



Ministry of Defence

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Mr Peter Jones
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10 September 2018

Dear Mr Jones

Further to your email of 13 August 2018, which has been considered to be a request for information under the Freedom of Information (FOI) Act 2000; I have been asked to reply on behalf of the Ministry of Defence (MOD).

In your email you requested the following:

“Please provide an electronic copy of the latest version of Air Publication 1919A (Regulations for the Air Training Corps).”

A search has been completed within the MOD, and information in scope of your request is held. Please find a copy of Air Publication 1919A attached at Annex A.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

Air Command Secretariat

IAP 1919A
(1st Edition)

**REGULATIONS
FOR OFFICERS APPOINTED TO A
CADET FORCES COMMISSION
IN THE
AIR TRAINING CORPS**

Honorary Air Commandant
HRH The Duchess of Cambridge

Ministry of Defence
2018

By Command of the Air Force Board

REGULATIONS FOR OFFICERS APPOINTED TO A CADET FORCES COMMISSION IN THE AIR TRAINING CORPS

First Edition

FOREWORD

The Air Force Board acting on behalf of the Defence Council in accordance with the Royal Warrant – The Cadet Forces Commissions Warrant 2017 – has approved the following “Regulations for officers appointed to a Cadet Forces Commission in the Air Training Corps” and directs that they be strictly observed on all occasions.

Officers are expected to interpret them reasonably and intelligently, with due regard to the interests of the Air Training Corps, bearing in mind that no attempt has been made to provide for necessary and self-evident exceptions.

Sponsor: Commandant RAF Air Cadets

AMENDMENT LIST RECORD

Amendment		Amended by	Date
No	Date		
1	1 Jul 18	HQ Air Cadets	1 July 2018
2			
3			
4			
5			
6			
7			
8			
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Amendments should be submitted, in the first instance, to Headquarters RAF Air Cadets (HQ RAFAC).

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INTRODUCTION

EXPLANATORY NOTES

1. The Regulations for officers appointed to a Cadet Forces Commission in the Air Training Corps (Air Publication 1919A (AP1919A)) is produced as a new publication. This is a First Edition of AP1919A and the following should be noted:

a. AP1919A should be read in conjunction with AP1919 which contains regulations for the Air Training Corps (ATC) as to the constitution, organization, training, discipline, conditions of service and of efficiency, allowances and grants, and all other matters affecting the corps. These regulations are made by the Defence Council under the powers contained within the Royal Warrant dated 19 February 1990. Supporting policy and procedures are contained in appropriate Air Cadet Publications (ACPs).

b. Unless clearly inappropriate to the context or specified otherwise in the Regulations, reference to the male gender (eg “he” or “him”) may in these Regulations be substituted by reference to the female gender.

c. Any person, in applying the Regulations, should be careful to ensure, by means of the index and the cross references provided in the text, that he has acquainted himself with all the necessary details relating to the matter upon which he requires to be informed.

2. This policy document does not discriminate on grounds of race, ethnic origin, religion, sexual orientation or social background. Neither does it discriminate on grounds of gender, disability or age, insofar as the legislation applies to the Air Training Corps. HQ RAFAC holds the Diversity Impact Assessment.

3. Any comment/problems regarding validity of data should in the first instance be addressed to HQ RAFAC. Updates to this AP will be made periodically and a brief résumé of changes will be posted on the Update Information page with links to the amended leaflets. Text changes are highlighted by being displayed in red. The amendment state of each page of the AP is displayed in the bottom right corner.

4. For the information of readers the following generic terms are defined:

All members of the ATC/Corps: This term includes RAFVR(T) officers serving in the Air Training Corps, officers holding a Cadet Forces Commission, Warrant Officers Air Training Corps (WOs ATC), senior non-commissioned officers ATC (SNCOs ATC), civilian instructors (CIs), honorary chaplains, cadets and civilian committee members.

All members of the RAF Air Cadets (RAFAC): Includes all members of the ATC plus all members of the Combined Cadet Force (RAF Section) (CCF(RAF)).

Cadet Forces: Includes the Combined Cadet Force, the Marine Society and Sea Cadets, the Army Cadet Force, **the Volunteer Cadet Corps**, the Air Training Corps of the United Kingdom and MOD sponsored Cadet Force Units abroad.

Cadet Force Adult Volunteer (CFAV): CFAV is used to refer to any person who is a member of the Cadet Forces in an adult supervisory role. CFAVs include officers and non-officer, uniformed and non-uniformed, staff.

Cadet: A cadet is a young person who has joined a cadet organisation and is not a CFAV.

Uniformed members of the ATC/Corps: Includes CFC officers (except those on CCF (RAF) Sections), WO ATCs and SNCOs ATC.

Uniformed members of the RAFAC. Includes officers holding Cadet Forces Commissions (including those on CCF(RAF) sections), WO ATCs and SNCOs ATC.

