transport.
 - b. The maximum refunds of garage charges for a motor car and for other vehicles, if the officer or AI is necessarily on duty in circumstances which make him eligible for the nightly rate of subsistence allowance, are published periodically by MOD.
 - c. When parking fees or parking meter charges are claimed the claim should, in the case of parking fees, be supported by a voucher or, where this is not available, by a signed explanation of why a voucher cannot be produced.

Bus Fares

9.127. Where bus travel can be anticipated, warrants (F Mov 567) should be issued. If not issued, a claim should be submitted on AF O1771 with a receipt or note of explanation attached.

Insurance

9.128. Terms of Insurance Policies.

- a. When private motor vehicles, other than solo motorcycles are used on official journeys at the ODR of MMA, the owner must have a valid comprehensive insurance policy covering all risks normally incurred (for which the MOD will accept no liability) including the following:
 - (1) Bodily injury to or death of third parties.

- (2) Bodily injury to or death of any passenger.
- (3) Damage to the property of third parties.
- (4) Damage to or loss of the vehicle.

When private solo motorcycles are used on official journeys the policy need cover only third party risks, ie sub-paras (1) and (3) above.

- b. The insurance cover in respect of sub-paras a (1) to (3) must be without financial limit.
- c. When private motor vehicles are used on official journeys at PCR or residence to place of duty is being claimed, insurance cover is essential only for sub-paras a (1) to (3), to which the provisions of sub-para b. apply.
- d. Policies which contain an excess clause requiring the owner to bear the first part of any claim are acceptable provided the liability of the owner does not exceed £200 except where the insurance company has specified an excess of more than this figure due to no fault of the claimant eg a newly qualified driver or due to age.
- **9.129.** The individual's responsibility under para 9.128 extends to satisfy himself that:
 - a. His insurers have undertaken to indemnify the Crown, in the event of a claim being made against the Crown as the insured's employer, to the same extent as he is insured under the policy.
 - b. The policy covers the use of the vehicle on official business by the officer or AI, and that his receiving mileage allowance (and, if carrying passengers on duty, a supplement for each) is not to be deemed to constitute use for hire or reward.
- **9.130.** The insurers listed in RAAC Ch 3 have given a general undertaking as described in para 9.129a above and no action to obtain a special endorsement or written undertaking is necessary.
- **9.131.** Where an insurer is not listed in RAAC Ch 3, the officer or AI must personally obtain the undertaking by means of an endorsement to the policy or by letter. A satisfactory form of words is:

'Personnel, whether Service or civilian, employed by or in any Government Department using their private motor vehicles on official business may receive a mileage allowance for the journey and if carrying other officers or servants of the Crown travelling on duty, a small additional allowance in respect of each passenger. When the vehicle is being so used we undertake that subject otherwise to its terms and conditions the policy covering the vehicle shall be deemed to include such

use and the receipt of the said allowance shall not be deemed to constitute use for hiring or for the carriage of passengers for hire or reward.

We also undertake to indemnify the Crown in the event of a claim being made against the Crown to the same extent as the policy holder is insured under the policy, on the understanding that the insurers are allowed to retain control of the claim.'

- 9.132. a. Alternative Drivers. When an officer or AI permits another person (eg his wife) to drive the motor vehicle in which he is travelling on official duty, it is necessary for him to ensure that the insurance policy is specially endorsed to provide cover on such journeys and that the Ministry of Defence is indemnified to the same extent as he would himself be covered by the policy.
 - b. Use of Servants. If an officer employs a civilian chauffeur to drive his private car he must, if he intends to claim MMA, obtain confirmation from his insurers that the undertaking referred to in sub para a. above covers such use. Further, the officer or AI is to be required to indemnify the Ministry of Defence against any claims made by the chauffeur or his representatives in respect of personal injury, fatal or otherwise, or damage to property, and to cover this liability by insurers.

Method of Claim - Travel Allowances

- **9.133.** Claims for the Reimbursement of Travelling Expenses. Claims are to be submitted on AF O9622.
- **9.134.** Travel Grant. Claims for allowances and refunds of expenses from the Travel Grant for journeys in Annex A are made to RFCA under the local procedures specified. Where there are no specific procedures, AF O1771, clearly endorsed 'Grant', are to be completed and forwarded to RFCA.
- **9.135.** Central Funds. Claims for allowances and refunds of expenses payable from Central Funds for journeys in Annex A are to be prepared on AF O1771. The authority for the journey, and the bank for payment are always to be completed. All AF O1771 are to be forwarded to County HQ for certification and onward transmission to AFPAA(G).

Payments by Armed Forces Personnel Administration Agency (Glasgow) - $\mathbf{AFPAA}(\mathbf{G})$

9.136. Payments by AFPAA(G) will normally be to a bank account under the bank credit transfer system; bank details must therefore be included in any form of claim to AFPAA(G).

Belated Claims

- **9.137.** It is expected that all claims for allowances are submitted within one month of the duty concerned. An explanation of delay in submission is required for any claim submitted more than 6 months after the duty.
- **9.138.** Except in such exceptional circumstances as may be approved by the Defence Council, or by an officer duly authorised by the Defence Council, no claim is to be admitted for any allowance relating to any period more than 6 years antecedent to the date of the claim.

9.139-9.143. Reserved.

PART 6 - VEHICLES FOR ACF USE

Vehicles Purchased from RFCA ACF Vehicle Grant

- **9.144.** Subject to Division/District DCS approval, RFCA may purchase vehicles for use by the ACF (on military training and administration). The vehicles may be obtained from local sources at the most competitive price available. When considering requests to purchase an additional vehicle or to replace an existing one, an RFCA should take into account the requirements for the vehicle, current funds available, and its ability to run the vehicle from within the annual ACF Travel Grant.
- **9.145.** When an ACF vehicle is no longer considered economical to run, the RFCA may sell the vehicle on the open market and credit the proceeds towards the cost of the replacement vehicle.
- **9.146.** Details of all disposals are to be notified showing:
 - a. Disposal price (including part exchange value).
 - b. Cost of new vehicle.
 - Details of old and new vehicles.

Insurance of Vehicles

9.147. A motor insurance policy to cover these vehicles, as commercial vehicles, in respect of third party liability including theft has been arranged with the Royal & Sun Alliance Assurance Company. Subject to certain provisos, authorised passengers and drivers are included in the cover and this extends to both personal injury and damage to property.

9.148. RFCA are to ensure that their vehicles are included in the policy and are to pay the necessary premium from the annual Travel Grant. They are to ensure that if any accident or occurrence arises from the use of the vehicle whereby it seems likely that a third party claim of any sort may be made, notice in writing is given to the company immediately that there is no admission of liability or any other concession which could prejudice the company's action, and that any third party claim received is immediately sent to the company. The policy excludes loss of, or damage to, the vehicle itself, and this risk is borne by the MOD.

Vehicles Obtained from Non-public Funds

- **9.149.** The maintenance and running expenses of a vehicle privately owned by an RFCA may be paid from the Travel Grant on the following conditions:
 - a. Division/District DCS has recognized the vehicle. Recognition will only be granted if it can be demonstrated that the vehicle in question is necessary for the efficient operation of the ACF county in question.
 - b. The vehicle is used solely for authorised cadet training, activities and administration on the same basis as a General Reserve Vehicle.
 - c. The vehicle is covered by a current MOT certificate of roadworthiness.
- **9.150.** The maintenance and running costs of all other vehicles privately purchased by, or donated to, an ACF County HQ, Area HQ or an individual Detachment must be met from non-public funds, as must the cost of insurance.
- **9.151.** Minibuses owned and wholly maintained by Detachments/Schools/LEA/PTA, etc, who operate on a non-profit making basis, may claim an Additional Allowance when transporting ACF personnel on authorised journeys (see para 9.122). The rate per mile is published periodically by MOD under the heading 'Motor Transport Repayment Rates', and is related to seating capacity. The published rates show hourly and mileage rates, but only the mileage rate may be claimed for ACF purposes.
- **9.152.** Payments in respect of claims for the Additional Allowance are made at the discretion of Formation HQ and may vary from the claims.
- **9.153.** Additional Allowances are not payable for journeys carried out in privately owned cars or vans and are limited to vehicles:
 - a. Which are licensed, taxed and insured in the name of the Detachment/School/LEA/PTA.
 - b. The insurance policies of which cover legal liability to third parties in respect of personal injury and damage to property and under which both the owners and the drivers of the vehicle are indemnified.

- c. The insurance policies of which cover legal liability to the full number of passengers conveyed.
- d. In respect of which, if the insurance policy does not cover use for hire or reward, written confirmation has been obtained from the insurers that the payment of the allowance will not invalidate the policy.
- **9.154.** RFCA may be required to produce written confirmation and the relevant insurance policy and premium receipts either before payment of a claim is approved or subsequently. A copy of the written confirmation is to be attached to the first claim in respect of such a vehicle.
- **9.155.** The receipt of a cash refund in the circumstances described above does not involve use of the vehicle for hire or reward within the meaning of that term in the licensing provisions of Part III and Part IV of the Road Traffic Act 1960, and does not, therefore, make the obtaining of a PSV or Carriers 'B' licence necessary. However, unless the insurance policy already covers use for hire or reward, insurers might contend that the vehicle is used for reward (resulting from the ability to claim the allowance), thus invalidating the policy. Consultation with insurance companies is, therefore, essential.
- **9.156.** Where a school owns/operates a vehicle for the purpose of fulfilling elements of the school curriculum, it may be advisable, where appropriate, to include cadet activities in the application for exemption. Where, however, a Detachment though essentially schooloriented is, nevertheless, open to persons not attending the school for educational purposes, then a separate certificate should be obtained.

Issue of Fuels, Lubricants and Associated Products

- **9.157.** Fuel for operation of vehicles purchased from the RFCA ACF vehicle grant and officially recognized vehicles, for use outside the Annual Camp period, may be provided free from Army sources provided that the vehicle is using the Vehicle Utilisation Record (FMT 1001).
- **9.158.** Provision is to be limited to issue from military POL points that are situated within a reasonable distance of the location of the vehicle or by use of officially issued Agency Cards. Details are at Annex C.

Tachographs

- **9.159.** Under Regulations EC 3820/85 and 3821/85, tachographs are required to be fitted to all vehicles less those which are used by the Armed Forces, where:
 - a. In the UK the seating capacity, including the driver, exceeds 18.
 - b. In EC countries the seating capacity, including the driver, exceeds 9.

9.160. Tachographs which need to be fitted to ACF owned vehicles must be bought and fitted at private expense.

Annexes:

- A. Duties for which Travel is Authorised to be Paid from Public Funds.
- B. Instructions for the Custody, Completion and Disposal of the Vehicle Utilisation Record FMT 1001.
- C. Provision of Fuels, Lubricants and Associated Products.
- D. Vehicle Accident Procedure.
- E. Repair and Recovery of Service Vehicles.

ANNEX A TO CHAPTER 9

DUTIES FOR WHICH TRAVEL IS AUTHORISED TO BE PAID FROM PUBLIC FUNDS

Object Of Journey	Transport Of	Paid By	Eligibility For MMA	Remarks
(a)	(b)	(c)	(d)	(e)
ACF Annual				
Camp				
1. To and from Annual Camp (once annually)	All ranks	Central Funds	Yes	Payment of MMA at PCR only is restricted to essential adults in advance and/or rear parties. All claims will be governed by limits laid down in current MOD instructions.
2. To Annual Camp site for preliminary reconnaissance (once annually)	Not more than 5 officers for each county	Central Funds	Yes	MMA at PCR only is payable. Mileages are to be within limits laid down in current MOD instructions.
3. Training duties at Annual Camp	All ranks	Central Funds	Yes	For conditions see paras 9.116 - 9.119.
4. Visits to Camp (once annually)	Honorary Colonels	Central Funds	Yes	MMA at PCR only is payable with mileages laid down in current MOD instructions. Visits will be restricted to one per camp/period whilst cadets of Honorary Colonels' units are in residence.
Other ACF Authorized Duty				
5. Duty travel for ACF officers/AI	All ranks	Central Funds	Yes	Covers all activities related to APC (ACF) Syllabus.

Object Of Journey	Transport Of	Paid By	Eligibility For MMA	Remarks
(a)	(b)	(c)	(d)	(e)
6. RFCA organised ACF duty travel	All ranks	Travel Grant	Yes	Covers recruiting, PR and administrative activities.
7. Travel connected with ACF activities unrelated to the APC (ACF) Syllabus	All ranks	Travel Grant or Non-Public Funds	No	
To and From Authorised Courses, Attachments, Demonstrations and Conferences				
8. Courses and attachments, and demonstrations by Regular Army personnel in the UK	All ranks	Central Funds	To courses of instruction only	The course, attachment or demonstration must be approved by MOD or by a commander not lower than the District Commander responsible for the training.
9. MOD and HQ LAND conferences	Cadet Commandant (ACF)	Central Funds	Yes	Travel is authorised to one such conference annually.
10 District Conferences	Cadet Commandant (ACF) and one other officer from each county	Central Funds	Yes	Travel is authorised to one such Conference annually.

Object Of Journey	Transport Of	Paid By	Eligibility For MMA	Remarks
(a)	(b)	(c)	(d)	(e)
11. Specialist conferences	County or unit officers i/c signal, technical or physical training	Central Funds	Yes	Travel is authorised to one HQ LAND and District Conference annually.
Visits of Authorised Parties to Germany				
12. Travel to and from port of embarkation when in lieu of Annual Camp	All ranks	Central Funds	No	When travel is additional to Annual Camp the cost must be borne by the Travel Grant.

Note:

- 1. The definitions of the terms used in column 'c' are:
 - a. **Central Funds** Funds controlled by MOD.
 - b. Travel Grant MOD Grant allocated through RFCA.

ANNEX B TO CHAPTER 9

INSTRUCTIONS ON THE CUSTODY, COMPLETION AND DISPOSAL OF VEHICLE UTILISATION RECORD (FMT 1001)

General

- 1. The Vehicle Utilisation Record (FMT 1001) has been designed to enable those responsible for the control and operation of transport to gain more useful information about the use made of transport under their control.
- 2. FMT 1001 may be obtained by indent on AB 222.

Security

3. FMT 1001 are to be controlled and accounted for. ACF Counties must ensure that their issue and use are strictly controlled and that stocks of unused forms are held in safe custody.

Action Prior to Issue

4. The information detailed below is to be entered on the Record before issue to a driver.

5. Heading.

- a. Unit Identity Number (UIN).
- b. Month.
- c. Vehicle Registration Number.
- d. Vehicle Code. This is as follows:

(1)	Truck ½ tonne (GS)	1620.0765
(2)	Truck ½ tonne FFR	1625.5759
(3)	Truck ¾ tonne GS	1710.0762
(4)	Truck 4 tonne GS	2025.0171

6. Authorized Driver's Box.

- a. Serial number (subsequent serials required on change of driver only).
- b. Date.
- c. Driver's name.
- d. Signature of authorising officer or AI. The authorised driver is responsible for completion of all serials on the front of the form until a subsequent driver is authorised.

7. Milometer Reading.

- a. The milometer reading at the start of the month/period is to be entered in the boxes at the head and foot of column 7.
- b. If a second or more FMT 1001 are required to be used during the month/period, carry forward the milometer reading at the start of the period from the foot of column 7 on the first sheet to the same box on the next sheet. Enter the milometer reading on arrival for the last journey on the previous sheet in the milometer reading at the start of sheet box at the end of column 7.
- 8. **Fuel.** If more than one Record is required during a month/period details of fuel are brought forward.

Entries During Use

- 9. Each journey (vehicle detail) is to have a separate entry on the record. A return journey is assumed unless otherwise stated.
- 10. All entries are to be made in blue or black ink with the exception of repayment journeys, which are to be entered in red ink. Columns 1a, 1b, 8 and 9 are not to be used by ACF Counties.

Disposal

11. After use, FMT 1001 are to be retained by ACF County or equivalent HQ for 2 years during which time they are liable for audit.

PROVISION OF FUELS, LUBRICANTS AND ASSOCIATED PRODUCTS

- 1. The attention of ACF Counties is drawn to JSP 336 Volume 12 Part 5, Pamphlet 1, Section 3 (Accounting and Control of Petroleum Oils and Lubricants in Units).
- 2. Ground fuels, lubricants and associated products for use in AD vehicles issued to the ACF from training pools are to be drawn from Service sources.
- 3. When Service sources are not available, fuels only, can be drawn from the current contractor's civilian agency outlets on the authority of Formation HQ (Log Sp). Fuel is not to be obtained from agency sources for AD surplus vehicles issued to the ACF or for school vehicles, hired vehicles or privately owned vehicles.
- 4. Vehicles drawing fuel from a civilian agency garage/service station are to use the UK Civilian Agency Card. The issue of Agency Cards is authorised by Formation HQ (Log Sp) and can be either permanent issue or temporary loan depending on the circumstances of the requirement. Normally, requirements will be met by the temporary loan of Agency Cards.
- 5. Fuel is only to be drawn from the agency stipulated on the Agency Card. At the end of the exercise, Agency Cards and all receipts are to be returned to formation HQ (Log Sp) for bill acquittal.
- 6. Lubricants and associated products are only to be drawn from Service sources; they are not to be drawn from civilian agency sources.

VEHICLE ACCIDENT PROCEDURE

Definition

1. A traffic accident is defined as any incident concerning Service vehicles that involves injury to a person or an animal or damage to property or vehicles, however slight. This includes, for example, damage on camp squares or other MOD property.

Instruction of Drivers in Accident Procedure

- 2. ACF Cadet Commandants are to ensure that drivers of MOD vehicles are conversant with traffic accident procedures. In particular, all drivers and others concerned with the operation of MOD vehicles, whether Service personnel or civilian, are to be:
 - a. Briefed in the necessity for careful driving, the avoidance of accidents and the importance of refraining from doing or saying anything after an accident which could be interpreted as an admission of liability.
 - b. Instructed on the necessity for making an accurate report and in the action to be taken when an accident occurs.
 - Made fully conversant with FMT3, the method of completing it and the type of sketch required.

Action by Drivers after an Accident

- 3. Before leaving the scene of an accident, the driver of the Service vehicle, whether there is any apparent damage or not, is to complete FMT3-2 in accordance with the instructions detailed in the form including:
 - a. Making a sketch plan in the space provided.
 - b. Obtaining the full names, addresses and telephone numbers of all witnesses.
 - c. Noting the nature of any injuries to persons or animals.
- 4. The detachable slip at the bottom of FMT3-3 is to be handed, if possible at the scene of the accident, to the other person(s) whose self, property or vehicle is involved, or to a police officer (if present).
- 5. Drivers are to bear in mind that their statements and the information that they give in FMT3 will provide the material upon which legal advice will be taken on their behalf as

well as on behalf of MOD in any proceedings to which the incident being reported is likely to give rise.

Obligation to Report Accidents to the Police

- 6. If the accident occurs on a road to which the public has access, and the detachable accident slip, or similar information to that contained therein, was not given at the time, the accident will be reported by the driver in person within 24 hours to the nearest police officer or police station, even though only service vehicles or personnel were concerned.
- 7. If, owing to the driver's injuries, it is not possible for him to report to the police in person, then the Cadet Commandant or his representatives will report the accident.

MOD Accident/Incident Reporting Procedure

8. In addition to FMT3 procedure and any obligation to report a road traffic accident to the police, the senior ACF person present at the scene is to carry out the reporting procedure contained in Chapter 3 to this Manual.

Insurance/Claim Procedures after a Traffic Accident

9. The insurance and claim procedures to be carried out after an accident are contained in JSP 341(Revised 2005) Section 3, Chapter 12, Annex A which is held at ACF County HQ, see also Chapter 17.

REPAIR AND RECOVERY OF AD VEHICLES

- 1. Whenever a Service vehicle is unable through breakdown or accident to complete a journey (including the return journey), the driver must report to an RMP or RAF duty room, as published by Formation HQ, and request the Duty Officer to contact the nearest recovery source and to inform the ACF County HQ.
- 2. When a civilian recovery firm is called out the driver of the Service vehicle will be required to give the name of the County HQ and its address, or alternatively to fill in these details on an AF G8800. The civilian firm will then forward the bill with an AF P1922 to the County HQ for authentication and onward transmission to Formation HQ.
- 3. If a civilian recovery firm is called out and the vehicle cannot be made roadworthy without incurring workshop repair in excess of £25, the vehicle will be recovered to the civilian firm's premises pending repair decision by Comd Maint of the formation in which the breakdown occurs. Repairs costing up to £25 may be authorized by the Cadet Commandant. The procedure is given in para 10 below.
- 4. If the breakdown occurs on a motorway:
 - a. The vehicle must be moved to the hard shoulder. In no circumstances are personnel to move on the carriageway of the motorway except to carry out this action.
 - b. When on the hard shoulder switch on 4 way flashers and attempt to repair the vehicle.
 - c. If repairs cannot be effected, walk along the hard shoulder of the motorway to the nearest emergency telephone and inform the civil police motorway control room of the details of the breakdown and request them to pass the information on to the nearest RMP or RAF duty room.

5. If the breakdown occurs on a road:

- a. Whenever possible move the vehicle off the road. If this is not possible ensure that the vehicle is as close as possible to the nearside of the road.
- Switch on the 4-way flashers and give warning to and control passing traffic by posting a traffic sentry or sentries.
- Carry out the repair or report the defect to the most appropriate Service authority according to the circumstances.

- 6. If recovery is called for as a result of an accident the vehicle will be removed to the nearest REME workshop or to the civilian firm's premises. It is not to be repaired until a thorough inspection to determine the state of road worthiness prior to the accident and any other sudden failure which could have contributed to the accident has been arranged by Comd Maint of the formation in which the vehicle is located. Normally, this inspection will be carried out by a Service repair unit (workshop).
- 7. The preceding paragraphs deal only with Service vehicles. Cadet Commandants are to make their own arrangements to deal with repair and recovery of surplus Army vehicles issued to the ACF, School vehicles and hired civilian vehicles whose hire has been authorised by Formation HQ. Repair and recovery charges may be met from the RFCA Travel Grant.
- 8. Repair and recovery of private cars being used, even though authorised to draw MMA at ODR, is the responsibility of the owner and no claim may be met from public funds.
- 9. In cases where Service vehicles on loan to cadet units break down in a place where assistance from Service units is not available, the following action may be taken:
 - a. Up to £50 may be expended with a civilian garage for recovering the vehicle to a Service location or, if that is not possible, to a civilian garage for safe custody.
 - b. Up to £25 may be expended on emergency repairs, including costs of fares necessary to get the vehicle to a military location where full repairs can be carried out.
- 10. Bills for expenditure incurred are to be forwarded for payment to Formation HQ as soon as possible with an AF P1922, together with a short statement of occurrence and a certificate to say that the work has been carried out satisfactorily.

CHAPTER 10

MEDICAL

PART 1 – FITNESS STANDARDS

General

10.001. This Chapter is concerned with the medical aspects of authorized training in accordance with, and in addition to, the APC (ACF) training syllabus. The contents should therefore be read in conjunction with Chapter 17 – Insurance.

Officers and Adult Instructors

10.002. The medical standards required by ACF officers and AI are at Annex A to this Chapter.

Cadets

10.003. Enrolment. The majority of cadets in the ACF are able to undertake the activities included in the APC (ACF) training syllabus. However, there may be some who are not able to undertake all the activities because of physical disabilities. There is no intention of preventing them from joining the ACF provided that the parents or guardians concerned, and head teachers in the case of Category (1) and (2) Detachments wish them to do so and ACF Cadet Commandants are prepared to accept them under the terms and conditions of this chapter. To this end:

- a. It is strongly advised that the parents or guardians of a potential recruit should declare to the Detachment commander concerned any illness or disability from which he or she may be suffering at the time of joining. In particular it is important that the effects of the medical condition on the individual are clearly stated so that the ACF can determine how this may affect their ability to take part in ACF activities and whether any reasonable adjustments will need to be made to help the individual take part. Notification of the following aspects of daily activity will be needed:
 - (1) Mobility.
 - (2) Speech.
 - (3) Physical co-ordination.
 - (4) Continence.

- (5) Hearing.
- (6) Eyesight.
- (7) Memory.
- (8) Ability to move everyday objects.
- (9) Perception of risk of physical danger.
- (10) Manual dexterity.
- (11) Ability to concentrate, learn or understand.
- b. Anyone who suffers from or has suffered from chronic medical conditions such as diabetes, epilepsy, heart disease, or any other permanent physical disability must first obtain a certificate from a GP or school doctor stating his or her fitness to take part in ACF activities before he or she can join the ACF.
- c. Parents and guardians are responsible for the provision of a medical warning tag or bracelet for a cadet whose illness or disability requires one and which is to be worn whenever the cadet is involved in ACF activities. Tags/bracelets will not be supplied by MOD.
- d. The ACF is unable to provide specialist carers.
- **10.004. Training.** It is necessary to impose certain rules and restrictions to ensure the safety of cadets with certain medical conditions or disabilities and cadets with whom they may be training. They are as follows:
 - a. In any case of doubt, the decision whether a physically disabled cadet should undergo ACF training lies with the parents or guardians and Cadet Commandant concerned.
 - b. The commanding officer of any Service establishment or ship to which a cadet may be attached for training retains the responsibility to decide that a cadet is unfit to undertake the form of training planned, even if previously considered fit by the parents and ACF Cadet Commandant concerned.
 - c. The OIC party will be responsible for carrying out a careful local Risk Assessment which will consider medical conditions unsuited to the activities proposed (see Part 2 below).
 - d. Cadets suffering from enuresis (bed wetting) or motion sickness may only take part in sea or air training or attend training at a Naval or RAF establishment when a medical officer is borne on the strength of that ship or establishment.

Annual Camp and Training and Courses of a Strenuous Nature

10.005. ACF Cadet Commandants in consultation with their medical staff and instructors should prepare a full list of activities of a strenuous nature which are likely to be carried out during any training period. This list is reproduced on the back of the medical certificate at Annex B.

10.006. Prior to cadets being required to undertake strenuous training, whether at Annual Camp, on a course, or during adventurous training, a copy of the medical certificate at Annex B should be given to every cadet with a request that it is to be shown to his/her parent, guardian and returned to the Detachment, duly completed and signed, before the relevant activity starts.

10.007. Cadets suffering from the disabilities listed below may only take part in a limited number of activities during adventurous training. The Ministry of Defence has a duty to ensure that cadets are not placed at risk because of a medical condition they may have which would require a level of supervision or care that is not available through the ACF. As such the ACF follows the following regulations:

- a. Young people with Epilepsy or conditions rendering them prone to episodes of loss of consciousness are not allowed to undertake such activities as rock climbing, swimming, firing weapons, canoeing, orienteering, expeditions in wild country etc.
- b. Young people with Diabetes dependent on insulin treatment may not undertake activities involving irregular meals, certain overnight activities or periods of prolonged exertion.
- c. Young people with Heart conditions are of such a variable nature that they must be judged individually by ACF medical practitioners.
- d. Other significant medical conditions will need to be assessed on their individual merits.

Asthma/Respiratory Disorders

10.008. Exceptionally, cadets who suffer or who have suffered from asthma or other significant respiratory / breathing problem may take part in selected adventurous training activities provided the criteria at Annex C are complied with and where permitted by:

- a. The lack of severity of the asthmatic condition.
- b. The physical demands of the training activity.
- c. The degree of environmental protection.
- g. The level of appropriate medical supervision.

10.009. Young people with Asthma are subject to additional procedures and restrictions including the completion of an additional consent form and medical certificate. Should any doubt exist on whether a cadet is fit to undertake all the activities, a doctor should be consulted before this certificate is signed. When cadets with asthma are considered for an adventurous training activity the OIC party will be responsible for carrying out a local Risk Assessment, bearing in mind that both exertion and cold are independent risk factors which may trigger acute attacks. The following checklist (which is not exhaustive) may be used as a guide:

- a. The general health of the individual
- b. The advice from the parent or guardian
- c. The distance involved in conducting strenuous activity.
- d. The length of time away from home base.
- e. The training environment.
- f. The season and climate variability.
- g. The meteorological conditions (temperature/wind/precipitation and forecast).
- h. The emergency procedures/nearest hospital/transport.
- i. Means of emergency communication/local rescue services' contacts. (If mobile telephones are to be used, area of coverage should be established.)
- j. Whether more than one adult instructor is available so that adequate supervision of the remaining cadets can be maintained in the event of an emergency.
- **10.010.** It will be seen from Annex C that those at higher risk may possibly undertake the activities described in Serials 1, 4, 5, 7, 8 and 9 only. However, even cadets at lower risk should not take part in any adventurous training with a recent respiratory infection, as advised by a medical officer.
- **10.011.** The distinction between lower and higher risk is defined as follows:
 - a. Lower Risk. Those who:
 - (1) Have never required hospital or emergency treatment for their asthma.
 - (2) Have never needed oral steroids (tablets) or nebulised bronchodilators.
 - (3) Have not required preventative treatment with inhaled steroids or cromoglycates within the previous 2 years.

- (4) Require no more than 8 doses of abronchodilator (inhaler) a month (except as pre-dosing before sport).
- (5) Are able to run one mile without stopping or dosing with bronchodilator and their pre-bronchodilator Peak Expiratory Flow Rate should be within 15% of the medically predicted rate.
- b. **Higher Risk.** Those cases that fall outside the definition of lower risk (above).
- **10.012.** Should the AT participation criteria at Annex C indicate the possibility of participation, the written opinion of the GP and consent of the parent/guardian will be required. Both the medical opinion and parental/guardian consent must be given in full knowledge of the specific activity to be undertaken and of this policy document. They must not be given as blanket statements. Specimen forms are attached at Appendices 1 and 2 to Annex C. Parents and GPs must be provided with a copy of the Risk Assessment so that judgement may be assisted.
- **10.013.** Should consent be given, the adult supervisor (ACF officer, AI and/or Regular military/civilian instructor) must be aware of the case and agree to the cadet's participation. Any appropriate medication must be carried by the cadet at all times and taken in accordance with prescription instructions. These must also be known by the accompanying adult supervisory officer, who must also carry an additional inhaler/medication, clearly labelled with the cadet's name and be aware of any necessary emergency treatment which may vary from individual to individual. Details are to be obtained from the parent/guardian or the cadet, if aged 16 or over.
- **10.014.** If at any stage, it is the view of the adult supervisor that despite the medical consent the cadet should not take part in the training activity, the supervisor is to take all steps to effect this.
- **10.015.** All personnel should note that the change in rules concerning the participation of asthma sufferers in ACF adventurous training activities does not imply any relaxation of the medical bar on the entry of asthmatics to the Regular forces. Where relevant, this should be explained to the cadets concerned.

PART 2 - RISK ASSESSMENT

Medical Risk Assessment

10.016. When preparing for Annual Camp and or adventure training it is incumbent on the organisers to undertake a suitable and sufficient Risk Assessment. The Risk Assessment should consider all cadets taking part in the proposed activities – see Chapter 3. It is especially important to look at the medical aspects and undertake specific Risk Assessments for individuals who may have disabilities or medical problems which may expose them to greater potential for harm or injury. The following checklist (which

is not exhaustive) may be used as a guide to assessing the suitability of cadets for training (see also "The Management of Safety, Health, Environmental Protection and Fire (SHEF) and Training safety (TS) in the ACF and Army Sections of the CCF Guide. (CCF)" Guide. (LAND/RF/2018 of Jan 05) and JSP 535 – Cadet TrainingSafety Precautions):

- a. Assess the activities to be undertaken (hazards) which should take account of;
 - (1) The training environment, including specific activities.
 - (2) The distance involved in conducting strenuous activity.
 - (3) The length of time away from home base.
 - (4) The season and climate variability. The meteorological conditions (i.e. temperature, wind, precipitation and forecast).
 - (5) The potential effects on the individual and team.
- b. The general health of the individual with appropriate advice from the medical officer and parent or guardian
- c. Evaluate the risks and decide whether existing precautions are adequate or more should be done, paying reference to:
 - (1) The emergency procedures/nearest hospital/transport.
 - (2) Means of emergency communication/local rescue services' contacts. (If mobile telephones are to be used, area of coverage should be established.)
 - (3) Whether more than one adult instructor is available so that adequate supervision of the remaining cadets can be maintained in the event of an emergency.
 - (4) Other factors to mitigate the risks.
- d. Risk Assessment findings are to be recorded. Assessments involving individuals (including medical information) is to be handled sensitively and in accordance with medical in confidence criteria.
- e. Assessments should be reviewed and revised when necessary (ie following significant changes).

PART 3 – HQ LAND MEDICAL SUPPORT POLICY FOR THE CADET FORCES

Background

10.017. Situation. From a Medical point of view, ACF Officers are members of HM Forces and are entitled to Med Sp on duty while ACF AI and cadets may be regarded as "Un-entitled Civilians" who should be totally reliant on the NHS facilities for their Med Sp. However, CRF has a legal remit, on behalf of MOD, to ensure that all ACF activities are carried out in a safe and responsible manner including the provision of adequate health care cover by suitably qualified personnel. Med, HQ LAND is also under a remit to ensure that their scarce Med Sp resources, both Pers and Log, are used to best effect, and in particular:

- a. Only appropriately qualified personnel are to provide health care to ACF personnel.
- LAND operational capability is not to be undermined by their support of the ACF.

10.018, Limitations.

- a. Dental care is outside the scope of this policy. All ACF personnel are totally dependent upon the NHS Dental Service for all their own personal dental care while executing their Cadet Force duties.
- b. MOD is only responsible for providing Med Sp to members of the ACF on authorised activities within UK. In particular, the following activities are not covered:
 - (1) Transit between place of residence and initial point of duty, normally ACF Detachment location; these are family/guardian responsibilities.
 - (2) Any overseas activity; it is the responsibility of the OC of the Party to ensure that all his subordinates are covered by travel insurance, including medical cover and ambulance repatriation to UK.
- c. Homesickness is not a medical problem. It is a compassionate one and must be dealt with by ACF resources.

Concept

10.019. Preventative Measures – Fitness Standards:

a. Adults. The medical standards required by ACF officers and AI are stated at Annex A.

- b. There is no intention of preventing medically challenged youths joining the ACF because of their disabilities provided that:
 - (1) Their parents/guardians give written approval.
 - (2) The Cadet Commandant is prepared to accept them under the terms given at para 10.003.
- c. **Training.** The rules and restrictions to ensure the safety of Cadets with disabilities are given in paras 10.004 to 10.015.

10.020. Medical Treatment.

a. Within UK.

- (1) Except when at an Annual Cadet Camp or on a Service Course, when a member of the ACF is injured or otherwise in need of medical, hospital or dental treatment whilst on ACF duty, he/she will normally be treated under local NHS arrangements.
- (2) During an Annual Cadet Camp or on an MOD Service Course, see para 10.028 for details.
- b. **Outside UK.** Immunisation is to be obtained through NHS arrangements and Cadet units must provide their own appropriate private medical insurance cover. Within EU countries, Cadet units must not attempt to rely solely on the E 111 system; see para 10.018b(2) above. For further details see Chapter 17. (From 1 Jan 06 the E111 is replaced by the European Health Insurance Card the EHIC).

Outline Need

10.021. The ACF has a need for Med Support for the following Cadet activities in UK:

- a. The initial medical inspection of ACF adult volunteers.
- b. Routine evening parades.
- c. Exercises of up to 48 hrs duration at ACF WETC.
- d. Exercises of up to 72 hrs duration, normally AT orientated, in a country area.
- e. Unit Visits of up to 7 days duration.
- f. Annual Cadet Camps and MOD Courses of up to 14 days duration.

Outline Requirement

- **10.022.** Outline Cadet Medical Support Requirements. There is a requirement for the following levels of Medical Support, including both qualified personnel and medical stores, for Cadet Force activities:
 - a. First Aid. Currently Qualified Cadet Adult.
 - b. **Nursing.** In order of preference:
 - (1) ACF personnel.
 - (2) QARANC volunteers with appropriate Civ Med Qual, see Para 10.023b below, and without prejudicing their prime Mil Med role or Op commitment
 - (3) Agency Nurses.
 - c. **GP Assessments and Treatment.** In order of preference:
 - (1) ACF MO.
 - (2) RAMC volunteers with appropriate Civ Med Qual, see Para 10.023c below, and without prejudicing their prime Mil Med role or Op commitment.
 - (3) ATE Contract Doctor.
 - (4) Local Military APHCS or BFGHS run Med Centre which routinely treats Svc families
 - (5) Local NHS GP.
 - d. Emergency Care. Civilian Emergency Services.
 - e. **Medical Stores.** There is a requirement for Def Med Svcs to provide sufficient Med Stores for the First Aid Nursing support where it is integral to a Cadet Force unit camp.
- **10.023. Minimum Mandatory Health Care Qualifications.** The minimum health care qualifications to execute the requirements listed at Para 10.022 above are:
 - a. **First Aid.** Qualifications to be confirmed by ACF Cadet Commandant. One of the following certificates issued within the previous 36 months:
 - (1) HSE First Aid Certificate.
 - (2) British Red Cross Standard Certificate.

- (3) St Andrew's Ambulance Association Senior Certificate.
- (4) St John Ambulance Lifesaver Plus Certificate.
- b. **Nursing Officer.** Qualifications to be confirmed by Formation Med Staff on behalf of Formation Commander:

(1) Must have:

- (a) In date Registered Nurse qualification.
- (b) Recent experience in nursing practice.

