



Joint Service Publication 313

Combined Cadet Force Manual

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RN-S	RN Supplement
ARMY-S	Army Supplement
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<u>RN-S-1-16</u>	RN Supplement
<u>Army-S-1-11</u>	Army Supplement
<u>RAF-S-1-6</u>	RAF Supplement

LIST OF COMMONLY USED ABBREVIATIONS

AGAI	Army General Administrative Instruction
AI	Area Instructor
A/S/Lt	Acting Sub Lieutenant
Bde	Brigade
BRNC	Britannia Royal Naval College
CI	Civilian Instructor
CCF	Combined Cadet Force
CCFA	Combined Cadet Force Association
CCFAA	Combined Cadet Force Admin Assistant
Capt	Captain
CILOR	Cash In Lieu Of Rations
CO	Commanding Officer
Cont Comd/Cdr	Contingent Commander
CTC	Cadet Training Centre
CTCRM	Commando Training Centre Royal Marines
CTO	County Training Officer
CTT	Cadet Training Team
Div	Division
DofE	Duke of Edinburgh Award
Fg Off	Flying Officer
Flt Lt	Flight Lieutenant
Fmn	Formation
HQ	Headquarters
JCS	Joint Cadet Secretariat
KGVI	King George 6th
LF	Land Forces
Lt	Lieutenant
Lt Cdr	Lieutenant Commander
Lt Col	Lieutenant Colonel
Maj	Major
MOD	Ministry of Defence
OC	Officer Commanding
Plt Off	Pilot Officer
PRO	Public Relations Officer
RFCA	Reserve Forces & Cadets Association
RF&C Div	Reserve Forces & Cadets Division
RO	Reviewing Officer
2Lt	Second Lieutenant
S/Lt	Sub Lieutenant
Sqn Ldr	Squadron Leader
SRM	Security Risk Management
SSI	School Staff Instructor
TARs	Training Afloat Regulations
TEST	Training, Evaluation & Support Team
Trg	Training
TSA	Training Safety Adviser
Wg Cdr	Wing Commander
WO	Warrant Officer

2IC	Second In Command
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CHAPTER 1

ORGANISATION, POLICY AND GOVERNANCE

1.1. Status

1.1.1. The Combined Cadet Force (CCF) is a voluntary youth organisation in schools and colleges, in the State and Independent sectors, sponsored and administered by the Ministry of Defence (MOD). CCF units, known as contingents, may comprise up to 4 sections: Royal Navy (RN), Royal Marines (RM), Army and Royal Air Force (RAF). The MOD sponsors the CCF and provides some financial aid, administered by the respective single Services, dependent on which sections the CCF contingent has.

1.2. Organisation

1.2.1. The successful running of a CCF is based on the principle of a 'partnership' between the MOD and the School which generates a number of relationships dependent on the number of sections in the Contingent. The Head Teacher is in Charge of his/her CCF for whom the responsibilities are laid out in the next chapter. The MOD has potentially four different sub-organisations that will interact directly with the School; The Reserve Forces and Cadets Division (RF&C Div) in MOD Whitehall (for Tri-service CCF Policy and some specific duties in regard to opening and closing a Contingent or Sections), The Army Fmn HQ (for broad administration procedures and specifically the Army Section), the Air Cadet Organisation at Cranwell (for the RAF section) and The Youth and Cadets Division of Flag Officer Scotland Northern England and Northern Ireland (for the RN and RM Sections).

1.3. Reserve Forces and Cadets Division Input

1.3.1. Overarching policy for the CCF is provided through RF&C Div Asst Hd (Y&C), SO1 Y&C and SO2 CCF, (the JCS)¹. In addition RF&C Div will get involved with opening and closing of Contingents and sections and instigation of 'special measures' for struggling Contingents, in order to provide the tri-service overview and considerations. RF&C Div also currently provides help and advice to Contingents at the 'tactical' level; this includes interpreting regulations, establishment numbers and biennial inspections. The bulk of the MOD input to the running of Contingents is delivered by the single Services for which the Regional Brigade will take the lead

1.3.2. To ensure RF&C Div do not work in isolation, policy is developed and agreed through a process of consultation to ensure that the views of the single-Services and cadet associations are taken into account and inconsistencies, wherever practicable, removed. To formally manage the consultation process a tiered committee structure is in place to bring together all the stakeholders from across Defence and the wider community. This structure is explained more fully in JSP 814 Ch 2. However, the diagram at Annex A provides a schematic of the tiered committee structure and the relationships described above

1.3.3. The procedure for opening, closing or placing a Contingent or sections into 'special measures' is described in Chapter 2.

1.4. Training and liaison staff

1.5.1. In addition to the assistance provided by the Services under the affiliation arrangements, personnel are established to provide dedicated training and administrative support to every CCF section. Details are in the Service supplements.

¹ JCS – Joint Cadet Secretariat – collective term for the three posts that provide the tri-service 'centre' decision making on CCF matters where single-Service decisions are not appropriate. SO2 CCF undertakes the day-to-day administrative CCF business.

1.5. Combined Cadet Force Association (CCFA)

1.5.1. The Combined Cadet Force Association (CCFA) is the charitable body recognised by the MOD and Heads' organisations to carry out the following functions:

- a. To advise schools, contingents, the MOD and other authorities on CCF matters generally.
- b. To assume responsibility for CCF activities which fall outside the MOD's direct concern, such as the Duke of Edinburgh's Award.
- c. To operate a tailored Cadet Force Collective Insurance Scheme on behalf of member contingents which provide personnel accident cover, travel insurance for cadet expeditions, legal help for CCF adult staff and third party liability cover.
- d. To liaise with the Council of Cadet Rifle Shooting (CCRS) and other kindred bodies on CCF matters.
- e. To facilitate the participation of CCF Cadets and adults in National Commemorative events such as Banner Parades, Royal events, Remembrance Sunday and the Garden of Remembrance.
- f. Where funds allow, to provide financial support for cadets who might not otherwise be able to attend developmental training/expeditions.
- g. To provide the social, information and other personal services akin to a Regimental or Service association.

1.5.2. Membership of the Association is open to both contingents and individuals with the control of the Association's programme being governed by an annually elected Council consisting of former contingent commanders representing all contingents on a regional or county basis. Contact details for the CCFA can be provided by JCS: correspondence should be addressed to the Secretary.

1.6. Regulations and instructions

JSP 814

1.6.1. JSP 814 is the lead policy document listing Regulations for MOD-sponsored Cadet Organisations. This JSP is to be read in conjunction with JSP 814.

JSP 535 – Cadet Training Safety Precautions (CTSP)

1.6.2. The aim of JSP 535, CTSP, is to provide information and assistance to CFAVs and other personnel who provide support and training to the Cadet Forces. It consists of two parts: Part I – Immediate Actions, is to provide CFAVs with specific guidance for dealing with accidents, incidents and child safeguarding issues and is to be carried at all times by adults supervising Cadet training. If it is not practical to do so due to the nature of the activity, it is to be located with the nearest immediate form of communication e.g. mobile 'phone or radio. CFAVs are required to undergo familiarisation of Part I as part of their initial training, and subsequently when any amendment to Part I is issued. The format of the familiarisation training is at s-Svc discretion.

Part II – CFAV Training Safety, is to provide CFAVs with a more generalised reference document for delivering safe training. The carriage of part II is at the discretion of the single-Service Cadet Force HQs.

1.7. Conferences and Briefing Days

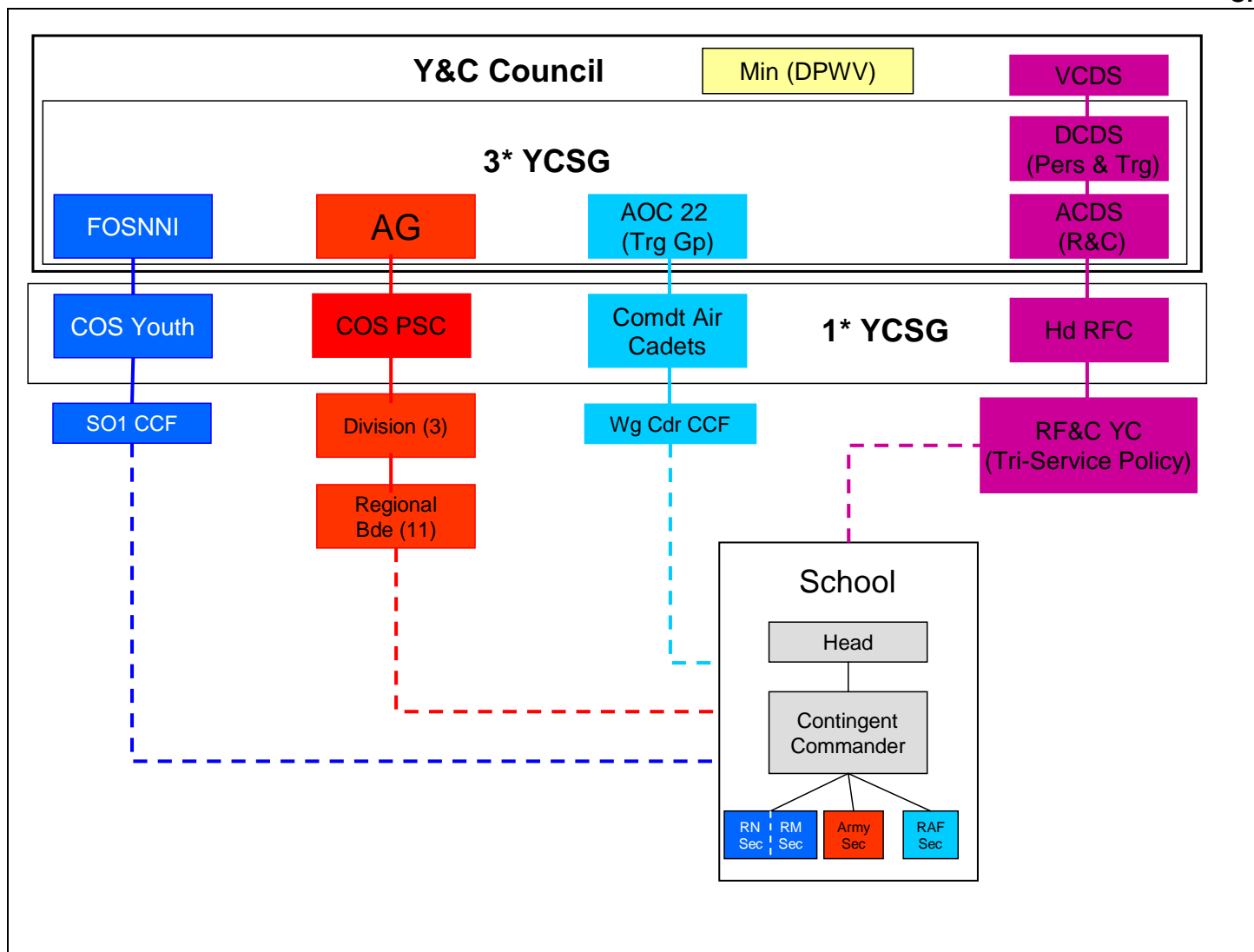
1.7.1. The disparate nature of CCF contingents makes it important that opportunities occur for the exchange of views on aspects of Service support and training. To this end, Regional Bde HQs are to arrange periodic conferences for CCF Contingent Commanders in their area of responsibility, inviting representatives from the JCS, and single-Service CCF HQs. Single Services are also encouraged to arrange periodic conferences for Section Commanders in geographic areas.

1.7.2. Briefing Days for Heads and new Contingent Commanders are arranged annually by RF&C at the Cadet Training Centre at Frimley Park, involving participation and briefings from the service CCF HQs with the aim of educating newly appointed members and updating others.

Annex:

- A. Committee Structure of the CCF
- B. Combined Cadet Force (CCF) – Responsibility Matrix.

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COMBINED CADET FORCE (CCF) – RESPONSIBILITY MATRIX

Annex B to
Chapter 1 of JSP 313

		SCHOOL HEAD/ CONTINGENT COMMANDER	MOD RESERVE FORCES AND CADETS DIVISION (RF&C)	SINGLE SERVICES	RESERVE FORCES' AND CADETS' ASSOCIATIONS (RFCAs)	COMBINED CADET FORCE ASSOCIATION (CCFA)
MISSION:		Head commands the CCF Contingent through the Contingent Commander.	Produces policy guidance for the CCF.	Provide policy direction, resources, support and administration to CCF contingents in accordance with MOD Directives.	Provide infrastructure support to the CCF.	Provide advice to schools and contingents, the MOD and single Services. Conduct national non-military activities.

STAFF RESPONSIBILITIES

ITALICS DENOTES LEAD ORGANISATION

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Appointments, Promotions and Retirements					
1.1	Appointments/ Commissions.	<i>Recommends and forwards names to single Service.</i>	RF&C notes occurrences. RN, RAF and Bdes authorise respectively. Pers Branches implement.	Confirm vacancy in section establishment. Staff relevant paperwork as per s-Service regulations.		Advice on policies

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.2	Promotion/Acting Rank (Officers).	Approves and forwards names to single Service.		Confirm vacancy in section establishment and approve as appropriate. Staff relevant paperwork, copy to RF&C for info.		Advice on policies
1.3	Appointment of Contingent Commander.	Selects new Contingent Commander, forwards name to RF&C, copy to single Service.	RF&C promulgates.	Confirm Head's selection with RF&C.		
1.4	Voluntary Retirement or Resignation (Officers).	Forwards names to single Service.		Complete relevant paperwork and forward copies to RF&C for recording.		
1.5	Compulsory Retirement, Resignation or Termination (Officers).	Forwards names to single Service. Provides special report for compulsory resignation.		Endorse or discuss with Head,, implement and forward copies to RF&C for recording. Personnel Branches process compulsory resignation report.		
1.6	Selection, appointment, retirement and resignation of School Staff Instructors (SSIs).	Chairs Interview Board for candidates. Select candidate and forwards name to Bde. Provides special report for compulsory resignation.	RF&C promulgates.	Bde staff relevant paperwork. Forward to RF&C. Personnel Branches process compulsory resignation report.		
2	Honours and Awards					
2.1	General.	Agrees selection of candidates and forwards documentation through single-Service chain of command.		Process and forward through chain of command.		Advice to contingents on individual submissions and advises MOD on policies

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
2.2	Cadet Force Medal.	Agrees eligibility and forwards documentation through single-Service chain of command.	RF&C notes.	Forward documentation to MOD Medal Office for action.		Advice on policies
2.3	Lord Lieutenants' Awards.	Agrees the selection of candidates and forwards completed documentation to RFCA.		Advise the selection of candidates for awards and forward completed documentation to RFCA where necessary.	Authorises and processes.	
3	Security					
3.1	General.	Responsible for Contingent security.	MOD Department of Defence Security (D Def Sy) sets policy.	HQLF produces standing orders, resources, advises and arranges inspections.	Advises where appropriate. Funds work services.	
3.2	Arms and Ammunition.	Responsible for Contingent security.	MOD D Def Sy sets policy.	HQLF produces standing orders, resources, advises and arranges inspections.	Provides and maintains arms and ammunition stores.	
3.3	Security Vetting (Potential Officers and SSIs).	Selects candidates and forwards names to the appropriate single Service.	MOD D Def Sy sets policy.	Staff and forward applications to Defence Vetting Agency (DVA). Monitor all applications. Maintain Security Vetting register.		
3.4	Criminal Records Bureau (CRB) Clearance.	Responsible for CRB clearance of Contingent officers.		Initiate CRB clearance through DVA where necessary.		

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
4	Organisation					
4.1	Formation and Closure of Contingents and/or Sections.	Formal application to RF&C.	RF&C issues policy. Authorises formation if feasible and if single-Service funding available, and closure in accordance with that policy.	Formations. Carry out detailed recce, confirm funding available and liaise with RF&C on feasibility of opening new Contingent or Section. Closures. Liaise with RF&C for endorsement of decisions.	Advice to single Services on infrastructure implications.	
4.2	Establishment Amendments.	Applies to single Service, copy to RF&C.	RF&C authorises changes, in consultation with single Services, if single-Service funding available.	Single Services confirm funding available and recommend to RF&C.		
4.3	Sponsorship, Parenting and Affiliations.	Bids to single Service for changes, copy to RF&C.	RF&C provides overarching policy.	Single Services initiate sponsorship/parenting/affiliations as appropriate. Implement and monitor.	Encourages and fosters cooperation and relations between the Reserves and CCF.	
4.4	Command Plans.	Facilitates implementation of relevant plans.	Implement Government policy.	Produce, resource and implement the relevant sections of the single-Service Command/Management plans.	Support single-Service plans in accordance with RFCA Regulations.	Advise on policy issues.

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
4.5	Periodic Staff Inspections.	Prepares for Inspections.		<i>Army inspects weapons, ammunition and public fund accounts. Single Services inspect controlled store holdings.</i>		
4.6	Biennial Reviews.	Prepares for Review.	RF&C manages and monitors inspection regime and actions inspection reports.	<i>Bde coords arrangements for inspections and produces report. Single Services each produce pre-inspection report, attend biennial, and action final report on receipt.</i>		Advice on policies
4.7	Training Assistance from Regular and Reserve Units.	Monitors all external training assistance provided to the Contingent.		<i>Direct, resources and organises assistance to cadets in accordance with single-Service plans.</i>		
4.8	Conferences and Briefings.	Attend as appropriate.	Arranges/ attends committees and briefings.	<i>Arrange/attend conferences and briefings as required.</i>	As required.	Arranges Executive Committee and Council Meetings and AGM.
5	Training					
5.1	Youth Policy (Government / MOD).	Facilitates implementation in Contingent.	<i>RF&C issues policy.</i>	Implement and resource. Contribute to the formulation of policy.		Link with MOD, Other Government Departments (OGDs), single Services and RFCA Council.

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
5.2	Training Policy.	Facilitates all training policy decisions.	RF&C issues overarching policy.	Execute policy and provide resources. Coordinate Cadet Training Plans and relevant Instructions. Command single-Service training teams.		Advises MOD and single Services.
5.3	Training Safety.	Retains responsibility.	RF&C issues policy.	Ensure safe training regime in place.		Advice to RF&C.
5.4	Health and Safety at Work.	Retains responsibility.	S of S issues policy. RF&C gives guidance.	Comply with JSP 375.	Responsible for aspects of H&S relevant to infrastructure.	Advice to RF&C.
5.5	Accident Reporting.	Retains responsibility for the timely reporting of all accidents during contingent controlled activities.	S of S issues policy. RF&C gives guidance.	Where necessary report and initiate inquiries in accordance with JSP 814 Ch 12.		Provides insurance cover where appropriate. Initiates non-MOD insurance claim process.
5.6	JSP 313 (CCF Manual).	Ensures compliance.	RF&C Div is owner sponsor and author.	Comply with JSP 313.		Advises MOD and single Services.
5.7	Cadet Safety Precautions (the Red Book - JSP 535).	Implements training safety regime. All CFAVs carry JSP 535 (the Red Book) on training.	RF&C issues policy.	Ensure safe training regime.		Advises MOD and single Services.