Civilian Instructors. Unless otherwise indicated, the term Civilian Instructors (CIs) automatically includes Civilian Gliding Instructors (CGIs).

Unit: A generic term used to refer to various regions, wings, squadrons, contingents, sections or detachments of the respective cadet forces.

Acronyms and Abbreviations

The following acronyms/abbreviations are used throughout this Publication:

ACP	-	Air Cadet Publication
ACTI	-	Air Cadet Training Instruction
AFB	-	Air Force Board
AOC 22 Gp	-	Air Officer Commanding 22 Group
AP	-	Air Publication
ATC	-	Air Training Corps
ATF	-	Adult Training Facility
CFAVs	-	Cadet Force Adult Volunteers
CFC	-	Cadet Forces Commission
CI	-	Civilian Instructor
CGI	-	Civilian Gliding Instructor
Comdt RAFAC	-	Commandant RAF Air Cadets
Fg Off	-	Flying Officer
Flt Lt	-	Flight Lieutenant
Gp Capt	-	Group Captain
HQ RAFAC	-	HQ RAF Air Cadets
MOD	-	Ministry of Defence
NEP	-	Non-Effective Pool
OC	-	Officer Commanding
OC Wg	-	Officer Commanding Wing
OIC	-	Officers' Initial Course
paras	-	Paragraphs
PI	-	Personnel Instruction
Plt Off	-	Pilot Officer
P Staff	-	Personnel Staff

RAF	-	Royal Air Force
RAFAC	-	Royal Air Force Air Cadets (general term to include the ATC and the CCF(RAF))
RAFR	-	Royal Air Force Reserve
RAuxAF	-	Royal Auxiliary Air Force
Rgn	-	Region
Rgnl Comdt	-	Regional Commandant
SO2 Pers	-	SO2 Personnel
SO3 Pers Mgt	-	SO3 Personnel Management
SO3 Safeguarding	-	SO3 Safeguarding
SO3 Pers Pol & Casework	-	SO3 Personnel Policy & Casework
Sqn	-	Squadron
Sqn Cdr	-	Squadron Commander
Sqn Ldr	-	Squadron Leader
VA	-	Volunteer Allowance
VGS	-	Volunteer Gliding Squadron
Wg	-	Wing
Wg Cdr	-	Wing Commander

PUBLICATIONS

The following Air Cadet Publications are relevant to or referred to within this document:

ACP 1	Ethos, Core Values and Standards in the RAF Air Cadets
ACP 2	A Guide to Cultural and Religious Diversity
ACP 3	Honours and Awards
ACP 4	Safeguarding and Protecting Children incl The RAFAC Care Directive for Cadets
ACP 19A AP1358C	Air Training Corps Dress Regulations
ACP 20	Personnel Regulations
ACP 23	Notes for Guidance of Chaplains in the ATC
ACP 300	Air Training Corps – Finance Manual

THE CADET FORCES COMMISSIONS WARRANT 2017

*(Being the Royal Warrant
and Schedules governing
the commissioning of officers
appointed to the Cadet Forces)*

ROYAL WARRANT

ELIZABETH R

WHEREAS OUR Cadet Forces, being the Volunteer Cadet Corps, the Sea Cadet Corps, the Combined Cadet Force, the Army Cadet Force and the Air Training Corps, are uniformed voluntary youth organisations.

WHEREAS We were pleased by Our Warrant dated 22nd March 2017 to make provision in relation to a new Cadet Forces commission to be issued to every person appointed as an officer in one of Our Cadet Forces.

WHEREAS We deem it expedient to make fresh provision regarding such matters.

AND WHEREAS it is therefore necessary to amend the Regulations in the Schedule to Our Warrant dated 19th February 1990 that made provision for officers appointed to the Air Training Corps to hold commissions as officers in the Training Branch of Our Air Force Volunteer Reserve and with respect to the tenure of such commissions.

OUR WILL AND PLEASURE is that the Regulations set out in Schedule 1 to this Our Warrant, governing the appointment and commissioning of officers in Our Cadet Forces, shall be established and obeyed as the sole authority on the matters therein treated, and that Our Warrant dated 22nd March 2017 is revoked.

OUR FURTHER WILL AND PLEASURE is that there shall be issued to every person (other than a person appointed as a chaplain or to an honorary rank) appointed as an officer in one of Our Cadet Forces after the coming into force of this Our Warrant, a Cadet Forces commission under Her Majesty's Royal Sign Manual in the form set out in Part 1 of Schedule 2 to this Our Warrant.

OUR FURTHER WILL AND PLEASURE is that there shall be issued to every person appointed as a chaplain in the Sea Cadet Corps or the Army Cadet Force after the coming into force of this Our Warrant, a Cadet Forces commission under Her Majesty's Royal Sign Manual in the form set out in Part 2 of Schedule 2 to this Our Warrant.