(2) Should have:

- (a) CRB checked. If not a unit representative must be present in the consulting room.
- (b) Recent Primary Care Experience.
- c. **GP Referral.** An ACF MO or on call GP must hold the following qualifications:
 - (1) A Certificate of Completion of Training for General Practice.
 - (2) In-date Appraisal.
- d. Level 4 Medical Emergencies. NHS Ambulance Services should be used. It is stressed that if any in-transit care is required for any member of the UK Cadet Forces then a NHS Ambulance Service vehicle must be used.
- **10.024. Minimum Recommended Med Sp Cover.** This policy is subject to a confirmatory Risk Assessment being carried under the direction of the ACF Cadet Commandant and endorsed by the parent Formation Medical staff and is summarised in Table 1 below:

Table 1: Minimum Recommended Med Sp Cover for ACF Activities. (1)

Ser	Requirement	Generic Solution
(a)	(b)	(c)
1.	Initial medical inspection of adult Cadet Force volunteers.	This requirement is subject to an ongoing review.
2.	Routine Cadet Force activity parades of up to 6 hours duration.	First Aid and NHS Direct with Emergency Cover on call.
3.	Cadet Force exercises of up to 48 hrs duration at ACF WETC.	First Aid and NHS Direct with Emergency Cover on call.
4.	Cadet Force exercises of up to 72 hrs duration, normally AT orientated, in a country area.	First Aid and NHS Direct with Emergency Cover on call.
5.	Cadet Force visits to a UK Mil Unit from 12 hours to 7 days Duration.	First Aid with Nursing Support and Emergency Cover on call . If this is an overseas visit, all Cadet personnel must have adequate private medical insurance cover, see Para 10.020b above.
6.	Annual Cadet Force Camps from 7 to 14 days duration.	(1) Readily available First Aid support at every individual activity location.
		(2) At every camp there must be a minimum of nursing support, provided by two qualified persons, over every 24 hour period. It is to be deployed as follows:
		(a) Essential Cover – From 0700 hrs - 2300hrs daily.
		(b) Highly Desirable – Sleeping Duty between 2300 hrs and 0700hrs.
		(3) Where a Cadet unit does not have its own internal GP Referral support, it should make use of the following external GP Referral facilities. In order of preference:
		(a) Local GP under ATE on call contract. All Cadets must be escorted by a CRB cleared adult to any off-camp GP surgery.
		 (b) NHS Temporary Resident patient scheme at either an Army Primary Health Care facility, where service families are routinely treated; or a local NHS GP surgery. These facilities must be identified during the production of the individual Annual Cadet Camp Med Plan. (c) NHS Direct.

Note:

1 . Subject to local confirmatory Risk Assessment.

Service Support

- **10.025.** Cadet Camp Medical Support Modules. Cadet Camp Medical Support Modules (CCMSM) are provided to meet the healthcare needs of Cadet Force Camps with 400 to 800 and up to 400 Cadets respectively. They contain sufficient First Aid packs to cover the activity locations and to run a Nurse-led central healthcare facility. They are to be bid for annually as follows:
 - a. By 15 Dec Cadets, HQ LAND are to submit a consolidated Cadet Camp Medical support bid for all ACF and CCF(Army) Annual Cadet Camps to be held the following year to S02 Med Log/CBRN, HQ LAND.
 - b. By $15 \, \text{Jan} \text{S02} \, \text{Med} \, \text{Log/CBRN}$, HQ LAND will confirm the allocation of medical resources for all ACF and CCF (Army) Annual Cadet Camps for that year.
 - c. Any queries concerning the allocation of medical resources are to be submitted via the LAND Cadet chain of command to S02 G4, Cadets, HQ LAND for S02 Med Log/CBRN, HQ LAND.
- **10.026.** Additional Med Log Sp for ACF MO. When a Cadet Medical Officer attends the camp prescription only medicines may be obtained from:
 - a. A Military prescription (F Med 296) dispensed in a local Service medical centre.
 - b. A private prescription dispensed through a local civilian pharmacy, with costs borne by HQ LAND.

Command and Control

10.027. Duty of Care.

- a. The prime Duty of Care of a Cadet remains with the Cadet Force unit. This includes the provision of a CRB-cleared adult escort for any outpatient treatment.
- b. If a Cadet is admitted to hospital, an adult representative of his/her Cadet Force unit must visit the Cadet regularly.
- c. If a cadet needs to be taken to or admitted to hospital whilst involved in training, they are to be accompanied by a responsible adult (see JSP 535).
- **10.028.** Confirmation of Camp Med Support. Cadet staff at all Regional Div HQ are to brief their own Div Med staff in order that they may provide appropriate Med cover at each Cadet Camp in their Div Area. Hosting Div Med staff are to contact every CEO whose unit has an Annual Cadet Camp in their Div area in order to establish overall Med requirements

and rectify shortfalls. Agency Nurses are to be arranged by the Med staff of the Formation HQ where the Cadet Force camp is being held, but paid for by CRF allocated funds.

10.029. Cadet Casualty Reporting Procedures. It is a Cadet Force unit responsibility to initiate CASREP or INCREP reporting procedures: see Chapter 3, Annex A, and LANDSO 3202.

- **10.030. Medical Confidentiality and Records.** Medical confidentiality regarding consultations and records is to be maintained in accordance with AMD policy. All Cadet medical records must be disposed of as follows:
 - a. One copy of the treatment notes must be forwarded to the individual Cadet's GP for inclusion in that individual's NHS medical records by ACF County HQ.
 - b. One copy to be retained either at the individual ACF County HQ or archived at

MOD Central Health Records Library (CHRL).

ACF medical records for CHRL archival should be sent in Stationery Box Cat
 No 939 0001 or 040 0407 and must not exceed 13 kilos weight to:

CHRL Room 24, Sentinel House Bldg B1, MOD Shoeburyness SS3 9SR

It should be noted that in response to written requests CHRL will provide copies of any records held in their archives.

- **10.031. Insurance Cover.** Insurance is a Cadet Force unit responsibility; for further details see Chapter 17.
- **10.032. QARANC and RAMC Volunteer Support at Cadet Force Camps.** The provision of suitably qualified volunteer QARANC and RAMC personnel, both Regular and TA, is welcomed at Cadet Force Annual Camps. However they are subject to the following essential conditions:
 - a. Their parent unit duties and commitments take precedence over any Cadet Force support commitment at all times.
 - b. Any QARANC and RAMC volunteer must have the approval of the CO of his parent unit and the parent Formation Med staff of the hosting Cadet Force unit.
 - c. The volunteer must hold the appropriate valid civilian qualifications listed at para 10.023 above.

PART 4 - PREGNANCY AND MATERNITY

General

10.033. This section outlines the guidelines for applying unpaid Ordinary Maternity Leave (OML) and unpaid Additional Maternity Leave to female ACF adults and guidance concerning pregnant female Cadets. The relevant details concerning female permanent staff are part of RFCA/Civil Service Regulations. The legislation covering statutory maternity rights is complex and too lengthy to be reproduced in this Manual. A copy of the full MOD policy document on this subject is available from local Army Formation HQ if required. In addition, a check list of the agents, processes and working conditions giving rise to risk to expectant and new mothers and avoidance of them is given in JSP 375 – MOD Health and Safety Manual - Vol 2 Chapter 23 Annex A.

10.034. The continued membership of the ACF of pregnant cadets is only permitted where there is no risk to health and safety. Health and safety considerations are the paramount factor (See para 10.042 below).

ACF County Commandant's Responsibilities

10.035. The MOD Health and Safety Manual (JSP 375, Volume 2, Chapter 2, Leaflet 36) states that it is the responsibility of a Commanding Officer (CO), or equivalent, to assess any health and safety risks to employees at work. It is MOD policy that these regulations must also be applied to Cadet Force adults and Cadets as well. JSP 375, Chapter 2 includes a checklist of hazards for those who are pregnant and their likely effect. ACF Cadet Commandants need to be aware of the main policy provisions to allow them to advise pregnant officers, AI and cadets of their rights should the need arise. All cases involving dispute or the possibility of a dispute are to be reported to HQ LAND through the appropriate Army Formation HQ without delay.

10.036. Any female member of the cadet forces must inform her CO (or equivalent) in writing that she is pregnant as soon as possible so that their CO, or equivalent, can fulfil their Duty of Care as well as Health and Safety responsibilities properly.

10.037. ACF Cadet Commandants are to:

- a. Publish quarterly orders reminding members of their ACF County of the requirement for them to give notice of their pregnancy to their Cadet Commandant in writing.
- b. On receipt of this written notification make a Risk Assessment based on the checklist in JSP 375.
- c. Ensure that no officer or AI is discharged or requested to resign from the ACF on grounds of pregnancy. However, the pregnant officer or AI may choose to either leave the ACF or take SML and OMA, which is unpaid.

10.038. As cadets are not in receipt of pay, Statutory Maternity Leave (SML) and Occupational Maternity Absence (OMA) do not apply.

Options on Pregnancy

10.039. A female ACF adult may choose either to leave the ACF on grounds of pregnancy (with the option of rejoining at a later date) or to return to duty after a period of OML/AML. She must not be discharged or requested to resign from the ACF because of her pregnancy.

OML and AML

10.040. Female ACF adults are not entitled to OML or AML by statute by virtue of their position as an adult volunteer in ACF. However, the MOD applies the following criteria to pregnant females volunteers

- a. Entitlement to a statutory total of 26 weeks unpaid OML.
- b. A mandatory period of two weeks of the 26 weeks OML must be taken, immediately after childbirth
- c. OML cannot start earlier than the eleventh week before the week in which childbirth is anticipated.
- d. In order that a female ACF adult may claim OML, she must provide her County Commandant or CO, or equivalent, with:
 - (1) Written notice of the expected week of childbirth.
 - (2) Confirmation in the form of an original medical certificate signed by a registered medical practitioner, registered midwife or registered health visitor. At this point, if appropriate, a Risk Assessment may be initiated.
- e. A female ACF adult with more than 2 years' ACF service may take a period of additional leave of absence lasting up to the end of the twenty-eighth week after the week of childbirth. She must give written notice of her intention to do this.

10.041. If requested, a female ACF adult may be granted AML in addition to OML. AML may be approved provided that:

- a. The total period of leave of absence does not exceed 48 weeks.
- b. She returns to her duties within 37 weeks from the beginning of the week of childbirth.

Female Cadets

10.042. The status of female cadets differs from that of female adult members of the ACF. In particular, OML and AML are not applicable to female cadets. Duty of Care as well as Health and Safety considerations are paramount. Pregnant cadets are not to be permitted to continue participating in the ACF where there is any risk to both their own and that of their child's health. A female cadet must notify either her County Commandant or her Commanding Officer, or equivalent, or her unit female supervisor, of her pregnancy, in writing, so that the necessary Risk Assessment can be carried out. She may resume her cadet membership after the birth of her if she wishes, subject to:

- a. The approval of her Cadet Commandant.
- b. Having her own independent arrangements for the care of the child, which must be outside ACF premises, during ACF activities.

Annexes:

- Medical Standards for Service with ACF.
- B. ACF Cadet's Medical Certificate Covering Annual Camp/Adventurous Training.
- C. Adventurous Training Participation Criteria for Cadets with Asthma or Significant Respiratory problems in the ACF.

ANNEX A TO CHAPTER 10

MEDICAL STANDARDS FOR SERVICE WITH ACF – CANDIDATES FOR TA GENERAL LIST SECTION B COMMISSIONS AND APPOINTMENTS AS ADULT INSTRUCTORS

Introduction

1. Duty with Cadet Forces differs considerably from service in the Regular Forces or TA and there are a number of appointments which can be filled by ACF Officers and Adult Instructors (AI) of lower medical categories; these categories are now expressed as '3 – Fit', '2 – Fit with some limitations', '1 – Fit for sedentary or routine work' and '0 – unfit for ACF service', and carry with them certain limitations as to the employability of the Officer or AI. If up to the medical standards required, both Officers and AI are appointed as adult volunteers in the ACF, where they will be responsible for the care, supervision and training of ACF cadets who are young people of both sexes, aged between 12 years and 18 years 9 months.

Medical Standards for Officers under the PULHHEEMS System

- 2. Applicants who are examined by Service Medical Officers or Medical Boards will be assessed under the PULHHEEMS system. In making the assessments, which are to be recorded in the form of the Certificate at Appendix 1 to this Annex, the maximum use of the discretionary powers in JSP 346 PULHHEEMS A Joint Service System of Medical Classification 2003 will be made, bearing in mind the nature of the duties of officers serving with the Cadet Forces.
- 3. There are to be four employment categories and the minimum acceptable PULHHEEMS assessment for each is:

	P	U	L	Η	Η	Е	Е	M	S
CATEGORY 3 Satisfies minimum Standard 3	3	2	2	2	2	<u>8</u>	<u>8</u>	2	2
Fit for all ACF duties						3	J		
CATEGORY 2 Satisfies minimum Standard 2. Fit for all duties with minor exceptions. Examining doctor to specify.	3	3	3	3	3	<u>8</u> 5	_	2	2

CATEGORY 1

Satisfies minimum Standard 1 minimum entry standard. Marked restricted on employment such as not to be exposed to weapon or other excessive noise.

CATEGORY 0

Below minimum Standard 1 Unfit for ACF service.

Medical Standards for Adult Instructors for use by Civilian Practitioners

4. The same four categories of fitness will apply to AI, but in order to assist the civilian practitioner in reaching an assessment a formula has been designed which roughly conforms with the PULHHEEMS standards for ACF officers. The practitioner should examine each candidate and indicate his or her fitness category and any limitations, in the form of the certificate given in the Appendix to this Annex. It will be the responsibility of the cadet commandant to see that the AI is not asked to exceed his limitations.

7 7 7 3 3 8

2 2

8

5

- 5. Doctors are invited to certify that each applicant belongs to one of the following four categories:
 - **Category 3.** Fit to take part in outdoor activities of an Adventurous nature compatible with the supervision of children and young people. Has the stamina to endure strain and fatigue related to such activities. Able to hear sufficiently well to perform such duties. Able to see to handle and shoot weapons and drive a motor vehicle. Is emotionally stable.
 - **Category 2.** Fit to take part in outdoor activities as stated in Category 3 but with some limitation(s). The degree of limitation(s) should be stated by the doctor. Is emotionally stable.
 - **Category 1.** Fit for sedentary and routine work. Able to walk at least 2 miles a day, can stand for moderate but not prolonged periods. Able to hear sufficiently well to perform such duties. Able to see to drive. Is emotionally stable.
 - Category 0. Below minimum Category 1 standard. Unfit for ACF service.

Special Circumstances

6. If special circumstances exist for an individual to be employed in the ACF who does not fit any of the 3 categories for employment, eg paraplegia, a case should be submitted to HQ LAND Cadets & OTC Branch for special exemption.

7. Referral for specialist advice will be required for a declared history of pulmonary tuberculosis and in all other cases as considered necessary by the examining medical officer. Chest radiography may be required.

Payment of Fees

8. Where practicable medical examinations will be performed without incurring any extra charge against public funds. Fees may be paid, subject to the approval of the appropriate Formation HQs, where this is not possible.

Appendix

1. ACF Officers and Adult Instructors Medical Certificate.

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ANNEX B TO CHAPTER 10

ACF CADET'S MEDICAL CERTIFICATE COVERING ANNUAL CAMP/ADVENTUROUS TRAINING

Cadet's Full Name:		
Detachment:		
County ACF:		
Consent by Parent/Guardian/Head Tead	cher	
I wish my son/daughter/ward/pupil to be Camp/ adventurous training/course to be if accepted, to participate in any of the ac Annual Camp/Course.	held attivities listed below, which	and, ch may be included at
(Please read the 'Notes' and then delete t pupil should not take part in.)	nose activities below that	t son/daugnter/ward/
Abseiling	* Canoeing	Orienteering
Adventurous training – normal ¹ country	Caving	* Rafting
Adventurous Training – moorland ²	Competition Shooting	Rock climbing
Adventurous training – wild³ country Potholing Athletics Obstacle/agility course	Cross-country running Games Gliding Marching (miles) with or without weight	* Sailing * Swimming * Watermanship/sea training * Windsurfing
I understand that acceptance for training v ACF Cadet Commandant, his medical state period.		
I certify that to the best of my knowledge resuffering from an infectious disease and had disease during the previous 3 weeks.		
Date Signature	(Par	rent/teacher/guardian.)
Please print your INITIALS & SURNAM	Е	

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Note: The following certificate MUST be completed in respect of those activities listed above which are marked by an asterisk (*).

My son/daughter/ward/pupil, named overleaf may take part in those activities marked with

Please also complete your contact details and medical section overleaf.

Notes:

- 1. The Ministry of Defence has a duty to ensure that cadets are not placed at risk because of a medical condition they may have which would require a level of supervision or care that is not available through the ACF. As such the ACF follows the following regulations. For example:
 - a. Young people with Epilepsy or conditions rendering them prone to episodes of loss of consciousness are not allowed to undertake such activities as rock climbing, swimming, firing weapons, canoeing, orienteering, expeditions in wild country etc.
 - b. **Young people with Diabetes** dependent on insulin treatment may not undertake activities involving irregular meals, certain overnight activities or periods of prolonged exertion.
 - c. Young people with Heart conditions are of such a variable nature that they must be judged individually by cadets' medical practitioners.
 - d. Other significant medical conditions will need to be assessed on their individual merits.
- 2. Young people with Asthma are subject to additional procedures and restrictions including the completion of an additional consent form and medical certificate.
- 3. Should any doubt exist on whether a cadet is fit to undertake all the activities listed above a doctor should be consulted before this certificate is signed.

Notes:

- ¹ **Normal Country** Lowland areas which are not out of the way or mountainous and less than 600 metres above sea level.
- ² Moorland Normal Open, uncultivated, non-mountainous high or out of the way country enclosed by well-defined geographical or man-made boundaries, which can be exited in a few hours to a refuge or road, and where movement on steep or rocky terrain, planned or unplanned, is not required.
- ³ Wild Country Mountainous areas which are out of the way, technically challenging and exposed to harsh and unpredictable weather.

RESTRICTED - MEDICAL (When completed)

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Please also ensure that you complete the following:

Parent/ward contact address during Camp period, with telephone numbers (day, evening and mobile) as applicable:
Address:
Telephone/Mobile number: Day Evening
If your son/daughter/ward/pupil suffers from any medical condition, it would be of the greatest help to our medical staff and adults if you could give details below, and especially of any medication (e.g. inhalers or pills etc) which have to be taken.
Medical Condition:
Medication/treatment:
Any other relevant information which would be of assistance:
Any information that you give us will be handled sensitively and will only be passed on to those who need to know it as part of their responsibility for your child's care. If you prefer,

you may return this section in a sealed envelope.

RESTRICTED – MEDICAL (When completed)

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APPENDIX 1 TO ANNEX A TO CHAPTER 10

ACF OFFICERS AND ADULT INSTRUCTORS MEDICAL CERTIFICATE

1.	To be completed by Service Medical Officer/Medical Board.
	Name of applicant
	on
	His PULHHEEMS assessment is: PULHHEEMS
	His category is
	He is FIT*/UNFIT* for service with the ACF with the
	following limitations
	Date Signature
	Please print your INITIALS & SURNAME
2.	To be completed by a doctor unfamiliar with the PULHHEEMS system after sideration of Annex A paras 4 and 5 above.
	Name of applicant
	I have examined the above mentioned applicant for service with the ACF.
	(a) He is assessed at category
	(b) With no*/the following limitations*
	(c) He is unfit for duty with the ACF by reason of
	Date Signature
	Please print INITIALS & SURNAME

* delete as applicable

RESTRICTED – MEDICAL (When completed)

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ANNEX B TO CHAPTER 10

ACF CADET'S MEDICAL CERTIFICATE COVERING ANNUAL CAMP/ADVENTUROUS TRAINING

Cadet's Full Name:		
Detachment:		
County ACF:		
Consent by Parent/Guardian/Head Tead	cher	
I wish my son/daughter/ward/pupil to be Camp/ adventurous training/course to be if accepted, to participate in any of the ac Annual Camp/Course.	held attivities listed below, which	and, ch may be included at
(Please read the 'Notes' and then delete t pupil should not take part in.)	nose activities below that	t son/daugnter/ward/
Abseiling	* Canoeing	Orienteering
Adventurous training – normal ¹ country	Caving	* Rafting
Adventurous Training – moorland ²	Competition Shooting	Rock climbing
Adventurous training – wild³ country Potholing Athletics Obstacle/agility course	Cross-country running Games Gliding Marching (miles) with or without weight	* Sailing * Swimming * Watermanship/sea training * Windsurfing
I understand that acceptance for training v ACF Cadet Commandant, his medical state period.		
I certify that to the best of my knowledge resuffering from an infectious disease and had disease during the previous 3 weeks.		
Date Signature	(Par	rent/teacher/guardian.)
Please print your INITIALS & SURNAM	Е	

RESTRICTED - MEDICAL (When completed)

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Please also ensure that you complete the following:

Parent/ward contact address during Camp period, with telephone numbers (day, evening and mobile) as applicable:
Address:
Telephone/Mobile number: Day Evening
If your son/daughter/ward/pupil suffers from any medical condition, it would be of the greatest help to our medical staff and adults if you could give details below, and especially of any medication (e.g. inhalers or pills etc) which have to be taken.
Medical Condition:
Medication/treatment:
Medication/ deathlent.
Any other relevant information which would be of assistance:
Any information that you give us will be handled sensitively and will only be passed on to those who need to know it as part of their responsibility for your child's care. If you prefer, you may return this section in a sealed envelope.

ANNEX C TO CHAPTER 10

ADVENTUROUS TRAINING – PARTICIPATION CRITERIA FOR CADETS WITH ASTHMA OR SIGNIFICANT RESPIRATORY PROBLEMS IN THE ARMY CADET FORCE

Serial	Activity (note 3)	Lower Risk	Higher Risk
(a)	(b)	(c)	(d)
1	Rock Climbing		
	a. Protected (Note 1) eg quarry with road accessb. Unprotected (Note 2) eg remote stance	Possible Possible	Possible Not Permissible
2	Mountaineering		
	Unprotected – remote stance	Not Permissible	Not Permissible
3	Mountain Walking		
	Unprotected – remote stance	Possible	Not Permissible
4	Canoeing		
	a. Protected – eg lake/river site	Possible	Possible
	b. Unprotected – eg open water	Possible	Not Permissible
5	Skiing		
	a. Protected – eg downhill slope	Possible	Possible
	b. Unprotected – eg off piste/cross country	Not Permissible	Not Permissible
6	Caving		
	Unprotected	Not Permissible	Not Permissible
7	Gliding (Civilian)		
	a. Dual	Possible	Possible
	b. Solo	Not Permissible	Not Permissible
8	Inland/Inshore Sailing/Boating		
	a. Protected – eg Lake/River	Possible	Possible
	b. Unprotected – eg Open Waters	Possible	Not Permissible

Serial	Activity (note 3)	Lower Risk	Higher Risk
(a)	(b)	(c) (d)	
9	Offshore Sailing		
	a. Coastal	Possible	Not Permissible
	b. Ocean	Possible	Not Permissible
10	Sub Aqua Diving (note 4)		
	a. Protected	Possible	Not Permissible
	b. Unprotected	Possible	Not Permissible
11	Aerial Activities		
	a. Parachuting	Not Permissible	Not Permissible
	b. Hang Gliding	Not Permissible	Not Permissible
	c. Paragliding	Not Permissible	Not Permissible

Notes:

- 1. 'Protected' is defined as an environment where an adult supervisor is on site with guaranteed transport to shelter within 30 mins and medical facilities within one hour.
- 2. Assuming that adult supervision remains available, 'Unprotected' is defined as any environment not meeting the conditions of 'Protected'.
- 3. All activities must be preceded by a suitable and sufficient Risk Assessment.
- 4. This will depend on the extant medical regulations of the governing diving authority (e.g. BSAC)

Appendices:

- ACF Cadets with Asthma or Respiratory Problems Adventurous Training Parental/ Guardian Consent Form.
- 2. ACF Cadets with Asthma or Respiratory Problems Medical Certificate.

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APPENDIX 1 TO ANNEX C TO CHAPTER 10

ARMY CADET FORCE CADETS WITH ASTHMA OR RESPIRATOY PROBLEMS

ADVENTUROUS TRAINING – PARENTAL/GUARDIAN CONSENT FORM

CONSENT FORM
Cadet's Full Name
ACF Unit
I wish my son/daughter/ward*, who suffers from asthma (Note 1), to participate in
as part of the adventurous training activities organized by
(Note 3) for the period to
I am aware of the arduous conditions of these activities and have considered the risk assessment.
Date Signature
Please print your INITIALS & SURNAME
* Delete as applicable
Note 1. a. Lower Risk for Adventurous Training (AT). Those asthmatics who have never required hospital or emergency treatment for their asthma, and who:
(1) Have never needed oral steroids (tablets) or nebulised bronchodilators.
(2) Have not required preventative treatment with inhaled steroids or cromoglycate within the previous 2 years.
(3) Have required no more than 8 doses of a bronchodilator (inhaler) a month (except as pre-dosing before sport).
(4) Are able to run one mile without stopping or dosing with bronchodilator and the pre-bronchodilator Peak Expiratory Flow Rate should be within 15% of the medically predicted rate.
b. High Risk for AT constitutes those whose asthma falls outside the definition of lower risk above.
Note 2. Enter type of activity ie: Rock Climbing, Mountaineering, Mountain Walking, Top Roping and Abseiling, Canoeing, Snow Skiing, Gliding, Offshore Sailing
Note 3. Name of ACF unit or other organization.

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APPENDIX 2 TO ANNEX C TO CHAPTER 10

ARMY CADET FORCE CADETS WITH ASTHMA OR RESPIRATOY PROBLEMS MEDICAL CERTIFICATE

(to be completed by the Applicant's GP or school doctor)
Name of Applicant
I have reviewed the above mentioned who is at Lower/Higher Risk (Note 1) for fitness to
participate in
(Note 2) as part of the adventurous training activities organized by
(Note 3) for the period to
and find him/her* fit/unfit* to take part in accordance with the criteria set below.
Date Signature
Please print your INITIALS & SURNAME
* Delete as applicable
Note 1. a. Lower Risk for Adventurous Training (AT). Those asthmatics who have never required hospital or emergency treatment for their asthma, and who: (1) Have never needed oral steroids (tablets) or nebulised bronchodilators.
(1) Thave hever needed oral steroids (tablets) of hebtilised biolichodilators.

- r
 - (2) Have not required preventative treatment with inhaled steroids or cromoglycate within the previous 2 years.
 - (3) Have required no more than 8 doses of a bronchodilator (inhaler) a month (except as pre-dosing before sport).
 - (4) Are able to run one mile without stopping or dosing with bronchodilator and the pre-bronchodilator Peak Expiratory Flow Rate should be within 15% of the medically predicted rate.
- High Risk for AT constitutes those whose asthma falls outside the definition of lower risk above.
- Note 2. Enter type of activity ie: Rock Climbing, Mountaineering, Mountain Walking, Top Roping and Abseiling, Canoeing, Snow Skiing, Gliding, Offshore Sailing
- Note 3. Name of ACF unit or other organization.

CHAPTER 11

SECURITY

References:

- A. Defence Manual of Security (JSP 440 Issue 3 Amendment 3)
- B. LANDSO 2901 Security in Cadet Force Units
- C. LANDSO 1108 LAND Anti-Terrorist Security Measures

General

11.001. Definition. Security is the condition achieved when official information and materiel are protected from theft, loss, disclosure, espionage and sabotage and individuals are protected against subversion.

11.002. Instructions on Security.

- a. The authoritative instruction on security in the ACF is HQ Land Command (HQ LAND) Standing Order (LANDSO) 2901 'Security in Cadet Force Units' which is protectively marked RESTRICTED. It is to be held down to cadet unit Detachment level and is to be complied with in all respects. LANDSO 2901 is based on the Defence Manual of Security (DMS) (JSP 440) and is designed as a stand-alone document.
- b. In response to past terrorist attacks in HQ LAND and the assessment of continuing terrorist threat posed against the Armed Forces in GB and Germany, Anti-Terrorist Security is to receive a high priority. Responsibilities, rules and recommended procedures and guidelines for Anti-Terrorist Security within HQ LAND, in addition to those established at Reference A can be found in LANDSO 1108 'LAND Anti-Terrorist Security Measures (Reference C).
- c. These instructions are of primary interest to RFCA and ACF County HQ staff, but are to be made known to all adult staff in the ACF.
- d. 'Security of Arms and Ammunition' should not be confused with 'Safety when Using Arms and Ammunition'. The latter subject is dealt with in the Cadet Training Manual (Army Code 71462) and in Cadet Training Safety Precautions (JSP 535).
- e. Instructions on the Security of Cash and Accounts are given at Annex A.

11.003. Official Secrets Act. ACF officers have liabilities under the Official Secrets Act in their capacity as General List Section 'B' commissioned officers. On being commissioned,

they are required to sign a certificate to the effect that they will comply with the Act. They are also required to do so again before ceasing to be commissioned officers.

- **11.004.** County Security Officers. ACF County Commandants are responsible for appointing County Security Officers (and, in some cases, may include the appointment as part of the duties of the CEO). The County Security Officer should attend a Unit Security Officer's Course under Division/District arrangements prior to or shortly after his appointment. Duties are set out in detail in Annex B to LANDSO 2901.
- **11.005. Security Authority.** LANDSO 2901 is published under the authority of Int/Sy Branch, HQ LAND. Responsibility for Protective Security Surveys, inspections and advisory visits in Great Britain is vested in 2 MI Bn.
- **11.006.** Security Establishments/Units of the Intelligence Corps. A Military Intelligence (MI) Section (or equivalent) is deployed in support of Regional Formations. Cadet Force establishment/units should seek advice from their local MI Section on technical security matters. Advice concerning security policy may be obtained from the G2 Sy Staff. (LANDSO 2901 para 901.013).
- **11.007. Unit Security Officers.** Each ACF Cadet Commandant is to appoint a Unit Security Officer (USO) and an assistant for each Detachment, this would normally be the Cadet Administrative Assistant (CAA), who would cover a number of Detachments. USO and their assistants are to attend a Cadet Force Security Awareness presentation under Brigade or District arrangements. G2 Sy Staff should ensure that USO remain current and are kept informed of any changes in security policy. (LANDSO 2901 para 901.014).
- **11.008.** Categorisation of Establishments/Units. Cadet Force establishments/units will be placed in one of the following categories:
 - a. Category C1 those holding full bore firing weapons, including the 5.56 Cadet GP Rifle, and ammunition.
 - b. Category C2 all others.
- **11.009 Inspections.** All establishments/units are inspected annually by visiting officers. In addition, the local MI Section of the Intelligence Corps will automatically undertake a Protective Security Survey on formation of the establishment/unit or on change of its location. An advisory visit will be made on request. Refer to LANDSO 2901 para 901,048.
- **11.010. Security Clearance.** As well as the Basic Check and CRB clearance, all adults who require unsupervised access to arms and ammunition must be Security Cleared (SC).

Security of Equipment

- **11.011. Security of Arms, Ammunition Explosives and Pyrotechnics.** Refer to LANDSO 2901 para 901.061.
- **11.012. Security of Information.** Refer to LANDSO 2901 para 901.050 901.055.
- 11.013. Information Technology (IT) Security. Refer to LANDSO 2901 para 901.056 to 901.059.

Control of Administrative Documents

11.014. Instructions. Instructions on the control of certain administrative documents such as Travel Warrants and fuel Agency Cards must be complied with and are given at Annex B.

11.015. Identity Cards.

- a. MOD Form 90 are to be issued to all officers and the ACF Cadet Force Identity Card, AF E7571, are to be issued to all AI, CAA and CA in the ACF. For those serving in Northern Ireland, a Northern Ireland TA identity card may also be issued to cadet unit personnel. ID cards are to be carried by all ACF adult personnel when on duty (including travelling to and from duty), whether they are in uniform or not.
- b. The administrative instructions in respect of ID cards MOD Forms 90 and AF E7571 are at Annex C to this Chapter.
- **11.016. Identity Discs.** Identity discs are not issued to members of the ACF.

Anti-Terrorist Security Measures

- **11.017.** Heads of Establishments/USO should be fully conversant with LANDSO 1108 (Reference C), in particular:
 - a. Section Two Terrorist Methods of Operation.
 - b. Section Four THE MOD Alert State Systems.
 - c. Section Seven The Reporting and Handling of Terrorist Related Information and Incidents The Focal Point System.
 - d. Section Thirteen Security at Public Military Events.
 - Section Eighteen Pre and Post Incident Procedures.

AC 14233: The Army Cadet Force Manual

- f. Section Nineteen Guidelines for Emergency Communications Planning.
- g. Section Twenty Anti-Terrorist Security Education and Training.

Annexes

- A Security of Cash and Accounts.
- B Control of Administrative Documents.
- C Identity Cards Administrative Instructions.

SECURITY OF CASH AND ACCOUNTS

- 1. The less cash that is used, the less risk there is of loss. As a general principle, therefore, the volume of cash transactions in a County ACF, in terms of numbers and value, should be kept as low as is compatible with efficiency, and as many of the County's financial transactions as possible should be effected directly through banking channels or by cheques.
- 2. Cash balances retained by County HQ/Area HQ/Detachments are to be the lowest possible consistent with immediate needs.
- 3. Whenever possible cash holdings are to be kept in a safe which is built in or firmly secured to the fabric of the building or which, by virtue of its size or weight, is not transportable. A small portable safe is not to be regarded as a secure container in itself. Under no circumstances are cash holdings to be kept in bolt boxes or in armouries. Rooms containing safes which are regularly used to store cash should have barred windows and stout doors which should be locked when the room is not in use. Whenever cash is held and a safe is not available in which to safeguard it, it is the responsibility of the account holder to ensure its safety custody by the best means at his/her disposal. Advice on arrangements for keeping cash may be obtained from the Formation SPS branch or the local Crime Prevention Officer of the civil police.
- 4. When transport is used, the most suitable type of vehicle is closed van or car, the doors of which can be locked from the inside. Cash must never be left in a vehicle unattended or where it cannot be kept under observation.
- 5. The account holder is to keep his MOD Form 317, bank pass book, cheque books and supporting youchers under lock and key when they are not in use.
- 6. When public money is handed from one person to another, the payer is to obtain a proper receipt, signed and dated, from the payee.
- 7. Private, public and non-public funds are all to be accounted for in separate books (ledgers) and are to be held in separate bank accounts; any cash associated with these funds is to be held in separate cash boxes. Where possible, separate safes are to be used.

ANNEX B TO CHAPTER 11

CONTROL OF ADMINISTRATIVE DOCUMENTS

General

1. Administrative documents which require specific safeguards are either "accountable" documents or those which require careful control by those responsible for using them, but are not "accountable". All officers and adult staff responsible for these documents are to ensure that a fully visible 'audit trail' is maintained for checking purposes.

Accountable Documents

2. The most frequently used accountable documents in the ACF are:

Railway Passenger Warrants (Travel Warrants) F Mov 592 in pads of 25 or 50

Omnibus Warrant Books F Mov 567 in pads of 25

Short Sea Ferry Warrant Books F Mov 662 in pads of 50

Fuel Agency Cards - for POL and diesel fuel

- 3. When railway and other types of Travel Warrants are received, the ACF County HQ is to check to see that all serial numbers have, in fact, been received. A record of this check is to be made as in para 11.
- 4. The ACF County HQ is then to complete the voucher on which the warrants have been issued with a receipt voucher number, and the appropriate officer is to sign the voucher. On completion, the voucher is to be returned to the RFCA for dispatch to 'CSE Llangennech (Accountable Forms)'.
- 5. These Army forms have financial value and are to be taken on charge in the appropriate ledger in the normal way. Index letters and serial numbers of the accountable Army forms are to be recorded in the ledger (AB 598).

Documents Requiring Careful Control

6. Documents 'requiring careful control' are not "accountable" but must be strictly controlled in issue and use. When not in use, they must be held in safe custody. An example is the Demand for Materiel Voucher (AF G8620).

Action to be Taken to Safeguard Accountable Documents

- 7. Stocks of railway and other travel warrants are to be kept to a minimum and are not to exceed 3 months' requirements.
- 8. All railway and other travel warrants are to be kept under lock and key and, as far as possible, in a safe. Not more than one book of warrants is to be in use at any one time.
- 9. When books of railway and other travel warrants are handed over, they are to be carefully checked to ensure that none is missing. A record of this check is to be entered in the book as described in para 11.
- 10. ACF County HQ is to arrange for warrants to be checked at least 3 times per year by an officer senior to the officer responsible for holding them. The checking officer is to ensure that:
 - a. Warrants have been issued correctly.
 - Counterfoils/duplicates of warrants have been correctly complete with the necessary receipt/notification of despatch by post entered on the reverse of the counterfoil.
 - c. All counterfoils/duplicates and cancelled warrants remain in the book.
 - d. All unused warrants are intact.
- 11. Records of these checks are to be entered on the cover of the warrant books and a separate record maintained in a suitable book in case the pad of warrants is lost. It is in this latter book that the record of the check referred to in para 10 above is to be entered.

Losses of Railway and Other Travel Warrants

- 12. Losses are to be reported to:
 - a. RFCA.
 - b. Local civil police.
 - c. Stationmasters of local railway stations (railway warrants only).
 - d. Parent Formation HQ.
 - e. Defence Bills Agency (DBA), Payments 1D/73, Room 212, Mersey House, Liverpool.

13. Reports of losses are to include serial number of warrant, full name of person for whom warrant was made out and details of the journey, ie destination and whether for single or return journey.

Action on Used Pad of Warrants

- 14. A used pad of warrants will be retained by ACF County HQ for a period of 12 months after the date on which the last warrant was issued. The used pad will still be held on ledger charge and kept under lock and key.
- 15. After holding an expired pad for 12 months after the last warrant in the book has been issued, it will be struck off ledger charge by Certificate Issue Voucher (CIV). The pad, with a copy of the CIV, will be forwarded to the RFCA where the pad will be destroyed.

Action at Annual Visit

16. The accuracy of ACF County HQ holdings, issues and receipts of warrants is to be checked at least once a year as part of normal accounting procedures by RFCA.