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
5.8	Adult Training and Courses.	Responsible for ensuring that all Contingent Staff are correctly trained for the activities they are conducting. Applies for places on courses through the single Services. Ensures data entry into MOD IT systems.	RF&C provides overarching policy	Courses arranged by single Services and Cadet Training Centre (CTC).		Advises MOD and single Services and monitors.
5.9	Cadet Training and Courses.	Ensures training follows the syllabus. Ensures that cadets are suitably prepared to attend external courses. Enters data into MOD IT systems.	RF&C provides overarching policy	Implement, supervise and support through single-Service training teams. Provide courses and process course bids.		Advice on policies
5.10	Single-Service Training Teams.	Advises what assistance is required.		Command, manage and task to support CCF contingents.		
5.11	Ammunition and Pyrotechnics.	Ensures training conducted only by qualified personnel.	.	Army lead. Establish requirement and arrange provision/delivery within resources.	Provide compliant or appropriate storage facilities where needed.	
5.12	Competition Shooting.	Retains responsibility for team conduct, training and participation.	RF&C issues guidance.	Provide direction and organise meetings and competitions.		Provides link to CCRS.
5.13	Exchanges with Commonwealth countries and others.	Bids for exchanges through single-Service chain of command.	RF&C issues direction.	Assume responsibility for all Cadet exchanges overseas. Link to CCFA if required.		Liaise with single Services.

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
5.14	Duke of Edinburgh's Award (DofE).	Retains overall responsibility for contingent participation.	RF&C issues guidance.	Provide resources as required.		Operating Authority for D of E. Maintains links with Regional D of E Coordinator.
5.15	Camps, Training Areas and Ranges.	Bids through single Services for camps and training areas.		Set Policy. Allocate Annual Camp Programme and authorise section training.	Supports and funds provision and maintenance of RFCA sponsored ranges.	
5.16	Range Inspections.	Responsible for compliance with range regulations.		Army sets policy and conducts inspections as necessary.	Maintains and repairs RFCA sponsored ranges.	
6	Adventurous Training/Other Challenge Pursuits					
6.1	Adventurous Training and OCP.	Retains responsibility for contingent-arranged AT/OCP. Produces JSATFAs.	RF&C issues guidance.	Produce standing orders, promote and resource AT/OCP. Check and authorise JSATFAs. Design and run courses and expeditions. Authorise training.		Advises MOD and single Services on AT/CP pol. Provides insurance services.
7	Media and Community Relations					
7.1	Public Relations, Marketing and CCF in the Community.	Retains overall responsibility for external presentation of Contingent.	RF&C issues policy and advises on and conducts defensive PR at national	Provide direction and resources. Advise on and conduct defensive PR. Link with CCFA.		Coords and runs all marketing where funds have been provided.

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
			<i>level.</i>			
8	Personnel Issues					
8.1	Discipline, Dismissal and Suspension.	<i>Advises single-Service chain of command of potential issues.</i>	RF&C issues policy.	Lead on individual cases.		Advice on policies
8.2	Compensation and Insurance.	<i>Initiates claims.</i>	RF&C issues policy.	Lead on individual cases. Initiate Boards of Inquiry as required.	Carries out/assists investigations as necessary.	Offers appropriate insurance cover for non-military activities.
9	Welfare					
9.1	Complaints.	<i>After initial investigation passes complaints through single-Service chain of command if appropriate.</i>	RF&C issues policy.	Process case files and pass to RF&C as appropriate.		Support serving CCF staff, cadets and the parents of cadets by the investigation of hitherto unresolved complaints
10	Remuneration					
10.1	Remuneration and Allowances.	Ensures governance, and allocates PTDs in line with s-Service guidelines.	SP (Pol) issues policy.	<i>Allocate PTDs and manage in-year spend.</i>		

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
11	Medical					
11.1	Outside School.	Retains overall responsibility (normal NHS support) during contingent-controlled activities. For approved overseas duty, arranges EHIC and/or insurance to cover local medical costs.	Surgeon General issues policy.	For contingents training in MOD units, provide resources at levels 1 and 2. Level 3 NHS support. For approved overseas activities, confirm that EHIC and/or insurance cover have been arranged to cover local medical costs.		
11.2	In School.	Retains overall responsibility.				
12	Legal					
12.1	Legal Issues.	Legal issues passed to single Services.	RF&C issues policy and processes legal matters.	Advise and process case files as required.		Advises.
12.2	Data protection.	Retains overall responsibility for data handling and data handling training. Ensures data entry into MOD IT systems.	Responsible for data held on officers /cadets.	Responsible for data held on officers/cadets on MOD IT systems.		
12.3	Child protection.	Retains overall responsibility.	Provide overarching Cadet policy	Ensure 5-yearly CRB checks for CFAV. Ensure CP measures are in place for activities on MOD Estate.		
12.4	Freedom of Information Act.	Retains overall responsibility.	Responsible for data held on officers/ cadets.	Responsible for data held on officers/cadets on MOD IT systems.		

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
13	Procurement					
13.1	Procurement and issue of non-military stores and equipment.	Retains overall responsibility.		Advise and assist.		
14	Logistic Support					
14.1	Issues and Receipts of Public Funds, Stores and Equipment.	Retains overall responsibility.	DE&S provides direction and resources.	Direct and resource. Single Services inspect accounts and equipment as necessary. Army audits Public Fund Accounts.		Advises MOD and single Services.
14.2	Equipment Tables and Scales.		DE&S provides direction and resources.	Sponsor and manage.		
14.3	Movement in School Transport.	Retains overall responsibility.		Provide funding for POL for approved training.		
14.4	Movement in hired white and green fleet transport.	Retains overall responsibility.	DE&S provides direction and resources.	Issue standing instructions. Coordinate and provide military sponsored transport for training.		
14.5	Catering.	Identifies catering requirements within resources.	DE&S provides policy and resources.	Issue standing instructions. Provide catering support within resources.		
14.6	Fire Safety and Equipment.	Retains overall responsibility.	DE&S provides policy and resources.	Defence Fire Risk Management Organisation (DFRMO) inspects contingents' storage facilities.	Responsible for fire safety and equipment.	

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
15	Equipment Support					
15.1	Vehicle and Equipment Support.	Retains overall responsibility.	DE&S provides policy and resources.	<i>Provide equipment support.</i>		
15.2	Equipment Care Inspections (ECI).	Retains overall responsibility.	DE&S provides policy and resources.	<i>Army conducts inspections and provides advice as required.</i>		
16	Estate					
16.1	Provision and Maintenance of Premises.	<i>Retains overall responsibility.</i>			Resources, constructs and maintains specialist CCF premises.	
16.2	Heating, Lighting and Cleaning.	<i>Retains overall responsibility.</i>				
16.3	Safety, Health, Environment and Fire (SHEF).	<i>Retains overall responsibility.</i>	CESO (MOD) issues policy, RF&C provides guidance.	<i>Provide advice.</i>		
17	IT					
17.1	Develop IT Policy.	<i>Retains overall responsibility.</i>		Advise, train and oversee use of MOD IT systems (WESTMINSTER and BADER).		
17.2	Data Gathering and Statistical Returns.	Retains overall responsibility and ensures effective use of MOD IT systems. Sends returns directly to RF&C and single Services as required.	<i>RF&C issues direction and policy and views data on MOT IT systems data.</i>	Enforce data collection on MOD IT systems.		Advises.

Ser	Staff Issue	School Head/ Contingent Commander	MOD	Single Services	RFCA	CCFA
(a)	(b)	(c)	(d)	(e)	(f)	(g)
17.3	Westminster/Bader MIS Systems.	<i>Retains responsibility for proper use of systems.</i>		Provide and use MIS Systems for admin and trg support.	Monitors stats through the MIS.	
18	Future Development					
18.1	Development of CCF.	Contributes comments and facilitates.	<i>RF&C issues direction and policy.</i>	Contribute and comment.	Advises schools/Bdes on estate issues.	Advises MOD and single Services.
19	Budget					
19.1	Short Term Plan (STP) at Top, High and Basic Level Budgets (TLB, HLB, and BLB).			<i>Bid for Paid Training Days (PTDs), travel, catering and other resources under STP. Army allocates Grants, ammunition and ORP to contingents within available resources and manages in-year report and audit.</i>	Bid for resources for property management. Manage in-year spend. Report and external audit.	Assist in seeking OGD funding.

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CHAPTER 2

SCHOOL CONTINGENT ORGANISATION

2.1. Head's authority

2.1.1. The CCF organisation is such that no outside authority may interfere with the responsibility of Heads for the staff and pupils in their schools. Heads have the right of access to the JCS on any issues concerning the contingent.

2.2. Head's responsibilities

2.2.1. The Head is in charge of the CCF and his/her responsibilities are detailed in the matrix at Annex A to Chap 1. He/she is specifically responsible for:

- a. The duty of care for the contingent. This is normally exercised through the contingent commander or officers responsible for the overall conduct of activities.
- b. Recommending to the MOD that a CCF be established and the type of Service sections to be included.
- c. Defining the policy for service in the CCF within the parameters set by MOD.
- d. Recommending a Contingent Commander and obtaining MOD approval for the appointment.
- e. Recommending the commissioning/appointment of candidates to meet the established number of officers. This must take into account the need to provide appropriate levels of male/female supervision.
- f. The employment of School Staff Instructors (SSIs).
- g. The overall discipline of cadets while undertaking CCF training.
- h. Ensuring that enhanced CRB clearance is obtained at least every 5 years for all adult staff members of the CCF. The Disclosure date and number for each adult staff member of the CCF is to be recorded on MOD IT systems by the single Services..
- i. Ensuring that Contingent Commanders and SSIs update Next Of Kin (NOK) details for the CCF cadets and adults on WESTMINSTER and BADER as appropriate.
- j. Ensuring that Contingent Commanders and SSIs update all other records such as training and qualifications on WESTMINSTER and BADER as appropriate.

The Head may delegate those responsibilities from e. to j. to the Contingent Commander.

2.3. Procedure for opening contingents

2.3.1. Requests to open a CCF contingent or section are to be made by the Head personally in writing to the JCS. Staffing of such requests will be initiated by the JCS in consultation with single-Service HQs.

2.4. Contingents or Sections in special measures

2.4.1.A Contingent or Section may be placed in 'special measures' for a number of reasons; lack of cadets or lack of CFAVs are the primary ones. However, this step is taken in order to allow Schools a period of time in which to solve the issues affecting their contingent and regain a sustainable position. It could manifest as a suspension of one or more sections depending on the problems prevailing, but whatever form the 'special measures' take, they will only have been implemented after consultation with RF&C Div and the relevant s-Service HQs / Army Fmn HQ. The process will involve a meeting with the Head Teacher and a letter from RF&C Div JCS setting out the agreed way forward, actions required by the School (and / or MOD) and timescales for achieving them.

2.5. Closure of contingents/sections

2.5.1.CCF Contingents/Sections may be closed only on the authority of the JCS (specifically Asst Hd Y&C). Closure may be effected as a result of the following:

- a. By a formal request from the Head in writing to the JCS.
- b. As a result of failing to solve the issues that have put a Contingent or section into 'special measures', within the timescales agreed,
- c. When the cadet strength of a section or contingent is significantly and persistently below the minimum figure laid down, although normally it is expected that special measures will have been introduced in the first instance.
- d. Where the officer strength of a contingent falls below establishment to a point where the level of adult supervision and the achievement of training is seriously impaired. A period of recruiting will normally have been granted, but the safe conduct of training activities will be an overriding factor. Normally it is expected that special measures will have been introduced in the first instance
- e. Substantiated cases of inefficiency or maladministration, but again it is expected that a 'special measures' route would have been taken before final closure.

2.5.2.As with placing a Contingent or Section in 'special measures', final closure will only happen after the JCS has consulted with the appropriate Service HQs, the Head, and, if necessary, with the school Board of Governors. Closure will be instigated through a formal letter from the MOD.

2.5.3.**Administration.** In the event of some form of 'special measures' or closure being implemented the administrative and logistical aspects, that may include return of weapons and ammunition, auditing and closure of accounts etc, will be organised and conducted by the Army Fmn HQ, having agreed a plan with the school.

2.6. Procedure for changing Contingent Commander

2.6.1.Heads are to inform the JCS in writing whenever they wish to change the command of their contingent.

2.6.2.The outgoing Contingent Commander is responsible for:

- a. Balancing the accounts of the contingent and handing the administration of the public funds over to his successor.
- b. Carrying out a complete physical check of all items on charge to the contingent in conjunction with the CCF Administrative Assistant (CCFAA).

2.6.3. The JCS will notify the change of command of a contingent to all concerned.

2.7. Cadet establishments

2.7.1. **Procedure.** Ideally, all contingents will have RN, Army and RAF sections, and some will have RM sections. However, this is not always possible and smaller contingents may be authorised. Individual sections will have an authorised cadet establishment negotiated between the school and the JCS. The sum of individual Service section establishments will be the contingent establishment. This total figure is not to be exceeded, but to meet temporary fluctuations in cadet numbers, Contingent Commanders are allowed to exceed the authorised establishment in a section by up to 10% provided that:

- c. There are no officer vacancies in the section concerned.
- d. No other section is below the permitted minimum cadet strength.
- e. Any excess is held for no more than 6 months. Beyond 6 months, a revision of the establishment is to be requested by the Contingent Commander.

2.7.2. **Minimum figures.** To ensure that sections are of such a size as to justify the cost of Service support, the following minimum figures are to be applied when authorising the establishment of a contingent/section and when judging continued viability:

- f. The minimum strength of a contingent comprising 3 sections is 85 cadets.
- g. The minimum strength of a contingent comprising 2 sections is 60 cadets.
- h. The minimum strength of a contingent comprising a single section is 50 cadets.
- i. Where there is more than one section in a contingent, the minimum strength of the Army section is 35 cadets.
- j. The minimum strength of any RN/RM/RAF section within a contingent is 25 cadets.

2.8. Officer establishments

2.8.1. **Section officers.** The establishment of section officers is determined by the JCS in accordance with the following scale:

Cadet Strength		Officer Establishment	
Minimum	Maximum	Captain or Equivalent	Lieutenant/ 2 nd Lieutenant or Equivalent
25	35		2
36	60	1	1
61	90	1	2
91	120	1	3
121	150	2	3
151	200	2	4
201	250	3	4
251	300	3	5
301	350	4	5

Cadet Strength		Officer Establishment	
Minimum	Maximum	Captain or Equivalent	Lieutenant/ 2 nd Lieutenant or Equivalent
351	400	4	6
401	450	5	6
451	500	5	7

Sec JCS should check establishments annually to confirm that they remain within 10% of the parade strength of each Section.

2.8.2. Contingent Commander and Second-in-Command. Contingents of 2 or more sections will have a post separately established for a Contingent Commander. Where the cadet establishment/strength is 100 or more, this post will be in the rank of major or equivalent. A single-section CCF unit is not, by definition, established for the post of Contingent Commander, but in large single-section schools where the cadet strength is consistently over 150, the established Section Commander post may be upgraded to major or equivalent. In any case, the senior established officer of a single-section unit will be referred to as a Contingent Commander. Contingents of 2 or more sections and an establishment/strength of 200 or more cadets will be entitled to recommend that one of the Section Commanders be promoted to the paid rank of major or equivalent if they act in addition as second-in-command.

2.9. Additional posts and supernumeraries

2.9.1. Head. Where the Head of a school wishes to take an active part in running the CCF and hold a commission/appointment, an additional post will be added to the establishment for this purpose. The rank held by the Head will be as agreed with the appropriate single Service.

2.9.2. Supernumeraries. There will be occasions when it is sensible to allow a temporary excess of officers over establishment to accommodate officers on transfer or volunteers from within the staff. In all cases, written justification of the need is to be passed by Contingent Commanders to the Secretary JCS who will obtain prior approval from the single Service concerned.

2.9.3. Civilian Instructors (CIs). CIs do not form part of a contingent establishment, do not wear uniform and, irrespective of the Section they work with, must be registered with Army Fmn HQ.

2.10. Adjustments of establishments

2.10.1. Establishments may be adjusted by the JCS for the following reasons:

- a. At the request of the Contingent Commander. Requests for increased establishments will be considered by the JCS in consultation with the appropriate single Service.
- b. When the number of officers in a section falls below establishment. As an interim measure, the JCS may require that cadet strength is restricted to a ratio of no more than 40 cadets to each officer. However, if after a year, the officer establishment remains unfilled, the establishment will be reduced.
- c. When the cadet strength falls significantly below the establishment and seems likely to remain so. The JCS will invite the Contingent Commander to propose a more realistic figure at or above the minimum quoted in Para 3.9.

2.11. Contingent staff

2.11.1. A contingent may have a Contingent Commander, section officers, an SSI or SSIs and, if required, civilian instructors. A cadet under-officer may be appointed with a small staff of cadet WOs/SNCOs, depending on the size of the contingent and provided the cadets can be given duties corresponding to these ranks.

2.12. Section staff

2.12.1. **RN Sections.** RN Sections may be organised in 'watches', no less than 10 strong, divided into Parts and Sub-Divisions. Cadet NCOs, qualified in accordance with the RN Section training syllabus, are to be held to the scale of one Leading Hand for every 3-6 cadets and one Petty Officer for every 10-16 cadets. One Coxswain may be held as senior cadet in sections of more than 35 cadets.

2.12.2. **RM Sections.** An RM Section is organised as a troop comprising 3 sections.

2.12.3. **Army Sections.** The platoon, not less than 36 strong, is the basis of the Army Section organisation, with companies formed according to the requirements of a particular section. Within each platoon, one WO, one Sergeant, 3 Corporals and 3 Lance Corporals will be considered normal. Within the company, one Sergeant Major and one Colour Sergeant (Company Quarter Master Sergeant), and in the whole Section, one Under-Officer, one Regimental Sergeant Major and one Regimental Quartermaster Sergeant will be considered normal, provided cadets carry out duties appropriate to their rank.

2.12.4. **RAF Sections.** Recommendations on the organisation and rank structure within RAF Sections are contained in Air Cadet Publication (ACP) 22, CCF (RAF) Staff Instructions.

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CHAPTER 3

ELIGIBILITY AND CONDITIONS OF SERVICE

3.1. Persons eligible to join the CCF

3.1.1. The following categories of people are eligible to join the CCF:

- a. Officers appointed for service in the CCF, Royal Naval Reserve (RNR) or Royal Marines Reserve (RMR) and commissioned officers in the Territorial Army (TA) General List Section B and Royal Air Force Volunteer Reserve (Training) Branch (RAFVR (T)).
- b. Commissioned officers of the Reserve Forces invited to assist the CCF by the Head – known as Attached officers.
- c. SSIs appointed by the Head and approved by Army Fmn HQ.
- d. CIs invited to assist the CCF by the Contingent Commander and approved by the Head and Army Fmn HQ.
- e. Cadets in at least Year 8 who are pupils of schools, colleges or 6th form colleges where the CCF is based or from a MOD recognised partnership.