OUR FURTHER WILL AND PLEASURE is that there shall be issued to every person appointed to an honorary rank in one of Our Cadet Forces after the coming into effect of this Our Warrant, a Cadet Forces commission under Her Majesty's Royal Sign Manual in the form set out in Part 3 of Schedule 2 to this Our Warrant.

OUR FURTHER WILL AND PLEASURE is that Our Warrant dated 19th February 1990 that made further provision for the Air Training Corps shall be amended as set out in Schedule 3 to this Our Warrant.

OUR FURTHER WILL AND PLEASURE is that this Our Warrant shall come into force on [20th October 2017].

Given at Our Court at St.
James's
This day of
in the year of Our Reign

By Her Majesty's Command

Schedule 1

Regulations

Interpretation

1. For the purpose of these Regulations, “the Cadet Forces” are—
 - (a) the Volunteer Cadet Corps, which comprises the Royal Navy Volunteer Cadet Corps and the Royal Marines Volunteer Cadet Corps;
 - (b) the Sea Cadet Corps;
 - (c) the Combined Cadet Force (“the CCF”), which comprises the CCF (Royal Navy), the CCF (Royal Marines), the CCF (Army) and the CCF (Royal Air Force);
 - (d) the Army Cadet Force; and
 - (e) the Air Training Corps.

Appointments and power to make regulations

- 2.(1) A person may be appointed as an officer in one of the Cadet Forces in accordance with regulations made by the Defence Council.
- (2) Those regulations may also make provision for all other matters affecting such officers.

Delegation

- 3.(1) Any function of the Defence Council under these Regulations in relation to the Volunteer Cadet Corps, the Sea Cadet Corps, the Combined Cadet Force (Royal Navy) or the Combined Cadet Force (Royal Marines) may (subject to any direction of the Defence Council) be discharged by the Admiralty Board or such person authorised by them.
- (2) Any function of the Defence Council under these Regulations in relation to the Combined Cadet Force (Army) or the Army Cadet Force may (subject to any direction of the Defence Council) be discharged by the Army Board or such person authorised by them.
- (3) Any function of the Defence Council under these Regulations in relation to the Combined Cadet Force (Royal Air Force) or the Air Training Corps may (subject to any direction of the Defence Council) be discharged by the Air Force Board or such person authorised by them.

Countersigning Cadet Forces commissions

- 4.(1) A Cadet Forces commission issued to an officer appointed in the Volunteer Cadet Corps, the Sea Cadet Corps, the CCF (Royal Navy) or the CCF (Royal Marines) shall be countersigned by or on behalf of the Secretary of State and by one member of the Admiralty Board or a person authorised by that Board.
- (2) A Cadet Forces commission issued to an officer appointed in the CCF (Army) or the Army Cadet Force shall be countersigned by or on behalf of the Secretary of State and by one member of the Army Board or a person authorised by that Board.

(3) A Cadet Forces commission issued to an officer appointed in the CCF (Royal Air Force) or the Air Training Corps shall be countersigned by or on behalf of the Secretary of State and by one member of the Air Force Board or a person authorised by that Board.

Notification

5.(1) The appointment of an officer in one of the Cadet Forces shall be notified by the Secretary of State in the London Gazette, or in such other manner as may be set out in regulations made by the Defence Council.

(2) An officer who receives a Cadet Forces commission in the form set out in Part 1 or 2 of Schedule 2 to this Warrant shall not be issued with a further commission on promotion, but such promotion when approved shall be notified by the Secretary of State in the London Gazette or in such other manner as may be set out in regulations made by the Defence Council.

Schedule 2

Forms

Part 1

ELIZABETH THE SECOND, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Her other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith.

To Our Trusty and well beloved [insert name] Greeting!
We, reposing especial Trust and Confidence in your Loyalty, Leadership and good Conduct, do by these Presents Appoint you to be an officer in the [insert name of corps or cadet force] from the [] day of [month] [year].

You are therefore carefully and diligently to discharge your voluntary duties as such in the rank of [insert rank] or in such other rank as We may from time to time hereafter be pleased to promote or appoint you to, and lead the officers, adult instructors and cadets placed under your authority and use your best endeavours to keep them in good order. And We do hereby direct them to respect your authority as their superior officer, and you to observe and follow such instructions as from time to time you shall receive from any superior officer, in pursuance of the Trust hereby reposed in you.

Given at Our Court at St. James's theday ofin theYear of Our Reign.

By Her Majesty's Command.

Part 2

ELIZABETH THE SECOND, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Her other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith.

To Our Trusty and well beloved [insert name] Greeting!
We, reposing especial Trust and Confidence in your Loyalty, Piety and good Conduct, do by these Presents Appoint you to be a Chaplain to the [insert name of corps or cadet force] from the [] day of [month] [year].