Agency Fuel Cards

- 17. Agency Fuel Cards are accountable documents which may be issued to AFC County HQ for travel to and from adventurous training, Annual Camps and other duty travel, so that vehicle fuel may be obtained under the agency scheme.
- 18. The cards must be safeguarded at all times. The administrative procedures to be followed in their use are to be those of the issuing HQ. ACF County HQ must obtain copies of these from the appropriate HQ and ensure the procedures are followed.
- 19. All receipts are to be kept as proof of purchase and handed into ACF County HQ who are to ensure that all relevant documents are available for audit.

IDENTITY CARDS - MOD FORM 90 AND ARMY FORM E7571

ADMINISTRATIVE INSTRUCTIONS

MOD Form 90

1. **Entitlement.** All ACF Officers are entitled to be issued with the Identity Card, MOD Form 90.

Administration

2. **Controlling Authorities.** RFCA Secretaries are responsible for applying for, for issuing and for maintaining a register of issues for MOD Forms 90 and for AF E7571.

Replacement

- 3. MOD Form 90 and AF E7571 are to be replaced when the County ACF certifies that a replacement is required under any of the following circumstances:
 - On accidental loss.
 - b. When there is a marked change in the holder's facial appearance.
 - c. On change of name.
- 4. **Accidental Loss.** In every case of loss, the Certificate of Loss MOD Form 90, shown at Appendix 1 of this Annex, and a photograph, is to be sent to the local Military Intelligence (MI) Section and one is to be filed with the individual's personal documents.

Withdrawal and Disposal

- 5. **Withdrawal.** An ACF Officer's MOD Form 90 is to be withdrawn by the County ACF on behalf of its RFCA when he leaves the ACF.
- 6. **Disposal.** Identity cards withdrawn from ACF officers are to be destroyed under the arrangements of the parent RFCA.

ACF CADET FORCE IDENTITY CARD – AF E7571 (ACF)

- 7. ACF Cadet Force Identity Cards, AF E7571, are to be issued to all AI, CAA and CA in the ACF. It is to be franked with the official stamp of the unit; the signature of the CEO, or other officer authorised by the Cadet Commandant, is to be superimposed over the stamp.
- 8. The AF E7571 expires automatically 3 years after the date of issue. Where appropriate, a new card will then be issued. A new photograph showing a true likeness of the individual must be used on each occasion a card is issued. The photograph should be dated and stamped with the unit stamp on its reverse side before being fixed to the card. (This may help to identify fraudulent use of the card if it is lost or stolen.)
- 9. Blank AF E7571 are to be kept locked up, to prevent easy access to misuse.
- 10. Each holder will be required to produce a passport size colour photograph at his/her own expense, to be stuck to the ID card.
- 11. The CEO or other officer authorized by the Cadet Commandant is to enter the appropriate details on the front of the ID card and is to witness the holder's signature.
- 12. Each holder of an ID card will be required to provide a (credit card size) plastic wallet or other suitable container at his/her own expense.
- 13. The AF E7571 ID card is not an accountable document. However, the following instructions apply:
 - a. No issue register need to be kept, but some form of record is advisable.
 - b. It must be impressed on card holders that they must take care of the cards.
 - c. After issue, cards should be checked twice a year once visually by an authorized officer of the unit who will sign a register to that effect, and once by a written return from each holder.
 - d. If a card is lost, the loss should be reported to County HQ within 24 hours. An enquiry need not be held, but each loss must be reported by County HQ up to Brigade/District level. A replacement may be issued as before on production of a further photograph.
 - e. On leaving the ACF, the holder must be asked to return his/her card for destruction under unit arrangements. No action is to be taken if the holder could not or would not produce it.
 - f. No register need be kept of returned identity cards.

Appendix

Certificate of Loss – MOD Form 90.

APPENDIX 1 TO ANNEX C TO **CHAPTER 11**

CERTIFICATE OF LOSS - MOD FORM 90

1. Lost MOD Form 90 issued to:
No Rank
Initials Name
Unit
2. Date loss reported
3. Date (and time) of loss, if known
4. Location of loss, if known
5. Brief statement of circumstances of loss
Date (unit stamp)
Signed
Name, Rank and Appt(in blocks)
Unit
Copies:

1 copy to be held by MI Section.

1 copy to file or to be held with the individual's personal documents.

CHAPTER 12

ANNUAL CAMP

General

12.001. Instructions in this Chapter refer to the organization and administration of Annual Camp. Instructions for training at Annual Camp are in Chapter 3.

Attendance at Camp

- **12.002.** Officers, AI and cadets are expected to attend Annual Camp at least once every 2 years.
- **12.003.** No cadet is allowed to attend Annual Camp during the school term unless the written permission of parents and head teacher has been obtained. A cadet serving an apprenticeship, who wishes to attend camp, must have the written permission of his employer and parent/guardian. An ACF recruit must have passed the recruit's ACF Basic Training Test, be over thirteen years old and have successfully spent at least one training weekend away from home, before he can be permitted to attend Annual Camp.
- **12.004.** Officers and soldiers of the Regular Army and TA, particularly those who have served as cadets in the ACF and who are serving in the UK, may be attached for duty or granted leave to assist their former ACF Counties at Annual Camp provided that their presence is requested by the ACF County concerned and permission is given by the individual's Commanding Officer. They may only be allowed to supervise cadets subject to the normal supervisory restrictions unless they are CRB cleared.
- **12.005.** Officers and soldiers of the TA may attend an ACF camp with the agreement of the ACF Cadet Commandant concerned and provided that the Commanding Officer of the TA unit concerned agrees.
- **12.006.** A TA officer on loan to the ACF for a year (see Chapter 4) is to attend camp with his ACF detachment. Other members of the TA may attend an ACF camp in accordance with TA Regulations 1978 (see Chapter 4, Annex L, para 8.).
- **12.007.** ACF cadets may attend camp with their TA affiliated unit, provided prior authority is obtained from the appropriate Formation HQ, and that an ACF Officer or AI accompanies them.

Allocation and Organization

12.008. The allocation of Annual Camps to ACF Counties, which are normally held for one or 2 weeks during the Spring or Summer holidays, is arranged by Cadets & OTC Branch at HQ LAND in conjunction with Formation HQ. Movement arrangements and

other administrative matters will be in accordance with instructions issued by the parent and host Formation HQ.

12.009. Preparation:

- a. In order that cadets may derive maximum benefit from training at Annual Camp, it is important that the necessary planning and preparation is carried out well in advance.
- b. At least one reconnaissance of the camp location and connected training areas (see para 12.010 below) should be carried out if the ACF County is unfamiliar with the training camp to be used. Copies of the parent and host formation Standing Instructions on Annual Camps should be obtained and studied, together with any orders for training areas where applicable. Furthermore steps are to be taken to ensure that all officers and AI responsible for training are aware of the Standing Instructions and comply with them with particular reference to:
 - (1) Restrictions on the use of vehicles.
 - (2) Restrictions on the use of pyrotechnics.
 - (3) The need to avoid excessive noise during silent hours.
 - (4) Compliance with the Country Code together with avoidance of trespass on private land and land which cannot be used by MOD without the prior consent of the owner.

Reconnaissance

- **12.010.** A recce of an Annual Camp site and the connected training areas, range and other facilities is essential if the best use is to be made of the time at Annual Camp. An initial recce should be made well beforehand, with a follow-up recce nearer the time of camp.
 - a. Initial recce parties are not to exceed 5 officers/AI, and it is customary for the CEO, CTO and CQM to carry out the follow-up recce in order to satisfy themselves about the disposition of people and stores, and to ensure that satisfactory arrangements are made with counties occupying the camp beforehand and after them and any shared facilities with counties in camp at the same time. The Formation Training Safety Advisor (TSA) should be invited to attend the recce.
 - b. A guide to recce party composition and duties is at Annex A.
 - c. The regulations for travel and subsistence allowances are in Chapter 9 and its Annex A.

Accommodation - Marching In and Out - Damages and Losses

12.011. Marching-In and Out Inspections will be carried out in accordance with instructions issued by the local Camp Commandant.

12.012. Damage and loss to accommodation and accommodation stores other than by fair wear and tear will be the subject of recovery action against the RFCA concerned from non-public funds held by the parent RFCA.

Advance Parties

12.013. Advance parties must be provided by all ACF Counties in order to take over accommodation and stores before the main party arrives. They should arrive at least 24 hours before the main party. Their strengths are to be notified in advance to the camp staff.

Travel

12.014. Travel to and from Annual Camp is to be by the most economic means, as arranged by the Formation HQ; the appropriate regulations are in Chapter 9.

Vehicles

12.015. Vehicles may be provided from the following sources:

- a. Vehicles with drivers attached for the period of the camp, e.g. from Regular Army/TA units.
- b. Vehicles issued on loan (without drivers) for the period of the camp.
- c. Vehicles detailed daily by the local transport office.
- d. Vehicles purchased by RFCA from ACF public funds.

The type of transport provided and the method of deployment for use at Annual Camps is to be arranged by Formation HQ depending on the availability of vehicles, spares backing and service/repair facilities which must be such as to produce the most satisfactory and convenient supply of vehicles for all camps in their areas.

12.016. Vehicles issued on loan for Camp will be requested in accordance with instructions issued by the parent Formation HQ of the camp concerned.

- **12.017.** Documents for each vehicle are to be maintained, including the Vehicle Utilisation Record (FMT 1001), in accordance with current instructions (Annex B to Chapter 9 refers).
- **12.018.** Under the authority of Materiel Regulations, Volume 5, Pamphlet 1, paras 1402 and 1403:
 - a. The costs and maintenance of MOD vehicles on loan to ACF Counties for Annual Camp are to be free of charge.
 - b. The running and maintenance of RFCA owned vehicles for journeys to and from Annual Camp are the responsibility of the appropriate RFCA, but petroleum, oils and lubricants are to be issued free from Army sources for authorized journeys while at Annual Camp.
- **12.019.** In order to identify the repayment and free elements of the POL issued by camp staffs at annual camp, the following procedure will be adopted:
 - a. On arrival at Camp vehicles are to be topped-up. This issue is on repayment.
 - b. During the Camp all issues are free.
 - c. On departure from Camp vehicles are to be topped-up; this issue is also free.
- **12.020.** The accounting instructions for free and repayment issues are laid down in Materiel Regulations, Volume 5, Pamphlet 1.
- **12.021.** The collection and return of vehicles issued on loan by the RLC is the responsibility of ACF Counties.

Drivers

12.022. Vehicles are to be driven only by qualified drivers who are members of the Regular Army or TA, or are Officers and AI of the ACF, or employees of RFCA. They must conform to all the requirements detailed in Chapter 9.

Maps

12.023. 1:50,000 maps of the locality are to be issued on the scale of one to each officer/AI and one for every 5 cadets in Camp. 1:25,000 maps defining limits of training areas and danger areas will be issued on an appropriate scale at camps where such maps are normally supplied to occupying units. The Camp Commandant is responsible for issue of all maps; units are to ensure that they are all returned before they leave the Camp.

Medical

12.024. Chapter 10 gives details of the Health Declaration to be signed by a cadet's parent, guardian or head teacher before the cadet attends Camp. The certificate confirms the cadet's fitness to undertake specified activities of a strenuous nature and also that the cadet is not suffering from an infectious disease.

12.025. The Commander Medical of the host Formation HQ is to ensure that adequate medical cover is available at all camps used by the ACF. Such arrangements should be made and agreed by all concerned at the time of the initial reconnaissance.

12.026. Medical Stores for Cadet Camps. Medical modules (including expendable items) are to be provided by the Commander Medical, with instructions for their replacement and disposal.

12.027. Physical Limitations. Particular care is to be taken to ensure that training is in accordance with the physical abilities of the cadets in the light of the climatic conditions at the time, and to avoid severe exertion during very hot weather.

12.028. Treatment of Sickness and Injuries. See Chapter 10.

Chaplaincy

12.029. The ACF Cadet Commandant is responsible for ensuring that an ACF chaplain attends Camp. Where this proves impossible, the position is to be reported to the Senior Chaplain of the Formation HQ in which the camp is located who is to endeavour to make good the shortfall. If no chaplain can be made available, every effort should be made to enlist the services of local clergy or ministers.

Rations and Messing

12.030. Instructions covering entitlement, scales of rations, and cash allowances available instead of rations, are in Chapter 14. Liaison with the Formation Catering Adviser is to be established by the ACF County HQ, prior to the Camp, and detailed advice on any catering matter sought. A guide to messing procedures, with particular reference to Annual Camp, is at Annex B to Chapter 14.

Canteen

12.031. A Canteen is to be established for Annual Camps, this is to be provided either as part of the Contract or through self-help.

Payment for Civilian Assistance

- **12.032.** ACF Counties duly authorized by the RFCA to employ civilians at camp, will pay emoluments from the consolidated grant. All casual employees paid through this grant are subject to deductions for Income Tax and/or ERNIC at source:
 - a. Where employment is for one week or less and the total pay exceeds the PAYE threshold, tax should be deducted from pay on a Week 1 basis using the emergency code. If the total pay is less than the PAYE threshold, the name and address of the employee should be recorded.
 - b. Where employment is for more than one week the employer should ask the employee to complete form P46. However, since the periods of employment are usually for 2 weeks, this procedure could be too slow to have any application; it would be preferable to make deductions by the method used for periods of one week or less.
- **12.033.** Any employer who fails to deduct Income Tax and/or ERNIC may be required to refund an equivalent sum to the Inland Revenue and could also incur financial penalties.
- **12.034.** Debit vouchers are to be raised against civilian camp staff for food and messing provided, and recovery effected through normal channels. Rates to be charged are notified annually.

Security

12.035. The arrangements during Annual Camp for the security of:

Arms: Ammunition: Cash: Accounts: Documents:

must be no less comprehensive than those in force at other times. For further details see Chapter 11 and its Annexes.

Camp Duties and Safeguards

- 12.036. Officers and AI may be called upon to carry out camp duties appropriate to their rank. Such duties may include being security duty officer and being required to sleep in, or near, the guard room. At the discretion of their Cadet Commandant, AI may carry out duties of sentry/prowler guard on arms stores and ammunition stores and may be armed with a pickhelve for their own protection.
- **12.037.** All members of the ACF are always to be on the lookout for anything suspicious, whether of people in the area of the camp, or of materiel left lying around, and to report their suspicion to the guard room or to the senior officer or AI present.

12.038. Cadets are not allowed to:

- a. Guard armouries or ammunition stores at camps.
- b. Carry out guard duties or as roving patrols.
- c. Carry out the duties of fire picquet.

Stores

12.039. Engineering Training Stores. ACF Counties with RE badged detachments requiring engineering training stores are to apply to Formation HQ and are responsible for ensuring that the stores are properly accounted for.

12.040. Accommodation Stores.

- a. Accommodation stores provided by an Accommodation Service Unit (ASU) in equipped accommodation are to be retained on barrack inventory book charge. The procedure laid down in Materiel Regulations Vol 6 Pamphlet 1 is to be followed.
- b. Accommodation stores and fuel issued by OC Supply Depot RLC or OC ASU RLC, are to be vouchered on the appropriate Army form, which is to be signed and returned to the issuing officer.

12.041. Ordnance Stores.

- a. Camp equipment may be issued to the ACF at the scales laid down for the TA. AI receive the scale for warrant officers and sergeants, and cadets receive the scale for rank and file. Where, however, use is made of an existing camp equipped to a higher scale, the equipment in the camp may be retained. In exceptional circumstances issues in excess of the approved scale may be authorized by formation HQ provided that the stores are available in district stocks.
- b. Formation HQ is to issue the ACF County with detailed instructions on how and when to place indents for camp equipment. Stores are to be issued to the camp site, if this is conveniently situated relative to the nearest RLC depot. If not, stores are to be consigned by rail to the nearest railway station and collected by the ACF County.
- c. The Camp Commandant is responsible for accounting for all equipment and stores. Camp equipment is to be recorded in AB 103. At the closing of the camp the account is to be brought up to date and balanced and rendered with supporting vouchers.

12.042. Disinfectants.

- a. Disinfectants are to be available free of charge in accordance with instructions issued by the host formation HQ.
- Cleaning materials are to be provided by the ACF County.

Fuel, Light, Water and Conservancy

12.043. The cost of fuel, light, water and conservancy will be borne by the normal Army votes, through the Camp contractors if applicable.

Fire Precautions

12.044. Fire Prevention.

- a. Liaison with the Defence Services Fire Adviser at Formation HQ is to be established and detailed advice sought on fire precautions, fire equipment, fire alarms, provision of means of escape, water for fire-fighting and action to be taken in event of fire for the area of risk for which he is responsible.
- b. Further guidance may be obtained by reference to Defence Services Fire Prevention and Fire-Fighting Regulations (Army Code No 60737).

Cash and Valuables

12.045. Cadets are to be told to bring the minimum of cash and valuables to Annual Camp, and arrangements are to be made for safeguarding cash and valuables. Cadets are to be urged to make full use of the arrangements for the safe custody of cash and other valuables.

Annex:

A. A Guide for Reconnaissance Parties for Annual Camps.

A GUIDE FOR RECONNAISSANCE PARTIES FOR ANNUAL CAMPS

Composition

1. The strength of recce parties is not to be more than 5 Officers/AIs as follows:

Cadet Commandant and/or Deputy Commandant	1
СТО	1
CEO	1
CQM	1
RSM	1

Note: The Formation Training Safety Adviser (TSA) may also attend.

2. Larger recce parties are forbidden on grounds of cost. Area representatives are to be omitted, and CEO and CQM are to represent Catering, Chaplains/Welfare, Medical, Motor Transport (MT) and Fire interests during the recce.

Tasks

- 3. It is usual for the recce party under the ACF Cadet Commandant to be briefed on arrival by the Camp Commandant on the camp, training areas, ranges and facilities generally. The party must then carry out a detailed recce of the various facilities in the camp. This can be quickly accomplished by delegating the following duties to various members of the party:
 - a. Training Cadet Commandant and Training Officer carry out recce of training areas and ranges and return, if necessary, to discuss with the Camp Commandant. This includes:
 - (1) Open ranges Targets, hours for sentries, provision of flags.
 - (2) Miniature Range Provision of targets, facilities, heating.
 - (3) Training Areas
 Standing orders, restrictions, bivouac sites, sensitive areas with locals, use of private land.
 - (4) Watermanship Training Areas, rafting materials, safety boats and equipment.
 - (5) Adventure Training Climbing, sailing, canoeing etc.

b. **Administration** – Remainder under CEO discuss administrative requirements in detail with camp QM. Various points to be covered in no particular order of priority are:

(1) Watermanship Training – Areas, rafting materials, safety boats and equipment.

(2) **Security/Fire** – Armouries, magazines

Guarding of weapons and ammunition

Fire picquet arrangements Fire orders for camp

(3) **Stores** – Arrangements for sending in advance. Storage

available - QM store, company store, ration

stores.

(4) **POL - MT** – Availability of MT office and store

Collection of vehicles Opening hours of pump

Accounting Washdown Garaging

Parking of military and private vehicles

Security

Speed limits in camp

(5) **Medical** – Arranged through parent Formation

Headquarters.

Opening hours of local GP Practice Details of nearest A&E Department

Takeover of medical post Confirmation of Medical Pack

(6) Offices – ACF County HQ office – safe in CEO's office

Area HQ offices Pay office with safe Welfare office Mess office Conference room

(7) Welfare/Spiritual Recreational

Junior ranks club/Canteen –
 check facilities, agree opening hours

Chaplain's office Camp church/Chapel

Facilities for drumhead service

Women's Royal Voluntary Service facilities

Local amenities or places of interest Local churches Swimming facilities

Post office Newsagents

(9) Miscellaneous

Local bus terminal
 Banking – local banks
 Telephones – postal address

CHAPTER 13

INSTRUCTIONS GOVERNING ENTITLEMENT TO CLOTHING

THE WEARING OF UNIFORM AND OFFICERS' UNIFORM ALLOWANCES

General

13.001. The authoritative publication on the subject of dress in the ACF is The Defence Supply Chain Manual JSP 336, Volume 12, Part 3, Pamphlet 13, which is distributed to all ACF County and Area HQ, and all CAA. This publication gives not only the scales of clothing and personal equipment authorized for the ACF but also detailed instructions on the wearing of uniform and embellishments. No one has the delegated authority to alter the provisions of the Joint Service Publication mentioned above. Proposed changes must be referred through the normal administrative chain of command to HQ LAND (G1/MS, Cadets & OTC Branch) for the approval, if supported, of the Army Dress Committee.

13.002. Instructions for the method of provision of, and accounting for public clothing are in Chapter 18 of this Manual.

13.003. Instructions for the correct wearing of working dress on training are also in the Cadet Training Manual Chapter 2, Volume I (AC 71462).

13.004. All ACF personnel are to wear civilian clothes, when travelling under MOD arrangements, on charter flights overseas. Drivers and any other personnel involved in delivering or collecting such personnel to or from airports in the UK are also to wear civilian clothes.

13.005. Movements staffs in the UK, who will also be in civilian clothes, have been ordered not to process any passenger who reports for a trooping flight wearing uniform. Such personnel will be returned to their ACF County location.

The Cadet Kit Shop

13.006. Items of uniform clothing, which are not provided at public expense for all members of the ACF, such as some types of head-dress, boots, shoes and badges are available from the Cadet Kit Shop, which is operated by the ACFA, (see Chapter 1 Annex F para 12), and can be accessed through the internet at www.cadetkitshop.com. A full range of camping equipment is also available.

Officers' Uniform Outfit Allowance

13.007. Officer's uniform.

- a. An outfit allowance, which is free from income tax, is granted to an officer in addition to certain initial free issues of items of clothing from Army stocks, so that he may provide himself with the full authorized scale of outfit without expense to himself.
- b. In specified circumstances an officer may also receive grants to cover his necessary expenditure on uniform consequent on promotion, appointment or transfer.
- Details of the allowance are at Annex A.

Uniform Upkeep Allowance

13.008. Upkeep:

- a. An upkeep allowance, which is free of income tax, is granted to an officer annually so that he may maintain those items in his authorized scale of clothing which are provided initially from outfit allowance.
- b. To become eligible for an annual payment of uniform upkeep allowance, an officer must be on the effective strength of the ACF when payment falls due.
- Uniform upkeep allowance is paid annually in November by computer process. Payments are not to be made from unit imprest accounts.
- d. The rates of uniform upkeep allowance are published annually.
- e. The uniform upkeep allowance is allowable for only one uniform thus an officer serving in both the ACF and TA will not be entitled to receipt of uniform upkeep allowance from the ACF as this allowance is paid automatically for officers on the active strength of the TA.

Annex:

ACF Officers' Uniform Outfit Allowance.

ACF OFFICERS UNIFORM OUTFIT ALLOWANCE

General

- 1. To be eligible for outfit allowance and initial free issues of uniform, an officer who is commissioned or attached for ACF duties must:
 - a. Be medically fit for such duties.
 - b. Give an undertaking to return free issues and refund outfit allowance on voluntary resignation as provided for under para 10.
- 2. The rates of allowance and grants will be reviewed periodically and will be promulgated by MOD through the Directorate Reserve Forces and Cadets (DRFC).

Outfit Allowance and Free Issues on First Appointment to Commission

3. Officers are entitled to a scale of free issues from Army stocks and outfit allowance based on the full reasonable cost of purchasing the items in their scale of outfit which are not issued free.

Outfit Allowance after Previous Commissioned Service, except as Provided in Paras 5 and 7

- 4. a. After an interval of 4 years or more an officer is to be entitled to his full scale of free issues and outfit allowance on appointment to a commission in the TA General List B, or as an attached officer of RARO subject to a certificate from the ACF County HQ that he is entitled to receive the free issues.
 - b. After an interval of one year or more, but less than 4 years, outfit allowance will be admissible at half the full rate but free issues will be as for a first appointment. An officer appointed to a unit affiliated to a Regiment or Corps other than that of his former service will receive in the allowance the full value for any items in his new outfit scale, which are not in the current scale of his former Regiment or Corps.
 - c. After an interval of less than one year an officer will have no entitlement to outfit allowance but, if affiliated to a Regiment or Corps other than that of his former service, he will be entitled to a refund of the reasonable and necessary expenditure on alterations and additions to uniform occasioned by this change, subject to the provisions of para 7.

Outfit Allowance for Officers having a Liability to Recall

- 5. a. The undermentioned officers are required to retain their uniforms provided from outfit allowance while not on the active lists. On appointment to commissions in the TA General List Section B or on attachment to the ACF in peacetime they are granted allowances and free issues to bring their uniform up to scale:
 - (1) A compulsory member of the RARO Classes I and II including those whose RARO commissions are in abeyance while they hold TA General List Section B commissions.
 - (2) A civilian member of the staff of MOD who has previously been sent on duty in uniform, or has held a commission on release from which he was a civil servant with a liability to be sent on duty in uniform.
 - b. The allowances vary according to the interval since an officer was last required to wear uniform:
 - (1) Interval of less than one year, no entitlement to outfit allowance, but if affiliated to a regiment or corps other than that of his former Service, a refund of reasonable and necessary expenditure on alterations and additions to uniform occasioned by this change, subject to the provisions of para 7.
 - (2) Interval of one year or more but less than 4 years as published periodically.
 - (3) Interval of 4 years or more as published periodically or a refund of reasonable and necessary expenditure, if it exceeds the published figure, within the full allowance for his scale, subject to the expenditure being incurred within 3 months of rejoining.
 - c. All other officers are entitled, on appointment to a commission in the TA General List Section B or on attachment to the ACF, to outfit allowance and free issues as under para 4. The interval in service will be calculated from the date the officer was last required to wear uniform.

Promotion Grants

6. Promotion grants, to defray necessary expenditure on alterations to uniform are issued once only on first appointment to the ACF ranks of Major and Colonel (unpaid). These grants are issued automatically by the Chief Paymaster and are at rates laid down annually by the MOD.

Transfer Grants

- 7. An officer transferred to a unit affiliated to another Regiment or Corps for the benefit of the ACF, other than at his own request, will be entitled to claim a grant to meet expenditure on essential to items of uniform.
- 8. When a Detachment or unit changes its Regimental/Corps affiliation on MOD authority, a re-badging allowance is claimable for alterations to officer's uniform. Details of the new affiliation are to be forwarded to MOD PS10 (Army) who will assess a rate.

Resignation/Termination

- 9. In order to assess the requirement for a refund of outfit and/or other allowances, ACF Cadet Commandants are to ensure that the reasons for an officer's resignation from the list below are notified to the Chief Paymaster when requesting a clearance certificate:
 - Voluntary resignation.
 - b. When an officer goes abroad for a period of one year or more.
 - c. When an officer resigns to take a Regular Commission in the RN or RAF.
 - d. When resignation is on medical grounds and the conditions of Chapter 4 para 4.064 apply.
 - e. When the officer's resignation is due to personal reasons that necessitate him giving up his ACF duties. Brief details of the circumstances are to be outlined.

Voluntary Resignation

- 10. An officer who voluntarily resigns his appointment or relinquishes his commission will be required to refund outfit allowance in the following proportions, unless in special circumstances the Defence Council decide otherwise:
 - a. Before one year's service is completed full amount.
 - b. One year or more but less than 2 years two thirds of the amount.
 - c. Two years or more but less than 3 years one third of the amount.
- 11. ACF County HQ will be responsible for recovery of all free issues and return to the RFCA store, or cash value thereof at current vocabulary rates. The Army Personnel Centre (AFPAA(G)) will be responsible for the recovery of the due amount of outfit allowance.

On Rejoining after Voluntary Resignation

- 12. An officer who makes a refund of outfit allowance under para 10 on voluntary resignation and who is subsequently reappointed may claim alternative allowance as at a or b below:
 - a. On rejoining a unit affiliated to the same regiment or corps as during his former service either:
 - (1) The amount of outfit allowance refunded.
 - (2) The entitlement conferred by paras 3 or 4.
 - b. On rejoining a unit affiliated to a different Regiment or Corps from that of his former service the appropriate allowance at a. above, but for claims under a.(1) the cost of any items in his new scale which are not in the current scale of his former unit may be added, subject to the total amount not exceeding the full cost of his new outfit scale.
- 13. In cases where the requirement for recovery was waived and the break in service was one year but less than 4 years, claims should be forwarded to MOD PS10 (Army) for individual assessment.

Claims Procedure

- 14. a. Conditions of receiving outfit allowance. An officer must sign an undertaking of AF O1672 to refund any amount that may become repayable to the public under the provisions of para 10.
 - b. Submission of claims by officers for outfit allowance and transfer grants. All claims for refund under the terms of para 5b.(1) or (3) where expenditure exceeds published figure are to be made in manuscript to MOD PS10 (Army) and are to be supported by receipted bills detailing the items of uniform purchased. All other claims are to be sent to the Army Finance and Audit Office (Officers Accounts), as follows:
 - (1) **Outfit allowance** to be claimed in AF O1672. The following details must be entered on the form:
 - (a) Whether or not soldier pattern No 2 Dress has been issued.
 - (b) Details of any prior service with outfit allowance issues.
 - (c) The form must be countersigned by the CEO.

- (2) **Transfer grant** to be claimed in manuscript, quoting para 7 of this Annex and endorsed by the CEO to the effect that the transfer was for the benefit of the Service.
- (3) **Rebadging Allowance** to be claimed on AF O9529 and supported by a certificate of entitlement for all the officers concerned once a rate has been notified.

CHAPTER 14

MESSING

Introduction

14.001. This chapter contains instructions on Messing which apply to members of the ACF, whether adults (Officers and AI) or cadets, during Annual Camps and other authorized full or part-day training periods. Full details are contained in JSP 456, Volume 2, Chapter 14, Cadet Forces, which should be studied before planning any cadet camp.

Messing General

14.002. The following rations or cash messing rates may be claimed by, or on behalf of, ACF Counties:

- a. Operational Ration Packs (ORP).
- b. Messing rates which consist of the Daily Messing Rate (DMR) which comes in two rates, in camp and exercise messing rate (this latter rate contains most supplements) or Cash in Lieu of Rations (CILOR). The former is applicable to food purchases from MOD Food Supply Contract (at Public Funded Messing (PFM) prices), whilst the latter enables purchases to be made from retail outlets. Rates for both are published monthly by formation HQ.
- c. A combination of ORP, or DMR or CILOR messing rates combined with ORP, during the period of training.

Messing Entitlement and Entitlement Period

14.003. ORP or cash messing rates may be claimed for each ACF member (officer, AI and cadet) who is taking part in authorized training and whose details are recorded on AF F7751 (Accommodation and Food Charges - Refunds, Nominal Roll and State). In addition, messing supplements may be claimed in accordance with para 14.017 of these instructions.

14.004. Annual Camp and Full-Day Training. For each full day of training at Annual Camp or on other full-day occasions, ORP, DMR or CILOR may be drawn for all entitled personnel in order to provide meals daily. Either:

a. DMR.

(1) The ACF County may elect to purchase food from MOD Food Supply Contract (at PFM prices).

- (2) The camp is supported with a catering contract with catering contract supplied food.
- (3) The County ACF is fed at Service establishments. In this case the host unit would claim the appropriate daily messing rates.

or

- b. CILOR when it is impracticable or uneconomical to convey food from the MOD Food Supply Contract (at PFM prices) to the camp or training location. CILOR may only be authorized by the parent formation.
- **14.005.** ORP may be applied for as directed for consumption for each 24 hour training period. On those days when ration packs are being consumed, no cash messing rates may be claimed for the individuals concerned.
- **14.006.** The period covered by para 14.004 for one person per day, is midnight to midnight. The full day's messing entitlement may be claimed for the day of arrival but not for the day of departure; in either case the time of the occurrence is the governing factor and not the number of meals actually provided. However, when homeward journey requires a packed meal and the homeward journey is in excess of 5 hrs a packed meal supplement and packed meal drink maybe claimed. JSP 456, Para 1405.
- **14.007. Part-Time Training.** For each part-day of training, units may claim the appropriate casual meal (percentage) supplements at para 14.017. These percentages are to be applied to DMR or CILOR

14.008. Contract Catering at Annual Camps.

- a. At Annual Camps are usually on ATE sites where contractors are employed on the ATE contract. Application should be made in accordance with ATE contract,
- b. On non ATE sites ACF members may be fed under central contract arrangements made by the host Formation HQ provided that:
 - (1) It is not feasible to apply the options at para 14.004.
 - (2) The requirements of HQ Land Command Standing Instruction No 98 are met.
- c. Under normal circumstances the food/beverage element of the catering contract will be inclusive in the contract cost.

Food Charges

14.009. ACF officers and AI are to pay a daily food charge at the rates promulgated by Defence Catering Group (DCG). This charge is to be deducted from pay entitlements for those occasions on which they carry out a full day's training during which ORP are provided or DMR/CILOR) claimed, or during which meals are provided by contract catering, in accordance with Regulations for Army Allowances and Charges. In addition, ACF officers and AI are to pay extra messing charges, mess subscriptions and personal expenses direct to the appropriate mess.

14.010. ACF cadets are to make a personal contribution towards the cost of their messing for each day or part-day on which ORP or DMR/CILOR is claimed, or during which meals are provided by contract catering at the rates published periodically by MOD DCG. In all circumstances the full daily rate is to be charged. RFCA (through unit commanders) are to ensure that these contributions, including VAT in the United Kingdom, are recovered. DCG calculates the daily cadet messing contribution each year; it is based on 56% of the prevailing DMR plus VAT if necessary.

14.011. When casual meals are provided to entitled visitors, the ACF unit is to ensure that charges at the appropriate rates published by MOD DCG are raised and recovered except against those on duty who may be exempt under the terms of Regulations for Army Allowances and Charges, Chapter 20.

Operational Ration Packs (ORP)

14.012. Stocks of ORP are maintained to meet reserve liabilities and are released for consumption on training towards the end of their life expectancy. ACF units are permitted to consume ORP during part of their training sessions and allocations will be made by Formation HQ to take account of availability based on unit bids.

14.013. ORP are produced to provide meals for the following strengths/days:

a. 10-man Composite Pack: 10 men for 1 day

or

5 men for 2 days

b. 4-Man Ration Pack 4 Men for 1 day

c. Individual 24 hr Pack: 1 man for 1 day

14.014. Solid fuel cookers and refills are issued with individual ration packs. The scale is 1 x cooker and 4 x refills per 1 man for 5 days.

14.015. Demands for ORP, plus those for, cookers and refills, are to be submitted within allocations, through central stores demand system.

14.016. Collections are to be made from Distribution Outlets and the issue vouchers are to be clearly endorsed with details of the warranty expiry dates. It is important that ration packs beyond the warranty expiry date are not consumed. ACF Cadet Commandants are not to permit an accumulation of stocks; all stocks are to be inspected regularly and any packs which are unlikely to be consumed by due dates are to be reported to Formation HQ Log Sp Svcs Food Svcs.

Messing Supplements

- **14.017.** Details of messing supplements which may be claimed, and the circumstances under which they are admissible, are at Annex A.
- **14.018.** The monetary value of most of those supplements is calculated and published periodically by MOD (DCG) and the rates applicable to adults and cadets are included separately based on both Service (DMR) and retail (CILOR) supply sources.
- **14.019.** ACF units should ensure that they are aware of the most recent values of the supplements, which are notified monthly to Formation HQ and RFCA.

JSP 456 Volume 2 and Regulations for Army Allowances and Charges

- **14.020.** The messing subjects included in the preceding paragraphs are covered more fully in JSP 456 Volume 2 which is issued to each ACF County HQ. These HQ are to provide ACF units with any further details which they may require; if necessary the advice of Log Sp Svcs Food Svcs at Formation HQ may be sought.
- **14.021.** Pay aspects and those relating to food charges are included in para 2.007A, 2010, Chapter 8 and Chapter 20 of Regulations for Army Allowances and Charges.

Civilian Employees (including WRVS) at Annual Camp

14.022. Civilian employees (including WRVS) who provide whole-time or part-time assistance at Annual Camps may be provided with meals at public expense. DMR/CILOR may be claimed by the ACF unit for this purpose. Unpaid WRVS personnel may be fed free of charge; paid civilian personnel, including paid members of WRVS, are to be charged for meals at the appropriate daily or individual casual meal rates.

Guide to Messing Procedures

14.023. A guide to messing procedures, with particular reference to Annual Camps, is at Annex B.

Food Accounting

- **14.024.** When members of the ACF are fed at a Regular or TA Service establishment (see para 14.004), the host unit is responsible for all messing claims, expenditure and accounting on behalf of ACF members. The Cadet authority is to initiate AF 01680 for the payment of cadet contributions (see para 14.010); officers and AI are to be charged in accordance with para 14.009.
- **14.025.** When an ACF county is not attached to a Regular or TA Service establishment for messing (see para 14.004a(3)) or is not being provided with meals by contract catering in accordance with para 14.008, but makes its own arrangements, messing claims, expenditure and accounting are the responsibility of RFCA on behalf of ACF members. Claims may be made at the appropriate cash messing rates (see para 14.004) and details are to be endorsed on the account record in accordance with JSP 456, Vol 2, Section 14 and are to be supported by receipted invoices and a certified nominal roll of all personnel for whom claims are made. Cadet contributions (see para 14.010) are to be collected by unit commanders and offset against DMR or CILOR claims or the cost of food purchased.
- **14.026.** When uncooked rations, including ORP, are provided from Service sources, they are to be charged at the full cadet contribution rate. Debit vouchers are to be forwarded to the ACF County HQ for payment to the AF and AO. A copy of invoices is to be retained in support of expenditure.
- **14.027.** Full details of food accounting requirements are contained in JSP 456 which is distributed to ACF county HQ.
- **14.028.** During the period of contract catering at Annual Camps (see para 14.008), the Cadet Commandant is to ensure that:
 - a. Cadet contributions (see para 14.010) are collected.
 - b. AF F7751 are maintained.
 - c. AF F7764 are submitted daily by sub-units and messes.
 - d. The contractor is informed of messing strengths and feeding requirements each day in accordance with DEFCON 112T(AC). ON ATE sites the rules applying to ATE are to be used.
- **14.029.** During weekend or other complete or part-days' training when rations accounting cannot be undertaken by a Regular or TA unit, in exceptional circumstances, by the ACF itself (the latter method being adopted whenever possible):
 - a. CILOR may be authorized in accordance with para 14.004b and/or casual meal supplements (see para 14.007) as applied to CILOR. RFCA may advance cash to ACF county HQ based on estimated ration strengths.