3.2. Eligibility criteria

3.2.1. **CCF officers.** A candidate for appointment to a CCF commission or a CCF RNR/RMR 'time only' appointment, must satisfy the following criteria in addition to those laid out in JSP 814. All uniformed staff must hold a CRB (Enhanced) clearance (or equivalent in Scotland and Northern Ireland) issued within the previous 5 years under the auspices of the school. Should a Head not require to renew the CRB clearance for one of their Contingent staff, the s-Service HQ will take on this responsibility.

3.2.2. **Head's recommendation.** Applicants must be personally recommended by the Head.

3.2.3. **Attached reserve force officers.** Officers who already hold a commission in the Reserves may, in addition, be attached for service in a CCF contingent provided that:

- a. They are approved by the Head.
- b. They are able to do justice to both appointments and have approval from the Commanding Officer of their Reserve Unit.
- c. The Reserve liability has precedence. The CCF attachment will be cancelled in the event of 'call-out'.
- d. They have valid enhanced CRB clearance.

3.2.4. **Dual-appointed cadet force officers.** An officer who already has a commission/appointment with one of the single-Service community-based cadet forces may, in addition, have an appointment in the CCF provided that the conditions in sub-paras 3.3a and 3.3b above are met.

3.2.5. **SSIs.** SSIs are employees of the school appointed by the Head, but their appointment is subject to Army Fmn HQ approval. Should a Bde not support the preferred choice of a school they should do so in writing giving a full explanation of their reasoning. They will normally be retired Warrant Officers (WOs) or Senior Non-Commissioned Officers (SNCOs)

of any Service, although suitable candidates without a Service background may be considered. Army Fmn HQ may authorise a school to appoint more than one SSI, but remuneration will be restricted to that allowed for a single SSI. However, a SSI may, with the approval of the appropriate Army Fmn HQ, carry out SSI duties at more than one school and receive remuneration from each.

3.2.6. CIs. CIs may be invited by the Contingent Commander, with the approval of the Head, to assist with specialised aspects of training when CCF officers are not available with the necessary knowledge. Such individuals must hold an enhanced CRB clearance issued within the previous 5 years and be formally registered with the Army Fmn HQ

3.2.7. Cadets. Pupils of the school or from a school with a MOD recognised partnership with the school who are in at least Year 8 are eligible to join the CCF under the policy directed by the Head and within the numbers authorised in the CCF establishment. On a case-by-case basis, Heads may give written approval for individuals who are not from a partnership school to join their Contingent. It is expected that cadets should stay for a minimum of 2 years to complete the proficiency syllabus. Since maximum benefit is to be gained by rising to be a cadet NCO in the CCF, older cadets should be encouraged to remain in the CCF after this minimum period of time. Cadets should be allowed to remain in the CCF until the end of the summer holiday of their final year in school, at the discretion of the head.

3.3. Application procedures

3.3.1. CCF officers, attached officers and dual-appointed officers. Application procedures for officers are in the appropriate single-Service supplements at the end of this Manual. Delays will inevitably occur if these procedures are not strictly followed.

3.3.2. SSIs. The procedures for the appointment of SSIs are at Annex A.

3.3.3. CIs. Applications to appoint CIs are to be made in writing to Army Fmn HQ .

3.4. Publication of CCF appointments

3.4.1. Contingent commanders. Officers appointed by Heads to command contingents are to be approved by the JCS who publish the appointments to the CCF branches of the Services.

3.4.2. Section Commanders Officers are appointed to the post of Section Commander by the Contingent Commander on the agreement of the Head and approval of single Services who will circulate the appointment to JCS.

3.4.3. Section officers. The authority for CCF officers' commissions/appointments is the appropriate single-Service Headquarters, and the procedures are contained in the single-Service supplements at the end of this Manual or ACP 22 for the CCF (RAF).

3.4.4. SSIs. Army Fmn HQ will approve the appointments of SSIs and authorise their entitlement to pay from MOD (Army) funds.

3.4.5. CIs. Army Fmn HQ are to approve and publish the appointments of CIs who are authorised to be reimbursed from contingent public funds.

3.5. General conditions of service for CCF officers and attached and dual-appointed officers

3.5.1. The conditions of service of CCF officers are the same for attached and dual-appointed officers and approximate to those of the respective Service Reserve Forces. They will therefore differ between individual Services. Commissioned officers serving on the TA

General List Section B and as RAFVR (T) officers are subject to the Army and Air Force Acts respectively. Officers serving on 'time only' appointments in the RNR and RMR are not subject to the Naval Discipline Act and remain responsible for their conduct to their Heads.

3.6. Ranks on commissioning/appointment

3.6.1. Newly commissioned/appointed officers with no previous commissioned/appointed service will be given the rank of Army 2nd Lieutenant or equivalent. Officers with previous commissioned/appointed service may be given the substantive rank of Army Lieutenant, or equivalent, at the discretion of the appropriate Service authority

3.7. Probation

3.7.1. Officers with no previous commissioned/appointed service are to serve a minimum of 2 years and complete certain mandatory training before promotion to the substantive rank of Army Lieutenant, or equivalent. Details of the training required are in the Service supplements

3.8. Promotion

3.8.1. A CCF officer can be given paid acting rank above the rank of Army Lieutenant or equivalent in the following circumstances.

- a. When filling a post established in a higher rank.
- b. When filling a Section Commander post and/or acting as 2IC contingent.
- c. By meeting the criteria for time promotion for Contingent or Section Commander.

3.8.2. Officer posts in a contingent are established in the Army ranks of Lieutenant, Captain and Major or their equivalents. An officer who has completed his/her qualifying service and is appointed by the Head or Contingent Commander to an established post in a higher rank will be entitled to the appropriate paid acting rank.

3.9. Time promotion

3.9.1. CCF officers are eligible for time promotion to paid acting rank as follows

a. **Paid acting rank of Lieutenant Colonel or equivalent.** Time promotion to Lieutenant Colonel or equivalent applies only to a Contingent Commander whose rank, by establishment, is Major or equivalent and who has a total of 20 years' cumulative commissioned or appointed service including a minimum of 10 years' commissioned or appointed service with the Cadet Forces.

b. **Paid acting rank of Major or equivalent.** Time promotion to the rank of Major or equivalent applies only to a Contingent Commander whose rank by establishment is Captain (Army) or equivalent and who has a total of 13 years' cumulative commissioned or appointed service, including a minimum of 5 years' commissioned or appointed service with the Cadet Forces.

c. **Paid acting rank of Captain (Army) or equivalent.** Time promotion to Captain (Army) or equivalent applies only to a Section Commander whose rank by establishment is Army Lieutenant or equivalent and who has a total of 5 years' cumulative commissioned or appointed service, including a minimum of 3 years' commissioned or appointed service with the Cadet Forces

3.9.2. CCF officers are entitled to time promotion to the unpaid acting rank of Captain (Army) or equivalent on completion of 9 years' commissioned or appointed service with the Cadet Forces. Promotion to the unpaid acting rank of Major or equivalent may be approved after a further 11 years' service for those officers filling the post of Section Commander.

3.10. Retention of rank on change of post or reduction of establishment

3.10.1. On change of post within a contingent, including being made supernumerary or relinquishing the posts of Contingent or Section Commander, or on transfer to another contingent, officers may apply to retain their worn (acting unpaid) rank, provided it is not higher than that of the new Contingent Commander and it has his/her agreement. In all cases, the paid rank will be that of the established post filled by the officer following the change of post or reduction in establishment.

3.11. Paid rank for supernumerary posts

3.11.1. The paid rank for officers held supernumerary is to be no higher than Lieutenant or equivalent

3.12. Application for changes of rank

3.12.1. Procedures for effecting changes are in the Service supplements

3.13. Transfers

3.13.1. **General.** Applications for transfers are to be initiated by the Commander of the contingent which the officer is leaving. They are also subject to the approval of the contingent commander of the receiving contingent. Procedures are in the Service supplements

3.13.2. **To another contingent.** Officers may transfer to another contingent provided the receiving Contingent Commander and single-Service HQs agree and there is an established vacancy or the single Service agrees to their being held supernumerary.

3.13.3. **To another Service section with the CCF.** Officers must apply for a Commission/appointment in the other Service and must resign their existing Commission/appointment.

3.13.4. **To another cadet force within their Service.** Officers may transfer to another cadet force of their Service with the agreement of the receiving cadet force authority. However, provided the relevant authorities approve, it is permitted for an officer to do duty with both cadet forces within a Service.

3.13.5. **To the Non-Effective Pool (NEP).** Where officers leave contingents and cannot immediately gain a new CCF post, they may apply to transfer to their Service's non-effective pool for up to 12 months. MOD will not accept liability nor provide any remuneration for officers in the non-effective pool. If at the end of 12 months officers cannot resume CCF duty, their commission/appointment will be relinquished.

3.14. Retirement and resignation

3.14.1. Officers may apply to retire or resign their commission/appointment at any time. Officers are encouraged to submit their resignation in writing at least a month before the effective date, stating their reasons. This information may be used to advise future recruiting campaigns and for statistical purposes. Resignation within 3 years of appointment may require the officer to refund all or part of any uniform allowance. Procedures for retirement

or resignation are in the Service supplements. Officers will not be able to resign if they are currently undergoing investigation.

3.14.2. **Leave of absence.** Any request for leave of absence is to be considered in the light of the school policy.

3.15. Suspension

3.15.1. The Contingent Commander is to notify immediately the relevant s-Service HQ should any uniformed member of their Contingent staff be the subject of a police investigation or be suspended from school or Contingent duties. Such notification is to include the reasons for suspension. Where appropriate the s-Service HQ may then issue a letter of suspension, without prejudice, from Cadet activities. Where an officer's commission has been terminated for child protection, criminal or disciplinary reasons, the individual will not normally be allowed to re-apply to join a Cadet Force. The JCS should be informed by the appropriate single Service.

3.16. Termination of service

3.16.1. A commission/appointment may be terminated at any time in accordance with single-Service regulations, usually on account of one or more of the following:

- a. Misconduct.
- b. Inefficiency.
- c. Unsuitability.
- d. Medical Unfitness.
- e. Failure to carry out the duties or training courses for which appointed.
- f. No suitable post available.
- g. After a period of 12 months in the Non-effective Pool (NEP).

3.16.2. Single Services may terminate the commissions of an officer for misconduct, without issuing any warning, where the circumstances warrant. The Head should normally be consulted on the actions being proposed by the single Service HQ. Any officer who fails to undertake mandatory initial training within a reasonable period (normally 2 years) may also have their commission terminated.

3.16.3. Before recommending the termination of a commission/appointment, Contingent Commanders are to ensure that they consult fully with their Head, and where contingents involve several schools, with the Head of the individual involved. Contingent Commanders must then ensure warnings are given to individuals for reasons given in 3.35b to 3.35f above. These warnings are to be given in writing (mandatory) and orally if wished, and should state that the individual's suitability to remain in the CCF is in question or that the availability of a suitable post is in question. The individual is also to be advised, where appropriate, of the area of concern and given the opportunity to improve or answer any points the Contingent Commander may have, before termination of a commission/appointment is effected in accordance with the regulations below:

- a. If an officer is inefficient or unsuitable and it is considered by the School to be essential to terminate their commission/appointment, the Contingent Commander is

to submit a manuscript report to the appropriate single-Service HQ. The officer concerned must see and initial the report, or, if this is not possible, the reason must be stated.

b. When an officer fails to carry out a CCF duty, the Contingent Commander is to make every effort to discover the reason. If the explanation given is inadequate or if letters to the officer are unanswered, then the officer is to be informed by letter sent recorded delivery that it is intended to recommend termination of their commission/appointment. The officer is to be reminded of their right to submit a representation for consideration by MOD and warned that if none has been received by a given date, the case will be decided without further delay. A period of 2 weeks should be given for an officer resident in the UK, but this may be suitably extended for an officer who has temporarily moved abroad.

c. On receipt of the representation, or on expiry of the period allowed for reply, the Contingent Commander is to submit a full manuscript report to the appropriate single-Service HQ with a recommendation of the action to be taken. When dealing with failure to carry out training obligations, the date of the last training undertaken should be stated. A copy of the warning letter and any other relevant correspondence should be attached to the report.

d. If on the receipt of the report the single-Service Commander considers that the case should be forwarded to the Secretary JCS, their recommendation is to be added

3.17. Clearance certification

3.17.1. Before officers are allowed to retire, resign or relinquish their commission/appointment, the Contingent Commander is to certify that all contingent claims have been paid and that there are no outstanding claims on account of uniform allowance or other services.

3.18. Complaints

3.18.1. If persons who are subject to Military Law (Army and RAF Section officers) believe that they have been wronged in any matter relating to their Service, they may make a complaint with respect to that matter to the Contingent Commander. Such complaints are to be submitted in writing and any explanation or other evidence that may be necessary for the complaint to be properly investigated is to be annexed to it.

3.18.2. The Contingent Commander is to inform the single-Service cadet authorities of the complaint and then proceed to deal with the complaint if he/she has the authority to do so. If the Contingent Commander deals with the complaint, the single-Service cadet authority is to be informed of the decision in writing. If the Contingent Commander is unable to resolve the matter or considers that the complaint should not be upheld, it is to be referred immediately to the single-Service HQ for further action, stating that he/she does not have the authority to deal with the matter or the reasons why the complaint should not be upheld.

3.18.3. A Contingent Commander who wishes to make a complaint is to submit it directly to the single-Service HQ.

3.18.4. Before officers submit a complaint, they should think carefully whether they have the right to the redress they are seeking. For example, officers have no right to be promoted; the right which they have is that the case should be considered fairly. RN Section officers are not subject to the Naval Discipline Act. However, should they wish to make a complaint, the Contingent Commander is to seek advice immediately from HQ CCF (RN) on how to proceed.

3.18.5. Complaints about the Contingent Commander are to be made to the Head who should consult with the appropriate single-Service HQs.

3.19. General conditions of service for School Staff Instructors (SSIs) and Civilian Instructors (CIs)

3.19.1. **SSIs.** The medical fitness and conduct of SSIs are the responsibility of Heads. There is no reserve liability or promotion for SSIs, except as contained at Annex A. Remuneration and allowances are published annually. Uniformed SSIs are eligible for the Cadet Forces Medal.

3.19.2. **CIs.** The medical fitness, conduct and insurance of civilian instructors are the responsibility of Heads. Remuneration for their services to the CCF is as agreed between the school and the individual concerned. Civilian instructors are not eligible for the Cadet Forces Medal.

3.20. Termination/retirement of SSIs

3.20.1. Procedures are at Annex A.

3.21. Complaints by SSIs and CIs

3.21.1. SSIs and CIs are not subject to military law. Any complaints by or involving SSIs and CIs should be submitted to the Head via the Contingent Commander.

3.22. Personal occurrences for officers and SSIs

3.22.1. Officers and SSIs are to inform single-Service HQs, of change of name on marriage, change of address or bank account. Army and RAFVR (T) officers are also to complete a security Change of Circumstance Report (MOD Form 1126), copies of which are available from their single-Service HQ.

Annex:

A. SSIs appointment/resignation/retirement procedures.

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SCHOOL STAFF INSTRUCTORS' APPOINTMENT/RESIGNATION/RETIREMENT PROCEDURE

When a candidate for a School Staff Instructor post has been selected and approved by the Head, the following procedure is to be used to obtain Army Fmn HQ endorsement and approval to receive remuneration:

Part	Responsibility	Action						
(a)	(b)	(c)						
1	Candidate	Complete: MOD Form 1109 Basic Check Verification Record (BCVR) Army Form 7130 MOD Form 134 Provide CRB disclosure number and date						
2	Contingent Commander	1. Check personal details on Security Questionnaire against birth certificate, passport or Service discharge papers. 2. Describe the nature of the duties the SSI will be expected to carry out within the CCF. 3. Forward documents to Army Fmn HQ (G7 Cadets).						
3	Army Fmn HQ	1. Initiate character reference using AF B7131. 2. Forward MOD Form 1109 to DVA(A) for clearance and await notification of clearance. 3. Determine the precise role the applicant will fill as SSI in the particular CCF Contingent. 4. Assess qualifications for this role and make recommendations as to worn rank/status within the following criteria:						
		<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Category</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td>a. Ex-Regular or Reserve Service.</td> <td>Clear with appropriate s-Service or Regimental HQ and recommend rank/uniform. Warrant rank will not be approved unless applicant previously held this rank.</td> </tr> <tr> <td>b. No Regular or Reserve service.</td> <td>Recommend for civilian non-uniformed SSI. Bde HQ and CTTs to determine the extent of training required to safely fulfil the role envisaged by the Contingent Commander. This training may include attendance on the ACF Adult Instructors Course at CTC. JCS is to be advised of the training planned and the timescale for</td> </tr> </tbody> </table>	Category	Action	a. Ex-Regular or Reserve Service.	Clear with appropriate s-Service or Regimental HQ and recommend rank/uniform. Warrant rank will not be approved unless applicant previously held this rank.	b. No Regular or Reserve service.	Recommend for civilian non-uniformed SSI. Bde HQ and CTTs to determine the extent of training required to safely fulfil the role envisaged by the Contingent Commander. This training may include attendance on the ACF Adult Instructors Course at CTC. JCS is to be advised of the training planned and the timescale for
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Part	Responsibility	Action
(a)	(b)	(c)
		completion.
		5. Army Fmn HQ to create JPA record, copy to RF&C (Sec JCS).
		6. Army Fmn HQ to determine worn rank/status and promulgate appointment. The effective date of appointment will not pre-date the security clearance from DVA (A). 7. Sgt SSIs may be promoted to the worn rank of SSgt on completion of training with the approval of Army Fmn HQ. 8. Ex-Regular/Reserve RN or RAF appointees may wear the uniform of their previous Service.
4	Maximum Age	The maximum age for appointment is 60 and normal age for retirement is 65. MOD (JCS) may extend the upper age limit in the best interests of the Contingent. Contingent Commanders are to forward applications for extension of service above the upper age limit annually to MOD (JCS).
5	Resignation/ Retirement Procedure	1. The Contingent Commander is to inform Army Fmn HQ by letter (copy to JCS) when an SSI retires or resigns. 2. MOD Form 135, signed by the SSI is to be forwarded to Army Fmn HQ.