You are therefore carefully and diligently to discharge your voluntary duties as such in the rank of [insert rank] or in such other rank as We may from time to time hereafter be pleased to promote or appoint you to. And you are to observe and follow such instructions as from time to time you shall receive from any superior officer, in pursuance of the Trust hereby reposed in you.

Given at Our Court at St. James's theday of in theYear of Our Reign.

By Her Majesty's Command.

Part 3

ELIZABETH THE SECOND, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Her other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith.

To Our Trusty and well beloved [insert name] Greeting!
We, reposing Trust and Confidence in your Loyalty and good Conduct, do by these Presents Appoint you to the Honorary Rank of [insert rank] in the [insert name of corps or cadet force] from the [] day of [month] [year].
And We do hereby give and grant you full Power and Authority to have, hold, and enjoy your said Honorary Rank accordingly. And We do hereby direct the officers, adult instructors and cadets in [insert name of corps or cadet force] to acknowledge you as an Honorary [insert rank] as aforesaid.

Given at Our Court at St. James's theday of 20..... in theYear of Our Reign.

By Her Majesty's Command.

Schedule 3

Amendment of Air Training Corps Warrant

1. The Schedule to Our Warrant dated 19th February 1990, which made provision with respect to commissioning of officers appointed to the Air Training Corps and the tenure of such commissions, is amended as follows—

“8. From the 20th October 2017, regulations 4 and 5 shall cease to have effect, save that—

(a) an officer appointed to the Corps before that date shall continue to hold a commission as an officer in the Training Branch of Our Air Force Volunteer Reserves and be governed by the regulations prescribed under regulation 4; and

(b) regulation 5 shall continue to apply to officers appointed to the Corps before that date.

9. The power to make Defence Council regulations may, subject to any direction of the Defence Council, be discharged by the Air Force Board.

CHAPTER 1

CONDITIONS OF APPOINTMENT, SERVICE AND TRAINING FOR OFFICERS APPOINTED TO A CADET FORCES COMMISSION IN THE AIR TRAINING CORPS

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CHAPTER 1

CONDITIONS OF APPOINTMENT, SERVICE AND TRAINING FOR OFFICERS APPOINTED TO A CADET FORCES COMMISSION IN THE AIR TRAINING CORPS

INTRODUCTION

101. **Voluntary Service.** Service with the ATC either as an officer, WO ATC, SNCO ATC or CI is voluntary and part-time. It is normally local, at a place within easy reach of the individual's home and/or livelihood. However, see ACP20 PI 110 for cases where it is considered that an individual should serve at an alternative unit, either in the best interests of the ATC or the individual concerned. Officers appointed to a Cadet Force Commission with the ATC, WO ATC and SNCO ATC are not members of the armed forces, they have no reserve liability in respect of their service with the ATC and are not subject to call out for service with any of the regular armed forces as a consequence of their service with the ATC. Service is unpaid, except for attendance by officers, WOs ATC and SNCOs ATC at annual camps, authorised exercises and courses of instruction, and as otherwise specifically approved by Comdt RAFAC where volunteer allowance may be made at the rate currently in force. However, there is no automatic entitlement to remuneration for any specific ATC activity. Regulations governing remuneration and allowances are contained in ACP 300.

APPOINTMENT OF OFFICERS

102. **Appointments to Commissions.**

- a. VR(T) Officers serving with the ATC. On the date upon which new officers may be appointed to a Cadet Force Commission, all officers holding a VR(T) Commission for service with the ATC will be issued with a Cadet Forces Commission in the same substantive rank that they held within the VR(T).
- b. The detailed procedures for the commissioning of candidates to fill vacancies in the authorised officer establishments are laid down in ACP 20, PI 201. Their conditions of appointment are in PI 202.

103. **Eligibility for Award of Commissions.** Recommendations for commissions on ATC sqns are to be initiated by the sqn cdr after consultation with the Chairman of the Civilian Committee. Officers for school sqns are normally drawn from the teaching staff of the schools concerned. Recommendations for commissions on VGSs are to be initiated by the OC of the appropriate VGS. Detailed criteria for commissioned service are as follows:

- a. **Nationality Criteria.** To be accepted as an officer in the Air Training Corps an applicant should be able to meet the nationality rules detailed in JSP 814 and ACP20 PI 102.
- b. **Residency.** Unless satisfactory enquiries can be made in the country of origin or other place of residence, candidates should normally have resided continuously in the UK immediately prior to their application for a minimum period of five years. In certain circumstances, particularly where an applicant is of UK origin, a shorter period of residency may be accepted, subject to a waiver being granted by the MOD, through HQ RAFAC Personnel Department.
- c. **Criminal Records Checks.** To be eligible for a commission an applicant must be cleared by the DBS, Access NI or Disclosure Scotland to enhanced disclosure

level. Anyone who, as a result of information disclosed on a criminal records check, is considered by Comdt RAFAC to be unsuitable to be a member of the ATC, will not be appointed to a commission.