- b. The Camp Commandant or officer in charge of training is to prepare a statement of the total cash allowance admissible for each weekend camp. The statement is to be prepared on AF P9724 and is to show:
 - (1) The maximum entitlement based on the numbers in the respective messes.
 - (2) Expenditure.
- c. All payments in respect of the allowance will be made from the imprest account of the sponsor unit and the expenditure will be accounted for as follows:
 - (1) Cadets' Mess. By payment of bills for purchases.
 - (2) **Officers' and AI' Messes.** By payment of the allowance due to the mess concerned; if no separate Officers' and AI' Mess is run, all accounting will be carried out as in sub-para (1) above.
- d. When a bill is payable in respect of purchase made from the allowance of the cadets' mess, the Camp Commandant is to endorse it as to correctness and attach it to AF P9724. Immediately the last bill has been paid on behalf of the cadets' mess, the expenditure portion of the statement on the AF P9724 will be completed. The original form with supporting vouchers will be passed to the sponsor unit/RFCA
- e. for attachment to the current imprest account and the duplicate will be retained for future reference.
- **14.030.** At APC (ACF) Testing Boards held at military establishments, when cadets may be necessarily detailed over the midday mealtime, the provision of a duty meal at the establishment concerned is authorized.
- **14.031.** At APC (ACF) Testing Boards held at non-military establishments where an essential midday meal from any source is impracticable, a missed meal allowance is authorized at the appropriate rate and claims for such missed meals are to be submitted by ACF County HQ through RFCA to the AF and AO for payment. (See also Regulations for Army Allowances and Charges, Chapter 8, paras 0881.0886.)

Messing Charges for Non-Entitled Civilians (Including all Non-MOD Youth Organisations and Non-MOD Organisations in general)

14.032. Non-Entitled Civilians are not eligible for free messing, nor are they entitled to the special privilege of paying the cadet messing contribution rate. When such non-entitled civilians are provided with rations from MOD sources, including the Cadet Training Centre, Frimley Park and ACF Counties, they are required to pay the appropriate daily or individual daily casual meal rate plus the current VAT charges. The monies recovered are to be credited to an imprest account.

Waiver of Messing Charges for Cadet Exchange Visits

14.033. Food charges, including cadet daily messing contributions, may be waived for ACF/CCF cadets and also for foreign or Commonwealth cadets who are members of a Cadet Exchange Visit made under MOD approved reciprocal arrangements. Such a waiver is based on the understanding that it is equally applied between the 2 countries concerned.

Annexes:

- A. Messing Supplements
- B. A Guide to Messing Procedures with Particular Reference to Annual Camp

ANNEX A TO CHAPTER 14

MESSING SUPPLEMENTS

1. ACF units should be aware that when claiming 'Cash-in-lieu-of-Rations' (CILOR) (Military Training Rate), or Exercise 'Daily Messing Rate (DMR) on Army training Estate (ATE) contracted sites, no supplements other than casual meals are applicable.

2. Catering Differentials.

- a. Catering differentials are applicable to unit and mess feeding strengths at the following rates:
 - (1) Additions. Additions which may be made to the feeding strengths are:

Unit/Mess Strengths	Extra Rations
1-7	+2
8-14	+3
15-20	+3
21-30	+4
31-40	+3
41-50	+2
51-59	+1

(2) **Deductions.** The deductions which must be made to the feeding strengths are:

Unit/Mess Strengths	Rations Deducted	
701-800	-7	Subject to a minimum entitlement of 700
801-900	-8	
901-1000	-9	
1001-1005	-20	Subject to a minimum entitlement of 991
1051-1100	-21	
1101-1150	-22	

Thereafter, for each complete 50 on mess strength, a further one ration is to be deducted.

b. When composite rations (24 hr and 10-Man ORP) are consumed in the field, the catering differential may not be claimed. In the event that composite rations are

issued for in-mess consumption as part of the daily messing entitlement, then the messing strength is to be abated by the number of composite rations issued before the scale of differentials is applied to the balance of the mess strength.

3. Extra Milk Supplement.

- a. For ACF cadets only, a supplement amounting to the cost of 284ml ($\frac{1}{2}$ pint) of fresh milk may be claimed every day; alternatively, 113g (4oz) of canned milk is admissible. May not be claimed when on Exercise, ATE DMR or Military rate CILOR
- b. Units are to make arrangements to ensure that the cadets receive the extra milk when fresh rations are being consumed.

4. Packed Meals Supplements.

- a. When a main meal is issued in the form of a packed ration, a claim of 20% of the appropriate daily messing rate (DMR or CILOR) may be made.
- b. This supplement is not admissible when:
 - (1) 24 hr ORP are issued.
 - (2) Hot meals are transported from the unit's main location to a detached party.
 - (3) Fresh food is issued to crews or small (1-10) parties for cooking in the field or otherwise away from the unit's main location.
 - (4) Any travelling or subsistence allowances are in issue.
 - (5) When claiming CILOR adventure training.
- c. In addition a packed meal drink allowance may be claimed.
- d. This supplement may be claimed for the long homeward journey, together with the Packed Meal/Drink Supplement.
- e. May not be claimed when on Exercise, ATE DMR or Military rate CILOR.

5. Night Duty Supplement.

a. Supplements may be drawn for all personnel required to be on duty at night as follows:

- (1) For those on active all-night duty of a minimum duration of 10 hours between 1800 and 0600 hrs: 35% of the value of the appropriate daily messing
- (2) For those required to undertake, before and after a normal day's work, an active duty of between 3 and 10 hours during the period 2000-0600 hrs: 17% of the value of the appropriate daily messing rate.
- b. This supplement is not admissible when ORP are in issue.
- c. This supplement is not admissible when CILOR adventure training is drawn.
- d. May not be claimed when on Exercise, ATE DMR or Military rate CILOR
- e. **Hot Drinks Supplement.** Can be claimed providing the rules in JSP 456 Vol 2 Para 0620 are met. The supplement is issued as a cash value. May not be claimed when on Exercise, ATE DMR or military rate CILOR

6. Casual Meal Supplements.

 a. When casual meals are provided for ACF adults and cadets, a supplement may be claimed at the following percentages:

(1) Breakfast 15% of DMR or CILOR

(2) Main Meal 50% of DMR or CILOR

(3) Either Lunch 35% of DMR or CILOR

b. Whenever ACF adults and cadets take meals in other units, the parent unit is to abate its daily ration entitlement by the appropriate percentages at para 2a above.

A GUIDE TO MESSING PROCEDURES WITH PARTICULAR REFERENCE TO ANNUAL CAMP

Aim

1. To assist ACF counties with their catering arrangements for Annual Camp and other training.

General

- 2. The contents of this Annex are comprehensive and are primarily for the benefit of those officers and AI concerned with rations and messing at Annual Camp. The appropriate parts are, however, of use to those concerned with rations and messing at weekend and other training camps.
- 3. References throughout this Annex are to Formation HQ and, within Formation HQ, to the following staff branches:
 - a. Log Sp Svcs Food Svcs Branch, Formation HQ which is the advisory branch responsible for contracts, tenders, supply, interpretation of regulations, etc.
 - b. Log Sp Svcs Food Svcs, HQ LAND which is the advisory branch on all messing matters.

Entitlement to Rations or Cash

4. It is necessary first to establish the entitlement to rations or money in accordance with the ACF Manual, paras 14.003-14.007.

Types of Catering

- 5. The type of catering support must be established:
 - a. **Contract.** Most permanent training camps have a full catering contract in operation or available for activation. Arrangements should be confirmed with the Camp Commandant, ATE help desk or Formation HQ Log Sp Svcs Food Svcs.
 - b. **Self-Help.** In this case, the numbers attending Camp must be accurately established so as to ensure that sufficient staff of the proper standard can be made available. Guidance can be obtained from Log Sp Svcs Food Svcs.

Camp Reconnaissance (See Chapter 12, para 12.010)

- 6. Permanent contractors manage the majority of UK ATE camps and instructions are obtainable from the ATE help desk. The notes below do not apply.
- 7. Where the camp is not run by an ATE contractor you should check the following points:

a. Kitchen.

- (1) Note available static equipment, hot plates, grills, deep fryers, etc.
- (2) Note whether heating is electric or gas, and also sources of supply or replenishment.
- (3) Note capacity of fryers and quantity of fat/oil required.
- (4) Note plate-washing facilities.
- b. **Dining Rooms.** Note seating capacity, size of hot plate, split levels, kitchen to dining room. Consider means of dispersing queues. (500 for one service is not satisfactory. Cold buffet, curry bar, beverage service, sweet containers, etc all help with dispersal.)
- c. Ration Store/Butcher Shop. Confirm sufficient racking, storage bins/containers, etc and that there is ample cool/cold storage.
- d. **Messes.** Establish the number of messes to be used.
- e. **Locally Employed Civilians.** If possible ensure that there will be a sufficient number of cooks and other catering staff to meet known commitments and to allow for reasonable hours of duty and free-time.
- f. **Stores and Cleaning Aids.** Confirm who supplies/demands all cleaning materials, towels, rags, etc. Any requirement for pesticides, first aid box and contents.
- g. Laundry. Check with camp staff that they have a central pool for chefs whites. If not, ensure that sufficient cooks whites are taken to camp to maintain personal standards of hygiene (enough for a daily change) and protection and conform to the programme for laundry.
- h. **Canteen.** Consider any canteen requirements. Confirm existing camp facilities and that the service is adequate and flexible. If no canteen services are provided, it will be necessary to note building facility, equipment and annotate staff to cover such commitments. Shopping lists for goods etc. should be forwarded to the appropriate agency as early as possible.

- i. **Maintenance, including Emergencies.** Liaise with camp staff for all the relevant information about support for breakdown in equipment or services, and establish the reliability of the support. There is normally a need for a 24 hour service, 7 days a week.
- 8. **Log Sp Svcs.** Liaise with Log Sp Svcs of the host Dist/Div HQ. Confirm the availability of GCWO/BCWO cover for visits to camp, particularly during the settling-in period. Log Sp Svcs will provide general and helpful advice based on local knowledge. Menu planning can be discussed prior to camp.
- 9. Other Units. Check the camp programme to see if a unit is still in camp when you arrive (rear party) and if a unit will arrive in your location before you depart (advance party). Accordingly, liaise with unit(s) in question and confirm messing requirements and agree on ration accounting responsibilities. Also attempt to establish any additional feeding commitments, i.e. camp staff, CTT and units who may share your camp facilities.
- 10. **Supplies.** Camps with full catering support will normally have MOD Contractor supplied food in which case the contractor will require an indication of feeding strengths for the period. Camps that require rations to be organized by the unit will receive food from either the MOD Food Supply Contract or purchased locally from retail sources having been granted 'Cash-in-Lieu-of-Rations' (CILOR). Consultation with Log Sp Svcs Food Svcs at Formation HQ and the Army Liaison Team (ALT) is strongly advised to enable the best method of food supply to be established. Further advice on the methods of obtaining food through the Food Supply Contract will be given at this stage.
- 11. **Army Liaison Teams (ALT).** ALT are situated at the contractor's main depots and form a valuable link between the Armed Forces Food Supply Contract and receiving units. ALT can provide valuable advice and assistance regarding any aspects of service supplied food to Cadet Camps. A contact phone number and address can be obtained from Log Sp Svcs Food Svcs at Div/Dist HO.
- 12. **Waste Disposal.** Camp Standing Orders should confirm the service of swill and refuse collection. Unit representatives are advised to read the contract and confirm the responsibility for the provision of containers and their cleaning. Ensure that adequate containers exist for all messes and are particularly available during the period of handover/takeover.
- 13. **Water Supply.** Check the existence of a high pressure water point and location for filling bowsers, cans, etc.
- 14. **Contracts.** If contract catering is to be adopted, it is essential that a pre-Camp meeting takes place with the contractor; ideally this should be an on-site meeting during the recce. Any advice on the content of the tenders should be sought from Log Sp Svcs. The following points should be discussed with the contractor and recorded:
 - Numbers to be fed.

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- b. Establish the lines of communication between the unit and the contractor.
- c. Dates and times of first meals and last meals.
- d. Any special commitments, including the requirement for packed meals.
- e. Examine the availability and state of equipment to ensure that it has the capability to cope with the anticipated requirement.
- f. The level of extra messing is agreed and the contractor confirms, by item, what he is to produce for the money.
- g. That both the unit and contractor are clear what the contractor's responsibilities are.
- h. The accommodation for the contractor's staff is adequate.
- i. The contractor is clear regarding the standard required.

CHAPTER 15

ACCOMMODATION

Responsibility for Provision of Accommodation

15.001. The provision of all ACF accommodation is the responsibility of RFCA. Where it is possible at public expense it will be held in the name of a RFCA, on behalf of the Secretary of State for Defence, which will deal with all transactions, documents, records and correspondence concerning it.

Sources of Accommodation

- **15.002.** Accommodation for ACF detachments is provided from the following sources in order of priority:
 - a. Existing TA centres (where the joint use of drill halls, lecture rooms and miniature ranges is permitted but cadet rooms, stores and ablutions will not be shared with the TA or other adult organisations).
 - b. Surplus Regular Army accommodation.
 - c. The possibility of sharing with the ATC, SSC, or with other youth organisations is always to be considered.
 - d. Vacated TA centres, if suitably located and justified on financial grounds.
 - e. Accommodation built into new TA centres, or into major additions to TA centres.
 - f. The lease, hire or purchase of suitable accommodation (see paras 15.005 and 15.010 to 12).
 - g. The building of new accommodation (normally to be hutted and capable of being dismantled, moved and reassembled).
- **15.003.** Accommodation in new construction will normally be provided only for ACF Detachments which have shown the ability to maintain a strength of not less than 30 cadets, which have attained the standards described at Para 11 in Appendix 1 to Annex B to Chapter 1, have a reasonable prospect of continuity for 5 years following the date of application to the RFCA concerned, and which cannot be accommodated in any of the alternatives listed above.

Scales

15.004. Scales of ACF accommodation are detailed on JSP 315 Services Accommodation Code – Volume 3. Reserves and Cadets Accommodation (Edition 3/Jul 1999), copies of which are held by RFCA. These scales are a guide and not an authority for provision. However, when the existing accommodation is inadequate for the efficient training and administration of the ACF, accommodation in accordance with these scales may be provided.

Hiring and Leasing

15.005. Hiring or leasing of buildings will be the normal method of provision where the space cannot be made available at a TA centre or in surplus Regular Army accommodation and the strength and prospects of continuity of the ACF detachment do not justify provision in new construction or by purchase.

15.006. When a hiring is for a period of one year or less, no adaptations or alterations will be made at the expense of MOD funds, nor will the RFCA accept responsibility for maintenance. For hiring of over one year, the prior sanction of MOD is to be obtained for the expenditure of MOD funds on these items. In the case of hirings, generally, wherever possible, the terms of hiring should include the cost of heating, lighting and cleaning.

15.007. The cost and terms of a hiring or lease should be related to the strength and prospects of the ACF detachment for which it is required. Leases of buildings should be negotiated for an initial period of up to 7 years with an option to extend as the merits of a detachment and other factors may warrant at the time renewal is due. New hirings and leases may be arranged by RFCA within their Delegated Authorities from Divisions.

15.008. Sites required for the erection of huts will normally be leased for 21 years with provision for breaks after 5 or 7 year intervals. The site is to be no larger than necessary and RFCA are to endeavour to obtain sites at as nominal a rent as possible.

15.009. Hirings and leases may be negotiated by RFCA within their Delegated Authority from Divisions without reference to the District Valuer. Hirings and leases costing in excess of the Delegated Authority are to be negotiated within the District, or other qualified, Valuer's valuation and final details of proposed hirings and leases are to be submitted to Divisions for approval.

Purchase of Land and Buildings

15.010. The purchase of land will be considered if this is the most economical means of acquiring a site for an ACF hut. Before making such a purchase the proposal is to be submitted to Divisions, see para 15.011.

- **15.011.** Where no other method of providing accommodation is possible or where it is more economical than the provision of huts, consideration will be given to the purchase of small buildings. Before making purchases full details of the proposals are to be referred by RFCA to Divisions. All proposals must include:
 - a. The title of the ACF detachment for which the property is required.
 - b. The present strength of the detachment and an assessment of its prospects of continuity over the next 5 years.
 - c. A sketch plan of the property.
 - d. The District Valuer's report.
 - e. Confirmation that planning clearance for the proposed ACF use has been obtained.
 - f. The estimated cost at Average Risk Estimate (ARE) of adapting the building for ACF purposes.
- **15.012.** In either case, where the total costs incurred are likely to exceed £100K, a formal Investment Appraisal must be completed by the RFCA.

Funding for ACF Accommodation

- **15.013.** The provision of ACF accommodation is funded as part of the RFCA propman allocations which are to include:
 - a. Purchase, transfer, dismantling, re-erection and adaptation of huts.
 - b. Adaptation of hired, leased or rent-free buildings.
 - c. Lease of sites or property, provided that prior HQ LAND approval has been obtained.
 - d. All works services.
 - e. Legal and professional fees.
 - f. Purchase of fire appliances of standard service pattern.
 - g. Provision of, or the cost of moving, portable arms safes.

Works Services Procedures

- 15.014. a. RFCA are to submit statements annually to the appropriate division HQ in accordance with Land Command Short Term Planning Instructions, showing their proposals for capital expenditure on land, buildings and ranges for the following financial year (1 Apr to 31 Mar). Services which have been submitted already, but not finally sanctioned or rejected, are to be included in these statements.
 - b. RFCA will be notified annually which services have been agreed for planning and will be informed at the beginning of each financial year of the allotment of funds for services within their Delegated Authority. Additional allotments will be made as each works service outside RFCA Delegated Authority is finally approved.
 - c. The grant and allotments from it lapse at the end of each financial year.
- **15.015.** Works service projects may be funded by RFCA within their Delegated Authority. Such projects are to be managed in accordance with the requirements of the RFCA Works Management Manual (WMM) and the total cost, including Risk, Fees and VAT met within RFCA allocation for Association Own Powers projects.
- **15.016.** Works service projects not within the Delegated Authority referred to in para 15.015 and agreed for planning are to be forwarded by RFCA to the appropriate division HQ for Stage 1 approval in accordance with RFCA WMM. The following additional information is to be given:
 - a. The reason for the service.
 - b. The title of the ACF detachment for which the service is required.
 - c. The actual strength of the unit and an assessment of the prospect of continuity over the next 5 years.
 - The terms on which the site is held.
 - e. Plan on site and proposals.

Huts

15.017. Subject to planning requirements, the type of hut to be provided is to be established through an Investment Appraisal and normally the least expensive product which meets the minimum military requirement will be provided.

Maintenance and Rents

15.018. Responsibility for maintenance of cadet accommodation which has been placed on the approved cadet or TA property list lies with the RFCA and detailed rules applicable to maintenance of property for which RFCA are responsible are set out in RFCA Regulations and the Works Maintenance Manual.

Contribution in Lieu of Rates

15.019. A contribution in lieu of Rates for approved RFCA property will be made by Divisions

Loss or Damage to Buildings and Property by Fire - Indemnities

15.020. RFCA are indemnified by MOD against the loss by fire of arms, government stores, public equipment (including telephones) and RFCA property kept in buildings occupied with sanction from MOD and they should not insure such property except when the accommodation is let for non-official functions, for which no hiring fee is charged. (See para 15.040.) If such property is kept in other buildings or retained by individuals, RFCA will not be indemnified but will be held responsible for making good any loss of stores, arms and equipment not kept in authorized buildings.

15.021. RFCA are also indemnified by MOD against any liability for loss by fire of buildings occupied by them with sanction from MOD and financed from MOD funds.

15.022. Detailed arrangements and policy with regard to indemnities and the insurance of accommodation and contents are set out in RFCA Regulations, paras 11.201-11.204, which also cover the special position of trustee property.

Fire Precautions

15.023. The importance of taking adequate precautions against fire in premises used by cadets is to be impressed on all concerned. Detachment commanders are to ensure that fire appliances are always available for immediate use. Fire appliances are to be provided as directed by the Defence Services Fire Adviser at the appropriate Army formation HQ. Provision of fire appliances other than portable equipment is to be included in works contracts.

15.024. Where the provision of fire appliances is the responsibility of the owner of the building (see para 15.025), the detachment commander should ensure that the attention of the RFCA is drawn to any failure of the owner to provide or to maintain the fire appliances as agreed. In all other cases the detachment commander is to ensure that fire appliances are always available for immediate use, particularly in the case of wooden huts.

15.025. When RFCA rent accommodation which is not for exclusive ACF (or ACF/ATC) use, they are to ensure that the owners of the property accept responsibility for providing such fire appliances as are necessary for the protection of the building.

15.026. RFCA are to take fire precautions and fire prevention measures in accordance with Defence Services Fire Prevention and Fire-Fighting Regulations (Code No 60737). In discharging their responsibilities the use of either the Defence Fire Service or local authority fire services is a matter to be decided by individual Associations, which are to make arrangements with the Defence Fire Service Officer at the appropriate Formation HQ, County, Regional, Borough (for Greater London) or Island Area Fire Authorities, for the periodic fire prevention inspection of property vested in or held by them.

15.027. Facilities are to be granted to officers of the local fire-fighting authority in order that they may familiarise themselves with the general layout and internal organisation of the establishment, the interval construction of unusual buildings or specialised risks or both, the location of water supplies for fire-fighting and access thereto, and by means of practical exercises predetermine the attendance likely to be required in the event of an outbreak of fire.

15.028. Any request for payment in respect of assistance at a fire involving RFCA property is to be referred to MOD.

Reporting Fires

15.029. All fires involving RFCA or MOD property (including authorised buildings) are to be reported as early as possible, irrespective of the damage caused. The ACF detachment commander concerned is to report to the RFCA and to the appropriate formation HQ through the CEO if:

- The loss exceeds delegated powers of write-off.
- b. Arson is suspected.
- c. Loss of life has occurred.

(Accident/Incident reporting procedure is to be followed as described in Chapter 2 and 3 when death or injury is involved).

15.030. In other cases he is to report by letter. The report is to include the date, time and place of fire, estimated value of the loss and type of property involved, eg stores, equipment, vehicles, buildings, requisitioned, leased or private property. If arson is suspected the RFCA is to inform the civil and military police (Special Investigation Branch).

Boards of Inquiry after Fire

- **15.031.** A board of inquiry is to be convened by the appropriate formation commander in any of the following circumstances:
 - a. Where a claim for compensation could arise in respect of damage or destroyed property of the RFCA.
 - b. When the estimated cost of damage or destroyed government stores and buildings is likely to exceed delegated powers of write-off.
 - c. Where arson is suspected.
 - d. In all cases resulting in serious injury or death either to military or cadet personnel or civilians.

15.032. When a board of inquiry is convened:

- a. A Defence Fire Service officer should attend and advise the president of the board on the technical aspects of fire precaution and to ensure that all relevant questions about fire services are put to witnesses. He may suggest certain questions to put to witnesses and request that the question and answers be recorded. The president should accept such assistance and accede to the requests wherever practicable.
- b. An officer of the local fire authority may attend in an advisory capacity and at the discretion of the president. An official of the Department of the Environment may be appointed to be in attendance where no military member with works experience is available.
- **15.033.** In addition to the evidence normally required at a board of inquiry evidence should also be called on the points set out in Defence Services Fire Prevention and Fire-Fighting Regulations. Recommendations for write off are to be restricted to articles of public property.
- **15.034.** A record of proceedings is to be forwarded to each of the following:
 - a. HQ LAND (Cadets & OTC Branch) through Formation HQ.
 - b. The RFCA concerned.
- **15.035.** Where it is not necessary to hold a board of inquiry the RFCA is to investigate the occurrences and obtain answers to the questions in the Defence Services Department Fire Prevention and Fire-Fighting Regulations. This report, when completed, is to be countersigned by the ACF detachment commander. Two copies of the report and a statement of the cost of the damage are to be despatched to the appropriate formation commander who is to forward one copy, with his opinion, to HQ LAND (Cadets & OTC Branch).

Claims for Reinstatement or Compensation after Fire

15.036. Reinstatement and compensation:

- a. RFCA claims for reinstatement or compensation are to be submitted to the board of inquiry, accompanied by AF G998 in respect of ordnance issued stores and details in separate schedule of RFCA property.
- b. RFCA claims for compensation in respect of RFCA property, eg furniture and normal office equipment, are to be submitted to the HQ LAND (Cadets & OTC Branch) supported by a copy of the list put forward to the Board of Inquiry.
- c. Compensation is not admissible from public funds for the loss of, or damage to, private or personal property, including furniture and cars, belonging to members of the TA, ACF, civilian or military, or to messes or canteens. The owners of such property left in authorised buildings should insure it against loss and damage, unless they are willing to accept the risks themselves.
- **15.037.** RFCA are not indemnified by MOD in respect of claims by third parties arising out of defects in, or the condition of, buildings or property, other than open rifle ranges, owned or occupied by them. Responsibility for the disposal or settlement of all such claims will rest with RFCA, who should effect suitable insurance to cover the risks involved. The cost of such insurance is chargeable to RFCA funds.

Accommodation Shared by Cadets of Different Services

15.038. Where accommodation is shared by ACF and ATC cadets, the cost of maintenance and rents will be met in full by the Department holding the accommodation on its list of approved property. The sharing of costs in these circumstances is to be dealt with in accordance with instructions issued by HQ LAND.

15.039. The SCC will bear its own costs where accommodation is shared with ACF cadets.

Letting of ACF Accommodation

15.040. RFCA may, in their own name, let ACF accommodation in any manner consistent with the training requirements of the ACF and the terms on which the property is held provided that:

- No abnormal fire risk is involved.
- Proper guarantees are obtained that any damage caused will be made good by the users.
- c. They ensure that insurance is arranged to cover:

- (1) The risk of damage by fire to property and contents.
- (2) All third party claims arising out of the lettings.
- d. The rent charged for the property which is let, is at least sufficient to cover the expenses incidental to the letting. Such expenses include (but are not limited to) the additional cost of heating, lighting and cleaning the area let, additional maintenance, the administrative work involved in the letting and the cost of any insurance premiums to cover the fire risks of the building and its contents and public liability (third party risks).
- e. Letting agreements with County, Regional, Boroughs (in the case of Greater London) and Island Area Authorities, which are not required to cover by insurance the letting they take for services which they administer and for which they accept full responsibility, e.g. police, fire, education, are invariably signed on behalf of the authority by the officer authorized to do so.
- f. In the case of ACF County, Area or Detachment non-official functions for which no hiring fee is charged, the cost of fire and third party insurance premiums is to be met from non-public funds.
- g. The safety requirements of the local authority are met before the premises are let.
- h. If there is reason to believe that it would be used for gambling of a kind which, if the statutory provisions for gaming licence duty applied to the Crown would involve payment of gaming licence duty or gaming machine licence duty, the property is not to be let.
- **15.041.** All receipts from lettings are to be treated as lettings income and not as donations or subscriptions. The gross receipts, less the cost of insurance premiums, from lettings under para 14.040 are to be credited to RFCA funds. At the end of the financial year the RFCA concerned will retain 80% of the total amount so credited and the balance of 20% will be returned to the appropriate division HQ. Of the 80% credited to the RFCA in respect of each property, one quarter is to be handed over to the ACF county HQ occupying the property let, for application for the benefit of the unit, subject to audit. All expenses incidental to the letting (see para 14.040d) are to be met from the RFCA share of the 80% grant (except that the cost of any insurance premiums will have already been met before the gross receipts are credited). Any balance of the RFCA's share remaining after these expenses have been paid is to be credited to its ACF General Funds.

ACF Weekend Training Centres (ACF WETC)

15.042. The facilities and scales for ACF WETC, are laid down in JSP 315 Edition 3/July 1999 (held by RFCA).

- 15.043. Maintenance of these centres will be met directly to the appropriate RFCA grant.
- **15.044.** Detailed information on the actual facilities available at each ACF WETC is contained in an annex to the ACF Location Statement (AC 62073).

Accommodation for Female Adults

15.045. General.

- a. When undertaking duties during weekend training at ACF WETC or at annual camp, female adults should be accommodated at these locations at public expense if the appropriate MOD facilities exist. In exceptional circumstances where the appropriate MOD facilities are certified not to exist they may be accommodated at public expense on a 'bed and breakfast' basis in nearby hotels and boarding houses.
- b. Female adults who must occupy civilian accommodation will, wherever possible, be booked into hotels or boarding houses on a collective basis at MOD expense, thus avoiding the need for individual payment of subsistence allowance.
- c. Where it is not practicable to make collective bookings, approval may be given for a refund of actual vouchered expenditure on bed and breakfast within the special rates authorized for TA personnel detained overnight at TA centre which are published periodically.

15.046. ACF WETC (Weekend Training)

- a. When collective hotel arrangements have not been practical for those on duty at ACF WETC, individual officers and AI should submit claims on AF O1771, countersigned by the ACF Cadet Commandant or CEO concerned and sent to the Army Personnel Centre (APC) (AFPAA(G)) for reimbursement.
- b. When collective hotel arrangements have been arranged by ACF Counties for those on duty at ACF WETC, the bill is to be forwarded through the parent RFCA to the appropriate Division HQ for reimbursement. Bills must be accompanied by completed Army Form P 1922.
- c. Claims rendered in accordance with sub-paras a and b must be supported by certificates of non-availability of accommodation signed by the ACF Cadet Commandant.
- 15.047. a. RFCA will be responsible for ascertaining from Training Camp Commandants whether or not suitable MOD accommodation will exist for women officers and AI attending annual camp. If those facilities do not exist the Training Camp Commandant should be asked to furnish certificates of non-availability of accommodation for the dates that they will be attending camp.

- b. On receiving the Training Camp Commandant's non-availability of accommodation certificate the secretary of RFCA may authorise the county ACF concerned to make the necessary hotel or boarding house reservations.
- c. Claims are to be submitted as appropriate in accordance with either sub-para a or b above. In either case the claims must be supported by the non-availability of accommodation certificate from the Training Camp Commandant.

Stores for Detachments, Offices and ACF WETC

- **15.048.** The authorised scale of stores for new ACF detachments and offices in new accommodation are held by the RFCA. The cost of any items, repairs or replacements in respect of existing detachments is a charge against the Consolidated Grant.
- **15.049.** The authorised scale of stores for ACF WETC is shown in JSP 308 Book 2, Part 2. Scale Army/15. County Army Cadet Force Training Centres, which is held by RFCA. The cost of repairs and replacements is a charge against the Consolidated Grant.
- **15.050.** The advice of the Defence Services Fire Adviser at the appropriate Army formation HQ is to be sought regarding fire precautions and fire-fighting equipment and appliances provided as directed by him.

Barrack Damages

15.051. No general charge for barrack damages will be raised against cadets attending courses held in training centres, camps or other establishments, but any specific charges relating to actual loss or damage attributable to cadets will be paid by the County, Area or Detachment concerned.

Safety, Health, Environmental Protection and Fire (SHEF)

15.052. It is essential that each individual member of the ACF is clear as to the SHEF arrangements that apply to them with regard to Accommodation and the necessary Site Risk Assessments. These are detailed in the HQ Land, Cadets & OTC Branch, Instruction – The Management Of Safety, Health, Environmental Protection and Fire (SHEF) and Training Safety (TS) in the Army Cadet Force and the Army Sections of the Combined Cadet Force, and in JSP 535 - Cadet Training Safety Precautions.

Annex:

A. Accommodation Scales for Army Cadet Force Weekend Training Centres.

ACCOMMODATION SCALES FOR ARMY CADET FORCE WEEKEND TRAINING CENTRES

Introduction

- 1. It is MOD policy to provide, if required, an Army Cadet Force Weekend Training Centre (ACF WETC) for each ACF County. The scales for ACF WETC are shown in JSP 315 Edition 3/July 1999 (held by RFCA).
- The aim of these scales is to produce an ACF WETC for an ACF Country, which will
 provide essential basic training accommodation and adequate domestic accommodation
 for any Detachment or group of cadets or for centralized courses run by County HQ for
 officers and Adult Instructors.
- 3. The scales will be regarded as applicable for new builds or for alterations and additions to existing accommodation, where it is found that the existing accommodation is inadequate to meet the needs of the ACF County.
- 4. The scales will be used as guidelines of what should be provided, and will not be exceeded without authority of HQ LAND, which will only be given if there is evidence of exceptional need, or in the case of minor increases caused by structural considerations that may be unavoidable where it would be uneconomical to eliminate them.
- 5. In the light of the fact that ACF Counties vary in numbers of cadets, the scales have been produced on a sliding scale, as regards sleeping and other facilities. This sliding scale is shown in detail whenever it applies.
- 6. The scales are divided into a number of Sections listed below:
 - Section 1 Sites/Construction and Size of ACF WETC.
 - Section 2 Basic Scale Including Training Spaces.
 - Section 3 Sleeping Accommodation Scale.
 - Section 4 Domestic Accommodation Scale.
 - Section 5 Miscellaneous.

Section 1 - Sites for ACF WETC

7. General.

- a. The site of an ACF WETC should be chosen which is as central within the County as possible, with good road access, with a back-door training area and close to some form of range facilities.
- For reasons of economy, consideration should be given to co-locating an ACF WETC with a TA Centre.
- c. Again for reasons of economy, consideration should also be given to co-locating ACF County HQ in the ACF WETC in a new build.
- d. The site should be level or on a gentle slope.
- e. Marshy or made-up ground should be avoided if possible.
- f. Services, including drainage, water, electricity and gas supplies should be available.
- g. Awkwardly shaped sites should be avoided.
- 8. **Site Areas.** It is not possible to state the area required for an ACF WETC which will depend on a number of factors shown below:
 - a. Whether it is a one or 2 storey build.
 - b. Whether the whole centre is contained in one building, which is the MOD preference, or whether a number of buildings will be necessary.
 - c. Whether it is collocated with a TA Centre.
 - d. Whether County HQ is collocated with the ACF WETC.
 - e. The obtaining of planning clearance for each particular site.
 - f. The provision of car parking space.
 - g. The possibility of future expansion should be taken into consideration when choosing a site.
- 9. **Construction.** In essence an ACF WETC should as far as possible be:
 - a. Of permanent construction.

- b. Brick unplastered interior walls to cut down maintenance.
- c. Cadet proof.

10. Groups of ACF WETC.

- a. An ACF WETC will be built for the number of cadets on the County roll books at 1 Apr of the year that application to proceed with a new project is given.
- b. An increment of 25% of the recruit strength may be authorized by MOD in certain circumstances.
- c. There will be 12 different sizes as shown below:

```
Group A
                    500
             up -
Group B
            501 -
                    600
Group C
            601 -
                    700
Group D
            701 -
                    800
Group E
            801 - 900
Group F
            901 - 1000
Group G
       - 1001 - 1100
Group H
       - 1101 - 1200
Group I
       - 1201 - 1300
Group J
       - 1301 - 1400
Group K
         - 1401 - 1500
Group L
       - Over 1500 as in Group K
```

Section 2 - Basic Scale

11. The basic scaling for offices, stores, and training spaces will be provided as follows (sq metres):

Office	13.90	with wall safe
Stores	27.80	
Caretakers Store	4.60	
Armoury	11.60	
Lecture Room	37.20	with sliding partition; in the case of Groups K
		and LACF WETC, an additional space of
		18.6 sq m will be allowed.

Section 3 - Sleeping Accommodation

12. Sleeping accommodation will be provided according to the scale shown below:

Group	Strength	Officer	Adults	Male Cadet	Female Offr/AI	Female Cadets
(a)	(b)	(c)	(d)	(e)	(f)	(g)
A	Up - 500	6	6	50	2	10
В	501 - 600	7	7	60	2	10
C	601 - 700	8	8	70	3	10
D	701 - 800	9	9	80	3	15
E	801 - 900	10	10	90	3	15
F	901 - 1000	10	10	100	3	15
G	1001 - 1100	11	11	110	4	20
Н	1101 - 1200	11	11	120	4	20
I	1201 - 1300	12	12	130	4	20
J	1301 - 1400	12	12	140	4	20
K	1401 - 1500	12	12	150	5	25
L	over 1500	12	12	150	5	25

- 13. The figures under (f) and (g) above, should be included in the overall sleeping capacity of the centre, but by careful design under column (g), these bed spaces should be available for male cadets when no females are in camp.
- 14. The scale of accommodation for cadets will be based on 3.0 sq m per cadet in dormitory accommodation using double-tier beds; a basic dormitory for male cadets will be for 20, and for female cadets 10 or 5.
- 15. The scale for officers and Adult Instructors will be based on 6.0 sq m per person in shared rooms, in the case of a Group A ACF WETC this would mean:
 - 1 x 4 bedded room for officers
 - 1 x 6 bedded rooms for Adult Instructors
 - 1 x 2 bedded rooms for Female Officers/Adult Instructors
- 16. In the case of a Group L ACF WETC this would mean:
 - 1 x 8 bedded room for officers
 - 1 x 10 bedded room for Adult Instructors
 - 1 x 5 bedded room for Female Officers/Adult Instructors
- 17. In addition one single Bedroom of 13.9 sq m is to be provided for the Cadet Commandant or the Senior Officer present at the centre, to be used as a bedroom/study.