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CHAPTER 4

BIENNIAL REVIEWS AND PRE-INSPECTIONS

4.1. Purpose

4.1.1.A CCF Contingent has to demonstrate that it is achieving the training aims and meeting its obligations as described in this manual in order to retain financial and materiel support from the MOD. Contingents will, therefore, be subjected to a continuous process of examination by Service liaison and training staffs and inspected formally, including a review by a senior Service officer, on a biennial basis. The aim of the Biennial Inspection procedure is to assist Army Fmn HQ commanders, RN, RM and RAF HQ to assess the efficiency of a contingent and determine its continued entitlement to MOD funded grants.

4.2. Planning and coordination

4.2.1.The JCS will publish and maintain a schedule of biennial inspections which will identify the Service responsible for nominating a senior Reviewing Officer (RO). Army Bde HQs are responsible for coordinating the timing of the pre-inspection visit(s) and the Review, and preparation of a brief for the RO. The pre-inspections are to be carried out by RN and RM liaison staff, the CTT and AAs and the RAF TEST staff, as appropriate to the representation of Service sections within the contingent. They are to be planned and conducted over the course of the normal working visits throughout the 2-year period. The pre-inspection procedure is to culminate in a final staff visit for discussion and confirmation with contingent staff of items to be raised in the pre-inspection reports. The pre-inspection is to be completed and the report submitted in ample time for Service HQ staff to consider it and for the Army Fmn staff to prepare the brief for the RO prior to the date of the Review.

4.3. Pre-Inspection Army Fmn HQ action

4.3.1.The Army Fmn HQ is to agree with the contingent dates for the pre-inspection and the Review. Where it is the responsibility of the RN and RAF to conduct the Review, the Service HQ is to be advised of the date and is to pass to the appropriate Army Fmn HQ the name, appointment and contact address of the RO. The Army Fmn HQ is then to coordinate the arrangements for the pre-inspection, inspection format, brief and the Review.

4.3.2.Army Fmn HQ are to forward to Contingent Commanders the blank Army Form B153-B and request them to return the completed form at least 6 weeks prior to the Review.

4.3.3.Army Fmn HQ are to collate the pre-Inspection Reports into a Brief for the RO.

4.4. Purpose and conduct of pre-inspections

4.4.1.The purpose of the pre-inspection of a CCF Contingent is to render a factual report on the ability of the contingent and single-Service sections to meet the aims of the CCF.

4.4.2.The pre-inspection is to be conducted by Service training/liaison staff who regularly visit the contingent throughout the 2-year reporting period. Staff are to survey the activities and procedures of their section during the course of their normal working visits, referring to the checklist at Annex A for guidance.

4.4.3.Inspecting staff are to bear in mind that the CCF is a partnership between the schools and the Services and that their role is to render support and advice to the school authorities. Service staff are not merely external inspectors, but supporting partners and professional advisers to the CCF. Where there are inadequacies in organisation or training, inspecting staff are to offer recommendations for improvement and report when and to whom these were made.

4.5. Reports

4.5.1. The pre-inspection report is to cover:

- a. Contingent organisation.
- b. Contingent training.
- c. Service section organisation and training.
- d. Specialist section sponsor reports.

4.5.2. Particular attention is to be paid to the following aspects:

- a. Levels of adult supervision.
- b. The number of cadets undergoing proficiency training and comment on any significant shortfalls from minimum numbers or establishment.
- c. Proficiency, advanced proficiency and annual training.
- d. Balance of military to adventurous training at 60% to 40%.
- e. Ratio of qualified cadet NCOs and standard of leadership training.

4.5.3. If any of these core elements are less than satisfactory, recommendations as to remedial action are to be made immediately and, if unresolved, an UNSATISFACTORY assessment made in the staff report along with further recommended remedial action.

4.5.4. Following their pre-inspection, staffs are to summarise their report at the appropriate paragraph of Form AF B153-B, including their assessment of a section's organisation, training and administration along with any recommendations for improvements.

4.6. Biennial Review by a senior officer

4.6.1. **Aim.** The aim of the Review is to:

- a. Assess the overall morale and well-being of the contingent.
- b. Provide a focus for the contingent's training programme and an opportunity for the contingent to display its achievements. A background brief on the CCF for ROs is held by Army Bde HQ.

4.6.2. **Format.** The format of the Review is to be agreed between the Contingent Commander and the RO, but it may be carried out in one, or a combination, of the following ways:

- a. A Guard of Honour or Quarter Guard followed by a working inspection of the contingent. This has a balance of ceremonial and non-ceremonial and should be arranged to allow the RO to speak to as many officers and cadets as possible. It may be carried out either in the school grounds or on a neighbouring training area.
- b. A working inspection of contingent training which concentrates the Review on the training achieved by the contingent. Activities should be arranged to allow the RO to speak to as many officers and cadets as possible. It may be carried out either in the school grounds or on a neighbouring training area.

c. A ceremonial parade of the whole contingent. It must be recognised that this form of review is time and manpower intensive and may be at the expense of training. This may also inhibit the contingent from displaying the overall training standards achieved.

4.6.3. The RO's address. If the Contingent Commander wishes the RO to address the contingent at the end of the programme, he/she should advise the RO beforehand.

4.6.4. Aide-de-camp. The School may wish to invite an appropriate junior officer, who may be a former pupil, to attend the Review in the capacity of ADC to the senior officer. Arrangements are to be made by the school direct with the Service authority concerned, and the school is to keep the RO and Army Fmn HQ informed.

4.6.5. Report by RO. Following the Review, the RO will be asked to complete a brief narrative report summarising his perceptions of the contingent's performance and well-being. ROs are not expected to become involved in controversial matters, but their comments on issues raised in staff inspection reports are welcome.

4.6.6. Post-Review procedure. On receipt of the RO's report by the Army Fmn HQ, the inspection process is complete and Army cadet staff are to prepare a brief for their commander. In summarising the contingent's overall performance throughout the reporting period, Army Fmn HQ are to bear in mind the assessments of individual Service sections and comments by Service cadet HQ. Army Fmn HQ Commanders will determine whether the contingent is qualified for the continued entitlement to MOD funded grants or whether these are subject to specified remedial action by the contingent within a stated time-scale. The AF B153-B certificate is the authority for the Army Fmn HQ to issue the annual grants. Copies of the completed report are to be sent without delay to the school Head, HQLF, single-Service cadet HQs and the Secretary JCS.

4.6.7. Informal or between-years Review. If a school wishes to invite a senior officer to review the contingent at any time other than for the Biennial Review, this may be done at the discretion of the Head. Contingent Commanders will be responsible for the following:

- a. Sending out the invitation to the officer concerned.
- b. Agreeing the date of the visit. Visits are normally to be arranged on a regular contingent parade day and in such a way as to cause minimum disruption to normal training.
- c. Arranging, with the agreement of the senior officer, the programme for the visit.
- d. Informing the Army Fmn HQ, and the cadet HQ of the senior officer's Service, when the invitation has been accepted. There is no requirement to submit an Inspection Report (Army Form B153-B) for a between-years review.

Annex:

- A. Pre-inspection report – check list for Service inspection teams.

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PRE-INSPECTION REPORT – CHECK LIST FOR SERVICE INSPECTION TEAMS

Organisation

1. **Supervision.** Report on:
 - a. Ratio of officers to cadets – see Para 3 of AF B153-B.
 - b. Qualifications of officers – see Para 5 of AF B153-B, eg Range, RYA, DofE, military courses, etc, and any further training needed.
 - c. Number of specialist civilian helpers and their contribution to the CCF, eg canoeing, rescue, hill-walking, sailing, orienteering, band, etc.
 - d. Status of SSI, ie full-time/part-time, approx how many hours per week.
 - e. Female supervision, if appropriate.
 - f. Contingent command arrangements.
2. **Cadet strength.** Report on:
 - a. Overall section number compared to established number.
 - b. Overall numbers of cadets achieving proficiency standard.
 - c. Number of **qualified** NCOs (Sgt and equivalent and above) and ratio to junior cadets.
3. **Time available for CCF.** Report on:
 - a. Age of entry and period of service in CCF.
 - b. Training time available on parade days and other days, if appropriate.
 - c. Time available to officers for CCF planning and administration.
 - d. Whether CCF is optional, voluntary or compulsory for a period and what/how many alternative activities are available.
4. **Facilities.** Report on:
 - a. Type and condition of RFCA-provided CCF accommodation.
 - b. Type and condition of school-provided CCF accommodation.
 - c. School facilities available to the CCF, eg pool, sports hall, command task area, parade area, etc.
 - d. Suitable facilities within reach, eg water-based, airfields, ranges, etc.
 - e. Number and type of training aids available, eg computers, simulators, models, etc.

5. **Training.** Report on:
- a. Officer training conducted by CTT/RN/RM/RAF TEST staff. This will specifically include a 100% check that all adults have annually passed:
 - (1) Protecting Information Level 1
 - b. Contingent training planned and achieved.
 - c. Training progress charts.
 - d. Balance of military and adventurous training (60%/40%).
 - e. Cadet NCO training.
 - f. General leadership training.
 - g. Proficiency and advanced proficiency achievements.
 - h. Military courses and/or camps attended and by what percentage of cadet strength – see Paras 6 and 7 of AF B153-B.
 - i. Visits to affiliated Regular units.
 - j. Visits by affiliated Regular unit personnel.
 - k. Amount of use of Service facilities, eg ranges, air experience flights, water-based.
 - l. Number and type of whole-day and weekend training (Field Days) granted – see Para 8 of AF B153-B.
6. **Encouragement to Join the Services.** Report on:
- a. Cadet numbers registered with Service Liaison Officers – see Para 11 of AF B153-B.
 - b. Numbers and progress of cadets with Service scholarships or reserved cadetships – see Para 11 of AF B153-B.
 - c. Attendance by the Head, careers teachers, Contingent Commander and section officers at Service Selection Boards.

Administration

7. **Public fund account.** Army Staff Inspector report on:
- a. Points raised in AB69/MOD Form 317.
 - b. Cash check/no cash held and Army Fmn HQ comment on last check.
 - c. Deposit account accounted for separately from public fund/not held.
 - d. Name(s) of officers authorised to sign cheques.
 - e. Where (Secure place) cash and cheque books held.
8. **Warrants.** Army Staff Inspector report on:

- a. Names of officer or SSI holding MOD Rail Travel Warrants (MOD 1175).
- b. Where the warrants are secured.
- c. Check against serial numbers in the Special Stores Register.
- d. Warrants are to be checked on receipt, at least once a term, and checks recorded in a suitable book which is to be held separately from the warrants.
- e. Completed warrant books are to be properly disposed of in accordance with current procedures.

9. **Publications and records.** Contingent publications (these may be held online on WESTMINSTER or BADER):

- a. Army Staff Inspector report on:
 - JSP 313 – CCF Manual (2009)
 - AC 71294 – APC Syllabi
 - AC 71462 – Cadet Training Manual, Vol 1
 - AC 71463 – Cadet Training Manual, Vol 2
 - AC 71855 – Infantry Training Pam 21C
 - JSP 482 – Explosive Storage Regs
 - JSP 535 – Cadet Safety Precautions
 - LFSO 2901 – Security of Cadet Forces
 - AGAI Vol 1, Chap 11
 - Fmn Standing Instructions (relevant to cadets)
 - CCF Memoranda (to date) – where appropriate
 - CTC Course Programme
 - B/Cadets/2 Record of Service Books
 - Contingent and section progress charts
 - MOD 906 Range Log Book
 - Complete Equipment Schedules as issued, with equipment.
- b. RN PELO report on:
 - Charts, Hydrographic publications and BRs listed in RN Supplement
 - CCF(RN) Routine monthly orders
 - TARS 2009
 - CCF(RN) Temporary Memoranda
 - Sea Safety Equipment Log (SSEL)
 - Power Boat engine log
 - RN Cadet Record of Service Books
 - RN and RM Annual Training Programmes
 - Section progress charts
- c. RAF TEST officer report on:
 - ACP 22 (CCF (RAF) Staff Instructions)
 - CCF Branch Routine Orders
 - ACP 31 (General Service Training)
 - RAF Cadet Record of Service Books
 - Section progress charts.
 - RAF Section Comd's Handbook
 - Use of BADER

10. **Security.** Army Staff Inspector report on:
- a. Name of Unit Security Officer and date attended USO Course.
 - b. Recommendations outstanding from last Security Section Inspection.
 - c. Recommendations outstanding from last Establishment Annual Review of Security (EARS).
 - d. Key control, including name of duplicate key holder, date of signature for duplicate keys, date of last exchange of keys in use with duplicates, date of last change of safe combination (where applicable).
 - e. ID card control including number of officers who have signed for them, ID card register checked against present officer strength and ID cards of officers which have been withdrawn and disposed of.
 - f. Document control including pamphlets stamped with contingent stamp (front cover plus 6 inside pages), restricted documents under lock and key when not in use.
11. **Weapons and ammunition.** Army Staff Inspector report on:
- a. Implementation of recommendations on armoury from previous Security Inspection/Review.
 - b. Location of armoury keys and access procedures.
 - c. All weapons (including bolts) checked against regulation serial numbers.
 - d. Name and appointment of person checking arms weekly.
 - e. Name and appointment of person checking arms by serial number at least once a term.
 - f. Weapons issued on signature by butt number in bulk to officers/ individually to cadets.
 - g. Security arrangements during school holidays, including access.
 - h. Date of any outstanding action from last technical arms inspection.
 - i. Date and any outstanding action from last technical ammunition inspection.
 - j. Ammunition checked against Ledger and stack Tally Cards.
 - k. Ammunition issue cards.
 - l. State of ammunition holding (not more than one term's (3 months) requirement).
 - m. Date of Range Safety Certificate.
12. **Technical stores.** Army Staff Inspector report on:
- a. Instruments check against serial numbers.
 - b. Date of and any outstanding action from last technical inspection of instruments and radio/line equipment.

- c. Date of last census return on equipment, if applicable.
13. **Clothing and equipment.** Army Staff Inspector report on:
- a. Turnout of cadets in parade and working uniforms.
 - b. Spot checks on at least 5 items of clothing in stores.
 - c. Equipment issue policy.
 - d. Number of cadets failing to return clothing and equipment on leaving contingent, and recovery action taken.
14. **Stores accounting.**
- a. Army Staff Inspector report on:
 - (1) Contingent instructions and records held:
 - AF E7750 – Accounting Instructions
 - AF B6539A – Schedule of Vouchers
 - Scales of Stores, Publications and Equipment
 - CES Schedules for CES Equipments held and deficiencies where necessary
 - AF G8046 – Special Stores Register
 - AF G8800 – Copy of Contingent repairs
 - Issue Vouchers, Receipt Vouchers and Issue Transaction Summaries, correctly filed in sequence, and archived where necessary
 - Section inventories
 - (2) Date of last stocktaking and any outstanding actions.
 - (3) Date of last Conditioning Board and any outstanding actions.
 - b. RAF TEST Staff Inspector report on date of inventory checks and any outstanding actions.
15. **Miscellaneous.** Army Staff Inspector report on:
- a. The amount of composite rations held and that the rations are within their consumption dates.
 - b. Registration number and type of Army surplus vehicles held.
 - c. Registration number and type of contingent-owned vehicles.
 - d. Type/reg no of vehicles contingent can borrow or hire.
16. **Naval section only.** Naval Staff Inspector report on:
- a. Availability of sailing/power-boating facilities.
 - b. Qualifications of supervisors of afloat activities – see TARS Chap 9.
 - c. Record of Area of Local operations for afloat activities – see TARS.
 - d. Type, condition and maintenance record of MOD (N) owned boats, engines and lifesaving equipments.

- e. Types of boat sections can borrow or hire.
 - f. Provision and condition of section training room and storage.
17. **RM detachments only.** RM Staff Inspector report on:
- a. Number of days spent at RM units.
 - b. Number of visits by RM units.
 - c. Participation and position in Pringle Trophy competition.
18. **Specialist Sections (RE, REME, Signals, Fire, Coastguard, Band).** Report additionally by the sponsor on:
- a. Strength of section.
 - b. Training activity and achievement.
 - c. Any specialist administration or technical points.
19. **RAF section only.** TEST Staff Inspector report on:
- a. Powered flying activities.
 - b. Gliding activities including gliding induction courses (GIC), gliding scholarships (GS) and advanced glider training (AGT).
 - c. Attendance at camps and station visits.
 - d. Participation in Ground Training and Air Squadron Trophy Competitions.
 - e. Cadet nominations for the award of the Sir John Thomson Memorial Sword and International Air Cadet Exchange.
 - f. Participation in DofE Award Scheme and BTEC qualifications gained.
 - g. Commandant Air Cadets Commendations awarded.
 - h. Cadet shooting and weapon training qualifications.

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CHAPTER 5

TRAINING

This chapter is to be read in conjunction with Chapters 6 and 8 of JSP 814

5.1. Organisation of CCF Training

5.1.1. As the foundation for *esprit de corps* for each Service Section, it should normally parade as a complete entity on the Contingent weekly parade night. Training for each section should be given by NCOs of that Section. Where training is combined across Sections, the requirements and any limitations of each Service must be taken into consideration. Centralisation of recruit training is permitted, but should take individual Section mandated training into consideration. Recruits should normally parade with their individual Sections before joining any centralised training course. Section parades should normally be in the uniform of their parent Service unless the type of training being undertaken militates otherwise.

5.1.2. A programme should be constructed by the Contingent or Section Commanders laying out the training to be conducted on each Section across at least the following month. The programme should give details of the individual lessons to be delivered and the member of staff, or cadet, instructing each lesson. This programme should be available to all instructors at least one week in advance, to allow time for individuals to prepare their lessons. The programme should be available to cadets on the parade day.

5.2. Parade Timings

5.2.1. It is recommended that each Contingent should parade once per week for a minimum period of at least 90 minutes.

5.3. Pre-CCF training

5.4.1. A Head may wish to introduce pre-CCF training for young pupils prior to their enrolment into the CCF proper. The MOD has no objection to the use of CCF officers, cadet NCOs or Service equipment for this purpose, but such training will not qualify for financial assistance and pre-CCF pupils are not to be included in the strength returns of enrolled cadets used for grant purposes. Consumable items such as ammunition and ORP must not be expended on pre-CCF training. The MOD will accept no liability for such training, but insurance cover for this group can be arranged by the CCFA, or other appropriate Insurers. Any pre-CCF training may only be carried out on school grounds.

5.4. The role of the Cadet NCO

5.4.1. It is a fundamental principle of the CCF that Cadet NCOs should use the knowledge and experience they have acquired to train and lead younger cadets. Suitable senior cadets are to be encouraged to attend NCO cadre and Service leadership courses to enable them to conduct section training.

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CHAPTER 6

UNIFORM, CEREMONIAL, HONOURS AND AWARDS

6.1. Entitlement to uniform

6.1.1. CCF Officers, SSIs and cadets are entitled to receive certain items of uniform clothing at public expense. The scales of uniform and the procedures for demanding and accounting for uniform are contained in:

- a. **RN.** Naval Supplement to JSP 313.
- b. **Army.** Army Supplement JSP 313.
- c. **RAF.** CCF(RAF) (ACP 22) and DIN 2010DIN04-039 for lists of pre-payment purchases of uniform items).