d. The minimum age for appointment to a commission is 20 years and the maximum age is normally 65 years.

e. Ministers of religion, medical and dental practitioners are not eligible for commissioned service with the ATC in their professional capacities, but they may apply for a Cadet Forces Commission to undertake the normal range of ATC activities.

f. Former Regular or Reserve Service personnel whose commissions were terminated for misconduct are not eligible for Cadet Forces' commissions.

g. Applicants for non-flying commissions who have been released from the Armed Forces on medical grounds or who declare a disability on application are required to obtain a certificate from their GPs stating that they are fit to carry out the duties normally expected of an officer.

h. A candidate for a commission on a sqn or VGS will not be considered unless he is serving with the ATC either as a WO ATC, SNCO ATC, CI or Staff Cadet immediately prior to application.

104. Applications from Public Servants. Public servants, police officers and members of the fire service are eligible to be considered for commissions in the Cadet Forces provided that the grant of a commission does not interfere with their official duties. A certificate to this effect is to be obtained from the Head of Establishment, Chief Constable or Chief Fire Officer as appropriate and forwarded with the application for a commission.

105. Award of Commissions. Commissions are awarded with effect from the date of approval by Comdt RAFAC. Except for ex-regular officers with a minimum of 3 years commissioned service, Officers will be on probation for 12 months, during which they must attend and successfully complete the OIC at the ATF. Any requests to extend this period must be made in writing to ACOS Support, HQ RAFAC. It is also highly desirable that former RAFVR(T)/CFC officers should attend the OIC on re-commissioning but those who left the RAFAC less than 5 years previously need not attend.

106. Confirmation of Commission. Following successful completion of the 12 month probationary period and the mandatory training, commissions will be confirmed by the award of a commissioning scroll, backdated to the date of approval by Comdt RAFAC. Failure to satisfactorily attend or complete the OIC may result in the commission being terminated. ACP20, PI 201 refers.

107. Service with Reserve Forces. Officers may apply for commissions in the RAFR or RAuxAF, or any Naval or Army Reserve or Auxiliary Forces. Conversely, officers of these same Reserve or Auxiliary Forces may apply for commissions in the Cadet Forces. In the event of mobilization or national emergency necessitating partial call out of the Reserve Forces, liability for service in other Reserve or Auxiliary forces will take precedence over ATC activities (see also para 128).

108. Members of Commonwealth Cadet Forces. Members of Commonwealth Cadet Forces residing temporarily in the UK, whose commissions remain current and have been verified, may be authorized to serve with the ATC in a supernumerary capacity and to wear

uniform of the parent Force. Personnel in this category will not normally be eligible for the Volunteer Allowance (VA) and allowances applicable to officers.

CONDITIONS OF APPOINTMENT FOR ATC OFFICERS

109. **General.** Paras 109-121 describe the general conditions of appointment for all officers. Further information can be found in ACP20, PI 202.

110. **Acquaintance with Regulations.** On appointment to a commission all officers are to acquaint themselves with the detailed conditions of service set out in these Regulations. They are also to acquaint themselves with regulations and instructions issued to the ATC from time to time, and they are to obey such orders as may be issued to them in accordance with these regulations and instructions.

111. **Attendance.** Officers are required to give an attendance of not less than 12 hours, or 2 days in the case of officers on VGSs, in any one calendar month to the official and semi-official activities of their squadrons, pertaining to their primary role. Procedures for the recording and administration of the hours of attendance are detailed in ACP20, PI 202. Failure to attend for the specified number of hours may result in the termination of an officer's commission.

112. **Rank on Entry.** Newly commissioned officers will normally enter in the substantive rank of plt off with seniority from the date of approval by the Comdt RAFAC. Officers who have previously held commissions may enter in a higher rank as follows:

- a. Applicants who have held fg off or higher rank in the RAF, the RAFR or the RAuxAF may enter in the substantive rank of fg off.
- b. Applicants who have previously served as commissioned naval or army officers may, if specially recommended, enter in the substantive rank of fg off provided that they have held commissions in the equivalent or higher rank.
- c. On re-commissioning those who have previously held the substantive rank of fg off in the RAFVR(T) or CFC may enter in that rank.

113. **Eligibility for Promotion to Flying Officer.**

- a. A plt off who has completed two years qualifying service as a commissioned officer in the ATC may be granted the substantive rank of fg off provided he is considered in all respects fit to hold the higher rank and has satisfactorily completed the OIC at the ATF. The course qualification does not apply to officers with previous commissioned service or other ex-Regular officers with at least 3 years commissioned service.
- b. Anyone who has held a commission in the Regular or Reserve services in the rank of plt off or equivalent may count the service towards promotion to the rank of fg off in the ATC.
- c. Qualifying Service. Time spent in the Non-Effective Pool (NEP) will not count as qualifying service for promotion to fg off.