Section 4 – Domestic Accommodation

18. Kitchens and Dining Area.

- a. There is to be one central kitchen, capable of serving 3 separate dining areas. The scale of the kitchen will be 45 sq m.
- b. The scale of mess accommodation for officers and adult instructors will be based on a standard TA Centre Mess which for 6 officers is 30.1 sq m, for adult instructors 29.18. For ease of reference the scales between 7 and 15 are shown overleaf:

7 Officers 32.5 sq m	7 Adult Instructors 31.04
8 Officers 33.4 sq m	8 Adult Instructors 32.5
9 Officers 35.08	9 Adult Instructors 33.4
10 Officers 36.76	10 Adult Instructors 34.8
11 Officers 38.44	11 Adult Instructors 36.2
12 Officers 40.12	12 Adult Instructors 36.6
13 Officers 41.80	13 Adult Instructors 39.0
14 Officers 42.7	14 Adult Instructors 40.4
15 Officers 44.08	15 Adult Instructors 41.8

- c. These 2 mess areas may be provided separately. If so, the kitchen will be so designed to serve 3 dining areas. If however, it is decided that it should be one room, then only 2 serving places will be authorized.
- d. The scale of dining accommodation for cadets will be based on 1 sq m per cadet, giving a minimum dining space of 50 sq m and a maximum of 150 sq m.

19. Lavatory, Toilet and Showering Facilities.

All Groups of ACF WETC	WC		WHB		Urinals	Showers	
	M	F	M	\mathbf{F}	M	M	F
Officers	2	2	2	2	2	2	2
Adult Instructors	2	2	2	2	2	2	2
Cadets	W	'C	WHB		Urinals	Showers	
	M	F	M	F	M	M	\mathbf{F}
50-100	4	2	4	2	4	1 per 10 male cadets up to a maximum of 10 1 per 10 female cadets 2 per 15 female cadets 3 per 25 female cadets	
101-150	6	3	6	3	6		

20. **Drying Room.** The basic drying room for a Group A ACF WETC is to be scaled at 13.9 sq m and for each additional 10 cadets the scale will be increased by 2.78 sq m, giving a drying room of 27.8 sq m for 100 cadets and 41.7 sq m for 150 cadets.

Section 5 – Miscellaneous

21. **Car Parking.** Car parking facilities will be provided according to the scale shown below where space on the site allows it:

County Cadet Strength:

500 - 700 - 20 701 - 900 - 25 901 - 1100 - 30 1101 - 1300 - 35 1301 - 1500 or over 40

22. **Miniature Rifle Ranges (MRR).** MRR will normally be provided at an ACF WETC, providing that there is no suitable range within 5-7 miles. This range should, where possible, be constructed as an integral part of the ACF WETC.

CHAPTER 16

THE YOUTH SERVICE, OUTREACH AND OTHER CADET ORGANISATIONS

PART 1 – THE YOUTH SERVICE

General Introduction

16.001. It should be recognized that the ACF is a national voluntary youth organisation, sponsored by the MOD, which bases its values and standards on that of the British Army; at the same time the major aim of its Charter is to inspire young people to achieve success in life with a spirit of service, and to develop in them the qualities of good citizens. This aim of developing the qualities of good citizenship and spirit of service is one which parallels that of the nation's Youth Services in general. It is important, therefore, that whenever possible, the ACF, as a voluntary youth organisation, should cooperate fully at all levels with other youth organisations and play its part in the Youth Service as a whole.

The National Council for Voluntary Youth Services

16.002. The National Council for Voluntary Youth Services (NCVYS) is a body to which most of the Youth Services belong. It exists in order to provide a forum, a means of representation to Government departments or other authorities and a source of information for the voluntary element of the Youth Service as a whole. NCVYS as such represents England and Wales and there are equivalent bodies in Scotland and Northern Ireland.

16.003. ACF is a constituent member of the NCVYS and should be represented on similar bodies, where they exist, at Regional, County and local levels.

Assistance from Educational Funds

16.004. As part of the Youth Service, the ACF is entitled to apply for grants from educational funds to assist in the non-military side of their work. Applications should be made through the appropriate Local Education Authority (LEA). Each authority is autonomous and can decide whether or not it will help the ACF.

16.005. Assistance may take the following forms:

- a. Cash grants in aid of purchase of equipment, eg furnishings, recreational and band equipment.
- b. Help with the remuneration of specialist instructors.

- c. Assistance with activities of an educational nature, such as overseas travel, attendance at short courses connected with youth work other than those run by the Army.
- d. The loan of equipment.
- e. On occasions, grants towards capital expenditure on property.
- f. Grants from educational funds are intended to supplement voluntary effort and are therefore grants in aid. It is generally a condition of LEA grants that the members of the organisation (ie the cadets) are expected to subscribe towards its running.
- g. ACF Counties, Areas or Detachments requiring information on grants or assistance should approach the appropriate LEA in the first instance. The authority will have a Youth Officer whose advice should be sought.

PART 2 – OUTREACH

Aim

16.006. The aim of the Outreach project is to help crime vulnerable and socially disengaged young people become responsible citizens by using adventurous and challenging activities to raise their self-esteem, build confidence and broaden their perspective on what they can achieve with their lives.

Partnership and Objectives

16.007. By working in partnership with schools, police forces, community groups and Youth Offending Teams (YOTs), the ACF have been able to help students 12-14 years of age, who have been identified by these partners as 'crime vulnerable' or socially alienated. Outreach has proven to be highly successful whilst at the same time relatively easy to implement and monitor.

16.008. The objective behind the ACF's involvement with this project is to help promote the ACF movement as an outward looking organisation.

16.009. A Guide to Outreach is at Annex A.

PART 3 – OTHER ORGANISATIONS

Ministry of Defence Cadet Organisations

16.010. The MOD supports the other 3 cadet organisations:

- a. The Combined Cadet Force (CCF), whose Army Sections follow the lessons in the ACF Training Manuals Volumes 1 and 2.
- b. The Sea Cadet Corps (SCC).
- c. The Air Training Corps (ATC).

16.011. All are increasingly using the same rules on SHEF, TS, Duty of Care and CRB clearance and co-operation at the local level between units and detachments is welcomed.

Girls Venture Corps Air Cadets (GVAC)

16.012. The Girls Venture Corps Air Cadets (GVCAC) is a voluntary youth organisation for females aged 13 to 20. The GVAC is a uniformed disciplined organisation whose aim is to teach citizenship and service to the community, and the programme is based largely on The Duke of Edinburgh's Award. Some of their units are affiliated to the ACF, see Annex B.

Quasi-Military Organisations

16.013. The co-operation with other youth organisations stressed in para 16.001 should not be extended to quasi or paramilitary organisations. In the past there have been attempts by such groups to claim semi-official status and to bolster these claims by seeking to associate with official bodies and to share in their training and other activities. Great caution should be exercised in any dealings with such groups. No action should be taken that could be construed as official MOD endorsement of groups of this nature; should they seek assistance, full details of the help required accompanied by background information on the group's charter, organisation, local status etc, are to be referred to HQ LAND for a decision through the normal chain of command. Similarly with regard to other politically orientated organisations and pressure groups, whilst adults and cadets are free to attend political meetings and seminars so long as it is clear that they are doing so as private individuals, and do not wear uniform, MOD has directed that the CCF and ACF as corporate entities are not to become officially involved with political factions.

Annex

- A. Youth and Community Project Outreach.
- B. Girls Venture Corps Air Cadets.

YOUTH AND COMMUNITY PROJECT - OUTREACH

GUIDANCE FOR THE COUNTY, PARENT BRIGADE AND RFCA

Introduction

- 1. It is now more than 10 years since the project started and during this time it has become an integral part of the ACF.
- 2. In more recent times we have seen the project refined and developed. This has enabled us to identify, 'best practice principles' and identify preferred external partners.
- 3. By working in partnership with schools, police forces, community groups and Youth Offending Teams (YOT), the ACF has been able to help students 12-14 years of age, who have been identified by these partners as 'crime vulnerable' or socially alienated.
- 4. Outreach projects generally span 12 calendar months during which the external partners monitor behaviour improvement. ACF involvement however, usually consists of one discovery day (camp based) plus an out of camp weekend. Some units have also included a limited number of evenings at a detachment as part of the project.
- 5. Outreach has proven to be highly successful in terms of positively influencing participant behaviour whilst at the same time being relatively easy to implement and monitor with significant public relation benefit.

Aim

5. The aim of the Outreach project is to help crime vulnerable and socially disengaged young people become responsible citizens by using adventurous and challenging activities to raise their self-esteem, build confidence and broaden their perspective on what they can achieve with their lives.

Objective

6. To help promote the ACF movement as an outward looking organisation.

Execution

- 7. **Operational Systems.** Any ACF County considering running a project should consider the following options:
 - a. Education. Identifying a local school that can select students who meet the criteria and subsequently form a partnership.
 - b. **YOT.** Establishing links with the local Youth Offending Team who can identify participants and develop a working relationship with the ACF.
 - c. **Education/YOT.** Linking up jointly with both bodies to achieve the same.

Note: Counties are encouraged to identify alternative options.

- 8. **Selection Criteria.** Ideally all candidates are aged 12-14 years and meet at least one of the following selection criteria:
 - a. Low Self Esteem
 - b. Crime Vulnerable
 - c. Low Achiever
 - d. Behavioural Problems
 - e. Subject to Exclusion
 - f. Subject to Police Warning
- 9. **Number of Participants.** Subject to staffing requirements outlined below, the ideal number of participants in a single project is 24. It is hoped that each ACF County could run two projects in a year.

10. Staffing:

- a. Recommended levels are 1 adult to 6 participants, not including senior assisting cadets.
- b. Senior cadets are excellent role models and are essential to the success of the project. They should be encouraged to participate.
- c. Partner staff are expected to attend the programme and participate; they should be encouraged to do so.
- d. Sponsors employees are encouraged to assist but they will require vetting before they can be allowed to.

11. **Funding.** Funding to cover project costs (food, equipment, specialist instructors etc.) and PTD are available via ACFA.

Service and Support

- 16. To assist ACF Counties with the preparation of their programme there are 3 regional co-ordinators covering the UK. Further assistance is available through the national co-ordinator and project development officer. It is recommended that ACF Counties discuss their programme(s) with their regional co-ordinator during the planning phase and before they submit their application.
- 17. A list of YOT and other partner contacts and suggested project programmes is available on request, together with a range of PowerPoint presentations and other promotional material which can be used to aid presentations to County HQ, Brigade HQ, RFCA, schools, sponsors, ACF staff/cadets and participants. These can be obtained from the regional co-ordinators.
- 18. Regional co-ordinators and the national project co-ordinator can be contacted via the ACFA on tel. 020 7426 8377 or fax 020 7426 8378.

GIRLS VENTURE CORPS AIR CADETS

General

- 1. The Girls Venture Corps Air Cadets (GVCAC) is a voluntary youth organisation for females aged 13 to 20. It is a uniformed disciplined organisation. The aim of the GVCAC is to teach citizenship and service to the community, and the programme is based largely on The Duke of Edinburgh's Award.
- 2. Their address is as follows:

Girls Venture Corps Air Cadets Redhill Aerodrome Kings Mill Lane South Nutfield REDHILL Surrey RH1 5JH

The Girls Venture Corps Air Cadets is a uniformed youth organisation for girls aged 11-20.

Aims & Objectives

- 3. The GVCAC aim to meet the aspirations of young women by providing an aviation, adventure and travel-based programme of activity, regardless of race or creed.
- 4. Young people need an organisation that provides adequate outlets for their energies. A movement based on adventure and new ideas, concerned with all leisure activities and one which offers training in sports and skills. The Girls Venture Corps Air Cadets provides all of this and more, through a structured and flexible training programme in pursuit of the following objectives:
 - a. Aviation Training to foster a Developing and Intelligent Interest in all aspects of Aviation and its Supporting Industry
 - b. Duke of Edinburgh's Award and schemes of a similar nature
 - c. Travel to Promote a greater understanding of People of other Nations, World Affairs and Self Reliance
 - d. Encourage all aspects of Service to the Community
 - e. Encourage the Spirit of Adventure.

Affiliation

- 5. GVCAC units can be affiliated to detachments of the ACF. Under this scheme GVCAC units and ACF detachments mutually agree to give each other assistance over training and administrative matters.
- 6. When mutual agreement has been reached between an ACF detachment and a unit of the GVCAC that affiliation should take place, the Detachment Commander is to apply to his Cadet Commandant, for approval of the affiliation. If this is agreed, the RFCA is to forward the application through the appropriate Formation HQ to HQ LAND to authorize the affiliation, after consultation with the Director GVCAC. ACFA is also to be kept informed throughout this process.
- 7. Arrangements may be made to terminate affiliation at any time at the request of either party, and the authorities at para 16.013 should be informed.
- 8. When authority has been granted for an affiliation, the unit of the GVCAC will be entitled to the free use, at appropriate and agreed times, of the accommodation of the ACF detachment to which it is affiliated. It may also receive assistance from ACF instructors in some aspects of military training, such as map reading, drill and signalling and in the Duke of Edinburgh's Award activities, e.g. rifle shooting, subject to the following underlying principles being observed:
 - a. Accommodation, equipment, weapons, ammunition and ranges may be used free of charge, if mutually convenient, provided that no expenditure is incurred on additional accommodation, weapons, ammunition or equipment. If using cadet facilities for training on separate occasions to the ACF, the GVCAC may be required to pay their proportionate share of heating, lighting and cleaning costs.
 - Affiliation does not entitle GVCAC cadets to any other privileges authorized for cadets of the ACF.
 - c. Affiliated units will at all times retain their own separate identity and control.
 - d. Affiliation will involve no alteration to the basis on which grants are, or may be, made from public funds to the GVCAC or to the ACF.
 - e. In return the GVCAC is to be prepared to assist the ACF when possible by running canteens, cooking, and in the clerical aspects of unit administration.
- 9. It is emphasised that this scheme of affiliation is only to operate when it is the wish of both the ACF detachment and the GVCAC unit concerned. Pressure will not be brought to bear on an ACF detachment to accept an affiliation with a GVCAC unit if it does not wish to do so.

Use of Arms and Ammunition

- 10. The following Instructions for the use of ACF arms and ammunition by the GVCAC apply:
 - a. **Scales.** ACF Counties use part of their annual entitlement of ball and blank ammunition for the benefit of their affiliated GVCAC, subject to availability.
 - b. **Control.** Ammunition will be retained under control of the ACF at all times.
 - c. Private Ammunition. The firing of private ammunition from MOD weapons is forbidden in all circumstances, as is the use of MOD ammunition in private weapons.
 - d. **Firing.** Before firing commences the authorized range conducting officers must ascertain from the officer in charge of the GVCAC unit that its cadets have reached the requisite standard of training for firing small arms. The firing of MOD weapons is to be undertaken under the supervision of an authorized range conducting officer or NCO provided from the Regular Army, Territorial Army or ACF.
 - e. **Safety.** ACF Counties must ensure that the provisions of Cadet Training Safety Precautions (JSP 535) are complied with when helping their affiliated units.

Insurance

- 11. GVCAC is required to have insurance cover for the following activities arising from its affiliation to ACF detachments:
 - a. Injury to the female cadets and adult staff of the GVCAC.
 - Loss of or damage to property, and injury including that resulting in death of third parties.

Messing Charges

12. Members of the GVCAC are not entitled to free messing.

CHAPTER 17

INDEMNIFICATION, COMPENSATION AND INSURANCE FOR THE ACF

General

17.001. Indemnification, compensation and/or insurance cover for the ACF is provided in one or other of the following ways:

- a. By MOD where training activities authorised by DRFC are involved.
- b. By the ACFA collective insurance scheme for training and activities that may not be authorised by DRFC but are approved by a Cadet Commandant.
- c. By the MOD insurance policy for third party liability in respect of MOD vehicles used by the ACF and vehicles provided by RFCA for the use of the ACF.
- d. Insurance cover arranged privately by ACF Counties for overseas travel and for vehicles, property and equipment privately owned by the ACF.

Indemnification

17.002. MOD will normally indemnify all members of the ACF involved in authorised cadet force activities, including those abroad, provided that the following conditions are met:

- a. The activity is recorded and approved by a Cadet Commandant as part of the syllabus or ethos of the cadet forces.
- b. The activity is overseen and tutored by qualified instructors and carried out using best practice guidelines laid down by this manual, the Cadet Training Safety Precautions pamphlet (JSP 535) or, where appropriate, by the relevant national bodies.
- Appropriate risk assessments are carried out.
- **17.003.** A guide as to what activities will be covered by MOD indemnity, as authorised by DRFC, is at Annex A. The list is not exhaustive and other activities may be indemnified, when approved by a Cadet Commandant. However, if an activity does not meet the conditions given at Paragraph 17.002, MOD may repudiate liability for any claim resulting from an incident, in which case the individual responsible for the activity may be held personally liable to pay compensation.
- **17.004.** An 'authorised' activity is one that is part of an approved programme of individual and collective training and activities designed to support the APC syllabus and/or promote

the cadet ethos in accordance with the ACF Charter. To be considered 'authorised', an activity must be approved by DRFC or HQ LAND, or approved by an ACF Cadet Commandant acting under the general direction of the Regional District or Brigade Commander. It must be assessed, planned and conducted in accordance with the guidelines contained in this manual, The Cadet Training Safety Precautions pamphlet (JSP 535) and the training pamphlets and directives issued to the ACF by HQ LAND, and it must be supervised by appropriately qualified instructors.

17.005. Although the MOD accepts, in principle, liability for authorised cadet activities and will normally indemnify members of the ACF participating, Cadet Commandants are encouraged to arrange personal accident and public liability insurance cover for all of their adult and cadet members of the ACF through the ACFA Collective Insurance Scheme. The Scheme is principally to provide individual personal accident cover for all members of the ACF but also provides public liability insurance to deal with cases where the MOD can deny liability. One of the main advantages of the Collective Insurance Scheme is that it is likely to be quicker to respond to claims, be they to do with personal accident or public liability, than the MOD compensation scheme. Nevertheless, the principal provision for compensating individuals for personal accident or public liability, as a result of ACF activities, is through MOD indemnification. Such claims should be made, in the first instance, against the MOD.

Payment of Compensation to Members of the ACF

17.006. Members of the ACF are entitled to claim against the MOD for payment of compensation for injury, disablement or death caused as a result of participation in ACF activities. Such Common Law claims will be considered by the MOD on the basis of whether or not the MOD has a legal liability to pay compensation. Where there is a legal liability to pay compensation, the MOD will do so. The amount of compensation paid is determined in accordance with Common Law principles which, for example, broadly take into account the individual's pain and suffering, the degree of injury and long term prognosis, past and future financial losses (in particular, loss of earnings) and the level of any care required. Payments may be granted in the form of ex gratia awards, compensation for loss of earnings, disability allowances or pensions as follows:

- a. Cadets. Cadets may be considered for ex gratia payments providing the individual concerned was eligible for enrolment on the day of injury or death.
- b. **Adult Instructors and Civilian Assistants.** AI and CA will be covered by ex gratia awards based on the Principal Civil Service Pension Scheme (PCSPS) Section XI Part II.
- c. **Officers.** Pensions or disablement allowances awarded to ACF officers or their dependants in respect of death, permanent or temporary disablement as a result of injuries accepted as due to service in the ACF are issued at the rates and conditions applicable to officers of the TA (TA Regulations 1978, Paragraph 8.003) except that:

- (1) Rank used to determine the rate of an award is the rank used to determine the rate of ACF pay on the day of the injury (whether or not pay was in issue on that day), subject to the rank of captain being used for officers of the rank of major and above.
- (2) When a disability occurs during a period of training for which pay is admissible (camp, courses etc) the officer remains eligible to receive ACF pay up to the end of the period of training or up to the date on which he returns home, whichever is the earlier.

Funerals at Public Expense

17.007. A member of the ACF who dies as a result of injury received, or illness developed, while training with a Regular Army or TA unit, or while attending an ACF Annual Camp, or other authorised course of training, is entitled to a funeral at public expense. The funeral can either take place where the death occurred, or the deceased is to be returned to his/her family for a funeral under their own arrangements.

Procedure for Claiming Compensation by Members of the ACF

17.008. Claims for compensation, including compensation for loss of earnings, disablement allowance or pension arising out of accidents/injuries or illness sustained due to service in the ACF are to be forwarded to The Chief Claims Officer, Directorate of Safety and Claims (DS&C) MOD, 7th Floor, St George's Court, Bloomsbury Way, London WC1A 2SH.

17.009. Claims should be made in the form of a letter describing the circumstances and explaining why the claimant considers the MOD to be liable to pay compensation. Claims should be accompanied by any relevant supporting documents, which may include:

- a. Copy of MOD Form 492 completed immediately after the accident/incident.
- b. Copy of any road traffic accident (FMT/3) report.
- c. Any Board of Enquiry proceedings or proceedings of any other unit investigation into the accident/incident including witness statements.
- d. Any findings of a court of law or coroner's court.
- e. The findings of any accident investigation including that of the Civil Police, Health & Safety Executive or Land Accident Investigation Team (LAIT).
- f. Doctor's certificate confirming claimant's inability to work.
- g. Employer's letter confirming loss of earnings.

Legal Advice to Claimants

17.010. Claims for compensation should be made by the individual claimant, not by the unit. In the ACF, procedural guidance may be given by the CEO to individual adult members of the ACF, or to parents of cadets wishing to make a claim, but no liability should be acknowledged on behalf of the MOD. When necessary, a CEO should seek advice directly from DS&C (Tel: 0207 305 3201).

17.011. Claims for common law compensation are governed by the Rules and Practice Directions set out in the Civil Procedure Rules introduced by the Lord Chancellor in 1999. The rules specify the format and timescales for submitting claims and for completing the necessary actions and are known to most solicitors. Whereas it is not essential to consult or instruct a solicitor when claiming compensation, in view of the complexity of the rules, members of the ACF may do so at their own expense.

Handling Correspondence

17.012. ACF units receiving individual claims for compensation from a member of the ACF or their legal representative are to refer the claim to DS&C immediately and are not under any circumstance to acknowledge receipt or communicate with the claimant. It is for the MOD to acknowledge receipt of the claim and, under the Civil Procedure Rules, must do so within twenty-one days. This triggers a further period of three months in which the MOD must state whether the liability is accepted or denied. If the ACF unit acknowledges receipt of the claim, these legal timeframes start from then and could cause the MOD difficulty.

17.013. The MOD uses agents to process claims and deal with correspondence to do with investigations. Currently the Royal & Sun Alliance and its subsidiary company 'PCS' (a firm of loss adjusters) deal with compensation claims on behalf of MOD and AXA Corporate Solution Services deals with third party claims involving MOD vehicles. ACF units are likely to be approached by either DS&C or any of these agents regarding claims and investigations to do with such claims, and should deal with any such enquiries promptly.

Reporting, Investigating and Recording Accidents/Incidents

17.014. Any accident or incident involving the ACF that may attract a claim for compensation is to be reported, initially to the Army Incident Notification Cell (AINC) and entered into the unit Accident Register. The subsequent reporting action to the Regional District or Brigade HQ, to RFCA and to ACFA that is to be followed by the ACF unit concerned is detailed at Chapter 3 to this Manual.

17.015. The type of investigation or inquiry needed following an accident or incident depends on its severity. Full details are contained in JSP 375 Leaflet 14. An accident resulting in death or serious injury or which may have significant health or safety

implications is likely to be subject to external investigation; civil or military. The Cadet Commandant may be directed by the Regional District or Brigade Commander or by the Secretary of the Regional RFCA, to hold a Board of Inquiry or other form of investigation. As a minimum, in all circumstances where an injury occurs, the appropriate injury report form must be completed. Claims for compensation will inevitably be influenced by the findings of such investigations. When there is no external or directed enquiry, the Cadet Commandant is to arrange to hold an internal unit investigation into the circumstances of the accident or incident, the findings of which may be used by MOD to accept or deny any subsequent claim for compensation or public liability claim for damages.

17.016. Copies of all documents which could be relevant to a future claim should be retained on file by the ACF unit concerned. As well as those listed at Paragraph 17.009 documents which may be called for by any subsequent investigation may include unit standing orders, training/activity instructions relating to the incident including risk assessments, details of adults supervising the activity concerned and details of participants. In accordance with the Limitations Act, a legal action for personal injury should normally be initiated within three years of the incident. In practice this means that investigations into some incidents may not begin until well after the event. Even cases submitted promptly can take a considerable time to process and MOD is often asked to produce documents five or six years after the event with those cases which reach court. ACF units are therefore to retain copies of documents, relating to claims for compensation, for a period of ten years.

Public Liability Claims

17.017. Any public liability claim received by the ACF from a third party in respect of personal injuries arising from an ACF activity is to be passed immediately to the Chief Claims Officer DS&C for consideration and action as necessary, accompanied by a report describing the incident and stating whether or not the activity was authorised/approved. The existence of any writ, summons or threat of legal proceedings arising from any such incident must be notified immediately to the DS&C by telephone. The ACF unit concerned is not to acknowledge receipt of the claim or enter into any form of communication with the claimant or his/her legal representative. The obligations under this Paragraph are not affected by any action being taken to process any claims for compensation. When the Chief Claims Officer does not accept a public liability claim as arising from authorised training, he will refer the claim to ACFA for consideration under the public liability section of the Collective Insurance Scheme.

17.018. Public liability claims for damages to property by third parties arising from authorised ACF activities are to be passed to the District HQ for the Region in which the damage occurred.

ACFA Collective Insurance Scheme - Personal Accident Cover

17.019. Cadet Commandants are strongly encouraged to subscribe to the ACFA Collective Insurance Scheme. The Scheme provides personal accident cover and public liability cover

for all participating members of the ACF. This insurance cover, provided at competitive rates, may be very helpful in the event of injury resulting from ACF activities that may not be covered by MOD compensation arrangements. Details of the Scheme, including current rates of payments to compensate for personal injury and loss of earnings, may be obtained from the General Secretary ACFA.

17.020. The Collective Scheme can be extended to cover additional activities not normally included in the Scheme, such as the more challenging outdoor pursuits, by the payment of additional premiums for specified activities. Application and payment is made in advance of the activity to ACFA.

17.021. In a considerable number of cases where compensation from the MOD is claimed, the case is referred by the Chief Claims Officer to the ACFA for consideration under the Collective Insurance Scheme. It is important therefore that accident/injury reports accompanying claims are copied in the first instance to ACFA. (Imagine the cadet who, while helping the local gymkhana as part of his Cadet in the Community project, is kicked in the head by a horse, only to discover subsequently that the Pony Club concerned had inadequate insurance cover.)

ACFA Collective Insurance Scheme - Public Liability Cover

17.022. Public liability insurance is provided by the ACFA Collective Insurance Scheme to cover the legal liability of all individual members of the ACF up to a limit of at least £5,000,000 in respect of one accident or series of accidents arising out of any one event, in those cases where MOD does not accept liability. The importance of being covered by the Collective Insurance Scheme is emphasised by the very high awards that can be made by courts. (Imagine the cadet who inadvertently fails to secure a gate properly when leaving a field containing livestock, enabling cows to wander onto the busy road that runs alongside the field.)

17.023. Insurance cover under the Collective Insurance Scheme is not automatic. It must be arranged with ACFA by each ACF County individually and the premiums must be met by private funds, not from funds derived from public grants.

Evidence of Cover

17.024. The equivalent of Employer's Liability Certificates are provided for the ACFA Collective Insurance Scheme but not by the MOD. When asked for proof of insurance cover for an ACF activity being conducted away from MOD or ACF property, the ACF unit concerned may issue a "Letter of Comfort" in the format shown at Annex B.

Overseas Training and Visits

17.025. The ACFA Collective Insurance Scheme provides cover for the UK only. Although the Host Nation's MOD or Army provides medical facilities for visiting cadet parties

wherever possible, in certain countries these facilities are not necessarily available. Cadet Commandants must ensure therefore that all members of ACF parties travelling overseas on ACF duty are properly covered by travel insurance, including medical cover and that, for EU countries, Form E111 is completed and carried by all members of the party. (From 1 Jan 06 the E111 is replaced by the European Health Insurance Card - the EHIC). HQ LAND will not authorise any overseas training or visits by ACF cadets unless adequate travel insurance, including medical cover, is arranged beforehand.

17.026. Vehicle insurance requirements for overseas trips vary from country to country. Before taking vehicles overseas, ACF units should consult motor insurance companies or Transport staff at their Regional District or Brigade HQ and make the appropriate insurance arrangements accordingly.

Vehicle Insurance

17.027. MOD Vehicles. MOD vehicle insurance cover includes all MOD vehicles including vehicles issued to the ACF by RFCA. It covers only the MOD's legal liability to pay compensation to third parties. ACF occupants of the vehicle who may be injured are in the same position regarding compensation as they would be if injured in the course of any other ACF activity. Compensation, in the event of injury is limited to:

- a. Authorised journeys. MOD will not accept responsibility for journeys that are not authorised for ACF activities or which deviate for private reasons.
- b. Drivers who are authorised by the ACF Commandant and who hold a valid driving licence appropriate to the category of vehicle being driven.
- c. Occupants who are employees of the MOD or members of the ACF. (Civilians who are not members of the ACF are not to be transported in MOD vehicles by the ACF.)
- d. Drivers who are injured by the fault of a third party. A driver injured as a result of his own negligence would not be eligible for compensation.
- e. MOD property and equipment. MOD will not compensate for personal possessions or ACF owned equipment lost or stolen from an MOD vehicle or damaged as the result of a vehicle accident.

17.028 Hired Vehicles. When hiring self-drive vehicles for ACF activities, ACF Counties are to ensure that adequate third party vehicle insurance cover is included in the terms of hire. ACF occupants of hired vehicles being used in support of authorised cadet activities are in the same position with regard to compensation for injury as they would be in an MOD owned vehicle.

17.029. Vehicles Owned Privately by the ACF. It is the responsibility of the ACF County to insure any vehicle owned privately by the ACF. Such vehicles are not covered by the

MOD vehicle insurance policy. The ACFA has arranged for the provision of comprehensive insurance cover for ACF owned multi-seat vehicles at competitive rates by Heath Lambert Insurance Services Ltd, 60 St Faith's Lane, Norwich, NR1 1JT (Tel: 01603 626197). ACF Counties considering using this facility should apply direct to Heath Lambert Insurance Services Ltd for a quote.

17.030. Private Vehicles Used for ACF Activities. Vehicles owned personally by individual members of the ACF and used for ACF activities or to transport other members of the ACF are not covered by any form of MOD or ACF insurance, and nor are the occupants. It is the responsibility of the owner of the vehicle to ensure that the vehicle, driver and all passengers are adequately covered by insurance. Members of the ACF should be made aware by their unit that some insurance companies consider journeys made on ACF activities to be of a business nature and are not covered therefore by an insurance policy taken out for domestic and pleasure purposes. ACF members should check with their insurance company before using their vehicle for ACF activities or for transporting other members of the ACF to and from ACF activities.

Personal Effects and ACF Owned Property

17.031. No liability can be accepted by MOD or under the ACFA Collective Insurance Scheme for loss of or damage to personal effects. Cadet Commandants should advise all adult members of the ACF and the parents of all cadets to insure any personal effects that are used in connection with ACF activities. The same applies to property owned by ACF Counties, Areas and Detachments and which may be used for ACF activities and/or stored in MOD or ACF accommodation. Cadet Commandants are advised to arrange an "All Risks" insurance policy to cover ACF owned property, either privately or through the ACFA, which offers such cover separately to the Collective Insurance Scheme.

Personal Liability

17.032. If a claim for compensation or a notice of intent to pursue court action is made against an individual member of the ACF by a third party, as a result of an accident or incident during an ACF activity, legal advice and assistance may be provided by arrangements made by RFCA.

Claims By ACF Members Against Third Parties

17.033. It is an individual's own responsibility to pursue a claim against a third party (an organisation or individual outside the MOD or ACF). In such cases there is no assistance or involvement by MOD. However, if the injury was suffered by a member of the ACF while on ACF duty, legal advice and assistance can be obtained from Betesh Fox & Co, Solicitors, 16/17 Ralli Courts, West Riverside, Manchester, M3 5FT (Tel: 0870 998 9000).

Insurance of Premises

17.034. RFCA will be indemnified by MOD against loss of Government stores and equipment, including weapons, as well as RFCA property kept in buildings occupied by the ACF with the approval of MOD. RFCA need not insure such Government stores and equipment or such RFCA property therefore, except when the premises in which they are kept are let for non-military use. When such property is kept in other buildings or retained by individuals, RFCA will not be indemnified and will be held responsible for making good any losses.

17.035. ACF buildings or portions of buildings are not to be let or used for any purpose involving an abnormal risk of fire. Whenever such premises are let, in whole or in part, to civilian organisations, a Defence Estates licence is to be issued which requires the organisation to indemnify MOD against loss or damage. In addition, an insurance policy to cover the risk of fire damage to the property and its contents arising out of the letting is to be arranged. The cost of this insurance cover is to be recovered from the rent charged.

17.036. RFCA are indemnified by MOD in respect of claims by third parties arising out of defects in, or the condition of, buildings or property and rifle ranges, owned or occupied by them. Responsibility for the disposal or settlement of all such claims rests with RFCA.

Indemnities

17.037. When it is intended that the ACF uses facilities not owned by MOD or RFCA, it is essential that, before any form of indemnity or hiring agreement is signed, the wording of the agreement is submitted to ACFA for approval by the Collective Insurance Scheme insurers. Examples are:

- a. Facilities such as buildings, huts, rifle ranges, swimming pools, recreation areas, canals etc in civilian ownership.
- b. Local Government Authority, County Council or Education Department owned premises, or those owned by schools, public bodies such as utilities and private companies.

Annexes:

- A. Cadet Activities Authorised by DRFC
- B. "Letter of Comfort"

ANNEX A TO CHAPTER 17

CADET ACTIVITIES AUTHORISED BY DRFC AND INDEMNIFIED BY MOD

The following list is a guide as to what activities MOD will indemnify. The list is not exhaustive and other activities will be indemnified provided prior approval is obtained from appropriate single-service Cadet HQ. However, if an activity does not meet the conditions contained in Chapter 17 Paragraph 17.002, MOD may repudiate liability for any claim from a resulting incident, in which case the officer or instructor responsible for the activity may be held personally liable to pay compensation.

LIST OF CADET ACTIVITIES INDEMNIFIED BY MOD

ACTIVITY	CONDITIONS	
A		
Abseiling		
Abseil Tower, Building of		
Adventure Training		
Air Experience – Dual Control only		
Air Experience Gliding		
Air Rifle Shooting		
Aircraft Recognition		
Annual Camps		
Archery		
Assault Courses	On MOD Property only.	
Athletics		
Automatic Weapon Firing and Drills		
В		
Band Training and Competitions		
Baseball		
Basketball		
Battlefield Tours		
Bivouacking		
Bicycle Maintenance		
Boating		
Bob Sleighing		
Building and Maintenance Projects	Assuming own repairs to own property only and on a very small scale.	