6.2. Officers' and SSIs' initial issue

6.2.1. Officers with previous commissioned/appointed Regular/Reserve service, and officers granted commissions/appointments in the CCF, 4 years or more after the conclusion of previous commissioned/appointed service, will receive a free issue of the items listed in the appropriate Service regulations/supplements.

6.2.2. Officers granted commissions/appointments in the CCF one year or more, but less than 4 years after conclusion of previous commissioned/appointed service, are not entitled to any free issue of uniform.

6.2.3. Ex-Regular officers liable to recall and commissioned/appointed to the CCF are not eligible for full free issue but may draw as free issue any items in the scale for CCF officers which are not included in the scale for officers on the Active List.

6.2.4. On appointment, SSIs formerly of one of the Services will receive an issue of the items listed in the references at Para 6.1 above, the rank having been agreed by the Secretary JCS.

6.3. Mandatory requirement to wear CCF insignia

6.3.1. When wearing uniform, CCF Army officers are to indicate clearly that they are CCF personnel by wearing the appropriate CCF insignia.

6.4. CCF titles

6.4.1. The following shoulder titles are available as a free issue:

- a. **CCF.** Embroidered red lettering on a dark blue background.
- b. **Welbeck Defence Sixth Form College Combined Cadet Force.** Embroidered white lettering on a dark green background.

6.4.2. Embroidered titles should be neatly sewn on to the brassard as near the top as possible.

6.4.3. Metal titles are not to be worn with combat uniform.

6.4.4. Where CCF contingents wish to wear their school embroidered shoulder titles or those related to their affiliated unit, they may do so provided the titles incorporate the appropriate abbreviation "CCF" and adhere to the prescribed colours of their affiliated unit. These shoulder titles are to be obtained on repayment either from the commercial Cadet Supplier or under arrangements by the CCF contingent.

6.5. Uniform for School Staff Instructors (SSIs)

6.5.1. An SSI may wear either the badges and uniform of the parent Service or unit in which serving on discharge from the Regular Forces or, alternatively, the uniform and badges of the unit to which the school contingent is affiliated. In either case, the appropriate arm title for the CCF is to be worn. No other shoulder titles or arm or corps flashes are to be worn.

6.6. Badges of CCF rank

6.6.1. When on parade with cadets or when carrying out CCF duties, eg at annual camp or on courses, an officer serving in the CCF on a TA General List, Section B Commission, is to wear badges appropriate to the rank that is held in the CCF.

6.7. Badges of rank – CCF Army Officers

6.7.1. Except in No 2 Dress, Army officers of the CCF are to wear badges of rank with a cloth backing of the colour approved for the Regular Army or TA unit to which their contingent is affiliated. Officers of unaffiliated contingents are to wear badges of rank with scarlet backing as worn by officers on the General List of the Army.

6.8. Badges of rank – SSIs

6.8.1. A non-commissioned SSI is to wear the badge of rank which was held on discharge from the Services, provided that it is not higher than warrant officer. The Joint Cadet Secretariat (JCS) may give authority for the wearing of a badge of rank higher than that held on discharge from Regular service.

6.9. Badges of rank – cadet warrant officers and NCOs

6.9.1. A RN Coxwain is to wear the Coxwain's badge. A Army Cadet Sergeant Major is to wear the large crown, as worn by a WO2 of the Regular Army, on the armet brassard and a RAF CWO is to wear the RAF CWO badge. These badges are provided at public expense.

6.9.2. Cadet NCOs are to wear chevrons of reduced size on the brassard. Cadet NCOs of contingents affiliated to units may wear the appropriate pattern as worn by the affiliated unit.

6.9.3. These reduced size badges of rank are not provided at public expense for Army cadets.

6.9.4. An RAF CWO is to wear the RAF CWO badge and RAF Cadet NCOs are to wear chevrons of reduced size. RAF rank badges are to be worn on the shoulder in No 2 dress and on the front tab of CS95; in all cases blue badges of rank are to be worn. Rank slides for CCF (RAF) are provided at public expense. When in CS95, all cadets should wear the AIR CADETS name badge above the right breast pocket and the Air Cadet recognition patch on the right arm.

6.10. Headdress badges

6.10.1. Provided the design is approved by the Army Dress Committee, all ranks of an Army Section may wear a cap badge appropriate to the school. Such badges are not maintained or supplied at public expense; private arrangements are to be made for supply. The Army Section of a contingent which does not elect to wear a school badge is to wear the cap badge of the Regular Army or TA unit to which it is affiliated or, if unaffiliated, the General Service cap badge.

6.10.2. Except in the case of contingents affiliated to the Parachute Regiment, all ranks are to wear the headdress of the pattern worn by the Regular Army or TA regiment or corps to which their contingent is affiliated. The maroon beret is **not** to be worn by Cadet Force units affiliated to the Parachute Regiment, except by officers and adult instructors qualified by previous service to do so; nor is the red beret of the RMP to be worn.

6.10.3. RN and RAF Section cadets are to wear their Service headdress

6.11. Badges of appointment and qualification – limitation

6.11.1. No badges of any description are to be worn on uniform by Officers, SSIs or cadets without prior authority from the Contingent Commander, and only then in accordance with single Service regulations..

6.11.2. Those badges that may be worn in perpetuity by adult members of staff who are qualified to wear them are listed in Annex H to the Army Supplement.

6.12. Buttons

6.12.1. All members of CCF contingents are to wear, where appropriate, buttons of the units to which affiliated, or the authorised school buttons where these exist. Where no affiliation exists, General Service buttons are to be worn.

6.13. CCF Banner

6.13.1. The CCF Banner is the symbol which acknowledges the contribution to the nation made by the CCF, and the organisations from which it was formed in the mid-19th Century.

6.13.2. The custodian of the CCF Banner is Commandant CTC, who is responsible for its safe keeping, recording its history and usage, and for the rules and drill for the Banner. Contingents who wish to borrow the Banner are to apply to the Commandant who will advise them of the procedure.

6.13.3. The banner is not consecrated but dedicated and does not rank as a Colour, Standard or Guidon. It will not therefore be 'trooped' in the ceremonial sense.

6.13.4. Within the CCF it will be treated with 'due ceremony' i.e., it will be given the respect accorded to a Colour except that:

- a. When Marched on parade arms will be shouldered and not presented.
- b. It will not be saluted by individuals or parties of cadets passing it.

6.13.5. When the Banner passes individuals or formed parties of cadets they will stand to attention.

6.13.6. When the Banner is actually handed to an individual he will first of all salute before accepting it.

6.13.7. When on a parade, except a church parade, the Banner may be escorted by an armed escort providing authority has been received from the appropriate civic and military authorities. See JSP 814, Chap. 14, section 2 for further details.

6.14. School/Contingent Banners

6.14.1. Contingents wishing to have Contingent Banners made should request The College of Arms, through MOD PS12(A), for permission to have banners made in accordance with The College of Arms' standard Blazon design incorporating:

- a. The Royal Crown
- b. The National Wreath
- c. The School, College or other badge approved by The College of Arms
- d. A Spear Finial. (Contingents with Banners carrying a Royal Finial are permitted to retain this till the Banners are next replaced)

6.14.2. Should a Contingent require formal paintings of its Banners these may be provided by The College of Arms at additional cost.

6.14.3. Contingent Banners may be taken into service at formal parades but they are not to be consecrated. They may, however, be blessed or dedicated.

6.14.4. School/Contingents Banners are to be accorded the same 'due ceremony' (see para 6.28-6.32) as the CCF Banner save that the CCF Banner will take precedence when on parade.

6.14.5. School/Contingent Banners should not be paraded alongside official Colours.

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CHAPTER 7

ACCOMMODATION

7.1. Accommodation

7.1.1. There is no fixed scale of accommodation for a CCF contingent. It is expected that school buildings will be used to provide office accommodation, and facilities for storage and training. Where a school is unable to meet the contingent's legitimate needs, in very exceptional circumstances, additional accommodation may be provided at MOD expense.

7.2. Damage liability and insurance

7.2.1. **School.** The MOD accepts no responsibility for any form of loss or damage to private property. School authorities are advised to insure against such risks. Premiums are to be paid from private funds.

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CHAPTER 8

MOD FUNDING AND CHARGES

8.1. Contingent grants

8.1.1. CCF contingents receive grants from the Army Fmn HQs to support their training for all sections. The Officer Commanding the appropriate Army Fmn HQ is responsible for authorising the payment of the annual grants, subject to a satisfactory appraisal of a contingent's efficiency.

8.2. Establishment grant

8.2.1. The Establishment Grant is made available by HQ Land Forces (HQLF), through Army Fmn HQs, to each contingent to meet the costs of training and administration common to all sections.

a. **Grant Distribution by Contingent.** Every contingent, regardless of size, will receive a flat rate annually which will be set by HQLF. This is to ensure small contingents have sufficient funds to support their organisation, where larger contingents will be able to achieve economies of scale.

b. **Grant Distribution by Strength.** There will be a variable allocation based on a standard rate set annually by HQLF for each active cadet borne on WESTMINSTER, whether in the Army, RN, RM or RAF..

8.3. Accounting for grants

8.3.1. The CCF financial year runs from 1 Apr to 31 Mar. Up to 25% of the total of the Establishment Grant may be held over from one financial year to the next. Contingents are not authorised to purchase vehicles

8.3.2. Grants must be accounted for separately from contingent private funds. CCF contingents must open a bank account for all public monies and the Contingent Commander is directly responsible for the sums allocated to his/her contingent. All public fund accounts are to be fully documented and available for inspection at any time.

8.3.3. Private cheques are not to be encashed through public funds. Private and public funds are not to be merged in one bank account nor, if held in cash, are they to be held together in one cash box or container.

8.4. Accounting procedures

8.4.1. A guide to accounting procedures is at Annex A.

Annex:

A. An Accounting Guide for Contingent Commanders.

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AN ACCOUNTING GUIDE FOR CONTINGENT COMMANDERS

General

1. The responsibility for auditing CCF Contingent accounts rests with the Staff and Personnel Support (SPS) Branch at Army Fmn HQs. The basic requirement is to ensure that expenditure from MOD grants is a fair charge and fully documented. This guide has been prepared to assist CCF Contingent Commanders in the correct compilation of their contingent accounts.

Principles

2. One account is to be maintained for recording both income and expenditure in respect of the Establishment Grant (EG).

3. The title of a contingent account is to be '... CCF Contingent Public Funds Account'.

4. The officer responsible for the account is the Contingent Commander, although any officer may act as the account holder if authorised to do so by the Contingent Commander.

5. The bank account must be operated for the receipt and expenditure of public funds allotted as grants and must be kept separate from any other contingent bank accounts.

Accounting procedures

6. A single-entry book-keeping system, either paper or electronic, is used, every entry being made in a Cash Book, MOD Form 317 or authorised alternate cash book. The paper book consists of 50 pairs of pages, alternately coloured white and yellow. Each pair of pages is serially numbered and the white pages are perforated and detachable.

7. The cash book is completed in duplicate, the top copy being the white-coloured page. An entry is made whenever money is received or paid out, and it is important that the account holder makes an entry at the time a transaction occurs. If a wrong entry is made, it must be ruled through so as to remain legible and the correct figures inserted above the original entry. The initials of the account holder must authenticate all such corrections.

8. Receipts of money are accounted for by a simple entry, showing in an appropriate column:

- a. The amount of money received.
- b. A number for identification purposes of the document or voucher which verifies the authenticity of the entry (see Para 13 below).
- c. The date the money was received.
- d. From whom the money was received.
- e. Brief particulars of the purpose or service for which they money was received.

9. Payments are recorded in a similar way but with an additional entry when payment is made by cheque from the bank account to show the last 3 digits of the cheque number.
10. Examples of cash book entries are at Appendix 1, as amplified at Appendix 2. Particular note should be taken of how:
 - a. Money received is entered in the left-hand column under the heading 'Receipts', and payments are entered in the right-hand column under 'Payments'.
 - b. The cash column is used if the receipt/payment is in cash and the bank column is used for all entries affecting the bank.
 - c. An entry is made when cash is obtained from or paid into the bank.
11. The columns headed 'Classification' are to be left blank.
12. Vouchers are to be obtained for each transaction, numbered in sequence from "1" onwards, with payments and receipts collated separately. Receipt voucher numbers should be preceded by the letters 'RV' to distinguish them from payment voucher numbers. A new collation for both receipts and payments is to be started after sending the account for audit (see Para 14 below). The exceptions to the above are:
 - a. When cash is obtained from or paid into the bank. In this case, supporting documents will be the bank statements, pass books, paying-in book and/or cancelled cheques. (A 'C' standing for 'contra' is centred in BOTH voucher number columns of the cash book.)
 - b. When a voucher cannot be obtained from a supplier, eg road fund licences, a signed certificate from the Contingent Commander as to the amount of purchase is required.
13. The CCF financial year runs from 1 Apr to 31 Mar, and although public fund accounts are not submitted for audit as at 31 Mar, there is a requirement for the state of the balance to be readily identifiable. Accounts are, therefore, to be balanced as at 31 Mar each year.
14. A guide to the items of income and expenditure appropriate to a CCF Contingent Account is at Appendices 3 and 4 respectively. They are not necessarily exhaustive and advice should be sought from G7 (Cds) at Regional Bde HQ, if in doubt.
15. An example of a Bank Reconciliation Statement is at Appendix 5.

Change of account holders

16. The officer handing over the account is to:
 - a. Complete Appendix 6, which provides for 3 specimen signatures of the new account holder, and forward a copy to the Army Fmn HQ and the bank.
 - b. Request the bank to forward an up-to-date bank statement to the new account holder.
17. The officer taking over the account is to:
 - a. Rule a line under the last entry on both the receipt and payments side of the cash book, total all 4 columns and balance the account as shown in Appendix 1.
 - b. Reconcile the bank statement with the bank balance shown in the cash book, using the proforma at Appendix 5.

- c. Carry forward the verified balances. See Appendix 1.
- d. Ensure all supporting vouchers relating to transactions for the period are present.

18. Both officers are then to date and sign the account alongside the carry-forward balances as having been handed/taken over. In addition to the Change of Account Holder a Handover/Takeover Certificate at Appendix 6 is to be completed and distributed as detailed at Para 17a.

Audit of accounts

19. Unless the Contingent Commander has been notified otherwise, accounts are to be submitted annually for audit. The Army Fmn HQ G7 Cdts branch is to coordinate the programmes for the submission of contingent accounts for audit under arrangements made by the formation SPS staff.

20. The following action is to be taken before submitting the account for audit:

- a. Balance the account (see Appendix 1) as at the last day of the period or other dates as notified by the Army Fmn HQ.
- b. Obtain a bank statement showing the bank balance on the account as at the last day of the period.
- c. Agree the balances in the cash book with the bank statement (by reconciliation if necessary – see Appendix 5) and the cash in hand.
- d. Certify the correctness of the balances on the account by the Contingent Commander who is to endorse the account with his signature and date.

21. When the account is submitted for audit, the following documents must be included:

- a. The white copy of each page of the MOD Form 317 or authorised alternate cash book used.
- b. A voucher supporting each entry in the account (see Para 13).
- c. Bank statements showing entries for the full period.
- d. A certificate of postage expenditure and value of remaining stamps.

22. Any observations raised are passed direct to Contingent Commanders for action and copied to Army Fmn HQ G7 Cdts. Where, because of possible irregularities or unsatisfactory maintenance of the account, it is necessary to comment on the efficiency of the audit, a report is submitted for any follow-up action that is considered necessary. On completion of the audit, the accounts will be returned to Contingents through the Army Fmn HQ. On receipt of the audited account, it is to be sealed in an envelope and retained by the contingent for 5 years.

23. Contingent Commanders who experience difficulty in connection with the maintenance of Contingent Accounts are advised to contact Army Fmn HQ SPS Branch in the first instance.

Appendices:

1. Specimen entries.
2. Notes on specimen entries in the cashbook.
3. Items of income appropriate to CCF accounts.
4. Items of expenditure appropriate to CCF accounts.
5. Reconciliation of bank statements.
6. Change of account holder – handover/takeover certificate.

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SPECIMEN ENTRIES

UNIT: _____ CCF

CASH BOOK

SHEET 1
MONTH MARCH-SEPTEMBER

Receipts				Last 3 Digits of Cheque	Voucher		Date	From Whom Received or To Whom Paid	Brief Particulars of Service	Voucher		Last 3 Digits of Cheque	Payments							
Bank £		Cash £			Class	RV				Class	PV		Bank £		Cash £					
50	00	9	00				Mar 1	BROUGHT FORWARD				Note 1								
		950	00			RV1	Apr 24	DBA Liverpool	Grant											
		115				RV2		DBA Liverpool	Grant											
1065	00					C		Cash to	Bank	Note 2	C					1065	00			
		15	00			RV3	27	Cadets	Messing contribution	Note 3										
								DBA Liverpool	Cadets messing contribution		1	647	15	00						
		25	00			C	May 1	Cash from	Bank	Note 4	C	675	25	00						
							3	Local garage	Petrol for school vehicle		2					17	54			
							17	Spencer's Coaches	Coach hire	Note 5	3	676	37	80						
		47	95				Jun 1	DBA Liverpool	Grant for Rations											
							1	Bursar	Repayment of Camp Rats	Note 6	4	677	47	95						
							17	Spencer's Coaches	Coach hire	Note 7	5	678	37	80						
							29	G H Jones	Targets	Note 8	6	679	16	20						
							Jul 4	W H Smith	Stationery		7					4	50			
							7	Post Office	Stamps	Note 9						1	35			
							15	Post Office	Telephone Bill		8	680	38	53						
							31	SSI Jones	Half year's pay		9	681	48	00						
1115	00	1162	50				Aug 1	TOTALS						266	28	1088	39			
266	28	1088	39					(Handed Over)				1 Aug xx								
848	72	74	11				1	BALANCES												
							1	Show White Laundry	Laundry and dry cleaning	Note 10	10	682	23	77						
							4	CCFA	Subscriptions	Note 11	11	683	5	00						
		45	00			RV4	30	Cadets	Messing contribution											
		157	00			RV5	30	DBA Liverpool	Retail messing	Note 12			202	40						
							Sep 1	Bursar	Annual camp messing		12	684								
270	00					C	1	Cash to	Bank		C					270	00			
		18	45				7	Cadets	Barrack damages at camp	Note 13										
							7	DBA Liverpool	Barrack damages		13	685	18	45						
1118	72	294	96				30	TOTALS						249	62	270	00			
								BALANCES C/FWD				Note 14		869	10	24	96			
1118	72	294	96					TOTALS						1118	72	294	96			
869	10	24	96					BALANCE B/FWD												
								Certified that the Balances as shown above are correct												
								Contingent Commander 1 Oct xx												
								← CARRIED FORWARD →												

NOTES ON SPECIMEN ENTRIES IN THE CASH BOOK

1. Balances brought forward will be either Nil or those at the close of the previous account.
2. Cheques are treated as cash until paid into the bank.
3. The messing contribution could have been received either in cash from the cadets or by cheque from private contingent funds, ie 'non-public funds'.
4. Only cash sufficient for immediate needs should be obtained from the bank.
5. The hire of coaches was for an authorised Army field day.
6. Private contingent funds, ie 'non-public funds', had been used to purchase camp rations in advance. When the amount is reclaimed, the non-public fund is reimbursed.
7. On this occasion the coaches were required for the RN and RAF Sections.
8. Purchase of miniature range targets.
9. Stamps were purchased. No voucher is necessary but when sending this account for checking, this entry and any other entries for the purchase of postage stamps is to be supported by a certificate as follows:

'Certified that xxx stamps were purchased on 7 Jul xx, xxx stamps on xxxx (etc). Of these, xxx have been used and xxx are still in my possession.
30 Sep xx L J SMITH Contingent Commander'
10. Up to 25% of aggregated contingent grants may be paid to SSIs at the discretion of the Contingent Commander.
11. The contingent's annual subscription to CCFA may be paid from public funds but NOT individual subscriptions.
12. Expenditure for retail messing rations is reclaimed through Army Fmn HQ. Claims are to be supported by relevant vouchers.
13. The account may be used in this way for transferring sums due to the public from cadets in respect of:
 - a. Damage and deficiency recoveries.
 - b. Repayment for items such as boots purchased from public monies.
14. This is an alternative method of balancing to that shown on 1 Aug. Either system may be used.