114. **Paid Acting Rank.** Fg off is the highest substantive rank in the ATC; all ranks above this up to and including Wg Cdr are acting ranks, either paid or unpaid. Details of procedures for the appointment to paid acting ranks are detailed in ACP20, PI 204.

115. **Unpaid Acting Rank.** Detailed procedures for promotion to, and relinquishment of, unpaid acting rank are in ACP 20, PI 204.

116. **Honorary Rank.** Exceptionally, and solely in the interests of the ATC, Comdt RAFAC may appoint suitable officers to the Honorary rank of Gp Capt.

117. **Age Limits.** The upper age limit for officers is set at the date on which the officer reaches the age of 65 years. In exceptional circumstances, and where it is in the best interests of the ATC, Comdt RAFAC may extend officers beyond this age on an annual basis.

118. **Voluntary Resignation of Commission.** An application by an officer to resign his commission is to be submitted in writing to Comdt RAFAC through the chain of command in accordance with ACP 20, PI 205.

119. **Compulsory Termination of Commission, Compulsory Resignation and Removal from the ATC.** An officer will be liable to have his commission terminated for non-attendance in accordance with para 111 above. Additionally, an officer:

a. Will be liable to be removed from the ATC or have his commission terminated at any time for misconduct. He may, however, if the Comdt RAFAC so decides, be called upon to resign his commission. In such cases, failure to submit a formal application to resign would involve removal or termination as decided by the Comdt RAFAC.

b. Who has not committed any act of misconduct may at any time be called upon to resign his commission on grounds of unsuitability, incapacity, inefficiency or for any similar reason, should the circumstances, in the opinion of the Comdt RAFAC, require it. If the officer fails to submit a formal application to resign his commission when called upon to do so, the resignation of his commission will be effected compulsorily without such an application.

c. To whom the provisions of the preceding clauses do not apply may nevertheless be called upon to resign his commission at any time should the Comdt RAFAC consider this to be necessary. Termination under this clause does not in any way signify fault or blame on the part of the officer.

d. Who at any time, as a result of information disclosed on a criminal records check which is considered by Comdt RAFAC to render him unsuitable to remain in the ATC will have his commission terminated or called upon to resign.

e. Appeals to decisions made by Comdt RAFAC may be submitted to AOC 22 Gp.

Recommendations for action to be taken under clauses a - e above are to be submitted in accordance with ACP 20, PI 205. **AOC 22 Gp may appoint an alternative Air Cdre to decide on terminations where he considers it inappropriate for Comdt RAFAC to make the decision.**

120. **Suspension from Duty.** If administrative action is being considered it may be necessary to suspend the subject officer. Suspensions are to be carried out in accordance with ACP20, PI 202. The officer concerned will be transferred to the non-effective strength of his unit until the outcome of the case. A suspension may not be enforced or lifted without the prior agreement of the Personnel Department, HQ RAFAC.

121. **Residual Liability.** An officer who voluntarily resigns his commission, whose commission is terminated or who is removed from the ATC is not released from any civil liability in regard to any public or service claims that may be made against him.

CFC OFFICERS' RESPONSIBILITIES

122. **Child Protection Policy.** It is the primary responsibility of all adult members of the RAFAC to safeguard the moral, psychological and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect. All children have the right to protection from all forms of abuse and harm when engaged in RAFAC activities and when in contact with members of the RAFAC. All adult members of staff have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control. The RAFAC Safeguarding and Protecting Children Policy is detailed and amplified in ACP 4.

123. **Discipline.** An officer is responsible at all times for the maintenance of good order and discipline. He is to afford the utmost aid and support to his OC: it is his duty to notice and report any negligence or impropriety of conduct on the part of adult staff and/or cadets whether or not the offenders belong to his unit.

124. **Treatment of Subordinates.** An officer of any rank is to adopt towards his subordinates such methods of management and treatment as will not only ensure respect for authority but also foster the feelings of self-respect and personal honour which are essential to efficiency.

125. **Duty to Report Police Investigations, court proceedings, disciplinary hearings etc.** An officer who is officially informed that a charge is to be preferred against him by the civil authorities is to report the circumstances without delay to HQ RAFAC through the chain of command in accordance with ACP20, PI 202. An officer who is convicted of a criminal offence or receives an unspent caution, warning, reprimand or anti-social behaviour order is to take similar action. Anyone ordered to register as a sex offender is to be made the subject of an Administrative Report in accordance with ACP20, PI 209. Furthermore, if an adult member of staff or cadet is the subject of a safeguarding/child protection social services enquiry or disciplinary hearing by their employer and/or professional body (eg. General Medical Council, General Teaching Council etc), where there are any child protection implications or where there may be press interest, they are to report the matter to the Personnel Department, HQ RAFAC, through the chain of command, where suspension action will be considered.