ACTIVITY	CONDITIONS
С	
Camping and Camp Craft	
Canoeing (Kayaking and Open)	
Canoes – Construction and Use of	
Canoe Construction (inc maintenance of	
fibreglass canoes using repair kits)	Description Only Debit List Tree
Car Parking, Marshalling, Stewarding and Escort Duty in Uniform at Public Events	Personal Accident Only – Public Liability Insurance must be provided by the event
(not necessarily involving Fund Raising)	organiser
Caving/Potholing	
Charity Work	
Circuit Training	
Citizenship Training – Public Speaking, helping the disabled etc.	
Civilian Outdoor Activities Courses	Public liability must be provided by the owner and all instructors must show proof of insurance and qualifications prior to course attendance
Clay Pigeon Shooting	
Cleaning and Preparing Aircraft for	
Display at Museums etc.	
Club Swinging	
Coastal Traversing	
Cockpit Trainers	
Community Assistance and Ceremonial Parades	
Communications Training	
Community Sports Leader Awards	
Computer Engineering	
Confidence Courses	
Construction of Pontoon Bridges over Rivers	
Cook/Steward Training	
Course Attendance	
Crewing in, or taking passage in, craft not owned by MOD or Marine Society or Sea Cadets	
Cricket	
Cross Country Running	
Cross Country Skiing	

ACTIVITY	CONDITIONS
Cultural Tours Overseas	
Cutlass Drill	
Cycling	
D	
Dancing the Hornpipe	
Deck Hockey	
Dinghy Sailing	
Dioramas (incorporating electrical devices) building of	
Dog Training/Handling	
Down Hill Skiing	
Drill	
Driving a vehicle authorised for use by the Cadet Forces for an authorised cadet activity.	
Dry Ski Slope Skiing	
Duke of Edinburgh Award Scheme	Where Cadets are placed on Work Experience the employer would be responsible for providing Insurance Cover.
E	
Engineering - Marine	
Engineering, visits, courses and events	
Engraving Machines – operation of	
Environmental Studies	
Expedition Training	
F	
Fencing	
Fieldcraft	
Field Gun Displays – without pyrotechnics	
Fire Fighting Training	
Fire Lighting	
First Aid Training	
Fishing	
Flight Simulators on Military Bases	Public Liability must be provided by the owner in respect of civilian simulators.
Flights in Military and Non Military Aircraft	
Football	

ACTIVITY	CONDITIONS
Fund Raising Events of a Non Hazardous	
Nature	
e.g. VGS Families Days, Fetes, Car	
Washing, Sponsored Walks, Street	
Collections, Bag Packing in Supermarkets	
G	
Gardening	
Gardening Equipment – Mechanical Maintenance of	
Generating Equipment, Petrol, up to 5 KVA, restoration of at Camp Sites	
Ghyll Scrambling	
Go-Karting	
Go-Karts, Construction and maintenance of	Provided these vehicles are only used on private roads or trackways
Golf	
Gorge Walking	
Gymnastics – Including High Box and	
Vaulting	
Н	
Hang Gliding	
Helicopter Flights	
Hill walking	
High Ropes Course	
Hockey	
Horse Riding	
Hovercraft – Construction of	
I	
Ice Cave Digging	
Ice Climbing	
Ice Hockey	
Ice Skating	
Information Technology Training,	
including Writer/Stores	
International Cadet Exchanges – MOD Arranged	
International Cadet Visits – Unit/HQ organised	
International Overseas Adventurous Training Expeditions	

ACTIVITY	CONDITIONS
J	
Jet Skiing	
K	
Karting (see Go-Karting)	
Kayaking	
L	
Land Yachting	
Laser Quest	
Leadership Courses	
Life Saving	
Line Dancing	
M	
Map Reading	
March and Shoot Competitions and	
Training	
Marine Cadet Training	
Marine Outboard Engines – Construction	
of	
Marine Society Courses	
Maritime Training and Visits	
Marketing and Public Relations Activities	
Martial Arts	
Meteorology	
Military Training	
Model Aircraft – Flying and Construction of (aero-modelling)	
Model Aircraft – Flying around Poles	
Models (replicas) of various aircraft and	
cars	
Motor Cycle Maintenance	
Mountain Biking	
Mountaineering	
Mountain Leadership Courses	
Mountain Walking	
N	
Netball	
Nordic Skiing	

Opportunity Flights As passenger only. Public Liability Insurance must be obtained from the owner of the aircraft. Orienteering Outward Bound Courses Overseas Attachments and Visits P Paintballing Parachuting Parascending Physical Training Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing Rounders	ACTIVITY	CONDITIONS
Insurance must be obtained from the owner of the aircraft. Orienteering Outward Bound Courses Overseas Attachments and Visits P Paintballing Parachuting Parachuting Parascending Physical Training Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	0	
Outward Bound Courses Overseas Attachments and Visits P Paintballing Parachuting Paraceuding Physical Training Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Opportunity Flights	Insurance must be obtained from the
Overseas Attachments and Visits Paintballing Parachuting Parascending Physical Training Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Orienteering	
Paintballing Parachuting Parascending Physical Training Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Outward Bound Courses	
Paintballing Parachuting Parascending Physical Training Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Overseas Attachments and Visits	
Parachuting Parascending Physical Training Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	P	
Parascending Physical Training Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Paintballing	
Physical Training Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Parachuting	
Piping and Drumming Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Parascending	
Power Boating Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Physical Training	
Projectionist Courses Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Piping and Drumming	
Public Displays and Parades Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Power Boating	
Public Relations and Marketing Activities Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Projectionist Courses	
Pulling Q Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Public Displays and Parades	
Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing		
Quad Biking R Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Pulling	
Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing		
Radios – Operation and Construction of Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Quad Biking	
Radio Masts, portable, construction of Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	R	
Rafts, building of (using Oil Drums, Ropes and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Radios – Operation and Construction of	
and Poles) Rifle Ranges (tube ranges) building of/use Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing	Radio Masts, portable, construction of	
Rifle Shooting and Drills Rock Climbing and Abseiling Rocketing		
Rock Climbing and Abseiling Rocketing	Rifle Ranges (tube ranges) building of/use	
Rocketing	Rifle Shooting and Drills	
5	Rock Climbing and Abseiling	
Rounders	Rocketing	
1	Rounders	
Rowing	Rowing	
Rugby Including 7-a-side	Rugby	Including 7-a-side
S	S	
Sailing, Offshore and Inland Waterways	Sailing, Offshore and Inland Waterways	
Scottish Country Dancing		
Seamanship		
Sea Trips	•	
Self Defence	-	
Self Sufficiency Training	Self Sufficiency Training	

ACTIVITY	CONDITIONS
Sheerlegs – Construction of	
Shooting	
Show jumping	
Signals Training	
Simulators (other than flight simulators)	
Skateboarding	
Skiing	
Snorkelling	
Snowboarding	
Snow Hole Construction	
Softball	
Static Displays (including refurbishment of non flying aircraft) – construction and maintenance	
Static rebuild of Car Engines	
Sub Aqua Activities	
Surfboarding	
Swimming	
T	
Table Tennis	
Telephone Systems – construction of internal systems	
Tennis	
Timber Saluting Dais – Construction of	
Trailers, Building of	
Training Aids – Construction and use of inc Overhead Projectors	
Trampolining	
Travelling to and from All Activities	
Trekking	
Tug of War	
TV Competitions	
V	
Vehicle Maintenance on Minibuses, Trailers and Caravans	Provided no work is carried out on safety critical areas
Visits	
Volleyball	

ACTIVITY	CONDITIONS
W	
Walking and Road Marching	
War Games	Board Type Games ONLY
Water Polo	
Water Skiing	
White Water Rafting	
Wind Surfing	
Wind Yachting	
Window Ladder Displays	
Y	
Yachting	

Notes:

- 1. **Property.** MOD indemnifies publicly owned property or equipment but property or equipment purchased by other means, including private property/possessions must be insured separately either by individuals or by using non-public funds. The cost of repairing or replacing lost or damaged publicly owned property or equipment will fall to the Budget Holder responsible for the property or equipment.
- 2. **Vehicles.** Vehicles owned by the services or procured using public funds are indemnified by the MOD when being used for cadet force activities in accordance with Paragraph 17.002. Insurance is required if publicly owned vehicles are used for non-cadet force activities such as leisure runs, or for privately owned vehicles and vehicles purchased with non-public funds. The cost of repairing or replacing lost or damaged vehicles that are owned by the services or procured using public funds, will fall to the Budget Holder responsible for the vehicle.
- 3. **Claims.** Any accident/incident, however minor, should be recorded and reported in accordance with JSP 535, and Chapter 3.
- 4. **Travel Abroad.** When travelling to EU countries, all members of the Cadet Forces are to carry Form E111. Supplementary travel insurance is required for cadet parties travelling abroad, which is to include medical cover. Insurers need to be notified where there is an element of risk so that they can extend the policy. From 31 Dec 05, the E111 is to be replaced by the new European Health Insurance Card (EHIC); application forms can be downloaded from www.dh.gov.uk. E111 issued before 19 Aug 04 are no longer valid.

ANNEX B TO CHAPTER 17

LETTER OF COMFORT



Directorate of Safety and Claims

MINISTRY OF DEFENCE Zone A, 7th Floor, St George's Court, Bloomsbury Way, London WC1A 2SH

Telephone

(Direct dial) (Switchboard) (Fax) 020 7305 3201 020 7218 9000 020 7305 4166

To whom it may concern

Your Reference

Our Reference

DC&L(F&S)4/4/2

Date

18th May 2005

MINISTRY OF DEFENCE INSURANCE ARRANGEMENTS

This is to confirm the insurance arrangements with regard to insurance for the Ministry of Defence.

The MOD does not purchase insurance, but accepts its own risks and acts as its own insurer. I can confirm that the MOD will deal with any claims on the basis of legal liability, which is to say any claim that arises due to the negligence of the MOD, its service personnel, servants or agents. Any such claim should be forwarded (with a copy of this letter) to:

Ministry of Defence Public Liability Group Zone A 7th Floor St George's Court London WC1A 2SH United Kingdom

The MOD's cover is without financial limit.

N A J PAGE Directorate of Safety and Claims

CHAPTER 18

THE PROVISION, MAINTENANCE AND DISPOSAL OF MINISTRY OF DEFENCE STORES

General

18.001. The purpose of this Chapter is to ensure that the general principles of responsibility for the provision, maintenance and disposal of MOD stores are known by all members of the ACF, especially by the users of the stores at Detachment level. At the same time those members of the ACF who are intimately concerned with detailed accounting for stores, which is based on Regular Army practice, must also refer to:

JSP 336. Vol. 12 Part 1 Pamphlets 1-1, 1-2, 2-1, 3, 5, 7, and 9.

JSP 336. Vol. 12 Part 3 Pamphlet 13 – Scales of Clothing and Personal Equipment for CCF Army Sections and ACF.

JSP 462. Financial Management Policy Manual. Part 5 – Financial Management Policy & Procedures.

18.002. In the ACF the term "stores" is used as a generic term for all items used by the ACF for training and administration. Stores may be referred to under various headings in their day-to-day use, examples of which are:

- a. **Clothing and Personal Equipment.** Clothing and equipment issued to members of the ACF and signed for by an individual on AF E617B.
- b. **Training Stores.** Stores used for ACF training other than at a. above. These include arms and ammunition (see sub-para c. below) and adventurous training equipment.
- c. **Arms and Ammunition.** All types of weapons, their connected equipment such as blank firing attachments, along with ammunition and pyrotechnics.
- d. **Accommodation Stores.** Stores for use in official buildings and camps such as chairs, tables and cooking equipment.
- e. **Army Books, Forms and Publications.** Stationery and instructional publications used for training and administration.

However those who deal with accounting for these stores must use the accurate definitions as used in JSP 336, Vol. 12.

18.003. Unit Identity Numbers (UIN).

- a. The annual ACF Location Statement (AC 62073) includes a list of ACF & RFCA UIN.
- b. UIN are to be quoted on all vouchers and correspondence affecting stores.
- c. Should the details held against an RFCA or ACF County UIN need amendment as a result of a change of title or postal address, the RFCA is to complete and dispatch a Change of Location Report in accordance with AGAI Volume 1, Chapter 2.

18.004. Scales. The scales or lists of stores authorized for the ACF are given in the following references:

- a. Clothing and personal equipment JSP 336, Vol. 12, Part 3 Pamphlet 13.
- b. Training stores (including arms) Chapter 3 Annex N of this Manual.
- c. Ammunition Chapter 3 Annex N of this Manual and the annual HQ LAND Cadet Ammunition Scales for Training letter.
- d. Army and Joint Service Coded Books, Forms and Publications Annexes C and D to this Chapter.
- e. Stores for Detachments and Offices (Scales held by RFCA HQ).
- f. Stores for ACF Training Centres Chapter 15 Annex A of this Manual.

Responsibility for Accounting

- **18.005.** a. Accounting for all stores issued to the ACF from Army sources or purchased from public funds is the responsibility of the RFCA.
 - b. All such stores remain public property, except free issues to officers and certain items of clothing retained by AI on discharge after 4 years service. Disposal of them by sale or other methods is forbidden.
 - c. Except when personal clothing and equipment accompanies a member of the ACF on transfer to another County, public stores will not be transferred from one RFCA to another unless written authority is given by HQ LAND or the appropriate Formation HQ, when the vouchers authorizing the transfers will quote the authority.

- **18.006.** a. Representatives of RFCA, using HQ LAND Logistic Support Inspection methodology, are to visit Detachments and HQ holding stores at suitable intervals to:
 - (1) Advise on stores accountancy and administration.
 - (2) Check that the appropriate stores accounts and records are correct and up to date, and to note balances for comparison with the RFCA distributed records.
 - (3) Carry out spot checks in the stores and verify the correctness of holdings against ledger balances.
 - b. They are to pay particular attention to:
 - (1) General. Layout of stores and tidiness.
 - (2) **Clothing and Equipment.** Personal clothing and equipment records, recoveries of clothing and equipment from cadets who have left the ACF and return of clothing and equipment no longer required.
 - (3) **Arms and Ammunition.** The condition of weapons and the security of weapons and ammunition (see LANDSO 2901).
 - (4) **Composite Rations.** If rations are held, that they are within warranty life.

Security of Stores

- **18.007.** The security of stores is dependent on:
 - Satisfactory storage arrangements to ensure that stores, particularly attractive items, are not stolen.
 - Good accountancy and checking systems, to ensure that stores are not lost in any other way.
- **18.008.** Public property, or property bought with funds provided by HQ LAND and issued for use by the ACF, is held on charge by a RFCA. Where appropriate it is distributed to County ACF HQ, Areas, Detachments or individuals. The RFCA on whose charge property is held is to take practical measures to prevent loss of property for which they are responsible. The RFCA must ensure that administration is sound and that, where necessary, responsibility for the custody and use of MOD property is clearly delegated to those concerned.

18.009. The following actions must be taken to prevent losses by all those concerned:

- a. The record of attendances of cadets on AB 140 must be checked frequently. If cadets have failed to attend parades for 6 consecutive weeks without being able to furnish a satisfactory explanation, or if in the judgement of the Detachment Commander or County administrative staff the cadet is deemed likely to have permanently ceased parading then their clothing and equipment must be recalled.
- b. Unnecessary items must not be retained in store. Any stores that become unserviceable or are surplus owing to a reduction in strength must be returned.
- c. Stores must not be issued without a proper receipt being obtained.
- d. Stores must be checked annually, an AF B6535 completed and any loss or damage reported immediately to RFCA.

Accountability

- **18.010.** Only items of a selected level of importance or attractiveness are to be accounted for formally. For other items control and use becomes a managerial responsibility once a clear receipt is given to the supply authority.
- **18.011.** All items of stores, including those purchased from MOD grants, are to be classified according to the following definitions:
 - a. **Code P (Permanent)** an item of material subject to repair, or which due to security implications, has specifically defined disposal instructions i.e. rifles and radios.
 - b. Code L (Limited) an item of material not subject to repair, but which requires accounting for at all times i.e. mess tins and compasses.
 - c. Code C (Consumable) an item of material normally of low value, for which no further accounting is required after formal receipt action other than that required for managerial control.
- 18.012. Once established, the accounting classification of an item is not to be changed.
- **18.013.** Item value is to be established where possible by reference to the basic price shown on the most recent issue vouchers held for the item. For items of service supply where no prices are held, the basic price is to be requested from pricing authorities in accordance with current instructions.
- **18.014.** Where the authority is unable to provide a price, the value may be estimated by RFCA.

18.015. Stores procured locally are to be valued by reference to the invoices or to RFCA records, as appropriate, or estimated by RFCA where no price record exists.

Accounting by RFCA

18.016. One continuous account is to be maintained by RFCA for all accountable stores held within their area of ACF responsibility. AB 183 or AF G8212 is to be used for this account which is to include a record of distribution to counties and be supported by a series of informal inventory records at County level and below. No formal accounts are required below RFCA level, but see para 18.018.

18.017. RFCA are responsible for placing demands, clearing vouchers and generally conducting transactions with service sources of supply. The normal demand register and voucher schedules are to be maintained and are to cover both accountable and non-accountable stores. The demand register and voucher series are to run from 1 Apr to 31 Mar each year. No formal series of vouchers are required to cover the movement of stores below RFCA level, i.e. between RFCA/County/Area/Detachment.

18.018. Exceptionally, where geographical or other considerations are such that the foregoing arrangements would create excessive practical difficulties, an RFCA Secretary may delegate responsibility for the day-to-day running of the account to County level. In these circumstances no account needs be held by the RFCA (no formal accounts or series of vouchers being required below County level). The ultimate responsibility for financial and stores control will, however, remain with the RFCA Secretary.

Distribution Records

18.019. County HQ are to maintain a simple form of inventory for accountable stores distributed to them by RFCA. These inventories are to show, for management purposes, any further distribution to Area (or equivalent) HQ. Area/Detachment holdings of accountable stores may be recorded by further simple inventory, but only to the extent considered necessary to effect adequate local management.

18.020. Cadet clothing record AF E617B, detailing (as part of the management system) the level of clothing and personal equipment loaned to individual adults and cadets, is to be held at the point most convenient to management.

18.021. Where accountable stores are temporarily loaned to individuals, other than items which are recorded on AF E617B, a signature is to be obtained from the individual either in a "loan book" or on a temporary receipt (i.e. AF G1033). These loans are to be reviewed frequently and signatures are to be renewed, where necessary, at 3 monthly intervals.

18.022. Distribution records generally, including those forming part of the RFCA account, are only to be amended when a transaction permanently alters the stores holding.

Internal Demands and Issues

18.023. Replacement of stores by Detachment/Areas are to be by an informal combined indent/delivery note ("shopping list") system. Supply is to be made from Area/County level, according to availability, or the indent passed to the RFCA concerned as necessary. Management control is to be exercised during the process and the unserviceable items are to accompany the indents where practicable.

18.024. "Shopping lists" for items or quantities additional to those already held should be prepared separately from normal replacement lists and indicate that they are a new requirement.

18.025. Normally stores replenishment by counties will be from Service sources through RFCA who arrange for direct delivery to County HQ. To enable RFCA to clear the service vouchers, after checking receipt, counties are to endorse the reverse of the "unit" copy of the voucher received with the stores, that the receipt is correct or with details of any discrepancy. All voucher copies are then to be forwarded to the RFCA for their action.

18.026. Internal distribution of new receipts, or redistribution of existing stocks, is to be controlled under managerial arrangements and, if appropriate, distribution records and inventories amended accordingly.

18.027. RFCA administrative instructions are to detail the internal procedures for demand and issue, which are to be as simple as possible and designed to suit the particular circumstances of the RFCA and its dependent counties.

Stocktaking and Examination of Account

18.028. Frequency of Stocktaking. The overall responsibility for all materiel and materiel accounting, including stocktaking and managerial examination, is that of the RFCA Secretary. Stocktaking of P & L items is to be undertaken by the RFCA Quartermaster or Senior Stores Officer biennially. However, if considered necessary by the RFCA Secretary, a board consisting of 2 officers not associated with the account may be detailed to undertake the stock take instead. Intermediate stock checks by officers not associated with the account may be ordered by the RFCA Secretary, the results of which should be kept for scrutiny at the next managerial examination. Stock checks and any necessary adjusting vouchers are to be coordinated with the RFCA, which is to ensure that the unit inventories (AB 531/533) are fully up to date and completely posted at the effective date. The RFCA is to record and sign the inventory accordingly in the space provided, and sign the AF B6535 after reconciliation has been completed.

18.029. Examination. The managerial examination is to be carried out at the same time as the biennial stocktaking by an officer not associated with the account; the examination consists of a check of the account and is to be examined for completeness and accuracy.

- **18.030.** Classification of Materiel. Stock checks will be carried out every 2 years on the following types of stores:
 - a. **Type L Items.** Those items which remain on charge, in use and which cannot be replaced except on return to store 100% of holdings. They are:
 - (1) Not type P.
 - (2) Not consumable or expendable.
 - (a) Are capable of economic repair within unit resources.
 - (b) Whilst not capable of repair, easy to misappropriate or steal and to dispose or irregularly.
 - b. **Type P Items.** Those items which remain on charge, in use and which cannot be replaced except on return to store 100% of holdings. They are:

Capable of economic repair (taking into consideration the value of the items, the cost of transportation and the supply position).

- c. When change of Cadet Commandant or Quartermaster takes place within the biennial stocktaking, the handover/takeover procedures in para. 18.033 will apply.
- d. The adjustment of account is to be in accordance with para. 18.031.
- **18.031. Adjustment of Surpluses and Deficiencies.** During the biennial stocktake, surpluses and deficiencies are to be noted. On completion of the stocktake and examination of account, AF B6535 (Certificate of Stocktaking and Examination of Account) is to be presented to the RFCA Secretary, together with lists in duplicate of the surpluses/ deficiencies found. After examining the proceedings and after any investigation he may require, the Secretary is to sign AF B6535 (suitably amended as necessary) and the copies of the surplus/deficiency lists. The certificate with the original copies of the lists attached is to be retained with the account. The duplicate copies of the lists are to be used as Certificate Receipt Voucher/Certificate Issue Voucher (CRV/CIV) respectively to adjust the account. The Secretary of the RFCA may authorize the adjustment of deficiencies revealed during stocktaking without formal write-off or recovery action, unless the loss is attributed to theft or fraud, proven or suspected. In these cases, the appropriate loss or recovery action is to be taken.
- **18.032.** Half-yearly Certificates. Every 6 months Areas/Detachments are to submit a certificate to their County HQ or RFCA that the accountable items distributed to them are still held and are serviceable. These certificates are to be retained with the County distribution records; one of the 6 monthly checks certifying authorized holdings is to be included in the biennial stocktaking.

18.033. Procedure on Change of ACF Cadet Commandant or Quartermaster.

- a. There is no mandatory requirement for complete stocktaking on change of ACF Cadet Commandant or Quartermaster, subject to the completion of appropriate handover/takeover certificates. The completion of the certificate is an acknowledgement by the incoming officer that he accepts responsibility for the unit's accounts which he is taking over. The format of the certificate will vary with circumstances but is to include brief details of any major outstanding matters. The attention of Quartermasters is drawn to Annex A, which outlines the duties of the incoming officer.
- b. There is no requirement to count stocks of non-accountable items nor to check managerial records, but the opportunity should be taken during stocktaking to establish that there are no excessive holdings and that the arrangements for control are adequate.

Complete Equipment Schedule (CES)

- **18.034.** Items for which a CES has been issued are to be accounted for as complete equipments. Where component parts are in themselves accountable under the ACF definition, they are to be annotated 'A' in the schedule and AF B6717B prepared, listing accountable components which are deficient.
- **18.035.** Where a CES has not been issued, but the item is regarded as a complete equipment, a list of component parts held is to be prepared in lieu of the schedule. These components are to be classified as to accountability and the list annotated as for a CES. AF B6716B is to be prepared only for subsequent deficiency on an accountable component.
- **18.036.** Separate entry in the account of the accountable components of a complete equipment is not necessary. AF B6717B is to be updated as and when deficiencies are made good. Vouchers should be cross-referenced.

Conditioning/Disposal

- **18.037.** Stores will not be examined for condition by Board of Survey.
- **18.038.** Type L items and Consumable items which become unserviceable are to be examined by the RFCA QM or Senior Stores Officer. If he is satisfied that the item cannot be repaired cost effectively and that there has been no neglect or misuse, he will authorize the indent for replacement.
- **18.039.** Type P items are to be examined by the appropriate Service authority under arrangements made by RFCA through the appropriate Formation HQ.

18.040. Detailed instructions for the examination of Type P items, their repair or, if found to be unserviceable, their disposal are to be stated in RFCA administrative instructions.

Losses and Damages

- **18.041.** HQ LAND will accept responsibility for the financial costs arising from loss or damage in the following circumstances and RFCA should not effect any form of insurance against these risks:
 - a. Loss of, or damage by fire or storm to, buildings which have been placed on the TA property list or the approved cadet property list, together with any MOD property stored therein.
 - b. Loss of, or damage by fire or storm to, MOD property stored in other accommodation provided that all reasonable precautions have been taken to prevent such loss or damage.
 - c. Loss of, or damage to, MOD property arising from fire, storm, transit handling and accidental damage to, or in connection with, annual camp in so far as recovery cannot be made from the contractors. The term 'MOD property' as used in this paragraph includes both property issued in kind by HQ LAND and property bought with funds provided by HQ LAND.
- **18.042.** HQ LAND will not accept responsibility for loss or damage in the following circumstances:
 - a. Loss of, or damage to, buildings by fire or storm when the buildings have not been placed on the TA property list or the approved cadet property list.
 - b. Loss of, or damage to, private property for any reason. RFCA should effect such form of insurance as is considered necessary to meet these risks, the cost of any premiums being met from non-public funds.
 - c. In all other cases of loss or damage ACF units will be governed by the same rules as apply to inquiries in TA units. A board of inquiry will be held if required.

Each case will be considered on its merits and the RFCA will be invited to contribute in whole or in part towards the cost of the loss or damage if it is considered that there has been a failure on its part to introduce and maintain effective systems of administration or to exercise all reasonable supervision and control.

18.043. Deficient articles will be summarised on AF O1680A or B as appropriate by the RFCA. The priced AF O1680 in duplicate, together with remittance, will be forwarded to the Command Pay Office HQ LAND or relevant DLO IPT who will endorse and return one copy to the RFCA to support the ledger entry striking the articles off charge.

18.044. Should it be necessary to replace the articles struck off charge, an indent will be submitted in the normal manner. The indent will show clearly the reason for the demand and bear a cross reference to a receipted AF O1680 with which the lost articles were struck off charge. Articles drawn to replace losses will be brought on charge.

18.045. When the stores have to be valued, the amount chargeable will be assessed in accordance with JSP 336, Vol. 12, Pt 1 Pamphlet 5, paras 310 onwards.

18.046. Any appeal made against a request to pay for the lost stores will be forwarded to the RFCA for onward transmission to the appropriate Formation HQ, who will arrange for it to be sent to the authority empowered to deal with the case.

18.047. If the loss is not considered to be the responsibility of any individual or group of individuals, AF G998 will be prepared and application made for write-off.

18.048. Reserved.

Delegated Powers of Write-off

18.049. Delegated powers of write-off and basic losses instructions are published in JSP 462 (see para 18.001). Delegation of powers should be obtained from the appropriate Formation HQ.

18.050. The broad definitions of the categories relevant to losses are as follows:

Cash Losses.

- (1) Category A1 Losses of stores due to culpable causes, that is by proven fraud, proven or suspected theft, arson, sabotage or malicious damage and by culpable negligence.
- (2) Category A2 Cash losses due to other causes, except military and civilian pay, allowances and superannuation.
- (3) Category C Fruitless payments.
- (4) Category D Claims abandoned.

b. Stores Losses.

Category B1 - Fraud, theft, arson and sabotage.

18.051. Category D is related only to claims abandoned, which are defined as cases in which valid claims (bills) are or could have been presented in respect of stores losses, but which for valid reasons are not proceeded with to finality.

18.052. The responsibility for write-off lies with RFCA secretaries at all times, including at annual camp. The appointment of ACF Cadet Commandant does not carry any delegated powers of write-off.

18.053. Reserved.

Deterioration and Damage

18.054. Deterioration of Army stores and equipment as a result of fair wear and tear will not require formal write-off. When such stores become unserviceable the matter will be dealt with in accordance with the current instructions in JSP 336. Vol. 12.

18.055. Liability for meeting the cost of repairing or replacing stores which have become damaged or have deteriorated through neglect or carelessness on the part of any member of the ACF will be the responsibility of RFCA. Action is to be taken as laid down in paras 18.043 and 18.047.

Procedure for Repairing Damaged Stores and Equipment

18.056. A workshop indent (AF G1045) will be prepared in quintuplicate, and submitted to the Comd Equipment Support (ES) at the appropriate Formation HQ, who is to give instructions for the equipment to be handed into the workshops. The article will not be struck off ledger charge. When the work is finished the RFCA will be notified of the arrangements for collecting the equipment.

18.057. Comd ES at the appropriate Formation HQ is to raise debit vouchers for sums due under para 18.055.

18.058. When articles are condemned as unserviceable and beyond local or economical repair, a condemnation certificate (AF G1043) will be issued by the workshop to which the article was sent for repair and forwarded to the RFCA, together with a copy of the relevant AF G1045. The RFCA will then apply to the Comd Log Sp at the appropriate Formation HQ for disposal instructions for the condemned article. In accordance with these instructions the RFCA is to voucher the condemned article on AF G1033 which is to be prepared in quadruplicate. Three copies will be sent to the workshop which will then despatch the articles to the appropriate depot in accordance with normal procedure.

18.059. AF G1043 will be attached to the relevant AF G1033.

18.060. Indents for articles in replacement will bear a cross reference to AF G1043 on which the original items were condemned.

Laundry and Dry Cleaning

18.061. When circumstances permit, RFCA may apply to the appropriate Formation HQ for their ACF Counties to take advantage of the relatively favourable rates in Regular Army laundry and dry cleaning contracts. The cost is to be borne by funds allocated to RFCA.

Recovery of Clothing and Other Stores

18.062. Efforts to recover clothing and other stores, or cash in lieu, should be commensurate with the value of the item concerned.

18.063. When clothing and other stores cannot be recovered; in normal circumstances a bill is to be sent to the cadet's parents or to the adult concerned. Should the bill not be paid the loss is to be written-off as a "claim abandoned" (see para 18.051). Where it is known at the outset that recovery of the clothing cannot be effected nor payment in lieu obtained, write-off as a 'claim abandoned' is still appropriate.

18.064. RFCA will obtain guidance from HQ LAND (Cadets & OTC Branch) before legal action is taken to repossess stores including clothing and personal equipment from exmembers of the ACF.

Recovery of Abandoned Clothing, Equipment and Stores

18.065. When service clothing, equipment or stores are found a report will be rendered to Comd Log Sp at the appropriate Formation HQ. If the articles are identified as property formerly held on charge by a RFCA, a note to this effect will be included. A copy of the report will be sent to HQ LAND (Cadets & OTC Branch), who will advise on any accounting action which may be necessary. The articles will be held in safe custody and ultimately disposed of as directed by Comd Log Sp at the appropriate formation HQ. If it is decided that the articles will remain with the RFCA, they will be brought on charge by certificate receipt voucher (AF G1033), reference being made to the headquarters authority for bringing the stores on charge.

Clothing – Control of Demands (Clothing Maintenance Limits)

18.066. To effect economic management of clothing as required by JSP 336, Vol. 12, the maintenance limits published in Pt 3 Part 13 para 204 and Table 3 are to be applied to the official strengths established annually at 30 Sep.

18.067. The control recording requirements using AF H8500 as detailed in JSP 336, Vol. 12, are not to be allowed for the ACF. Instead, RFCA are to establish their own simple methods to suit their particular organizational structure. (There should be no need to maintain a 'shadow' account as the control record.) Records used are to be made available to visiting auditors.

Arms and Ammunition

18.068. The instructions for the control of arms and ammunition within the ACF can be found within Annex F of LANDSO 2901.

18.069. Accounting procedures for ammunition held by ACF units are detailed within Annex B to this chapter.

Fuels, Lubricants and Associated Products

18.070. Fuels, lubricants and associated products for use in static engines supplied for technical instruction are to be obtained by local purchase. The fuel is to be brought to charge and accounted for on the plant card of the static engine. The cost will be borne by the RFCA

Medical Equipment

18.071. In order that a supply of medical equipment may be available in case of emergency, an outfit first aid, general purposes, is authorized for issue from Army sources to each Detachment and County weekend training centre where no other first aid medical facilities exist.

18.072. An indent will be submitted by RFCA through the usual channels to the Commander Medical at the appropriate Formation HQ. The following certificate, signed by the Secretary of the RFCA, will be endorsed on all indents:

"It is certified that the above outfits are required for ACF Detachments situated in places where no other medical facilities exist within a reasonable distance."

18.073. Care will be exercised in the manner in which the contents of the outfit are used. Expendable items which have been used will be struck off charge quarterly by certificate issue voucher and replaced by indent.

Packing Materials

18.074. Cartons, packing cases, wrappers and the like will be reported by ACF Counties to RFCA who will arrange for disposal instructions to be issued. Packing cases will not be used for any purposes other than that for which they are supplied.

Salvage

18.075. All types of fired cases, ammunition components and packages will be returned to the RFCA who will dispose of them in accordance with instructions, but where convenient fired cases may be returned to Regular Army or TA units.

Records and Returns

18.076. The following main records should be maintained at the appropriate level of command:

a. Administration.

	AB 140	Record of Cadet Attendance	-	by Detachment
	AB 183	Continuous Account	-	by RFCA
	AF E617B	Clothing and Personal Equipment	-	for each officer, AI and cadet
	MOD 317	Public Funds Account	-	by County HQ
	AF E529	Enrolment Card	-	for each cadet
b.	Training.			
	AF E7554-6	Star Training Record	-	for Detachment
	AF E7580	Achievements and Experiences in the ACF	-	for each cadet

Army Books, Forms and Publications

18.077. At Annex C is a list of coded Army books and forms authorized for use by the ACF at County, Area & Detachment level as appropriate.

18.078. At Annex D is a list of coded Joint Service and Army publications to be held at ACF County, Area & Detachment levels.

18.079. The scale of issue of JSP 336, Vol. 12 for both self accounting and non-self accounting ACF Counties is given at Annex E.

18.080. A list of Land Command Standing Orders to be held at ACF County level is given at Annex F.

MOD clothing and equipment that may be made available to the ACF

- **18.081.** Following the closure, disbandment or amalgamation of a regular or TA unit there may be certain items of clothing and equipment that are surplus to requirement and thus available for ACF units to bid for to enhance training.
- **18.082.** In the first instance, the QM should establish a rapport with the Brigade Ordnance Warrant Officer (BOWO) so that they are in a position to be notified by the BOWO should such items become available.
- **18.083.** Alternatively, the ACF CQM should approach the QM of the disposing unit direct if they hear of a change that may result in surplus equipment being made available within their County boundaries.
- **18.084.** These items e.g. Waterproofs, PLCE, Water Jerry Cans and Norwegian Containers will be a one off issue with no entitlement to supply maintenance through the Defence Supply Chain.
- **18.085.** CQM will be expected to collect these items using County or RFCA resources, unless notified otherwise by the Formation HQ.
- **18.086.** CQM are not to take on charge any items of clothing or equipment that have been condemned for further use, regardless of the perceived condition of the items.

Annexes:

- A. Procedure on Change of Cadet Quartermaster (CQM).
- Ammunition Demand, Issue, Receipt, Accounting and Control Procedures in ACF Cadet Detachments.
- C. List of Authorised Coded Army Books and Forms.
- D. List of Army and Joint Service Publications to be held at ACF County Level.
- E. JSP 336 The Defence Supply Chain Manual Volume 12 Supply Chain Instructions for the Land Environment.
- F. List of Land Command Standing Orders (LANDSO) to be held at ACF County Level.

PROCEDURE ON CHANGE OF CADET QUARTERMASTER (also refer to JSP 336, Vol. 12, Pt 1, Pam. 5, Sec. 2)

- 1. When a Cadet Quartermaster (CQM) takes over from another who has been immediately responsible for the custody of materiel and/or stores accounting records, the incoming officer is to carry out the following checks and inspections appropriate to his duties:
 - a. Satisfy himself that the conditions of storage buildings, the general arrangements for storage and binning, and protection against theft, misappropriation, fire, deterioration and misuse are satisfactory and that adequate arrangement exists for safeguarding attractive items and materiel with a security classification.
 - b. Inspect records of the previous stocktaking, satisfying himself as to the accuracy of stock record balances. He is also to check holdings of weapons, ammunition accountable forms/books and classified equipment, and a selected number of other items.
 - c. Inspect the stores accounting records and satisfy himself that they are being kept correctly and are up to date, or that adequate action to clear any outstanding vouchers is in hand.
 - d. Examine all voucher registers to satisfy himself that they are being kept correctly and are up to date and that all necessary adjustments have been made.
 - e. Examine registers and files concerning any outstanding discrepancy reports, claims against carriers, or other queries, and acquaint himself with the circumstances and progress of each case.
 - f. Examine any observations raised on the last audit and supply staff inspection, and ascertain the position in respect of any observations outstanding on any stores matter.
 - g. The takeover certificate signed by the incoming QM is to include statements to the effect that:
 - (1) Responsibility is assumed for the material in store and that, so far as he has been able to ascertain, the stock is correct.
 - (2) The stores accounting records have been examined, and are not in arrears, and that he assumes responsibility for the records.

h. If the incoming QM is not satisfied with any aspect, he is to record details in an annex to the certificate. The original copy of the certificate is to be given to the outgoing officer and the duplicate to the CEO for retention in unit records once all outstanding matters have been resolved.

AMMUNITION DEMAND, ISSUE, RECEIPT, ACCOUNTING AND CONTROL PROCEDURES IN ACF CADET DETACHMENTS

- 1. **Holdings.** Holdings at Detachments, or on behalf of Detachments by another unit, are to be kept to a minimum. As a guide holdings should be restricted to the estimated requirement for the next three months. This requirement may be modified by local instructions from HQ LAND.
- 2. **Demands.** Requests for ammunition are to be made to the RFCA/County HQ who are to check that the demand is in order and that the Detachment has an entitlement. Issues to Detachments are to be made from RFCA/County HQ stock holdings. Demands made by the RFCA/County HQ are to be in accordance with LANDSO 4414 and JSP 336 (3rd Edition) Volume 12 Part 1 Pamphlet 3 Ammunition.
- 3. **Receipts.** The Detachment Commander or the Officer in Charge who receives the ammunition is to examine the ammunition received and confirm that the quantity agrees with that stated on the accompanying voucher. Depot or factory sealed boxes are not to be opened to check the contents. It is emphasized that the quantity received will very often differ from that demanded due to standard size containers being issued. A temporary receipt (normally a signed copy of the issue voucher) for the ammunition is to be given to the carrier by the Officer in Charge at the receiving location. A copy of the issue voucher accompanying the ammunition is to be signed and endorsed as received and sent to the RFCA/County HQ.
 - a. Where the ammunition has been put in the storage location by RFCA/County HQ stores staff in the absence of the Officer in Charge an issue voucher is to be left with the ammunition. The Officer in Charge of the Detachment is to check, at the earliest opportunity, the ammunition received against the issue voucher and send a receipted copy to the RFCA/County HQ.
 - b. If there is a discrepancy between the issue voucher and the ammunition received, a description of the discrepancy is to be immediately communicated to the RFCA/County HQ followed up by a short report in writing.
 - c. The RFCA/County HQ is to account for the ammunition received in accordance with JSP 336 (3rd Edition) Volume 12 Part 1 Pamphlet 3 Ammunition.
 - d. The Detachment is to record the ammunition received on a Detachment Ammunition Record Card. Instructions for the use of this card are at Appendix 1 to this Annex.

Control

- 4. **Issues.** Issues of ammunition for firing will be made either from the Detachment ammunition store, or collected from another unit, depending on the storage arrangements agreed by Army Formation HQ. No ammunition is to be issued on repayment and no cash refund for fired cases will be given on return of the empties.
- 5. **Issues from Detachment Ammunition Stores.** Issues from the Detachment ammunition store are to be made to the Officer in Charge of the firing party, who is to check carefully the quantity issued, and sign in the appropriate space on the Detachment Ammunition Record Card. The stock balance is to be entered on the Detachment Ammunition Record Card after each issue.
 - a. RFCA/County HQ stores staff are to balance the Cadet Unit Ammunition Record Cards with their ammunition account during each visit by recording in the account the net transactions on the Detachment Ammunition Record Card since the last visit. The RFCA/County HQ stores staff are to make a stock check entry on the Cadet Unit Ammunition Record Card.
 - b. Detachment Ammunition Record Cards that have been filled up or where the stock balance has been reduced to zero are to be retained by RFCA/County HQ stores staff to support the ammunition account. The Detachment commander is to sign the cards before they are taken away by the RFCA/County HQ stores staff.
- 6. **Issues from another Unit's Store.** Where ammunition is collected from another unit (holding unit), the quantity issued is to be carefully checked and a receipt given by the Officer in Charge of the firing party to the Officer in Charge at the holding unit.
 - a. Where the holding unit is a Cadet Unit, ammunition is to be accounted for on a Detachment Ammunition Record Card. Where the holding unit is not a Cadet Unit, JSP 336 (3rd Edition) Volume 12 Part 1 Pamphlet 3 Ammunition accounting procedures are to be used.
 - b. RFCA/County HQ stores staff are to make an entry in their ammunition account for each quantity issued against the signature of the Officer in Charge of the firing party. The RFCA/County HQ stores staff are to reconcile the ammunition records of the holding unit against their account during each visit to the holding unit, or at a frequency directed by Formation HQ.
- 7. **Return after Firing.** After firing has ceased the Officer in Charge of firing is to ensure that all unfired rounds are kept separate from the empty cases, counted and subtracted from the quantity issued. The balance should agree with the empty cases collected.
 - a. On return to the Detachment ammunition store the fired and unfired rounds are to be recounted, verified against the previous count taken, and entered as a receipt on the Detachment Ammunition Record Card. The Officer in Charge of firing will sign the Detachment Ammunition Record Card to certify the expenditure and the storekeeper

will sign for the returned ammunition. An entry is required on the card to certify expenditure even when no rounds have been returned to the store.