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ITEMS OF INCOME APPROPRIATE TO CCF ACCOUNTS

1. Grants as shown in Annex A.
2. Cadets' contributions to rations at annual and other camps.
3. Collection of sums due to the public in respect of:
 - a. Damage and deficiency recoveries.
 - b. Repayment for items such as boots purchased from public monies.
4. Reimbursement in respect of:
 - a. Rations.
 - b. Fuel for private vehicles.

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ITEMS OF EXPENDITURE APPROPRIATE TO CCF ACCOUNTS

General

1. If Contingent Commanders are not sure whether a specific item of expenditure is covered in the details shown below, they are to seek guidance from Army Bde HQ before committing themselves to the expenditure. However, purchase of equipment of £500 or more requires prior approval by the Army Fmn HQ (G7 Branch)

2. Contingent grant:

- a. Administration and training common to all Sections.
- b. Assistance towards the conveyance of cadets to and from authorised field day training within UK.
- c. Contingent subscription to the CCF Association (but not individual subscriptions).
- d. Payment for administrative assistance when no SSI is available. Up to 25% of the grant may be used for this purpose.
- e. Up to 25% of the total grant may be paid to an SSI, or divided between SSIs if more than one has been authorised by the JCS.
- f. Payment of Civilian Instructors.
- g. Heating, lighting and cleaning of accommodation on the MOD (Army) approved property list.
- h. Telephone and postal charges in connection with CCF administration.
- i. Laundry and dry cleaning of issued clothing.
- j. Small prizes for cadets on authorised training.
- k. Licences and equipment for use with and maintenance of boats for training.
- l. Office equipment for CCF administration. However, expenditure of £500 or more requires prior approval by the Army Fmn HQ (SPS Branch).
- m. Administrative assistance at camps. This will not arise at central camps, which are fully staffed.
- n. Purchase of air rifles.
- o. The provision of suitable equipment for adventurous training exercises.

3. Examples of expenditure which, although chargeable to Public Funds, are not admissible through CCF accounts:

- a. Repairs of approved property used for CCF purposes. RFCA is responsible for this maintenance.

- b. Payment of travelling allowances for authorised training. Claims should be submitted on the correct Service form.
- c. Adjustment of rates of remuneration on promotion. The appropriate Service remuneration authority will carry this out.
- d. Purchase of rations or payment of Daily Messing Rate or Cash in Lieu of Rations. This will be used or paid on authority of Army Bde HQ.

4. **Examples of non-admissible items of expenditure:**

- a. Purchase of goods in excess £500.00 which have not been authorised by Fmn HQs.
- b. Cadet messing contribution.
- c. Gratuities to Regular, TA personnel and Range Wardens.
- d. Haircuts for cadets.
- e. Private driving lessons through a motoring school.
- f. Entertainment and refreshments (including liquids) at official inspections or informal visits.
- g. Premiums for CCFA Collective Insurance Scheme.
- h. Premiums for personal insurance.
- i. Purchase and Insurance of vehicles.

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RECONCILIATION OF BANK STATEMENTS

1.	Proforma:	£
	a. Balance as per bank statement:	£
	b. Add amounts not yet credited by bank:	£ _____
	Sub Total	£
	c. Deduct amounts not yet debited by bank (eg cheques not presented)	
	Cheque No	£
	Cheque No	£
	Cheque No	£ _____
	d. Balance as per MOD Form 317 or authorised alternate cash book.	
		£ _____

- 2. Example:**
- a. Balance as per bank statement is shown as £200, but MOD Form 317 shows £180.
- b. It is ascertained that there are 3 cheques not shown on the bank statements: 2 are for £15 and one is for £20 and there are 2 amounts (£25 and £5) shown as cash to bank in the cash book which do not appear on the bank statement.

c. Reconciliation:		
Balance as per bank statement		£200
Add amounts not yet credited	£25	
	<u>£ 5</u>	<u>£ 30</u>
Sub Total		£230
Deduct amounts not yet debited by bank		
Cheque No 001	£15	
Cheque No 002	£15	
Cheque No 003	<u>£20</u>	<u>£ 50</u>
Balance as per MOD Form 317		<u>£180</u>

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**CHANGE OF ACCOUNT HOLDER –
HANDOVER/TAKEOVER CERTIFICATE**

- 1. Title of account:
- 2. UIN:
- 3. Bank account title:
- 4. Bank address:
.....
.....
- 5. Account number:
- 6. Bank sorting code:
- 7. Officer handing over account:
- 8. Officer taking over account:
- 9. Specimen signatures of new account holder (3):
.....
.....
.....
- 10. Effective date:

This Authority invalidates any previous signatory to this Account from the effective date given above.

Date:
Outgoing Contingent Commander
..... CCF

Distribution:

Bank
Army Bde HQ – Comd SPS and G7 Cdts
File

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CHAPTER 9

REMUNERATION

9.1. CCF Officers

9.1.1. Officers are eligible to receive the rate of remuneration of their substantive or paid acting rank for the activities authorised by Para 9.6 at the rates promulgated by MOD. CCF remuneration is disbursed from the budgets of the single-Service Top Level Budget (TLB) holders who are responsible for their Service support to the CCF..

9.1.2. The single Services will decide the level of remuneration dependent upon the funding available.

9.2. SSIs

9.2.1. SSIs are remunerated at a basic daily rate irrespective of appointed rank. In addition to any remuneration from their contract with the school and from the contingent's grants, SSIs are eligible to receive up to 51 days' remuneration annually. Regardless of the number of SSIs on a school payroll the maximum entitlement, however divided, will remain 51 days annually.

9.3. Civilian instructors

9.3.1. Any remuneration for Civilian Instructors is the responsibility of Contingent Commanders. Payment is to be from the Contingent grant.

9.4. Administrative help

9.4.1. When an SSI, either full or part-time, is not available, payments from the grant of up to 25% may be made, at the discretion of the Head, to a CCF officer or another school official who necessarily does administrative work outside school and CCF parade hours.

9.5. Activities authorised for remuneration

Officers and SSIs

9.5.1. Remuneration may be approved for the following activities subject to single-Service funding:

- a. Reconnaissance for, and duty at, annual cadet military training, including time spent on the collection and return of vehicles and stores.
- b. Reconnaissance for, and duty at, authorised cadet adventurous training outside school premises, including time spent on collection and return of vehicles and stores up to a maximum of 8 days in the UK or 10 days abroad.
- c. Authorised courses of instruction outside school premises.
- d. Duty at authorised cadet field day and weekend training activities, outside school premises.
- e. Attendance at conferences convened by Service HQs.
- f. Duty at the CCRS annual cadet meeting.

- g. **SSIs only.** SSIs may draw a proportion of their annual 51-day entitlement for time spent on CCF-related administrative tasks on school premises.

9.6. Officers awaiting commission/appointment

9.6.1. If potential officers are authorised to attend appropriate courses of instruction prior to commissioning/appointment under single-Service arrangements, they may only do so if appointed as Officer Cadets and will be remunerated at the OF 1 rate on the CFAV pay scale. If required to wear uniform, they should wear the thick white officer cadet stripe on the rank slides..

9.7. Qualifying periods of duty

9.7.1. To qualify for a day's remuneration an officer or SSI must complete a period of out-of-school duty between 8 hours and 24 hours, whether wholly in one day or partly in one day and partly in another. The period of duty must include a minimum of 4 hours at the location where the activity is taking place. For periods in excess of 24 hours, remuneration will be made for each day (midnight to midnight) when the officer or SSI is required to attend for 8 hours duty or more and completes at least 4 hours' attendance at the active location. For example:

- a. Duty from 1500 hours on Friday to 1200 hours on Saturday counts as one day (less than 24 hours).
- b. Duty from 1500 hours on Friday to 1030 hours on Sunday counts as 3 days since the period exceeds 24 hours and attendance on each of 3 days amounts to 8 hours or more.

9.7.2. A period of duty will begin and end at school except for a camp or course which takes place wholly during the school holidays when the period may start and end at the applicant's home. Travelling time included in the total duty time must be that occasioned by the means of travel authorised in connection with the activity.

9.7.3. SSIs claiming for in-school administrative duties supporting the CCF may aggregate half-day duties.

9.8. Methods of claiming remuneration

Officers

9.8.1. Regardless of the location or nature of the duty, CCF officers will be remunerated for any duties approved in advance by their own Service.

9.8.2. When a Contingent Commander wishes one of his officers to perform a duty with a Service different from that to which the officer belongs and to claim remuneration and allowances, he/she is to obtain prior authority from the officer's Service HQ. Applications are to show reasons for the request, to certify that the request is in accordance with these regulations and that the duty will not prejudice any training with the officer's own Service.

SSIs

9.8.3. All SSIs, regardless of Service, are paid through the JPA and the claim procedure is as for CCF (RN and Army) officers.

9.9. Income tax and national insurance

9.9.1. Income tax at the standard rate is deducted at source from the remuneration of officers and of SSIs by the Service authorities. The element of SSIs' remuneration paid from the Contingent grant must also be taken into account for income tax purposes, and this is done by the Contingent Commander completing the proforma at Annex A annually.

9.9.2. Earnings-related National Insurance contributions are also deducted at source whether or not deductions are made by the normal employer. They are deducted at the percentage rate for the Forces as directed by HMRC.

9.9.3. At the end of the tax year the Service pay authorities issue a Form P60 (Employee's Certificate of Pay and Tax Deductions) showing gross taxable remuneration, tax deducted and National Insurance contributions paid.

Annex:

A. Combined Cadet Force (CCF) – School Staff Instructors' (SSIs) Remuneration from Ministry of Defence Grant.

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**COMBINED CADET FORCE (CCF) – SCHOOL STAFF INSTRUCTORS
(SSIs) REMUNERATION FROM MINISTRY OF DEFENCE GRANT –
(YEAR)**

From: School

.....

..... (Address)

.....

To: Local District Tax Office

Date:

.....

.....

The undermentioned School Staff Instructors (SSIs) of this CCF contingent have received the following payments from Ministry of Defence grants in financial year These payments have been made to the individual named without deduction of income tax. In accordance with agreement reached between the Ministry of Defence and HM Revenue and Customs.

Name of SSI and Address	Total Amount Paid in Financial Year

Signed

Contingent Commander

..... CCF Contingent

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CHAPTER 10

SECURITY

Reference:

- A. JSP 440 – Defence Manual of Security
- B. LFSO 2901 – Security of Cadet Forces

10.1. Unit Security Officers (USOs)

10.1.1. The CCF Contingent Commander is to appoint a USO and an assistant for each Contingent. USOs and their assistants are to attend a Cadet Force Security Awareness presentation or the Security Mobile Instruction Team (SMIT) Cadet Security Course under Army Fmn HQ arrangements. G2 Sy Staff should ensure that USOs remain current and are kept informed of any changes in security policy. Duties of a USO are summarised at LFSO 2901, Annex B.

10.2. Security risk management

10.2.1. Contingents are now required to embrace the transparency and accountability of Corporate Governance, Security Risk Management (SRM) is a key part of this process. Details of the actions required by Contingents are contained in LFSO 2901, Annex C.

10.3. Security surveys, inspections, and reviews

10.3.1. All CCF Contingents are subject to a Protective Security Survey (PSS) by the local Military Intelligence (MI) Section on formation or on change of location. Security Inspections are carried out on a cyclic programme dictated by unit category. Protective Security Advisory Visits (PSAVs) will be carried out on request and an Establishment Annual Review of Security (EARS) is to be completed by a Sponsor establishment/unit officer or SNCO nominated by Army Fmn HQ. These inspections and reviews are to take place as follows:

- a. **Category C1 establishments (holding full bore weapons).**
 - (1) Inspection – every 5 years.
 - (2) EARS – annually (except for any year in which a PSS or Security Inspection is carried out). The subject headings and format at LFSO 2901, Annex F are to be used.
- b. **Category C2 establishments (holding small bore weapons).**
 - (1) Inspection – every 6 years.
 - (2) EARS – annually (except for any year in which a PSS or Security Inspection is carried out). The subject headings and format at LFSO 2901, Annex G are to be used.

10.4. Security of training manuals and pamphlets

10.4.1. All military training manuals and pamphlets, many protectively marked RESTRICTED, are of potential value to terrorists. The following precautions are to be taken:

- a. A library list of contingent holdings is to be maintained, and the first and last pages are to be stamped with the contingent stamp. Where the document is loose leafed, a unit stamp is to be placed on at least 6 other pages within each manual.

b. Contingent holdings are to be stored under lock and key. Manuals are only to be issued to individuals with a proven need to know, and a system for recording issues and receipts is to be operated. This will be audited during the EARS.

c. Individuals holding manuals or pamphlets are to keep them in a safe place when not in use, and are to ensure that unauthorised persons cannot access them; records of issues are to be checked monthly and the documents returned when no longer required.

d. Holdings are to be returned when no longer required.

10.5. Overseas travel restrictions and directions

10.5.1. CCF officers are (in common with Regular and TA Servicemen and most Civil Servants) to report their intention, whether on civilian business or holiday, to visit or pass through any of the countries to which Special Security Regulations apply (CSSRA), or to use transport controlled by CSSRA. Further guidance is given in LFSO 2901, Paras 901.038-041.

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RN SUPPLEMENT

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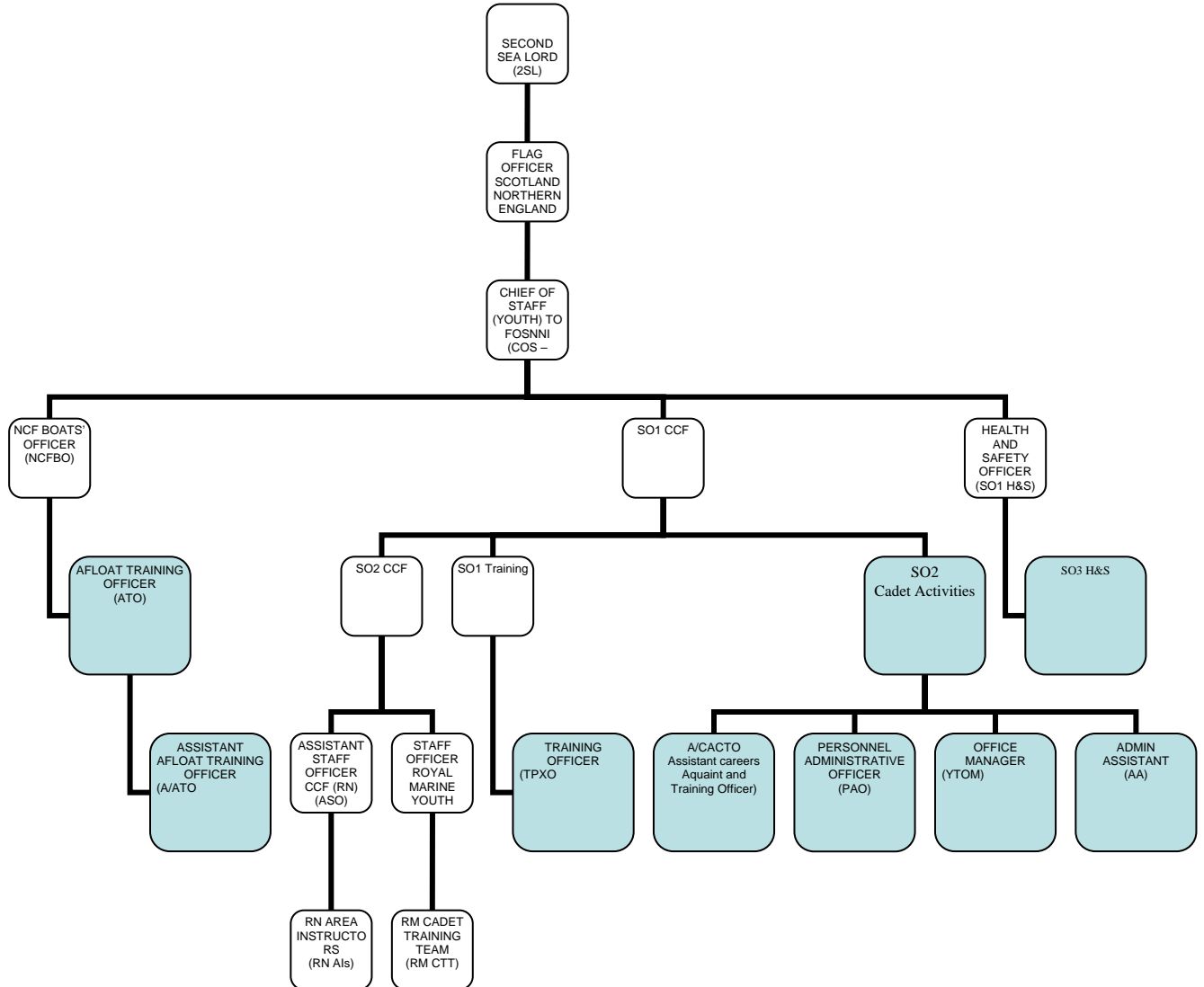
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RN SUPPLEMENT TO JSP 313

Organisation of HQ CCF (RN)

1. Chain of command.



2. Address.

HQ CCF (RN)
 Room 3
 Building 1/80
 Jago Road
 c/o pp 73A
 HM Naval Base
 Portsmouth PO1 3LU

3. Duties.

a. **SO1 CCF.** Is responsible for the implementation of MOD policy with respect to CCF and Youth matters and the operation of the CCF (RN and RM).