126. **Enquiries from MPs.** Any form of enquiry on ATC matters addressed, either in writing or verbally, to an officer by a Member of Parliament is to be referred to HQ RAFAC without delay.

127. **Withdrawal of Permission to Retain Rank.** Any permission granted to an officer to retain rank may be cancelled should any misconduct on his part be brought to notice subsequent to his leaving the ATC or CCF(RAF).

ADDITIONAL CONDITIONS OF SERVICE FOR OFFICERS

128. **Mobilization Liability.** Officers are not members of the Armed Forces and have no reserve liability in respect of their Cadet Force Commission. Any officers who hold or who are appointed to a commission in branches of the RAFR, RAuxAF, or any Navy or Army

Reserve or Auxiliary Forces (as permitted by para 107), will be transferred to the non-effective pool if they are called out for Service with any of the Regular armed forces.

129. Leave of Absence/Voluntary Absence. This may be authorised for officers as detailed in ACP 20, PI 202.

130. Maternity Leave. The MOD Health and Safety Manual (JSP 375, Volume 2, Chapter 2, Leaflet 36) makes an OC, or equivalent, responsible for assessing any health and safety risks to employees at work. Although officers are not employees, the RAFAC has decided to apply the above regulations to them and the Maternity Leave Policy for the RAFAC is published in ACP20, PI 107. This requires the OC, or equivalent, to make the necessary health and safety assessment on receipt of written notification from a member of the RAFAC that she is pregnant. Female officers must also be aware that the ATC Insurance Scheme does not cover personal accident incidents that may affect the pregnancy, e.g. incidents which result in a miscarriage.

131. Sick Leave from Civilian Employment. Commissioned officers on sick leave from their civilian employment should not undertake any ATC activity until officially confirmed fit to do so. However, where it is deemed by medical professionals that attending the ATC is aiding their recovery or is beneficial to their ongoing welfare, HQ RAFAC (Personnel) are to be advised, who will consider such requests on a case by case basis.

132. RAFAC Complaints. A CFC officer who considers himself to be wronged in any matter may make a RAFAC Complaint in accordance with ACP 20, PI 210.

133. Personal Records. On appointment, all adult staff are to notify their OC, OC Wing (if applicable) and HQ RAFAC through the normal channels of the name, address and relationship of their next of kin and of any other person who they wish to be notified in the event of injury or death. Any changes to these, or any personal details, are to be reported to their OC immediately for onward transmission to HQ RAFAC (Personnel).

134. Use of Military Messes. When on authorised ATC duty at military units officers may use the Officers' Mess in accordance with AP1919 Chapter 10. When doing so, they are to familiarise themselves with Mess Rules and adhere strictly to them, failing which the privilege of use of the Mess may be withdrawn.

135. Transfer of Personnel Between Units of the ATC. Applications to transfer between units of the ATC are to be actioned in accordance with ACP 20, PI 110.

EXECUTIVE APPOINTMENTS

136. There are a number of executive appointments within the ATC and the detailed arrangements for their appointment are in ACP20, PI 204.

TRAINING

137. Officers have a responsibility to attend courses for which they are eligible in order to be able properly to perform their duties. Training is carried out by means of short courses authorized by MOD, details of which are published in ACTIs.

138. Officers may not attend annual camp or any instructors' courses until they have satisfactorily completed the OIC at the ATF and the probationary period. Waivers for camp attendance should be submitted to HQ RAFAC (TG2), all other requests are submitted to HQ RAFAC (Personnel).

139. When on authorised ATC activities at military units, CIs may, with the authority of the CMC, be accommodated in the Warrant Officers' and Sergeants' Mess in accordance with Chapter 10. When doing so, they are to familiarise themselves with Mess Rules and adhere strictly to them, failing which the privilege of use of the Warrant Officers' and Sergeants' Mess may be withdrawn.

(Paras 140 – 199 inclusive are reserved)

CHAPTER 2

ADMINISTRATIVE ACTION – CFC OFFICERS

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CHAPTER 2

ADMINISTRATIVE ACTION – CFC OFFICERS

Introduction

201. The purpose of this instruction is to describe the concept of administrative action, and the processes by which it is applied in relation to the Ethos, Core Values and Standards of the RAFAC detailed in ACP 1.

Principles

202. Administrative action encompasses a range of processes employed to rehabilitate, censure or initiate administrative sanctions in respect of an individual for professional or personal failings, misconduct or unsuitability in post. It is applicable to all CFC Officers and is taken in the interests of the RAFAC to safeguard efficiency or operational effectiveness. It is normally initiated when an individual has not responded to informal management action. An AR may also be used as a tool to trigger a transfer with no further sanctions. The specific procedures for administrative action can be found in ACP20.