- b. Fired cartridge cases are to be accounted for, by quantity, on their own Detachment Ammunition Record Card; there is to be a separate card for each calibre of fired ammunition. Misfires and damaged rounds are to be counted as expended on the card for the serviceable ammunition; they are then to be recorded on their own Detachment Ammunition Record Card.
- c. It is emphasized that the signature of the person returning the unfired rounds and empty cases is certifying that all unfired rounds and empty cases have been returned and that no live rounds or fired cases have been retained by cadets or others.
- d. As required by JSP535 Cadet Training Safety Precautions, an AFB159 (Certificate to be rendered when live/blank/training ammunition was issued) is to be completed for each firing period. AF B159 are to be serially numbered by Detachments and recorded on the Cadet Unit Ammunition Record Card. Copies of each AF B159 are to be retained by the Detachment and passed on to the RFCA/County HQ on request.
- e. RFCA/County HQ stores staff are to arrange for the disposal of misfires, damaged rounds, fired cartridges and packaging in accordance with JSP 336 (3rd Edition) Volume 12 Part 1 Pamphlet 3 Ammunition after reconciliation with Detachment records.
- f. Misfired and damaged rounds are to be stored in a separate metal box within the ammunition store. Fired cartridge cases are to be stored in a secure location other than the ammunition store.
- 8. **Use in Rifle Competitions.** Detachments may take part in rifle competitions using ammunition supplied free from Service sources. However, the Detachment's total entitlement to ammunition is not to be exceeded.
- 9. **Supervision and Training.** The Detachment's ammunition store is to be placed under the charge of an Officer or Adult Instructor who is to be responsible for the day to day storage, issue, receipt and accounting of ammunition. That person is to have passed one of the following courses:
 - a. Personnel responsible for storage, issue, receipt and accounting of SAA holdings only are required to have passed the Cadet SAA Ammunition Storeman Course.
 - b. Personnel responsible for storage, issue, receipt and accounting of ammunition other than SAA whether in unit lines, on exercise or camp must have completed and passed the Unit Ammunition Storeman course delivered by the Army School of Ammunition.

RFCA/County HQ stores staff responsible for ammunition must also have completed and passed the relevant course.

- 10. **Security.** All Detachments are to comply with the security regulations for ammunition in Land Command Standing Order (LANDSO) No 2901 Security of Cadet Forces. This LANDSO is based on and amplifies the regulations in JSP 440 The Defence Manual of Security.
- 11. **Ammunition Storage Regulations.** All Detachments are to comply with the ammunition storage regulation in JSP 482 MOD Explosive Regulations Vol 2 Unit Storage Instruction.

Appendices:

- 1. Instructions for Detachment Ammunition Record Cards
- 2. Detachment Ammunition Record Cards Example
- 3. Detachment Ammunition Record Cards Example with Example Transactions
- 4. Detachment Ammunition Record Cards Example with Example Transactions

APPENDIX 1 TO ANNEX B TO CHAPTER 18

INSTRUCTIONS FOR USING DETACHMENT AMMUNITION RECORD CARDS

- 1. Cadet Detachments are not required to comply with the full ammunition accounting procedures set out in JSP 336 (3rd Edition) Volume 12 Part 1 Pamphlet 3 Ammunition. They are permitted to keep a simplified account using Detachment Ammunition Record Cards to maintain an auditable record of ammunition receipt, issue and expenditure.
- 2. An account in compliance with JSP 336 (3rd Edition) Volume 12 Part 1 Pamphlet 3 Ammunition will be maintained by the RFCA or County HQ for the ammunition held by Detachments.
- 3. An example blank Detachment Ammunition Record Card is at Appendix 2.

Detailed Instructions for Completion

4. The boxes of the Detachment Ammunition Record Card at Appendix 3 have been numbered. Using the example transactions of; receiving ammunition from the RFCA/County HQ, issue for firing, after firing, stock check by the RFCA/County HQ stores staff and withdrawal of the ammunition by the RFCA/County HQ. The information to be recorded in each box is detailed below. A card with the example transactions is at Appendix 4.

Card Headings

- a. **Box 1 RV/IV No.** For discretionary use of the RFCA/County HQ.
- b. **Box 2 Issuing Unit/Depot.** The name of the unit from which the Detachment received the ammunition. Example Oxfordshire ACF County HQ.
- c. **Box 3 Contingent/Detachment.** The name of the Detachment holding the ammunition. Example Bangrave ACF.
- d. **Box 4 Nature & ADAC.** The nature and ADAC of the ammunition held as advised by the RFCA/County HQ stores staff or from the issue voucher or ammunition package. Example Rd .22 in Ball Mk 2 L5A1 10501-02.
- e. **Box 5 BKI.** The Batch Key Identity (BKI) of the ammunition held as marked on the ammunition packages. Detachments are not required to use the ADP format of

- a BKI. A Cadet Unit Ammunition Record Card is required for each different BKI of ammunition. Example K 050205.
- f. Box 6 Container Quantity. The number of containers in which the ammunition is held when the ammunition was received. Example -2.
- g. **Box 7 Container Type.** The material of which the container is made and the container number if marked. Example Metal H84 Mk1.
- h. **Box 8 Date.** Enter the date when the opening stock balance was entered on the Cadet Unit Ammunition Record Card. Example -15/4/05.
- i. **Box 9 Signature Storekeeper.** The person responsible for the ammunition store signs to indicate that the opening balance and the details in boxes 1 to 8 are correct.
- j. **Box 10 Stock Balance.** Enter the opening stock balance either from the issue voucher transferring the ammunition to the Detachment or from the previous completed Cadet Unit Ammunition Record Card for the same nature and BKI. Example -1,800.

Issue for Firing

- 5. **Boxes 11 to 19 An Issue For Firing.** Each box in the line is to be completed for an issue as follows:
 - a. **Box 11 Date.** The date when the ammunition was issued. Example 17/4/05.
 - b. **Box 12 Quantity Issued.** Enter the number of rounds issued to the Officer in Charge of the firing party. Example 200.
 - c. **Box 13 Issued to / Returned by Rank & Name.** Legibly print the rank and name of the Officer in Charge of the firing party to whom the ammunition is issued. Example Lt F Philips.
 - d. **Box 14 Signature OIC Firing Party.** Signature of the Officer in Charge of the firing party to whom the ammunition is issued.
 - e. Box 15 Qty Expended. Draw a line through this box
 - f. Box 16 Qty Returned. Draw a line through this box.
 - g. **Box 17 Signature Storekeeper.** The person issuing the ammunition signs to indicate that the amount issued and the stock balance are correct.

- h. **Box 18 Stock Balance.** Check the stock balance by counting the rounds and enter the number of rounds held after the issue is made. This figure should be the previous stock balance less the quantity issued. Example -1,600.
- i. Box 19 AF B159 Ser No. Draw a line through this box.

After Firing

- 6. **Boxes 20 to 28 After Firing.** Each box in the line is to be completed, as detailed below, after firing to record the ammunition returned and the ammunition expended. An entry is still required if all the ammunition has been expended and there are no rounds to return.
 - a. **Box 20 Date.** The date when the ammunition is received back in the store or the date when the ammunition was fired if all the issued ammunition was expended. Example 17/4/05.
 - b. Box 21 Quantity Issued. Draw a line through this box.
 - c. **Box 22 Issued to/Returned by Rank & Name.** Legibly print the rank and name of the Officer in Charge of the firing party who is returning ammunition and or is certifying expenditure. Example Lt F Philips.
 - d. **Box 23 Signature OIC Firing Party.** Signature of the Officer in Charge of the firing party who is returning ammunition and/or is certifying expenditure.
 - e. **Box 24 Qty Expended.** Enter the number of rounds fired. This quantity is to include any misfires or damaged rounds. Example -120.
 - f. **Box 25 Qty Returned.** Enter the number of rounds returned. Misfires or damaged rounds are not included in this total. They are to be accounted for on a separate Cadet Unit Ammunition Record Card. Example -80.
 - g. **Box 26 Signature Storekeeper.** The person receiving the ammunition signs to indicate that the amount received and the stock balance are correct.
 - h. **Box 27 Stock Balance.** Check the stock balance by counting the rounds and enter the number of rounds held after the receipt. This figure should be the previous stock balance plus the quantity received. Example -1,680.
 - i. **Box 28 AF B159 Ser No.** Enter the Detachment serial number of the AF B159 that relates to the ammunition expended. Example -05/58.

Stock Check by RFCA/County HQ Stores Staff

- 7. Boxes 29 to 36 RFCA/County HQ Stores Staff's Stock Check. Each box in the line is to be completed by the RFCA/County HQ Stores Staff, as detailed below, when they check the Detachment's ammunition holdings. All entries should be made in red.
 - a. **Box 29 Date.** The date when the RFCA/County HQ Stores Staff made the stock check. Example 23/4/05.
 - b. **Box 30 Quantity Issued.** Draw a line through this box.
 - c. **Box 31 Issued to/Returned by Rank & Name.** Legibly print the rank and name of the RFCA/County HQ Stores Staff making the stock check. Example Ms B Bluedog.
 - d. **Box 32 Signature OIC Firing Party.** Signature of the RFCA/County HQ Stores Staff checking the ammunition.
 - e. **Boxes 33 to 35.** Enter words "Stock Check by AA" and rule off any remaining space. Example Stock Check by AA.
 - f. **Box 36 Stock Balance.** Check the stock balance by counting the rounds and enter the number of rounds held. This figure should be the same as the previous stock balance. Example -1,680.
 - g. Box 37 AF B159 Ser No. Draw a line through this box.

Ammunition Withdrawn

- 8. Boxes 38 to 46 Ammunition Withdrawn by the RFCA/County HQ Stores Staff. Each box in the line is to be completed when the RFCA/County HQ Stores Staff withdraws ammunition as follows:
 - a. **Box 38 Date.** The date when the ammunition was withdrawn. Example 28/7/05.
 - b. **Box 39 Quantity Issued.** Enter the number of rounds withdrawn by the RFCA/County HQ Stores Staff. Example 1680.
 - c. **Box 40 Issued to/Returned by Rank & Name.** Legibly print the rank and name of the RFCA/County HQ Stores Staff who has withdrawn the ammunition. Example Ms B Bluedog.
 - d. **Box 41 Signature OIC Firing Party.** Signature of the RFCA/County HQ Stores Staff who has withdrawn the ammunition.

- e. Box 42 to 43. Enter the words "Withdrawn by AA"
- f. **Box 44 Signature Storekeeper.** The person issuing the ammunition signs to indicate that the RFCA/County HQ Stores Staff have withdrawn the ammunition quantity shown.
- g. Box 45 Stock Balance. Check the stock balance by counting the rounds and enter the number of rounds held after the issue is made. This figure should be the previous stock balance less the quantity issued. Example Nil.
- h. Box 46 AF B159 Ser No. Draw a line through this box.

Certification of Expenditure

- 9. **Box 47 Total Expended.** When all the lines of the Detachment Ammunition Record Card have been used or the balance has been reduced to zero add up all the entries in the "Qty Expended" column and enter the answer in this box. This figure if subtracted from the opening stock balance (taking account of any ammunition withdrawn) should equal the quantity carried forward.
 - a. **Box 48 Quantity Carried Forward.** Enter the last stock balance figure; including a zero stock balance. Example Nil.
 - b. **Box 49 Date.** Enter the date when the Detachment commander signs the card. Example -28/7/05
 - c. **Box 50 Signature.** The Detachment commander signs the card before it is taken away by the RFCA/County HQ Stores Staff to certify the ammunition has been expended at authorised training.

DETACHMENT AMMUNITION RECORD CARD

RV/IV No	Issuing Unit/Depot		Detachment			
Nature & ADAC		BKI		Container Qty	Container Type	

Date	Qty Issued	Issued to/Returned by Rank & Name	Signature OIC Firing Party	Qty Expended	Qty Returned	Signature Storekeeper	Stock Balance	AF B159 Ser No
			OPENING	STOCK BAL	ANCE			
		1	Total Expended		Quantity C	arried Forward		

To the best of my belief and knowledge all the ammunition shown as expended was done so during authorised training

Date	Signature	(Detachment	Commander)
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APPENDIX 2 TO ANNEX B TO CHAPTER 18

DETACHMENT AMMUNITION RECORD CARD

RV/IV No	Box 1	Issuing Unit/Depot	Box 2	}	Detachment		Во	х 3	
Nature & ADAC		Box 4	BKI	В	Box 5	Container Qty	Box 6	Container Type	Box 7

Date	Qty Issued	Issued to/Returned by Rank & Name	Signature OIC Firing Party	Qty Expended	Qty Returned	Signature Storekeeper	Stock Balance	AF B159 Ser No
Box 8			OPENING STOCK BALANCE		Box 9	Box 10		
Box 11	Box 12	Box 13	Box 14	Box 15	Box 16	Box 17	Box 18	Box 19
Box 20	Box 21	Box 22	Box 23	Box 24	Box 25	Box 26	Box 27	Box 28
Box 29	Box 30	Box 31	Box 32	Box 33	Box 34	Box 35	Box 36	Box 37
Box 38	Box 39	Box 40	Box 41	Box 42	Box 43	Box 44	Box 45	Bx 46
			Total Expended	Box 47	Quantity C	arried Forward	Box 48	

To the best of my belief and knowledge all the ammunition shown as expended was done so during authorised training

Date	Signature	Box 50	(Detachment	Commander)
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APPENDIX 3 TO ANNEX B TO CHAPTER 18

DETACHMENT AMMUNITION RECORD CARD

RV/IV No		Issuing Unit/Depot		dshire adet H	County IQ	Detachment		Bangr	ave ACF	
Nature & ADAC	I	Rd .22 in Ball Mk 2 L5 10501-02	5A1	BKI	K (050205	Container Qty	2	Container Type	Metal H84 Mk 1

Date	Qty Issued	Issued to/Returned by Rank & Name	Signature OIC Firing Party	Qty Expended	Qty Returned	Signature Storekeeper	Stock Balance	AF B159 Ser No
15/4/05			OPENING	STOCK BAI	LANCE		1,800	
17/4/05	200	Lt F Philips					1,600	
17/4/05		Lt F Philips		120	80		1,680	05/58
23/4/05		Ms B Bluedog			Stock Check b	y AA	1,680	
28/7/05	1,680	Ms B Bluedog		Withdra	wn by AA		Nil	
			Total Expended	120	Quantity C	arried Forward	Nil	

To the best of my belief and knowledge all the ammunition shown as expended was done so during authorised training

Date	Signature	(Detachment	Commander)
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APPENDIX 4 TO ANNEX B TO CHAPTER 18

ANNEX C TO **CHAPTER 18**

LIST OF AUTHORISED CODED ARMY BOOKS AND FORMS

TRAINING

Army Boo	oks
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Detachment Roll Book AB 140

Army and MOD Forms

AF B159 Certificate of Examination of Pouches (when

blank or drill ammunition is used on parade)

AF B189 Firing Point Register for Range Practices

Record of Visit to ACF Detachment AF E7502

AF E7551 APC (ACF) 4 Star Certificate

AF E7551-1 APC (ACF) 1 Star Certificate

AF E7551-2 APC (ACF) 2 Star Certificate

AF E7551-3 APC (ACF) 3 Star Certificate

AF E7553 Attendance Certificate

AF E7554 APC (ACF) 1 Star Training Record

AF E7555 APC (ACF) 2 Star Training Record

AF E7556 APC (ACF) 3 Star Training Record

AF E7557 APC (ACF) Testers Mark Sheet

AF E7558 APC (ACF) Record of Results of Star

Testing Boards

AF E7559 APC (ACF) Nominal Roll of Cadets Qualified at Star Level

AF E7561 APC (ACF) Basic Training Record

AF E7580 Experience and Achievements in the ACF

MOD Form 88A Map Indent

MOD Form 149 Indent on SSVC (loan of films)

Army Books

AB 108 Receipt and Delivery Vouchers

AB 115 Accommodation Stores Record

AB 562 Vehicle Record Book

AB 565 Binder AF G8046 (Special Stores Register)

AB 597 Binder for AF E617

Joint Service, MOD and Army Forms

AF A2 Record of Proceedings Board of Officers or

Board of Inquiry

AF B6534 'B' Vehicle Inspection Report

AF B6535 Certificate of Stocktaking and Managerial

Examination of Account

AF B6557 Laundry List

AF B6610A Application for Appointment to a

Commission (TA)

AF B6613B Dry Cleaning List

AF B6692 Application for MOD 90 (Lts & above only)

AF B61717 Starred Item Deficiency/Surplus Account

Sheet

AF B7130 Application for Appointment as an AI

AF B7131 Reference Questionnaire (in conjunction

with 7130)

AF E505A ACF Strength Return

AF E505B ACF Detachment Strengths by Types of

Accommodation

AF E525 Claim for Cadet Forces Medal/Clasp

AF E529 ACF Enrolment Form

AF E535 TA Officers – Transfers, Postings,

Extensions of Service or Resignation

AF E617B Clothing and Equipment Record

AF E641 (Rev) TA Leave to Attend Annual Camp

AF E673 Accident Claim Form - AI and Cadets

AF E7562 Application for Course at CTC

AF E7564 Quarterly Manpower Return

AF E7571 ACF Identity Card (2lt, AI & CA only)

AF E7572 Terms of Service - AI

AF F686 Stock Tally Card

AF F756 Requisition for Road Transport

AF F757 Indent for Rations (UK only)

AF F7751 Accommodation and Food Charges/Refunds

Nominal Roll and State

AF F7757 Unit Stock State

AF F7764 Feeding Strength State

AF F7765 Food Income and Expenditure Account

AF G827A Liquid Fuel Voucher

AF G980A Consignment Note: Stores by Rail/NCL

AF G998 Statement of Loss, Damage or Destruction

of Stores

AF G1002 Inventory of Accommodation Stores

AF G1033 Issue and Receipt Voucher

AF G1045 Job Indent

AF G8046 Register of Special Stores

AF G8212 Account for Miscellaneous Stores

AF G904 Examination and Packing Note for Freedom

from Live Ammunition, other Explosive

Matter and Chemical Contamination

AF G8218 Indent/Receipt Voucher for POL AF G8225 Transport Operation Record AF G8226 Ammunition Account Sheet AF G8227 Ammunition Demand/Receipt Voucher AF G8439 Demand for Ammunition Combined (Manual ADP) Indent and AF G8461 Voucher for Stores AF G8620 Demand for Materiel AF G8621 Request for Disposal Instructions AF G8800 Vehicle Repair Demand AF H1119 Special Size Roll AF N1451 ADP (Pts 1 & 2) TA 'In Camp' Training Pay List AF N9253 (Rev) Financial Return AF N9543 Pay Priority Advice Slip AF O1672 Claim for Outfit Allowance AF O1680 A&B Demand for Payment for Services/Supplies AF O1699 Claim for Disablement Allowance AF O1730 (ADP) Declaration of Income Tax AF O1771 Claim for Subsistence and Travel Allowances AF 09513 Application for Authority to Exceed MMA at ODR Limits

than Annual Camp)

AF O9529 (ACF/CCF)

ACF/CCF Parade Roll and Claim for Pay

and Allowances in respect of Training

Address, Travel and Pay Arrangements

TA - Claim for Pay and Allowances (other

AF O9538 (ADP) Statement of Salary and Deductions

AF O9528 (Cadets)

AF O9529 (ADP)

AF 09622	Claim for Re-imbursement of Travelling Expenses
AF P1922	Contractors Bill
AF P1956	Statement of Charges for Stores Lost, Destroyed or Damaged
AF P9724	Reconciliation Statement - Food Account
AF W3343	Application for Appointment to or Relinquishment of Acting Rank
F/MT/3	Traffic Accident Report
F/MT 600	Permit to Drive
F/MT 1001	Vehicle Utilisation Record
F/MOV/562	Application for Air/Sea Passage
F/MOV/565	Air Travel Authorization
F/MED/566	Medical Report
F/MOV/567	Bus Warrant
F/MOV/592	Rail Warrant
F/MOV/662	Short Sea Ferry Warrant
F/HONS/776	Recommendation for Honours and Awards
MOD 317	Cash Book
MOD 492	Accident Report Form
MOD 658	Notification of Damage, Shortage and Non- Delivery of MOD Property
MOD 659	Claim for Loss and/or Damage of Stores in Transit
MOD 824	Official Receipt Book

ANNEX D TO CHAPTER 18

LIST OF ARMY AND JOINT SERVICE PUBLICATIONS TO BE HELD AT ACF COUNTY LEVEL

Army Code or JSP	Title	Current Edition or Revision
AC 10	Regulations for Army Allowances and Charges	2002 Rev
AC 12974	Casualty Procedure	2000 Ed
AC 13442	The Army Prayer Book	1986 Ed
AC 13371	PULHEEMS Pamphlet	2000 Ed
AC 13535	Catalogue of Targetry Consumables	2003 Ed
AC 13866	The Scottish Service Prayer Book	
AC 14233	ACF Manual (Note 1)	
AC 14958	Regulations for the TA 1978	2003 Rev
AC 60737	MOD (A) Fire Safety and Fire-Fighting Regulations	2001 Ed
AC 62073	ACF Location Statement (Note 1)	Annual
AC 70166	The Drill Manual 1990	2000 Rev
AC 70426	Chaplain Handbook, Character Training	Series No 25
AC 70468	Ceremonial for the Army	1996 Ed
AC 70499	Survival against the Elements	2002 Rev
AC 70673	Posters, Camouflage sheets 1 – 4 (Note 2)	
AC 70789	Signals Communications in the Army Vol. 2 Regimental Signalling Handbook Pt 5 - Cadet Signals Training	1995 Ed
AC 71062	Competition Shooting 1997 (Note 5)	2003 Rev
AC 71101	ACF Army Proficiency Certificate Syllabus (Note 1)	1999 Ed
AC 71333	Drummers Handbook with (audio cassette) Supplement	1985 Ed
AC 71374	Infantry Training Volume 2 – Skill At Arms (Personal Weapon)	1998 Rev
	Pam 6 – 5.56mm Rifle, LSW and Associated Equipment 1996 (Note 5)	
AC 71381-1	Weapon Training Poster - GP Rifle & LSW General View (Note 2)	
AC 71429-32	Weapon Training Posters - Cdt GP Rifle (set of 4) (Note 2)	
AC 71158	Coaching Aide–Memoire 1998 (Note 5)	

Army Code or JSP	Title	Current Edition or Revision
AC 71462	Cadet Training Manual Vol. 1 1990(Note 1)	2001 Rev
AC 71463	Cadet Training Manual Vol. 2 Instructors Handbook 1989 (Note 1)	2000 Rev
AC 71468-1	ACF Badges Wallchart (Note 2)	
AC 71588	Cadet Signals Training – Syllabus	1995
AC 71590	ACF Chaplain Booklet (Recruiting) (Note 2)	
AC 71611	Infantry Training Volume 1 – the Infantry Company Group	1998 Ed
	Pam 1 – Inf Coy Gp The Fundamentals (Note 5)	
AC 71641	Infantry Training Volume 1 – the Infantry Company Group	1999 Ed
	Pam 3 – Infantry Platoon Tactics (Note 5)	
AC 71717	Infantry Training Volume 1 – Skill At Arms (Individual Training)	2003 Rev
	Pam 2 – Fieldcraft, Battle Lessons and Exercises 2001 (Note 5)	
AC 71718	Infantry Training Volume 3 – Skill At Arms (Section & Platoon Weapons)	2002 Rev
	Pam 13 – Grenades, Pyrotechnics and Associated Equipment (Note 6)	
AC 71751	Infantry Training Volume 4 – Ranges	2003 Rev
	Pam 21 – Regulations for the Planning, Conduct and Supervision of Firing & Training with Infantry Weapon Systems and Pyrotechnics 2001 (Infantry Weapons) 1992 (Note 5)	
	JSP	
101	Joint Service Staff Manual of Defence Writing	
327	Joint Service Manual of Movement (Note 3)	
336	Defence Supply Chain Manual Volume 12	
341	Defence Road Transport Regulations	
350	Prayer Book for RC in HM Forces	
375	MOD Health & Safety Handbook	
403	Defence Land Ranges Safety Volumes 1, 2 & 4	
419	Joint Services Adventurous Training Scheme (Note 4)	
437	Personal Protective Equipment Catalogue (CD)	
440	The Defence Manual of Security Vol. 1 Pt 1	
445	The Transport of Dangerous Goods by Road, Rail & Sea	

Army Code or JSP	Title	Current Edition or Revision
456	Defence Catering Manual	
462	Financial Management Policy Manual	
482	MOD Explosives Regulations	
512	Joint Services Media Handling Guide	
529	UK Operational Clothing Catalogue (CD)	
531A	Reducing B Vehicle Driver Fatigue	
535	Cadet Training Safety Precautions (Note 1)	

Notes:

- 1. Also scaled for Area HQ and detachments.
- 2. Available by demand on CSE no automatic scaling.
- 3. JSP 327 JS Manual of Movement is to be read in conjunction with Chapter 9 of the ACF Manual.
- 4. AGAI Vol 2 (AC 60974) Chapters 11 and 18 (available at RFCA) are to be read in conjunction with JSP 419.
- 5. Should be considered for scaling at 1 per detachment and 1 per Area HQ.
- 6. Should be considered for scaling at 1 per Area HQ.

JSP 336, THE DEFENCE SUPPLY CHAIN MANUAL, VOLUME 12

SUPPLY CHAIN INSTRUCTIONS FOR THE LAND ENVIRONMENT

1. Self-accounting ACF Units should hold the following parts of JSP 336, Vol. 12:

a. Part 1 – Materiel Management and Supply

Pamphlet	1-1	Supply of material
	1-2	Unit guide for demanding material from the Army Stores System
	2-1	Management & accounting for material in units – Manual Systems
	3	Ammunition
	5	Stocktaking, managerial examination, audit and closure of unit accounts and losses of material
	7	Back-loading, cross-servicing, disposal and reclamation of material
	9	Compilation of equipment tables and associated documents

b. Part 2 - Equipment Support

		_=
Pamphlet	1	Equipment Support Management Policy

c. Part 3 - Clothing

Pamphlet	1	Supply, accounting, maintenance and disposal
	10	Instructions for the wearing of the insignia of Orders, decorations and medals
	11	Drum Majors' belts and staves, Bugle Majors' staves, music stands and banners, drum and trumpet banners, fanfare banners and unit flags
	12	Full dress
	13	Instructions for the wearing of uniform and scales of clothing and personal equipment for the Combined Cadet Force (Army Section) (CCF (A)) and the Army Cadet Force (ACF)
	14	Standards, Guidons, Colours and Ceremonial Banners
	15	Badges, embellishments and headdress
	16	Optional items of dress

d. Part 5 - Fuels, & Lubricants

Pamphlet		Supply, accounting and control of fuels, lubricants and associated products in units
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e. Part 6 – Accommodation Stores

Pamphlet	1	Accommodation, Defence Accommodation Stores (DAS) and
		maintenance services

f. Part 8 - Loans

Pamphlet	Policy and application procedures for loans of Army Material and the loan of Material from potential contractors for trials
	purposes

2. ACF units that are not self-accounting should hold the following part of JSP 336, Vol. 12:

Part 3 - Clothing

Pamphlet		Instructions for the wearing of uniform and scales of clothing and personal equipment for the Combined Cadet Force (Army Section) (CCF (A)) and the Army Cadet Force (ACF)
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ANNEX F TO CHAPTER 18

LIST OF LAND COMMAND STANDING ORDERS TO BE HELD AT ACF COUNTY LEVEL

LANDSO	1100	Guidance on visits by the Commander in Chief, Commander Field Army or Commander Regional Forces
	1102	Provision of Maps, Air Charts and Associated Products
	1103	Reporting Unexploded Explosive Ordnance
	1104	Theatre Aviation Support in the UK
	1201	Competition Shooting
	1206	Training of Drivers of Units moving from the United Kingdom for Duties in Belgium, Holland and Germany
	1207	Conditions to allow Cadet Forces to use Civilian Adventurous Training Instructors
	1305	The Land Command Training Ammunition Pool
	1401	Training Over Private Land (TOPL) – UK (Part 1) and Training Over Private Land (TOPL) Germany (Part 2)
	1405	The Military Training Facility Risk Assessment
	1406	Use of Army Training Estate (ATE) Facilities
	2901	Security of Cadet Forces
	3100	Honours and Awards Military Division
	3101	Honours and Awards Civil Division
	3202	Reporting of Incidents and Matters of Public Interest
	3203	Discipline – Reporting to the Police and Investigation of Crime and Serious Incidents
	4402	Control and Management of Cash in Lieu of Rations (CILOR)
	4403	Short – term loans of 'B' Vehicles held in the Vehicle Training Pool
	4407	Short – term Loans of Clothing, General Stores and Other Equipment from Land Command Pools
	4408	Issue and Control of MOD Drivers Permits FMT 600
	4409	Short Term Loans of Medical Material

4411	The Safe Use of Internal Combustion Engines, Cookers Lamps and Heaters in Vehicles, Confined Spaces and Small Tents
4412	Catering Support for Annual Camps and other Short – term Commitments
4413	Ammunition, Explosives and Pyrotechnics for Training
4502	Serious Equipment Support Incidents
4505	Equipment Care Inspection
6103	National Audit Office

CHAPTER 19

ACF HISTORY, CHARTER, MOTTO, BADGE, COLONEL IN CHIEF, BANNER, MARCHES AND COLLECT

PART 1 – GENERAL

History

19.001. The Army Cadet Force (ACF) traces its history back to 1860; see Annex A.

PART 2 - CHARTER AND MOTTO

Charter

19.002. The Army Cadet Force (ACF) is a national voluntary youth organisation. It is sponsored by the Army and provides challenging military, adventurous and community activities. Its aim is to inspire young people to achieve success in life with a spirit of service to the Queen, their country and their local community, and to develop in them the qualities of good citizens. This is achieved by:

- a. Providing progressive cadet training, often of a challenging and exciting nature, to foster confidence, self-reliance, initiative, loyalty and a sense of service to other people.
- b. Encouraging the development of personal powers of practical leadership and the ability to work successfully as a member of a team.
- c. Stimulating an interest in the Army, its achievements, skills and values.
- Advising and preparing those considering a career in the Services or with the Reserve Forces.

Motto

19.003. The motto of the ACF is "To Inspire to Achieve"

PART 3 – ACF BADGE

19.004. The Army Cadet Force Crest or badge (see front cover) has been in existence in many different forms since at least 1942. Most versions were very different from that on the Banner and none had ever been formally registered with the College of Arms, nor were they heraldically correct. In 2004, Garter King at Arms, Peter Ll Gwynn-Jones CVO, an ex-Cadet RSM himself, took a personal interest in having the badge properly drawn and registered. He personally signed off the badge in September 2004 and the original painting is held at the Cadet Training Centre. Its heraldic description is "a lion cub guardant, or(gold)". The badge is now legally owned by the ACF, through the ACFA, who hold the intellectual property rights.

PART 4 - COLONEL IN CHIEF

19.005. Field Marshal His Royal Highness The Duke of Edinburgh KG KT OM GBE AC QSO is the Colonel in Chief of the ACF. Prince Philip has been Colonel in Chief of the ACF since 15 Jan 1953, succeeding his late Majesty King George VI.

PART 5 - THE ACF BANNER

Background

19.006. Meaning and Purpose. Field Marshal His Royal Highness The Prince Philip, Duke of Edinburgh, presented the first ACF Banner in the Centenary year 1960. It was presented as his personal Banner, as a symbol which acknowledged a hundred years of devoted service to the nation, and as an expression of confidence that this service would continue whatever changes in circumstances the future might bring.

19.007. History of the Banner. The history of the Banner is at Annex B.

19.008. Replacement Banner. By the year 1982 the original ACF Banner was in need of replacement and this was provided from public funds. The new Banner was presented by the Duke of Edinburgh in Mar 82. The old Banner was 'laid up' together with the old CCF Banner also recently replaced, in St Peter's Church, Frimley, in Jul 82. On 8 Jul 05, the Prince Philip presented the second replacement Banner to the ACF at the Royal Military Academy, Sandhurst. This and subsequent Banners will normally be replaced at 25 year intervals.

19.009. Repair. Requests for the repair of the ACF Banner must in the first instance be referred to HQ LAND (Cadets & OTC Branch) who will seek the necessary authority from the sponsor directorate.

19.010. Manufacture. The original Banners were made by the Royal School of Needlework; they are now made by Hobson & Sons (London) Ltd.

Current Procedures

19.011. Rules for the Banner are at Annex C.

19.012. Notes on Banner Drill are given in The ACF Training Manual, Volume 1 (AC 71462), Chapter 2, Section 30.

19.013. The Custodian of the Banner is the Commandant, Cadet Training Centre, Frimley Park, who is responsible for its safekeeping.

19.014. Procedures for the loan of the Banner to ACF Counties or Detachments by the Commandant, Cadet Training Centre, Frimley Park are at Annex D.

Other Banners

19.015. There is no objection to the use of county and similar banners provided that they are not ranked as colours, guidons or standards and that the appropriate safeguards are employed to ensure their correct use in accordance with the rules for the ACF Banner at Annexes B and C. These banners must be bought and maintained through non-public funds. Where armorial bearings are embodied in their design these should have been approved by the Garter King of Arms, the Royal College of Heralds.

PART 6 - THE ACF MARCHES

Military Band March

19.016. 'Children of the Regiment' by Fucik has been adopted as the military band march of the ACF, for use on occasions when a full military band is available.

Drum and Bugle March

19.017. Jaeger's 'Army Cadet Force March' is the official drum and bugle march of the ACF. (Music available from the Cadet Kit Shop.)

PART 7 – COLLECT OF THE ACF

19.018. The Collect of The Army Cadet Force is listed as No. 73 in 'The Collects of Regiments, Departments and Corps of the British Army 1996 (AC71620). It is:

O God, our Father, who has brought us together as members of the Army Cadet Force; help us to do our duty at all times and to be loyal to each other. May all that is good and true prosper among us; strengthen us to defend the right; and bless our work that it may be acceptable to thee; for Jesus Christ's sake. Amen.

19.019. It is normally said by all present.

Annexes:

- A. History of the Army Cadets.
- B. History of the ACF Banner.
- C. Rules for the ACF Banner.
- D. Procedure for Borrowing the ACF Banner.

THE HISTORY OF THE ARMY CADETS

The formation of today's CCF and ACF is the result of the threat of invasion in 1859. In that year the country was seriously alarmed by the political unrest and growing power of Napoleon III and France. Most of the British Army was abroad policing the Empire and there were few soldiers left to defend the country should an invasion occur. The Government felt impelled to call for volunteers to prepare to defend the country; within twelve months 100,000 volunteers had been armed and were being trained. The formation of the new Volunteer force in 1860 was the foundation of today's Territorial Army, Combined Cadet Force and the Army Cadet Force.

At the outset in 1860 a number of schools formed volunteer cadet corps, amongst them were Eton, Felstead, Harrow, Hurstpierpoint, Marlborough, Rossall, Rugby, Shrewsbury and Winchester. In the same year Queen Victoria reviewed the Volunteer Army in Hyde Park and at the head of the Queen's Westminster Rifle Volunteers marched thirty-five cadets. The London Rifle Brigade (1860) and the South Middlesex Rifle Volunteers (1861) also included cadets in their ranks. By 1863 the opportunity for all boys to join the cadets was recognised formally in the Volunteer Regulations.

The National Rifle Association was also formed in 1860 and the Ashburton Shield competition started the following year. Although the objective was to provide pre-military training the 'Closed' school units acted, for the most part, as Rifle Clubs.

The threat of invasion soon passed but cadet training remained. The cadet rifle clubs had become popular and well-established with the additional military training supporting the schools' aims by encouraging leadership and self-reliance. Outside of the schools the Victorian Reformers saw the Cadet Organisation as a means of rescuing poor boys and working boys from the excesses of misbehaviour brought on by deprivation through living in urban slums.

The most noted Reformer in cadet terms was Miss Octavia Hill, who was also one of the founders of the National Trust. Miss Hill wanted to actively encourage the virtues of 'cleanliness, discipline and honesty', and to promote in boys a sense of citizenship. In order to realise these laudable aims she formed the East London Cadet Corps in 1889. Thus she was instrumental in giving the Army Cadet Movement a social, as well as a military aim.

The 1st Manchester Cadet Battalion, formed in 1884, became the first self-administered battalion for working boys; by 1900 it was six hundred strong. Birmingham also formed an independently administered cadet battalion. And in the same year the first Public School Camp was held at Church Downs where the cadets were inspected by Kaiser Wilhelm II.

The Cadet Corps have always expanded in times of national crisis. During the Boer War in South Africa (1898 – 1902) the number of school contingents increased from forty-one to ninety-nine. An 'Open' town-based cadet battalion, the 1st Cadet Bn., The King's Royal

Rifle Corps, actually sent a contingent to fight in the Boer War and it is the only cadet unit to have a battle honour.