- b. **SO2 CCF (RN)**. Is responsible for the personnel administration and career management of all CFAVs, and the management of the Area Instructors and section performance.
- c. **ASO CCF**. The Assistant Staff Officer CCF (RN) is responsible for the administration of CCF (RN) Area Instructors, the management of transport for Headquarters staff and Area Instructors and logistic support to all HQ and sections.
- d. **Als**. Area Instructors are responsible for advising and assisting CCF (RN) Officers in charge of CCF (RN) Sections, monitoring and reporting on Performance, so that the aims of the CCF are achieved and Cadet participants benefit thereby.
- e. **TPXO**. The Training Planning and Course Execution Officer is responsible for the planning, promulgation and administration of CCF RN's Annual Programme of Camps and Courses. Additionally, manages the AT Fund and is the Travel Budget Holder.
- f. **PAO**. The Personnel Administration Officer is responsible for the staffing of CCF (RN) officer inductions, promotions, resignations, outfit gratuities, uniform upkeep allowance, remuneration, identity cards and CCF medals.
- g. **SO1 Training**. Is responsible for the management, promulgation presentation and development of training made available to cadets by CCF (RN) Headquarters.
- h. **NCFBO**. The Naval Cadet Forces Boats' Officer is responsible for the implementation of NCF Boats Policy, supervision of boat procurement, introduction, custody, maintenance, transfer and disposal of boats and for CCF (RN)'s compliance with Training Afloat Regulations and Safety (TARS) requirements.
- i. **ATO**. The Afloat Training Officer is responsible for the operation of the afloat training made available by CCF (RN) Headquarters and the implementation of the safety procedures set out in TARS (Training Afloat Regulations).
- j. **A/ATO**. The Assistant Afloat Training Officer is accountable to ATO and assists him as directed in the achievement of his purposes.
- k. **YTOM**. The Youth Training Office Manager is responsible for co-ordinating the 'whole-ship' aspects of Office business so that best practice is achieved.
- l. **AA**. The Administrative Assistant is responsible for processing incoming and outgoing mail, producing CCF (RN) periodic documentation and for assisting the Training Officer, when requested, in the management of Camps and Courses.
- m. **SO1 (H and S)**. The Staff Officer 1 (Health and Safety) is responsible for ensuring that safe practice is a core feature of the operation of CCF (RN) and that the necessary measures are in place to enable this to be achieved.
- n. **SO2 Cadet Activities**. Is responsible for the design, creation and management of training visits for the Naval Cadet Forces and other youth groups to HM Ships, shore establishments and educational facilities in the the UK thus ensuring that the RN maintains a positive image with young people and engagement with the community.
- o. **A/CACTO**. The Assistant Career Acquaintance and Cadet Training Officer assists SO2 Cadet ActivitiesCACTO in the discharge of duties.

p. **SO(RM)YT.** The Staff Officer, Royal Marines Youth Training is responsible for the professional Royal Marines input to Schools with a Royal Marine Detachment of the Combined Cadet Force.

q. **RMCTT.** The Royal Marines Cadet Training Team Warrant Officer and Sergeant are responsible to SO (RM)YT for the delivery of the professional Royal Marines input to schools with a Royal Marine Detachment of the Combined Cadet Force so that SO (RM)YT's purposes are achieved.

Affiliations

4. **Her Majesty's Ships.** Every effort is made to affiliate each RN section to one of Her Majesty's Ships to meet the aims of the CCF. SOCCF (RN) is responsible for arranging these affiliations in conjunction with the Staff of FOSNNI.

5. **RM units.** Every effort is made to affiliate each RM Detachment to a Regular or Reserve RM unit. These affiliations are arranged by HQRM.

6. **Parent establishments.** An RN Shore Establishment is nominated as the 'Parent Establishment' for each RN or RM Section. In addition to the provision of Cadets' uniforms the purpose of the 'parenting' is to provide encouragement, support and Naval assistance to that Section in order to further the aims of the CCF. Additionally, a Parent Establishment Liaison Officer (PELO) is nominated as the focal point through whom the above support, in whatever form it may take, is channelled. On being appointed to their duties as PELOs, Officers are to contact SOCCF (RN) for briefing.

Training and Liaison staff

7. **CCF (RN) Area Instructors (AIs).** AIs are Senior Rates of Chief Petty Officer status each of whom operates in a defined geographical area. They are part of the staff of SOCCF (RN) to FOSNNI to whom they are accountable for providing the following assistance to those CCF (RN) Sections to which they are allocated:

- a. Advice on content of, and method of, planning cadet training.
- b. Advice on, and assistance with, RN Section administration and CCF (RN) stores support, including safety of equipment and in boats.
- c. Liaison with nominated Parent Establishment.
- d. Assistance with training, including the planning and management of Field Days.

8. **Royal Marines Cadet Training Team (RMCTT).** The RMCTT covers the schools in which the Corps has detachments. The team consists of a Royal Marines Officer, a Warrant Officer and a Sergeant.

Area Instructors (RN and RM) Annual Meeting

9. A meeting of CCF Area Instructors (RN and RM) is held annually in early December in Portsmouth. It is chaired by SO1 CCF, and is attended by all Area Instructors, the RM Cadet Training Team and Headquarters Staff.

Officer appointment/application procedures

10. The procedure for applying for appointment within CCF (RN and RM) is as follows:
- a. Applicants with no previous commissioned or appointed service for appointments as (CCF) RN and RM officers are to:
 - (1) Complete form CCF (N) 11, obtain the endorsement of the Head and Contingent Commander and forward to HQ CCF RN.
 - (2) Be interviewed by an HQ CCF RN Officer or, in the case of RMR (CCF) applicants, by SO (RM)YT.
 - b. Applicants with previous commissioned service in the RN or RNR, or appointed service in SCC or CCF (RN), are to provide details of their previous service on application Form CCF (N) 11. Previous service will be taken into account in determining their date of seniority and may absolve them from the qualifying period for promotion and the need to attend the Officers' Initial Training Course.
 - c. Applicants with previous commissioned service other than in the Naval service, including previous service as Army or RAF officers in the CCF, are to apply on Form CCF (N) 11 providing details of their previous service. This service will backdate the date of seniority and absolve them from the qualifying period for promotion.
 - d. Applicants holding commissions in the RNR or RMR or appointment in SCC who are seeking to assist a CCF (RN) Section are to apply in writing to HQ CCF RN - enclosing the request for this service from the Head concerned and approval from the Commanding Officer of the RNR, RMR or SCC Unit to which the applicant is attached.

Authorising authority

11. The authority for first appointments, promotions to substantive Sub Lieutenant (CCF) RNR, or Lieutenant (CCF) RMR and resignations is the Naval Secretary, delegated to COS Youth and Cadets.

Officer training

12. **Qualifying training for promotion.**
- a. **(RN) Officers' Initial Course.** Applicants with no previous commissioned/ appointed service in the RN Regular, Reserve or Cadet Forces are to attend the Officers' Initial Course at BRNC Dartmouth in the first year of their appointment.
 - b. **CCF (RN) Officers' Advanced Course.** All newly appointed Officers are required to attend the Officers' Advanced Course at HMS Excellent, Portsmouth in the first two years of their appointment.
 - c. **CCF (RN) Officers' Training.** All newly appointed officers are also expected to attend one annual training period during their first two years - either as a HQCCF (RN) Divisional Officer or, if appropriately qualified, as an Instructor in the activity being undertaken.

- d. **CCF (RM) Officers** are to attend the CTCRM Introductory Course, and the CCF Basic Course and the CCF Advanced Course at CTC Frimley Park.

Promotions

13. When applying for promotion on behalf of their CCF (RN) Officers, Contingent Commanders are to write to HQ CCF (RN) certifying that the Officer is entitled to the new rank in accordance with Paras 4.19-4.33 and giving the effective date. HQ CCF (RN) will confirm this with Secretary JCS and issue an appropriate notice (OAL).

Transfers

14. When a (CCF) RNR Officer wishes to transfer from one Contingent to another the Commander of the Contingent that the Officer is leaving is to write to HQ CCF (RN) giving a date for the transfer.

Resignations

15. Officers who wish to resign their appointment are to write through their Contingent Commanders to HQ CCF (RN) giving the reason, an effective date and, if appropriate, the case for retention of their rank. When a Contingent Commander wishes to resign the above actions should be taken by the Head.

Cadet Forces Medal

16. Officers and SSIs who become eligible for the Cadet Forces Medal (CFM) or Clasp(s) are to apply to their Contingent Commander who is to complete CCF Form 15 and forward it to HQ CCF (RN) for verification and subsequent despatch to the MoD Medal Office for issue.

The officer's functions

17. The CCF Officer's first function is to inspire and instil a clearly recognisable spirit of disciplined enthusiasm for the aim of the CCF (RN) into his/her RN Cadets. Training by and experience of the Service is necessary if he/she is to do so with confidence. He/she should aim to acquire as much knowledge as possible of Service practice commensurate with the discharge of his/her prime civilian functions.

18. The second function is to deliver a training plan to enable all cadets in his charge to progress towards meeting the aim under the main headings of personal discipline, practical activities and professional knowledge.

19. The third function is administrative, in support of the first two, with the aim of ensuring that activities are run efficiently and that the Section is therefore well motivated and cheerful as well as busy. Time is invariably at such a premium that this function is of the greatest importance.

20. Lastly, the CCF Officer is the link between Cadet, HQ CCF (RN) and the Parent Establishment's organisation. It is crucial to the success of an RN Section within a school that he/she should establish, and then maintain, good communication for the benefit of all.

Officers' qualifying courses

21. CCF (RN) officers are required to complete the Officers' Initial Course (OIC) at the Britannia Royal Naval College, Dartmouth within one year of joining. Attendance is a prerequisite for confirmation in the rank as Sub-Lieutenant. HQ CCF (RN) may excuse those with appropriate recent Service experience. Thereafter, officers are expected to complete

the Officers' Advanced Course (OAC) and attend an RN course as Directing Staff as soon as practicable but within two years of joining. Attendance at the OAC is a pre-requisite for appointment as Officer in Charge of an RN Section and for promotion to Lieutenant.

RN camps and courses – officer participation

22. Officers may expect to be required to help run, or act as Divisional Officers on, RN Cadet courses at least every second year on a mutually agreeable date. Divisional duties involve the Officer concerned in assuming responsibility for the overall care of Cadets on Course so that he/she thereby gains experience and knowledge of that activity. Additionally, Divisional Officers are responsible to the host unit's Executive Officer (via the Establishment's Cadet Training Officer if appropriate) for ensuring that Cadets receive maximum benefit from their training and for their behaviour, appearance, morale and welfare throughout their time on their Camp or Course.

23. To ensure continuity of instructional Staff for CCF (RN) activities, Officers are encouraged to obtain qualifications – both afloat and ashore – commensurate with individual interests and aptitudes.

Not Under Command Club

24. The Not Under Command Club (NUCC) is the CCF (RN and RM) Officers' own voluntary association designed to act as a professional and social focus for all Officers. The NUCC is run by an elected committee which appoints a Chairman, Treasurer and a Secretary. Contact with NUCC Officers and fellow members can be established direct or via the Secretary NUCC. There is a small membership fee and annual subscription fixed by the committee.

Cadet training

25. Syllabus training in school.

a. The RN Section Syllabus governs all school based CCF (RN) training and establishes both policy and practical guidelines for all CCF (RN) training. It is accessible on line at www.rncom.mod.uk.

b. The RM Section Syllabus provides the outline of what should be attempted by Cadets. It is envisaged that schools should tailor the syllabus to suit their particular requirements/capabilities.

26. Afloat training.

a. This is to take place under the regulations contained in the publication: Naval Cadet Forces Training Afloat Regulations and Safety (TARS). Adventurous Training under sail must, additionally, comply with Army General Administrative Instructions (AGAls) Vol 1 Chap 11 governing Adventurous Training. Opportunities for afloat training are shown at Annex A.

b. Practical boat work is one of the most important activities offered to RN cadets. Standards are achieved and monitored by following the Royal Yachting Association's (RYA) nationally recognised proficiency schemes.

c. Sections which have "on loan" MOD boats must comply with the operating and maintenance conditions in TARS.

d. The following self-explanatory CCF (N) forms are to be used in connection with afloat training:

- (1) **CCF Form N32.** Application for loan of boat/craft.
- (2) **CCF Form N33.** Notification of receipt of boat/craft.
- (3) **CCF Form N35.** (A-G). Boat Inspection Forms
- (4) **CCF Form N36.** Report and Claim form for damage to boats/craft.

Field day training

27. Three times a year only, during term time, application may be made for cadets or RN Sections to visit HM Ships and/or Naval Establishments for a day's training, corresponding to an Army Section's field day. Applications for visits to ships and establishments should be in accordance with the following table:

Service and Area	Application on CCF (N) Form	To be sent to	Notice required by addressee of proposed visit	Remarks
Royal Marines UK Wide	18	SOYT RM	3 months	See notes 2 and 3 See notes 2 and 3
RN Portsmouth Command	23 23A (for afloat training)	CACTO	See note 1 below	
HMS Raleigh and HM Naval Base, Devonport	23V By letter to individual Ship	Training Officer, Vigilant Squadron, HMS Raleigh HM Ship hosting visit.	6 weeks 6 weeks	See notes 2 and 3
HMS HERON	By letter to HMS Heron	HMS Heron	6 weeks	See notes 2 and 3
Other RN Establishments	By letter to appropriate Establishment	Host Establishment	6 weeks	See notes 2 and 3

Notes:

1. Form CCF (N) 31 is to be submitted on all occasions of requesting a visit so that budgetary approval may be given in advance. Applications for training facilities afloat and ashore in the Portsmouth Command, including bids for ship/shore visits, accommodation, victualling and transport, should be made to CACTO, Portsmouth as early as practicable. Sections are advised to make contact with CACTO, where appropriate, as the very first step in the planning process. A minimum period of 6 weeks is required to arrange the above facilities. Longer notice will increase the chances of facilities being made available on the day requested and in the numbers sought.

2. Approval is notified to sections by despatch from HQ CCF (RN) of a duplicate copy of CCF (N) 31 and later in the form of a detailed programme. The CACTO/hosting Unit programme will give meal/victualling arrangements and other relevant details. It is advisable for the OIC of Sections visiting an Establishment for the first time to telephone the officer supervising their programme a few days before the visit to discuss equipment requirements and provision.

3. The inclusion of female Officers/Cadets in sea or shore training visits is to be specified on the application form.

28. CCF (RN) Officers are encouraged to take available opportunities for their cadets to visit RN ships, alongside or at sea.

29. Subject to the concurrence of the Commanding Officer, the purpose of the visit should be for cadets to experience, ideally at sea, a day in the life of a warship. This may be achieved by spending time with individual departments and, where conditions allow, undertaking as many “hands on tasks” as possible.

Annual training

30. **Camps and courses.** A programme of camps and courses organised by HQ CCF (RN) for cadets and officers is published annually in the Autumn for the following year. The programme is described at Annex B to the RN Supplement. CCF(RN) Sections may carry out independent (self-help) camps with authority from HQ CCF (RN).

Procedure for travel

31. **Budget UIN.** The budget UIN to be used by Naval Sections is UIN N3008A.

32. Rail warrants are tri-Service items. Warrant books are issued and audited by Army CCF Staff through the Cadet Administrative Assistant.

Uniform

33. **Scales.** Annex C to this RN Supplement gives uniform scales for the following categories of male and female Officers, SSIs and Cadets:

- a. CCF (RN) Officers – Male.
- b. CCF (RN) Officers – Female.
- c. CCF (RM) Officers – Male.
- d. CCF (RM) Officers – Female.
- e. SSIs (Ex RN) – Male.
- f. SSIs (Ex RN) – Female.
- g. SSIs (Ex RM) – Male.
- h. Cadets – Male and Female (CCF – RN and RM).

34. **Notes.**

a. **Officers.** Uniform items are either issued free or purchased with a cash grant on appointment.

b. **SSIs.** Uniform items are issued on loan to ex-RN SSIs.

c. **Cadets.** CCF (RN and RM) cadets wear one of the Rigs shown below as required by the Officer in Charge. The Rigs are itemised and described at Annex D to the RN Supplement for CCF (RN) cadets and at Annex E for CCF (RM) cadets.

- (1) Parade Dress (PD).

- (2) Working Dress (WD).
- (3) Field Dress (FD) – RM Cadets only.
- (4) Arduous Training Dress – (AD) RM Cadets only.

Dress

35. **Standards.** Officers and cadets in uniform represent the Royal Navy to the school and to the public. In their dress and appearance they must strive at all times to meet the Naval standard, which may be summed up as requiring personnel to be dressed in the correct uniform; that clothing worn be in good repair, clean and pressed; that all distinguishing marks of rank be neatly and correctly worn; that the overall impression is one of care to be as smart as the job in hand allows. Officers-in-Charge are to ensure that standards of Service dress and appearance are both set and exemplified by their own officers, impressed on cadets and encouraged as a means of instilling pride in their association with the Service. It is an important foundation in the acquisition by cadets of discipline from their earliest days in the RN Section.

36. **Hair length.** By special dispensation CCF cadets' hair length may exceed Service regulation to the extent that:

- a. It does not hang over the collar.
- b. Sideburns must not extend below the ear.
- c. Hair must be kept clear of the ears; be tucked under the beret in front and be tidy with ends trimmed.
- d. Females are to wear their hair up.

Note: CCF (RN) Officers and SSIs are not permitted to wear moustaches without beards.

Regulations

37. The following table details dress regulations for RNR/RMR officers and SSIs

Title	Dress	Occasion
No 1B	Cap and Badge Uniform Suit White Shirt (RNR) Stone Shirt (RMR) Tie Black socks Black shoes Foul weather jacket (As required)	Ceremonial parades -with medals as ordered by Contingent Commander. Duty Officer Ordinary occasions of duty except as allowed in tabular sections below.
No 3 C Day Undress (Jersey)	Cap or beret with badge White Shirt with tie Stone shirt (RMR) Jersey with gold wire shoulder rank badges Worsted polyester trousers Serge trousers or skirt Black socks Black shoes	Ordinary occasion of duty when No 4 dress is inappropriate; eg for entering or leaving harbour. Ashore during working hours <i>in</i> school, Service establishments or at camp, for routine training duties not involving arduous or dirty work. <i>Outside</i> school or

Title	Dress	Occasion
	Foul weather jacket (optional)	establishments only for local journeys.
No 3 B	Cap or beret with badge White, open necked, short sleeved shirt (RNR) Stone shirt (RMR) Gold wire shoulder rank badges Worsted polyester trousers Serge trousers or skirt Black socks Black shoes Foul weather jacket (optional)	At Contingent Commander's discretion.
No 3 A	Cap or beret with badge White Shirt with tie Stone shirt (RMR) Gold wire shoulder rank badges Worsted polyester trousers Serge trousers or skirt Black socks Black shoes Foul weather jacket (optional)	At Contingent Commander's discretion
No 4 or No 4 Jersey	Beret with badge Blue shirt (available on repayment) Jersey (optional) Worsted/polyester/serge Trousers Black socks Black shoes Woven shoulder badges of rank Foul weather jacket (optional)	At sea and ashore for arduous or dirty work when other clothing might be spoiled; not as a general rule worn in public places.
Evening Dress	As for No 1B but with white shirt and black bow tie (available on repayment)	In Service Establishments or school when an evening uniform is called for eg at Mess/CCF Dinners

Wearing of badges – cadets

38. The following rules govern the wearing of qualification badges by CCF (RN) Cadets:

a. **Badges – left arm.**

(1) **School and CCF titles.** These are to be worn with the abbreviated form 'CCF' below the school title at the top of the brassard.