203. Administrative action should not be used to avoid taking alternative action where an individual's conduct may amount to a breach of some element of civil law. Incidents that involve the possible commission of a civil offence or Diversity & Inclusivity issues should therefore first be considered for further investigation in accordance with the RAFAC procedures. Nonetheless, there may be occasions when administrative action may be the only means available to deal with an individual's misconduct. Moreover, it may also be used in addition to, or following, prosecution in a civil court, whether or not the accused is convicted. In these circumstances, administrative action is used to address the wider implications of an individual's actions in terms of their appointment within the RAFAC and, as such, does not amount to double jeopardy.

Application

204. The guiding principle in deciding the nature of the response to a CFC Officer's failings (either personal or professional) will be that of proportionality. Commanders must, therefore, judge each case, and the response to it, against this principle and the key criteria outlined in paragraphs 207 and 208, measured against ACP 1 and RAFAC regulations in general and where applicable. Together, this activity will establish the RAFAC interest, the seriousness of the failings and thus the appropriate and proportionate level of sanction. It is important to accept, however, that even when cases are judged within a common framework, the outcome might well vary from one case to another. Such differences will reflect the relative impact of the distinguishing features of the case, particularly the relevance of the failings to the individual's role in the delivery of RAFAC tasks.

ACP 1

205. Where the contemplated administrative action arises out of occurrences in an individual's private life, commanders at every level must first determine whether action is justified by considering the impact of the individual's actions in respect of ACP 1. Examples of private life matters include personal relationships, personal financial affairs and personal activities undertaken out of RAFAC activity times. It does not include matters of professional conduct or ability. In cases arising from an individual's conduct outside the RAFAC environment, the RAFAC will only take action, which might be construed as interference in

the private lives of individuals, where a potential negative impact on the image of the Corps can be demonstrated.

206. In constructing a common framework it is necessary to ensure that the approach for considering the response to failings or misconduct is consistent. It is for the chain of command to judge the ultimate level of response on the basis of all the circumstances of the case, taking full account of any mitigating and/or aggravating factors.

Key Criteria

207. Where it is judged that a case can and should be dealt with administratively, the following factors should be considered when assessing the seriousness of the actual or potential impact of the alleged failings:

- a. **Rank, Status and Responsibility.** What is the rank of the individual(s) involved? Was any influence, inducement, manipulation, coercion or threat exercised by virtue of relative rank or status (e.g. adult/cadet relationship)?
- b. **Previous Conduct and Warnings.** Has the individual been previously warned about his behaviour – if so, when and how and to what extent has the warning been disregarded?
- c. **Disregard of RAFAC Policy.** Has there been a disregard of any RAFAC policies?
- d. **Understanding of the RAFAC Interest.** To what extent has the individual disregarded the RAFAC's requirement to preserve team cohesion, trust and loyalty?
- e. **Public Knowledge.** Has the failing become the subject of wider RAFAC or public knowledge and has it brought the RAFAC into disrepute?
- f. **Damage to the RAFAC's Reputation.** Has the incident caused damage, or does it have the potential to cause damage, to the reputation of the RAFAC? If so, how and to what degree?
- g. **Circumstances of Discovery.** Did the individual volunteer the information before it came to light? Once the incident came to light, did he freely admit the misconduct, attempt to lie or prevaricate? Were the denials repeated? Did the individual show remorse?
- h. **Any Other Factors.** Do any other factors, such as a medical condition, have a bearing on the case? Is there a safeguarding or security aspect to the case?

Personal Relationships

208. The personal relationships of a CFC Officer are clearly "private life" matters and are protected in law, specifically the Human Rights Act 1998. As such, cases involving an individual's personal relationships with others and adherence to ACP 1 is critical to justifying taking further action. Having established the RAFAC's right to intervene by considering the points in para 7 above, the following factors should also be taken into account in assessing the seriousness of the case:

- a. **Extent of RAFAC Involvement.** Does the misconduct involve other RAFAC members or dependents? Has there been any direct or indirect impact upon

command or management chains? Does it involve relationships within Corps time/activities and, if so, have or might these have been damaged or compromised?

b. **Damage to other Relationships.** Has the conduct damaged or placed in hazard the marriage or personal relationships of other RAFAC personnel?

c. **Unwelcome Attention.** Has the behaviour involved unwelcome attention or harassment in the form of physical or verbal conduct and does this involve any abuse of authority? Has there been or does there need to be an equal opportunities investigation?

d. **Awareness of Circumstances.** Was the behaviour conducted in the knowledge of the circumstances of the status of all parties?

All cases must be explored sufficiently to allow the chain of command to apply the provisions of ACP 1 in the full knowledge of the facts. Any complaints of harassment or discrimination arising should be dealt with in accordance with RAFAC regulations; similarly, any potential misconduct which come to light as a result of the initial assessment should be considered for investigation.

(Paras 209 – 299 inclusive are reserved)