The Boer War highlighted the shortage of officers in the Army and Reserves, and as a consequence in 1907 an Officers Training Corps was formed. There were two divisions, the senior (OTC) being in the universities and the junior (JTC) in the public schools. In 1908 the Volunteers became the Territorial Army and two years later in 1910, the Territorial Cadet Force (TCF, later the ACF) was formed as part of the TA. It was decided in 1917 to set up the Public and Secondary School Association to cater for those schools not in the Junior Training Corps but still part of the Territorial Cadet Force. It was mainly for Grammar schools most of which joined the JTC at a later date.

The Cadet Force experienced a large expansion during the First World War (1914-18) and numbers in the TCF increased to 120,000, with the War Office taking over the administration. The First World War had a devastating effect on post-war cadet recruitment. With over three-quarters of a million British servicemen killed and many more injured during the war, interest in the military naturally declined after 1918. This decline resulted in the Church Lads Brigade and Boys Brigade withdrawing their affiliation from the TCF and at the same time the Government ceased to recognise the Territorial Cadet Force. No kit or clothing was authorised and the wearing of regimental buttons and badges was forbidden. By 1928 the total strength had dropped to 49,510. The junior section of the OTC in the public schools was fortunately kept going by the financial generosity of parents.

The British National Cadet Association (BNCA) was formed by Field-Marshal Lord Allenby and General Jeudwine to keep the Territorial Cadet Force alive. There was some success and by 1932 the BNCA had control of the Cadet Force under the guidance of the Territorial Army Association, but cadet numbers in the TCF had by then slumped to 20.000.

With the rise of Hitler in Germany in the 1930s and the subsequent need for training future soldiers the War Office was galvanized into action. Acceptance and recognition of the TCF was restored fully and the organisation was re-named the Army Cadet Force. The Second World War (1939-45) saw a huge expansion and 80% of today's detachments were formed during World War II. There were over 200,000 army cadets with 40,000 going into the Armed Forces each year. The JTC was 30,000 strong and now included RAF and Naval sections.

The War Office again took control of the ACF under the command of General The Viscount Bridgeman CB DSO MC, who was also in charge of the Home Guard. Training was geared to getting cadets fit and ready for military service. Uniforms were issued free of charge and 16 year-old cadets could volunteer to serve as messengers for the Civil Defence and the Home Guard. The army cadets were expected to join the Home Guard when reaching 17 years of age and several schools supplied whole companies for the HG. Some Army Cadets/Home Guard members served with anti-aircraft batteries and thus saw active service on the Home Front.

At the end of the war in 1945, the BNCA changed its name to the Army Cadet Force Association (ACFA). Today the ACFA is responsible for directing activities outside of military training and advising the Ministry of Defence on cadet matters. In 1948 the JTC changed its name again and became the Combined Cadet Force. Five years after the war in 1950 the Cadet Forces Medal was granted to officers and instructors of the Cadet Movement for long and efficient service, this was in part recognition of the invaluable service they did during the war.

In 1957 the Government published the Amery Report which considered the future of the ACF. As a result of the Amery Report the Cadet Training Centre at Frimley was founded. Substantial grants were given to the Army Cadet Force Association from the late King George VI Memorial Trust Fund, and Cadet Officers and Instructors Courses, known as KGVI Leadership Courses, were thereafter run at the CTC, Frimley Park.

Three years later in 1960, the Army Cadet Movement celebrated its centenary. As part of the celebrations the Duke of Edinburgh presented his Banner to the ACF and the President of the CCF, General Sir Oliver Leese, on behalf of the Queen presented the CCF with a Banner; both are lodged at Frimley Park. There was a review of the ACF and CCF in the grounds of Buckingham Palace by Her Majesty the Queen and H.R.H. The Duke of Edinburgh, whilst up and down the country other celebratory parades and Thanksgiving Services were held

Adventurous training was introduced into the APC syllabus after the Second World War and in the mid-1950s training expanded to include the Duke of Edinburgh's Award. Trips to BAOR in Germany and Canada, along with participation in the Nijemegen Marches added new challenges to cadet activities. Later in 1968 Cadet Training Teams were established in order to supplement the work done by the staff at the CTC, Frimley Park.

The 1970s was a period of important change. The old wartime A and B Certificates were replaced by the now familiar Army Proficiency Certificate which provides challenging training up to four star level. And the Duke of Edinburgh's Award was further integrated into the APC syllabus along with the nationally approved First Aid awards.

Uniforms have evolved over the years. In the nineteenth century cadets wore the uniform of the Volunteer Unit to which they were affiliated. From 1914 to 1942 cadets wore First World War style uniforms with peaked caps and puttees. In 1942 a free beret, battle dress and gaiters were issued. Cadet attire has continued to change and today cadets wear the same combat kit that is issue to soldiers.

Modernisation meant a change in skill-at-arms training. Out went the Lee Enfield Rifle and the Bren/LMG machine gun, and in 1968 the L98 Cadet Rifle was adapted especially for the Cadet Forces, along with the Cadet Target Rifle for competitive shooting. Cadets are also taught to fire the Light Support Weapon (LSW).

The early 1980s saw the biggest change of all when, at long last, girls were allowed to join the Cadet Movement. Today about one third of all ACF detachments and CCF contingents' members are female.

The present day programme is much more diversified than ever with the inclusion of national qualifications for cadets in the form of the BTEC in Public Services Diploma, and the City & Guilds Certificates in Youth Leadership and Management for adults. In addition many ACF counties run OUTREACH courses in conjunction with local authorities for Young Offenders – the spirit of Octavia Hill lives on.

Today there are around 1,700 ACF detachments and 250 CCF contingents. The Cadet Movement's number – which includes the Sea Cadet Corps and the Air Training Corps – is in excess of 130,000 cadets with approximately 45,000 in the ACF and 25,000 in the CCF.

Cadet training is geared to the development of an individual's powers of leadership, self reliance whilst, at the same time, encouraging team work. Encouraging an interest in the military and developing a sense of citizenship has been a dual-aim of cadet training: a noble purpose which has continued for nearly 150 years. A remarkable achievement.

Lt Col L J Collins MBE MA PhD Cheshire ACF

HISTORY OF THE ARMY CADET FORCE BANNER

The Banner was presented appropriately in Centenary Year 1960. It is the Duke of Edinburgh's personal Banner which, as Colonel in Chief of the Army Cadet Force, he presented to a representative ACF Cadet Banner party selected from the City of London ACF, at a service in the Chapel of St Peter and Vincular in the Tower of London on 9 Feb. A guard of honour was provided by the City of London, County of London and Middlesex ACF. The Banner bears, embroidered in gold, the Duke of Edinburgh's own Royal Cipher and the Army crest with the ACF crest placed centrally on a plain maroon background.

After the dedication by the Assistant Chaplain General (ACG), The War Office, the Revd B D M Price, Prince Philip said in his address:

"A hundred years of devoted service to the nation deserves to be recognised and celebrated. It therefore gives me great pleasure to present this, my Banner, to the Army Cadet Force at the start of its Centenary Year."

"Existence for a hundred years is, in itself, nothing very spectacular. What matters is the record of service and achievement. In this respect the Army Cadet Force has much to celebrate. Through this century of vastly changing circumstances, through periods of crisis and patriotic fervour and through the peaceful years, when people are inclined to neglect the essential preparations for emergencies, the Army Cadet Force has never faltered in its work of training and preparation".

"For this we remember today the hard work of countless officers who gave their own time to train many thousands of cadets and to administer the units. We are fortunate in their successors at work today and the future wellbeing of the Army Cadet Force will depend on the right men continuing to come forward to offer their services."

"There are 2 sides to the Army Cadet Force. There is the practical side which is the nation's need to be prepared for any kind of crisis or emergency. The members of the Army Cadet Force are part of that preparation. Although the cadets are primarily under training the occasion might easily arise when their services might be required."

"The other side is the effect which service and training in the Army Cadet Force can have upon individual boys. The discipline and comradeship, the tough and serious training, the influence of their officers and the knowledge that their services are needed and appreciated, all go to help the boy develop into a self reliant decent man with an intelligent sense of patriotism who can be relied upon to act rightly in moments of crisis."

The Banner then began a long tour of every county in the United Kingdom. It was carried at many special Centenary parade services including a number of the principal cathedrals. On 11 Dec 60 at the end of its tour the Banner was handed over for safe keeping to the Commandant, Cadet Training Centre, Frimley Park, by cadets of Surrey ACF in the presence

of the Vice Lieutenant of Surrey, Lord Hamilton of Dalzell, the Board of Governors and senior Army and ACF officers.

The Banner is replaced approximately every 20 years and Prince Philip presented the second Banner at the Chapel of The Royal Hospital, Chelsea, on the 27th of March 1982. The ceremony to dedicate the third Banner, prior to its Presentation, which was made by His Royal Highness The Duke of Edinburgh, took place in the Royal Memorial Chapel at the Royal Military Academy, Sandhurst, on Friday 8 July 2005.

The old Banner was laid up, with the last CCF Banner, at a Ceremony held at St Peter's Church, Frimley, on 30 September 2005, joining the ACF and CCF Banners laid up there in 1982.

The Banner has been carried on numerous ceremonial occasions including The Queen's Review of the Territorial Army and Cadet Forces at Wembley Stadium held, on the 30th of June 1977, to mark Her Majesty's Silver Jubilee. It is paraded annually at the Royal British Legion Festival of Remembrance at the Albert Hall, with the CCF Banner and those of the other cadet organisations and at the final Services of each of the three Cadet Leadership Courses that take place each year at the Cadet Training Centre, Frimley Park,.

RULES FOR THE ACF BANNER

- 1. The Banner is 'Dedicated', but not 'Consecrated', and does not rank as a Colour, Standard or Guidon. It will, therefore, not be "trooped" in the ceremonial sense.
- 2. The Banner will be treated with "due ceremony". This means that:
 - a. It will be given the respect accorded to a Colour except that:
 - (1) It will not be received on parade with a "Present Arms", but only a "Shoulder Arms".
 - (2) It will not be saluted by persons or formed bodies passing it.
 - b. When the Banner passes persons or formed bodies they will stand to attention.
 - c. When the Banner is actually handed to a person, that person will first salute before taking it into custody.
 - d. When on parade, with the exception of church parades, it will be escorted by an armed escort.
- 3. The rules in para 2 above apply only to members of the Army Cadet Force. Others (e.g. members of the Regular or TA Forces) will only recognize it to the extent of paying it due respect by standing to attention when it comes on parade. This they will do even if only members of an audience, or as spectators at a parade on which the Banner is carried.

PROCEDURE FOR BORROWING THE ACF BANNER

- 1. The Banner may be borrowed by ACF Counties at any time throughout the year except:
 - a. During the week of Remembrance Sunday, when it is paraded at the Royal British Legion Festival of Remembrance at the Albert Hall, with the CCF Banner and those of the other cadet organisations.
 - b. During the three weeks in July of the Cadet Leadership Course, at Frimley Park.
- 2. Applications to borrow the Banner are to be made to the Commandant, Cadet Training Centre, Frimley Park by ACF Cadet Commandants who must give the:
 - a. Date of the function.
 - b. The function for which the Banner is required.
 - c. The name and appointment of any visiting or officiating VIP.
- 3. The Banner is usually available for collection 3 days before the function and should be returned the day following the function. In exceptional circumstances special arrangements can be made for collection and return
- 4. An application to borrow the Banner will not normally be considered for an occasion when less than an ACF County, or equivalent, will parade. However, provided full details of the occasion are included in the application, a request to parade or display the Banner when a smaller number of cadets are involved in a local or civic function or exhibition etc may be agreed.
- 5. The Banner is to be collected and returned by an officer or AI above the rank of SI.
- 6. Any cost involved in collecting and returning the Banner will be met by the County ACF concerned from non-public funds.
- 7. The ACF Cadet Commandant will be held responsible for the Banner from the time of collection until it is returned to Frimley Park.
- 8. The Banner, which is held on charge by the CTC, will be signed for on AF G1033. If the Banner is damaged whilst on loan a 'Misuse and Damage Report' will be raised against the County/Battalion borrowing it.

- 9. As the pike is jointed and a bag is provided, the Banner can be carried or placed in a car.
- 10. A practice Banner is supplied for rehearsals; the ACF Banner is only to be used for the actual function. A Banner Belt is also supplied.

CHAPTER 20

ACF PUBLIC RELATIONS

General

20.001. The main aim of ACF Public Relations (ACF PR) is to establish and maintain the general understanding and sympathetic support of the ACF and its reputation by the general public through media initiatives.

20.002. The subsidiary aims include:

- a. The recruitment of the required numbers of ACF officers and adult instructors, of good quality, without which the ACF cannot succeed.
- b. The attraction of a healthy level of ACF cadet enrolment.

20.003. Specific ACF PR target categories include:

- a. The Regular Army, the Ministry of Defence (MOD) and Service organisations, upon whose active support and sponsorship, the ACF depends critically.
- b. The Territorial Army (TA), with whom the ACF closely works and lives.
- c. The educational world from whence the cadets come.
- d. Parents and guardians, who naturally are the greatest influence on the cadets.
- e. The local community including local authorities; public and emergency services; and other non-political community organisations and, in particular, would-be employers and the business community as potential supporters and sponsors.
- f. National audiences, such as government ministries, agencies and public bodies; politicians; non-governmental organisations; and 'opinion formers' for whom a knowledge of the ACF would be of benefit.

20.004. None of the above target categories may be assumed to have either an accurate or a comprehensive knowledge of the ACF.

The ACF Image

20.005. The following strategic factors must be borne in mind when ACF subjects are presented to the public through media outlets:

- a. The ACF is a voluntary national youth organisation sponsored by the Army; it is not part of the Army but it is managed by the Army's chain of command.
- b. The ACF offers a disciplined, well organised framework upon which a spirit of service and social responsibility is developed amongst young people. It also contributes to the spread of knowledge and understanding of the Army and TA. The experience of responsibility and the encouragement of self discipline develop personal qualities that may be of benefit for future employment in any walk of life.
- c. Suitable young people are helped in their preparation to join either the Armed Forces or the uniformed civilian services but there is no commitment or pressure on any cadet to do so. The ACF also helps to produce future citizens who are aware and supportive of the work and role of the ACF and HM Armed Forces.
- d. Membership of the ACF is an opportunity to have access to the Army's unrivalled ability to instruct, interest and inspire young people as well as to enjoy some opportunities of challenge, adventure and widening of experience.
- e. As far as is practicable, the ACF is inclusive.

20.006. There is an essential need to counter any general misperceptions concerning the ACF by presenting it in its role as a national youth organisation that offers varied, interesting and personally challenging activities to young people regardless of their background. It must be emphasised that, the most popular appeal of the ACF is its youth service ethos; particularly, its contribution in terms of help, advice, companionship, having fun, developing personal qualities, exercising responsibility and enjoying valuable experiences. Reports should not be focused on the military side of the ACF exclusively.

20.007. It should also be noted that the ACFA is an operating authority for the Duke of Edinburgh's Award and through it and their ACF activities, both ACF adults and Cadets, may gain BTEC/SCOTVEC awards.

The Direction of ACF Public Relations

20.008. At the national level, ACF PR is a command responsibility of DACOS Cadets & OTC, HQ LAND, delegated to the Chief ACF PR, ACF PR Unit. There are also essential inputs from Media Ops, HQ LAND, DRFC, Director General Media and Communication (DGMC), and the MOD as well as the ACFA.

20.009. Army Regional Formation HQ and, in particular, their Commanders, are closely concerned with the 'public image and defensive PR' of the ACF; RFCA also have a role in the area of recruitment; both provide general PR support to the ACF.

20.010. The ACF PR Unit comprises volunteer ACF officers with professional and academic experience in PR, journalism and marketing communications. The Regulations relating

to the commissioning and appointment of officers to the ACF PR Unit are contained in Territorial Army Regulations 1978, Amdt 27 (see Chapter 4 Annex E). Its tasks include:

- a. The provision of specialist ACF PR advice to:
 - (1) DACOS Cadets & OTC and the LAND chain of command.
 - (2) Media Ops, HQ LAND; Ops; Director Defence Publicity (D DEF PUB) and Army Formation Headquarters on media relations affecting the ACF.
- b. The training and professional support of ACF County Public Relations Officers (PRO).
- c. The coordination of Regional ACF PR activities and strategy.
- **20.011.** PR is a fundamental function of command and must therefore receive overall inspiration and direction from Commanders at all levels. All ACF Cadet Commandants should appoint an ACF County PRO to undertake the specialised tasks involved (see Job Description at Annex A). ACF County PRO must have ready access to their ACF County Commandants; as well as receive the appropriate training through the ACF PR Unit and should also attend the annual ACF County PRO Conference.
- **20.012.** In effect, the ACF County PRO has three functions:
 - a. To provide attractive and accurate advance information, as a result of which the media may assign staff to cover an ACF function or event.
 - b. Should the media be unable to cover an ACF event, to provide the coverage themselves; they must therefore be able to write their own reports for publication.
 - Be constantly looking for 'pegs' on which to hang the portrayal of the ACF image.
- **20.013.** In addition, the PRO is a conduit for information of all kinds, to both internal and external agencies, using appropriate and professional communication skills and tools that reflect ACF national corporate identity.

The Means of ACF PR

20.014. Dealing with the press, radio and TV at the national level normally falls to the ACF PR Unit assisted by Media Ops, HQ LAND and the Ministry of Defence, in so far as issues of public and/or media interest are concerned. The ACF PR Unit will therefore provide guidance to ACF County PRO on these matters. For recruit marketing campaigns (where the general thrust of PR will be to create the climate of general awareness and understanding necessary to provide the background for successful local PR and recruiting) ACF Marketing may provide, with the authority of DACOS Cadets & OTC Branch, and

in consultation with the ACFA, national PR activity through an external agency, advised by the Commanding Officer ACF PR Unit. The main source of guidance is the 'The Army Cadet Force Public Relations Handbook'; this is available as a download from the ACFA at www.armycadets.com.

20.015. ACF Counties are not authorised to contact or communicate with any UK Regional or National media or international media sources; they must inform their Regional Formation Media Ops and alert the ACF PRU, of any such approach. Having said that, at the Regional and County level, there is a requirement to maintain a steady level of contact with local press, radio and TV.

- a. At the ACF County level, there are requirements to maintain and develop:
 - (1) A steady level of contact with the local press, radio and TV.
 - (2) Common sense contacts with the local community.
- b. This is to be achieved by:
 - (1) Invitations to attend internal ACF County detachments and other activities.
 - (2) Periodical meetings with parents and teachers.
 - (3) Speedy response to either expressions of interest or cases where things may have gone wrong, in the form of responsible explanation or action to put the matter right.
- c. It must be emphasised that imaginative community work can make an enormous contribution to local PR.

20.016. Good PR may often be the presentation of an ordinary activity with a special and personal angle of approach. It must also be based on honesty and openness. One piece of deliberate misinformation can destroy the credibility of an individual and his unit for years to come.

Lines of Communication

20.017. The ACF County PRO should maintain regular, and practical, PR contacts with the following:

a. **The Chief ACF PR Unit** – who will provide professional guidance and advice on PR activities or issues of public and/or media interest that may have an adverse impact on the reputation of the ACF or the Army.

- b. The National Marketing Manager, ACF who will provide marketing communications materials to support both national and local adult and cadet recruitment programmes; issue corporate identity guidelines; and provide advice and assistance on the use of non-editorial communications tools, such as the Internet and exhibitions.
- c. The RFCA who will assist with local PR particularly that dealing with enrolment and recruitment. Some financial support for PR work in the ACF County may be available.
- d. Media Ops Officer at the Regional Formation HQ their offices are accessible 24 hours a day. They are an immediate professional source of advice on PR contacts and PR methods. They may be able to offer practical help e.g. finance for visits by professional reporters. Speedy contact with Regional Formation Media Ops is essential whenever any situation arises that may call for any form of defensive PR; for further details see LANDSO 30.
- e. **Directorate General Media and Communications (DGMC)** it is normally the responsibility of Regional Media Ops at the Regional Formation HQ, to inform the Duty Press Officer at Director of News (D NEWS) Press Office, at the MOD, and alert the Chief of the ACF PRU, directly of the facts of any situation likely to attract large scale attention. In an emergency, and only when the Duty Media Ops Officer, or Duty Staff Officer, at the Regional Formation HQ is unable to be contacted, it may be appropriate for the County to contact the D NEWS Duty Press Officer direct; where this has been the case the County are to persevere with their attempts to contact their Regional Formation Media Ops Duty Officer until he has been brought up-to-date with the situation. The underlying philosophy is that adverse national media attention should not come as a surprise.
- f. ACFA and 'The Army Cadet' Magazine the ACFA should be informed of PR activity in Counties generally, and regular contributions of national significance to 'The Army Cadet' Magazine are welcome. The journal is not only a form of domestic ACF PR; it is also a means of reaching the wider audience of opinion-formers throughout the UK Defence community, as well as associated overseas Cadet Forces.
- g. Local Media ideally ACF County PRO should be on calling terms with their local newspapers and local radio and TV stations. They must be aware of the particular MOD rules regarding contact with the media, as well as ACF involvement in non-news television programmes. Approaches and requests from broadcasters should be directed to the ACF PR Unit, who are to liaise with the appropriate department at the MOD.
- h. **Regimental/Corps Journals** provide an ideal communications link with the affiliated units as well as with the Regular Army and TA in general.

Defensive PR

20.018. In situations calling for defensive PR (or which may need it), it is essential that:

- a. Speedy action is taken to establish the facts accurately.
- b. Both the Chief ACF PR Unit and Media Ops at the Regional Formation HQ are contacted quickly.

20.019. It is also good practice to advise Cadets & OTC Branch at HQ Land, the ACFA and the appropriate RFCA, although they would not be expected to handle media relations. While acceptance of the fact that "accidents can happen in the best regulated families" may ultimately be appropriate, apologies must not be made in haste and that, particularly where insurance claims may become involved, acceptance of liability is to be avoided.

Annex:

A. Job Description for the ACF County Public Relations Officer.

ACF COUNTY PUBLIC RELATIONS OFFICER

JOB DESCRIPTION

Concept

1. Public Relations is a command responsibility that has the aim to ensure that relationships between the ACF, its community and the media that serve it, are well developed and based upon truth and mutual understanding. The ACF County Public Relations Officer (ACF County PRO) is responsible to the ACF Cadet Commandant for all matters relating to Public and Media Relations. The ACF County PRO should be a member of the ACF County HQ.

Duties

- 2. The ACF County PRO is to:
 - a. Instigate and implement the Cadet Commandant's County PR Strategy and Annual Plan with the aim of building a positive image, reputation and awareness of the ACF, at all levels throughout the County area and the wider community, in order to create an effective climate for the recruitment of adult leaders and cadets, so as to maintain the reputation of the ACF.
 - b. Advise the Cadet Commandant on the likely media reaction to ACF County decisions and activities, and to advise all adult members of the ACF County on all PR, recruitment, marketing matters and local events.
 - c. Establish and maintain a working relationship with
 - (1) **Essential.** The Senior Press Information Officer (SPIO) of the ACF County's Regional Formation HQ in order to keep that HQ aware of the ACF matters that are of interest to the media or public interest.
 - (2) **Desirable.** Local TA Unit Press Officers (TA UPO).
 - d. Develop and maintain effective relationships between the ACF and its local stakeholders.
 - e. Generate appropriate news releases, feature material and local stories for the media in accordance with MOD and ACF PR guidelines.

- f. Assist and advise the Cadet Commandant on all aspects of external communication and marketing of the ACF, the use of PR and the implementation of the ACF national Recruit Marketing plan locally.
- g. Use of ACF national housestyle for the management of the ACF County website; public exhibition stands and ad hoc external publications.
- h. Develop and improve the effectiveness of the ACF County's internal communication; including the editing, production and distribution of any internal journals/newsletters.
- Arrange for photographic cover of worthwhile ACF activities throughout the ACF County area, at all levels.
- j. Attend the relevant ACF PR Unit PR Training Courses and Conferences.
- k. Advise the Cadet Commandant on, and provide, ACF PR awareness training for all the adult volunteer members of the ACF County.

Limits to Responsibility

- 3. In accordance with MOD PR Instructions, the ACF County PRO must not make any contact with national media outlets or regional television stations without the specific authority of the Brigade/District SPIO and with the knowledge of the Chief ACF PR Unit.
- 4. The Brigade/District SPIO and Chief ACF PR are to be immediately informed of all situations, incidents or actions that may require defensive PR, or that might lead to an issue of national public and/or media interest in order that they may produce an authorised statement. In this event, the ACF County PRO must not make or release any other unauthorised statements to any media or public source.

GLOSSARY OF ABBREVIATIONS

PART 1 ABBREVIATIONS OCCURRING IN THE ACF MANUAL

(The abbreviated names of Army Corps, Regiments and Establishments, and the many technical terms and course related qualifications applied to medical services and adventurous training/challenge pursuits are not generally included)

AA	Administrative Assistant	AMS	Automatic Marker
AATC	Army Adventurous		System
	Training Compendium	AO	Administrative Officer
AB	Army Book	APC	Army Personnel Centre
AC	Army Code	APC	Army Proficiency
ACEG	Army Cadet Executive		Certificate
	Group	ARA	Army Rifle Association
	(at Div/Dist HQ)	ARD	Ancillary Range Duties
ACF	Army Cadet Force	ASU	Accommodation
ACFA	Army Cadet Force		Service Unit
	Association	AT	Adventure/Adventurous
ACFTC	ACF Training Centre		Training
ACG	Assistant Chaplain	ATC	Air Training Corps
	General	ATE	Army Training Estate
ACOS	Assistant Chief of Staff	ATO	Ammunition Technical
AD	Army Department		Officer
AF	Army Form	AUO	Adult Under Officer
AFC	Affiliated Formation	BCVR	Basic Check
	Commander		Verification Record
AFPAA(G)	Armed Forces	BFA	Blank Firing Attachment
	Personnel		
	Administration Agency (Glasgow)	BTEC	Business Technology Education Council
AGAI	Army General and	CA	Civilian Assistant
	Administrative	CAA	Cadet Administrative
	Instructions		Assistant
AI	Adult Instructor	CADSAAM	Cadet Skill-at-Arms
AINC	Army Incident		Meeting
	Notification Cell	CASI	Cadet Assistant Signals Instructor

CATO	County Adventurous Training Officer	CRB	Criminal Records Bureau
CCAT	Cadet Centre for Adventurous Training	CRCQ (SB)	(FB) Cadet Range Conduct Qualification (small bore)/(full bore)
CCF	Combined Cadet Force	CRF	
CCFA	CCF Association	CKF	Commander Regional Forces
CCRS	Council for Cadet Rifle Shooting	CSD	Cadet Supply Department
CEO	Cadet Executive Officer	CT	Clay Target
CES	Complete Equipment Schedule	CTC	Cadet Training Centre
CE		СТО	County Training Officer
CF	Cadet Force(s)	CTR	Cadet Target Rifle
CFATO	County First Aid Training Officer	CTSP	Cadet Training Safety
CFAV	Cadet Force Adult	C151	Precautions
CITI	Volunteer	CTT	Cadet Training Team
CFCB	Cadet Forces	CUO	Cadet Under Officer
	Commissioning Board	CVQO	Cadet Vocational
CFM	Cadet Forces Medal		Qualifications Office
CGR	Converted Gallery Range	DACOS	Deputy Assistant Chief of Staff
CI	Chief Instructor	DBSST	District and Brigade
CILOR	Cash In Lieu Of Rations		Specialist Training Team
CinC	Commander in Chief	DCCT	Dismounted Close
CIV	Certificate Issue Voucher		Combat Trainer
CISSAM	Cadet Inter Services	DCI	Defence Council Instruction
	Skill-at-Arms Meeting	DFS(A)	Defence Fire Service
CO	Commanding Officer	DF3(A)	(Army)
COD	Command Ordnance Depot	DIN	Defence Instructions and Notices
COS	Chief of Staff	DMR	Daily Messing Rate
COSHH	Control of Substances Hazardous to Health	DofE	Duke of Edinburgh's (Award)
CP	Challenge Pursuits	DP	Drill Purposes (only)
CPSA	Clay Pigeon Shooting	DPV	Dual Purpose Vehicle
	Association	DRFC	Director (or Directorate)
CQM	Cadet Quartermaster	Dia C	Reserve Forces and Cadets

DRSA	Daily Rate of	GS	General Service
DS	Subsistence Allowance Directing Staff	GVCAC	Girls Venture Corps Air Cadets
DSB	District Selection Board	HQ	Headquarters
DTG	Date/Time Group	H&S	Health and Safety
DVA(A)	Defence Vetting Agency (Army)	HSE	Health and Safety Executive
EASP	Exercise Action Safety Plan	ID	Identity (card)
EC	European Community	IGTA	Inspector General Territorial Army
EGI	Equipment Care Inspection	ISCC	Inter Services Cadet Committee
EOD	Explosive Ordnance Disposal	ISCRM	Inter Services Cadet Rifle Meeting
ERE	Extra Regimental	ITC	Initial Training Course
ES	Employment Equipment Support	JCIC	Junior Cadet Instructors Cadre
ETR	Electronic Target Range	JSAT	Joint Services
EU	European Union	35711	Adventurous Training (Scheme)
FB	Full Bore	JSP	Joint Service
FFR	Fitted for Radio	J.51	Publication
FPA	Firing Point Assistant	KGVI	King George VI
FTRS	Full Time Reserve		(Memorial Course)
	Service	LAND	Land Command
FTX	Field Training Exercise	LANDSI	Land Command
G1	General Staff Branch 1 (Personnel)	*	Standing Instruction
G3	General Staff Branch	LANDSO	Land Command Standing Order
G3	3 (Operations and Training)	LEA	Local Education Authority
G4	General Staff Branch	LGV	Large Goods Vehicle
	4 (Logistics and Quartering)	LSC	Learning Skills Council
GOC	General Officer	LSW	Light Support Weapon
	Commanding	LWB	Long Wheel Base (vehicle)
GP	General Practitioner	MMA	
GP	General Purpose	IVIIVIA	Motor Mileage Allowance
GRA	Generic Risk Assessment	МО	Medical Officer

MOD	Ministry of Defence	OGD	Other Government Departments
MOI	Methods of Instruction	OIC	1
MOT	Ministry of Transport		Officer In Charge
MS	(vehicle test) Military Secretary	OJAR	Officers Joint Appraisal Report
MT	(Mechanical) Transport	ORP	Operational Ration Pack
MTO	Mechanical Transport	OTC	Officer Training Corps
	Officer	PCR	Private Car rate (of
NAAFI	Navy, Army and Air		MMA)
	Force Institute	PCV	Passenger Carrying
NCO	Non-Commissioned	DI	Vehicle
	Officer	PI	Probationary Instructor
NCVYS	National Council for Voluntary Youth	PIO	Press Information Officer
	Services	PMC	President of the Mess
NGB	National Governing	TWIC	Committee
	Body	POL	Petroleum, Oil and
NHS	National Health Service		Lubricants
NOCN	National Open College Network	PPE	Personal Protective Equipment
NOK	Next Of Kin	PR	Public Relations
NRA	National Record of	PRO	Public Relations Officer
	Achievement	PS	Permanent Staff
NRA	National Rifle Association	PSV	Public Service Vehicle
NIDNI	1155041111011	PSyASec	Personnel Security
NRN	National Radio Net		(Army) Secretariat
NRSA	Nightly Rate of Subsistence Allowance	PT	Physical Training
NSN	NATO Stock Number	PTA	Parent-Teacher
NSRA	National Small Bore		Association
NOKA	Rifle	PTD	Paid Training Days
	Association	RA	Risk Assessment
NVQ	National Vocational Qualification	RAChD	Royal Army Chaplains Department
OC	Officer Commanding	RAF	Royal Air Force
OCA	Other Challenge Activities	RAMC	Royal Army Medical Corps
ODR	Official Duty Rate (of MMA)	RARO	Regular Army Reserve of Officers

RASP	Range Action Safety	SO	Standing Order
	Plan	SO	Staff Officer
RCC	Representative Cadet Commandant	SO2	Staff Officer Grade 2 (Major equivalent)
RCO	Range Conduct Officer	SO3	Staff Officer Grade 3
RE	Royal Engineers		(Captain equivalent)
REME	Royal Electrical and Mechanical Engineers	SOP	Standard Operating Procedure
RF	Regional Forces	SPIO	Senior Public
RFCA	Reserve Forces and Cadets Association		Information Officer
RLC	Royal Logistic Corps	SRO	Senior Reporting
RMG	Recruit Marketing	CCI	Officer
	Group	SSI	School Staff Instructor (CCF)
RN	Royal Navy	SSI	Staff Sergeant Instructor
RSGB	Radio Society of Great	551	(ACF)
	Britain	SST	Safe System of Training
RSMI	Regimental Sergeant Major Instructor	SST	Specialist Training Team
SA	Small Arms	TA	Territorial Army
SAA	Skill-at-Arms	TARA	Territorial Army Rifle
SAA	Small Arms	17 110 1	Association
	Ammunition	TCB	Territorial Commissions
SAT	Small Arms Trainer		Board
SB	Small Bore	TCV	Troop Carrying Vehicle
SCC	Sea Cadet Corps	TP	Teaching Practice
SCIC	Senior Cadet Instructors Cadre	TS	Training Safety
CCDO		TSA	Training Safety Adviser
SCRO	Scottish Criminal Records Office	UIN	Unit Identity Number
SHEF	Safety, Health,	UK	United Kingdom
	Environmental	UO	Under Officer
	Protection and Fire	UOTC	University Officers
SI	Sergeant Instructor		Training Corps
SI	Seriously III	UPO	Unit Publicity Officer/
SI	Standing Instruction	XXAT	Unit Press Office
SMI	Sergeant Major Instructor	VAT	Value Added Tax
		VHF	Very High Frequency

VIP Very Important Person WRVS Womens Royal
VSI Very Seriously III Voluntary
WETC Weekend Training

Centre YOT Youth Offending Team

Centr

WO Warrant Officer

PART 2 COMMON ABBREVIATIONS FOUND IN MILITARY DOCUMENTS

2IC Second in Command camouflage cam 2Lt Second Lieutenant Capt Captain Α Acting (with cas casualty abbreviated title) cat catering accommodation accn Cdr Commander (Royal account acct Navy) Adjt Adjutant Cdt Cadet admin administrative/ CF Chaplain to the Forces administration Cfn Craftsman alloc allocate(d)/allocation Chap Chaplain alt alternate/alternative civilian civ amendment amdt c1 class/classification ammunition ammo clk clerk approximate(ly)/ approx CO Commanding Officer approximation CofH Corporal of Horse appx appendix Col Colonel asst assistant comd commander att attachment Comdt Commandant bde brigade Comm communicate/ Bdr Bombardier communication bks barracks cont continue(d)/continuing bn battalion Cpl Corporal Brig Brigadier **CSgt** Colour Sergeant BSM Battery Sergeant Major **CSM** Company Sergeant bty battery Major

def	defence/defensive	inf	infantry
dep	depot	info	information
dept	department	inst	instruct(or)/instruction
det	detachment/detached	int	intelligence
dist	district	J	Junior (or Joint) in titles
distr	distribute	JRC	Junior Ranks Club
div	division	LBdr	Lance Bombardier
Dvr	Driver	LCpl	Lance Corporal
eqpt	equipment	ldr	leader
est	estimate(d)	LO	Liaison Officer
ex	exercise	loc	locate(d)/location
excl	excluding	log	logistic(s)
ext	extension	Lt	Lieutenant
fax	facsimile	lt	light
fd	field	Lt Col	Lieutenant Colonel
fmn	formation	Lt Gen	Lieutenant General
fol	following	mag	magazine
freq	frequency	mag	magnetic
Fus	Fusilier	maint	maintenance
fwd	forward	Maj	Major
G2	General Staff Branch 2	Maj Gen	Major General
	(Intelligence and Security)	man	manage(ment)
gar	garrison	max	maximum
gar	gasoline	med	medical
gas gd	guard	med	medium
Gdsmn	Guardsman	memo	memorandum
Gen	General	mil	military
Gnr	Gunner	min	minimum
_		min	minute
gp hr	group	misc	miscellaneous
hy	heavy	mob	mobile/mobilize
IC	in charge	mod	modify/modification
incl	include/including/	mor	mortar
mei	inclusive	mov	move/movement(s)
indep	independent	msg	message

msn	mission	rel	release	
ni	night	rep	representative	
no	number	repro	reproduce	
obj	objective	req	request	
obs	obstacle	res	reserve	
obsn	observation	retd	retired	
offr	officer	Rfn	Rifleman	
OO	Orderly Officer	RQMS	Regimental	
Op	operate/operator/		Quartermaster Sergeant	
	operational	Rqn	requisition	
ORBAT	Order of Battle	RSM	Regimental Sergeant	
org	organization/organize(d)	DV	Major	
OS	Orderly Sergeant	RV	rendezvous	
para	parachute	sec	secretary	
para	paragraph	sect	section	
pax	passengers	ser	serial	
pers	personnel	Sgt	Sergeant	
pl	platoon	sig	signal	
plt	pilot	Sig	Signalman	
pol	policy	sit	situation	
posn	position	sldr	soldier	
prep	preparation	sp	support	
pri	priority	spec	specification	
pt	point	Spr	Sapper	
Pte	Private	sqn	squadron	
ptl	patrol	SSgt	Staff Sergeant	
QMSI	Quartermaster Sergeant Instructor	SSM	Squadron Sergeant Major	
rat	ration	sup	supply	
rd	road	svc	service	
rec	recovery	svy	survey	
recce	reconnaissance/	sy	security	
	reconnoitre	tac	tactical	
ref	reference	tech	technical/technician	
reg	regular	tel	telephone	
regt	regiment	tp	troop	

Tpr	Trooper	wksp	workshop
tpt	transport	wng	warning
tptr	transporter	wpn	weapon
trg	training	yr	year
veh	vehicle		
wg	wing		
wk	week		