(2) **Badges of rate.** One of the following badges can be worn, when awarded:

- (a) Single Anchor – Cadet Leading Seaman.
- (b) Crossed Anchors – Acting Cadet PO.

(3) **Skill badges.** Up to 2 of the following badges, but only the highest shooting qualification, can be worn when awarded for the special skills:

- (a) Marksman, full bore.
- (b) Good shooting first class, full bore.
- (c) Good shooting second class, full bore.
- (d) Marksman, .22.
- (e) Good shooting first class .22.
- (f) Good shooting second class .22.
- (g) Musician.

b. The badges in Sub-Paras (1) and (2) are to be worn so that the centre of a single badge or combination of badges is in the centre of the Brassard.

c. **Badges – right arm.**

(1) **School and CCF titles.** These are to be worn with the abbreviated form 'CCF' below the school title at the top of the Brassard.

(2) **Badges of rate.** The following badges can be worn, when awarded.

CPO Coxswain and Acting Cadet Coxswains.

(3) This badge is to be worn on the right cuff with the lowest edge three inches above the bottom edge of the cuff. No other badges except the school, CCF title and the CCF (RN) badge are to be worn by Cadet Coxswains.

d. **Qualification badges.** Up to 3 of the following badges can be worn when awarded for achieving Naval Proficiency or a 'pass' on certain CCF(RN) Courses.

Badge	Description	Skill (S)/ Qualification(Q)	Awarded for
Naval Proficiency	One Star	Q	Successful completion of the CCF (RN) Proficiency syllabus
Advanced Naval Proficiency	Two Stars	Q	Successful completion of the CCF (RN) Advanced Proficiency syllabus
Adventurous Training	Rock Climber silhouette	Q	Successful completion of: ATPC, ATARG, EXSKILLS, CL, or a biennial overseas expedition
Fleet Air Arm Acquaint	Aeroplane	Q	Successful completion of the FAA Course or the Pilot and Observer Course.
Dinghy Sailing	Dinghy	Q	Successful completion of the RYA Level 1 syllabus.

Badge	Description	Skill (S)/ Qualification(Q)	Awarded for
Dinghy Sailing	Dinghy with star	Q	Successful completion of the RYA Level 2 syllabus.
Duke of Edinburgh Award	D of E provided badge	Q	Successful completion at the appropriate level of the D of E Scheme.
Electronics	Weapons Engineering Mechanic	Q	Successful completion of the Electronics Course
First Aid	St John Activities' First Aid Badge	Q	Successful completion of the St John Activities' First Aid Course via CCF or through school.
Leadership Course	L/S hook with words "Royal Navy Leadership Course."	Q	Successful completion of the one week leadership Course or : completion of a Leadership weekend plus the remainder of strand 1 of the advanced proficiency syllabus and of the continuation syllabus or completion of a CTT run Cadet Cadre Course, or completion of the CTC Frimley Park Cadet Leadership Course.
Naval Warfare	Warfare badge (Missile crossed with Torpedo)	Q	Successful completion of the Naval warfare course at HMS Collingwood
Navigation	Dividers	Q	Successful completion of the RYA Day Skipper Shore Based Course
Powerboat	Propeller	Q	Successful completion of RYA Level 1 Powerboat Course
Powerboat	Propeller with star	Q	Successful completion of RYA Level 2 Powerboat Course
Powerboat	Propeller with two stars	Q	Successful completion of RYA Safety Boat Certificates.
PT/Sports	Crossed Clubs	Q	Successful completion of the Sports Course at HMS Temeraire.
Ocean Diver	Diver's Helmet	Q	Successful completion of the Ocean Diver Course.
BTEC	Gold letters 'BTEC' on a purple background	Q	Successful completion of the BTEC First Diploma in Public Services.
Offshore Sailing	Square sail	Q	Successful completion of the RYA Competent Crew or

Badge	Description	Skill (S)/ Qualification(Q)	Awarded for
			higher Certificate.
Canoeing	Canoe	Q	Successful completion of the BCU two-star canoeing award.
Marksman (full bore)	Crossed rifles with two stars	S	Successful completion of a full bore classification shoot in accordance with the practices specified in the Cadet Training Manual.
First Class shot (full bore)	Crossed rifles with star	S	
Second Class shot (full bore)	Crossed rifles	S	
Marksman (small bore)	Single rifle with two stars	S	Successful completion of a small bore classification shoot in accordance with the practices specified in the Cadet Training Manual.
First Class shot (small bore)	Single rifle with star	S	Successful completion of advanced small bore range instruction and firing. Successful completion of small bore range instruction and firing.
Second Class shot (small bore)	Single rifle	S	
Musician	Music Holder	S	Successful completion of the Band course.

These badges are to be worn so that the centre of a single badge or combination of badges is in the centre of the brassard.

39. Other badges.

a. **CCF (RN) badge.** To be worn on the shoulder of the jersey by cadets rated Able Seaman and above in accordance with CCF (RN) Syllabus 2001.

b. **Cadet under-officer.** To wear a white linen flash behind the CCF(RN) cap/beret badge and a strip of white linen half an inch wide across each CCF shoulder badge, just inside the CCF logo. No badges other than school and CCF titles are to be worn. The CCF (RN) badge is to be worn by cadet Under-Officers.

c. **First Aid and the Duke of Edinburgh Award badges.** The award of the St John Activities First Aid Badge and the Duke of Edinburgh's Award badges is at the discretion of these authorities. The badges may be worn when the appropriate qualifications have been gained. They are to be worn on the right cuff under the rules for skill badges.

The foundation on which the various badges are embroidered is to be trimmed to permit the correct distance between badges, and also to give a smart appearance. New badges should be used whenever possible.

40. Demand procedure.

a. **School and CCF titles.** To be purchased from the Cadet Kit Shop.

- b. **Badges of rate and skill badges.** Badges are to be demanded from HQ CCF (RN) through the Area Instructor.
- c. **Qualification and course badges.** The Officers-in-Charge of the course will issue badges. The authorities organising D of E activities will issue D of E Badges.

Naval stores and accounting instructions

Responsibilities for RN Stores Accounting

41. For CCF (RN) Sections the Naval Stores custodian is the Officer-in-Charge of the Section. The duties may be delegated but responsibility to the Service for the Stores account remains with the Officer-in Charge.

42. **Initial issue.** For the initial issue of stores, other than clothing, a Permanent Loan Record (PLR) will be opened by the Logistics Officer (Stores) (LO(S)) – normally of the Parent Establishment. Two copies will be printed, and forwarded to the Officer-in-Charge RN Section. The Officer-in-Charge should muster the stores and, if satisfied that the quantities on the PLR are correct, sign one copy of the PLR and return it to the LO(S). The second copy of the PLR should be retained by the Officer-in-Charge. Copies of the PLR can be obtained from the LO(S) at any time.

43. **Additional issues.** Requests for replacement stores, or stores in excess of the authorised scale, should be sent in writing to the LO(S) stating the reasons for the requirement. The LO(S) will, if necessary, get approval from HQ CCF (RN) and will raise a demand on the stores OASIS system. When stores are supplied, the issuing Naval Base or Depot concerned will issue the stores accompanied by a D1200/AFG8614 direct to the Officer-in-Charge RN Section. These should be dealt with as follows:

- a. Form D1200/AFG8614 received with stores is to be signed by the Officer-in-Charge as evidence of receipt. The D1200/AFG8614 should then be sent to the LO(S) for posting onto the Permanent Loan Record (PLR). An up to date copy of the PLR will then be sent to the Officer-in Charge.
- b. Form D1200 (Copy No 3) is used as an identification label for the stores and may be destroyed by the Contingent when no longer required.
- c. MOD Form 458 – Issue Transaction Summary – detailing all issues made to each section is sent direct to the LO(S). On receipt the LO(S) will check that the stores have been received and that the accountable items have been taken on charge on the PLR. He will sign the certificate on the MOD Form 458 which should be retained pending examination of the account by the Internal Audit Authority.

NB. It should be noted that the majority of clothing will not appear on the PLR, as it is issued outright as “Consumable”.

Seamanship stores

44. **Permanent stores.**

Description	Unit of Issue	Quantity
Ruler, parallel	No	12
Ensign, blue with RN CCF badge	No	2 (size to be stated)

45. **Consumable stores.**

Description	Unit of Issue	Quantity
Call, Boatswain's	No	6
Chain for Boatswain's call	No	6

46. **Charts and Hydrographic publications.**

Description	Unit of Issue	Quantity
Instructional Chart No 5050	No	6
Chart No 5011, signs and abbreviations	No	1

Note: Application may be made through Area Instructors for additional charts.

47. **Books of reference.**

- a. **BRd 51(1).** Admiralty Manual of Navigation (in CD format) – available from Area Instructors.
- b. **BRd 1834.** Royal Navy Ceremonial and Drill (in CD format) – available from Area Instructors.
- c. **BR 1838.** A Seaman's Guide to Basic Chartwork – 6 copies.
- d. **BR 453.** A Seaman's Guide to the Rule of the Road – 6 copies.

48. **Armament stores.** Belts, webbing and anklets – one per 4 Cadets.

- a. **Special demands.** Additional stores as shown below required for particular occasions – ashore and afloat – may be demanded.
- b. **Sections with boats.**

Description	Quantity
Crutches	As required
Oars	As required
Boat hooks and Staves	2 per boat
Buoyancy Aids/Lifejackets, as appropriate.	Supplied by HQCCF (RN)
Paint	
Varnish) Brushes) Scrapers)	1 set as required for maintenance
Spare boat equipment as required for boats held on PLR	

49. All accountable items of stores, including clothing that is listed on the PLR, are to be mustered annually by the LO(S). It is the Officer-in-Charge RN Section's responsibility to ensure that the muster takes place - naval accounting routines notwithstanding. Prior to the muster date, the LO(S) will supply an up-to-date copy of the PLR. On completion of the

muster, providing all quantities are correct, the Officer-in-Charge will be invited to sign the PLR as correct. This copy will be returned to the LO(S) for safe keeping in the Naval Stores Account.

Losses and deficiencies

50. **Losses.** Stores that have been damaged or worn out through “fair wear and tear” should not be treated as losses, but, unless the cost of transport would be uneconomical, should be returned on Form S1091 (Internal Stores Return Note) to the LO(S) for return to the nearest Naval Base. Requests for replacement items should be made to the LO(S). Uniform is not to be returned if it can be made serviceable by repair or cleaning. Items of uniform that are deemed to be unserviceable should be used for dirty work and training for events (e.g. Obstacle Courses or Night Exercises) where the risk of wear and tear is unacceptably high for serviceable uniform items.

51. **Losses caused by neglect.** If, after due enquiry, neglect is established for loss of stores, the LO(S) will make out Form C126 (Stores Lost or Damaged) and assess the amount to be charged. The C126 will then be sent to the Contingent for payment. Cheques or Postal Orders should be sent to the LO(S) with all three copies of the C126. The LO(S) will receipt copy 3 of the C126, and return it to the Contingent to support their accounts.

52. **Other losses.** Where a loss is found to be due to circumstances beyond the Contingent's control, a C126 will be raised to adjust the account.

Return of stores

53. Stores no longer required (ie beyond, or surplus to, the RN Section's needs) are to be returned to the LO(S). Stores must not be returned without prior application to the LO(S). A form S1091 and a statement giving reasons for return, and whether or not a replacement is required, is to accompany the consignment.

54. If approval is given for the return of the stores, the LO(S) will raise Forms S331S (Stores Return Note – 4 copies) and arrange for the return of the stores. When Forms S331S are raised the stores OASIS system will automatically delete the items from the PLR. On completion of S331S action the LO(S) will send the Officer-in-Charge an up-to-date copy of the PLR.

55. If a replacement is required the LO(S) will demand it on behalf of the Section.

Annexes:

- A. Afloat training opportunities.
- B. RN annual camps and training courses – ashore and afloat.
- C. CCF(RN)/(RM) Officers and SSIs' uniform scales.
- D. CCF (RN) cadet uniforms.
- E. CCF (RM) cadet uniforms.
- F. MOD funding and charges.

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AFLOAT TRAINING OPPORTUNITIES

HM Ships

1. **HM Ships affiliated to CCF (RN) Sections.** Contact should be made by CCF (RN) Sections directly with HM Ship to which they are affiliated to arrange sea-training on a mutually convenient date. As much notice as practicable should be given.
2. **HM Ships to which a CCF (RN) Section is not affiliated.** Requests for sea training may be made as appropriate to ships other than those to which RN Sections are affiliated.
3. **HM Ships nominated for Mine Counter Measures Sea Days.** CCF (RN) Sea Days in Mine Counter Measures vessels are available annually and are based in vessels operating from Portsmouth and Faslane in alternate years. The purpose of the Days is for cadets to gain 'hands-on' experience of time in a minor war vessel. A calling letter is included in the September edition each year of the CCF (RN) Monthly Bulletin.

University Royal Naval Unit (URNU) P 2000 Vessels

4. There are currently 14 P2000 class 20 metre Fast Patrol Vessels operated by URNUs in the United Kingdom. While their principal role is, of course, to operate in support of the Royal Naval Unit at their parent University, application may be made directly to individual Officers-in-Charge for sea experience opportunities on a mutually convenient basis at the locations shown:

Officer-in-Charge
Aberdeen URNU
Gordon Barracks
Bridge of Don
Aberdeen
AB2 8BD
Tel: 01224-822663

Officer-in-Charge
University of London URNU
206 Brompton Road
London
SW3 2BQ
Tel: 0171-2257137

Officer-in-Charge
Glasgow and Strathclyde
URNU
c/o OTC
95 University Place
Glasgow
G12 8SU
Tel: 0141-337166

Officer-in-Charge
Bristol URNU
Lunsford House
Cantocks Close
Bristol
BS8 1UP
Tel: 01272-292004

Officer-in-Charge
Liverpool URNU
128 Mount Pleasant
Liverpool
L3 5SR
Tel: 0151-7098767
Tel: 01703 -223553

Officer-in-Charge
Southampton URNU
3rd Floor Capella House
Kingsway
Southampton
S01 1NG

Officer-in-Charge
Manchester and Salford
URNU
Crawford House
The Precinct Centre
Oxford Road
Manchester
M13 9GH
Tel: 0161-272 5304

Officer-in-Charge
Sussex URNU
University of Sussex
Falmer
Brighton
BN1 9RJ
Tel: 01273-678289

Officer-in-Charge
Northumbrian Universities RNU
c/o HMS Calliope
South Shore Road
Gateshead
Tyne and Wear
NE8 2BE
Tel: 0191-4775584

Officer-in-Charge
Oxford URNU
Manor Road
Oxford
OX1 3 UQ
Tel; 01865-209039

Officer-in-Charge
Yorkshire Universities RNU
22 Pearson Park
Hull
Tel: 01482-443253
Tel: 01223-355680

Officer-in-Charge
Cambridge URNU
2 Chaucer Road
Cambridge
CB2 2ED

Officer-in-Charge
Birmingham URNU
Park Grange
Somerset Road
Edgbaston
Birmingham
B15 2RR
Tel: 0121-4541214

Officer-in-Charge
Wales URNU
c/o HMS CAMBRIA
Hayes Point
South Glamorgan
CF6 2XU
Tel: 01466-744044
Tel: 01466-744044

Royal Fleet Auxiliaries

5. Application may be made to embark in a Royal Fleet Auxiliary vessel which operates in Plymouth as part of 'The Thursday War'. Scheduled by the Flag Officer Sea Training the purpose of the day is to test the fighting readiness of warships undergoing work-up at Plymouth. Application should be made to HQ CCF (RN) in the first instance.

Fleet Tenders

6. Sea Training is available for 12 x 1 week periods annually aboard a Fleet Tender operating in the Clyde. This may be booked by a single contingent or in conjunction with others. This is an ideal opportunity to put into practice skills learned in theory while afloat on the scenic west coast of Scotland. The Tender carries a very experienced professional crew who ensure that you spend a profitable and enjoyable week afloat. Details are in the annual List of Camps and Courses published in November each year.

Power driven vessels, dinghies and yachts based at RN Sailing Centre, Portsmouth

7. A broad range of power driven vessels (MV Black Swan, MV Blue Swan), Yachts (TS Amaryllis (36 feet)/4 Fox Terriers (22 feet) and dinghies (Bosuns and Picos) are available for afloat training by Sections at HMS Excellent.

Power driven vessels and dinghies based at Southport, Lancashire

8. A range of dinghies and power driven vessels is available for use at Southport, near Liverpool, for use of which contact should be made with the Assistant Afloat Training Officer. Accommodation may be booked.

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**RN ANNUAL CAMPS AND TRAINING COURSES –
ASHORE AND AFLOAT**

Title	Course Description
<p>AMRYADS Amaryllis Royal Yachting Association Day Skipper Course (Practical) (Sigma 38 Yacht)</p>	<p>Designed to teach pilotage, chartwork and boat handling to the standard required of a skipper of a small cruising yacht operating by day in tidal waters with which he is familiar. RYA Day Skipper Certificate awarded on successful completion.</p>
<p>AMRACE Sail Training Craft Amaryllis (Sigma 38 Yacht)</p>	<p>Designed to enable cadets to experience the 'Round the Island' (Isle of Wight) Race in company with many other yachts. A 36 hour 'work-up' period precedes the race. An excellent chance to participate in the world's largest yacht race.</p>
<p>AMRYACC Amaryllis Royal Yachting Association Competent Crew</p>	<p>Designed to teach a beginner seamanship, helmsmanship and the requirements of personal safety to the level required to be a useful member of the crew of a yacht. The RYA Competent Crew Certificate is awarded on successful completion of the course.</p>
<p>AMRYACS Amaryllis Royal Yachting Association Coastal Skipper</p>	<p>Designed to teach the skills and the techniques required of a skipper to operate a cruising yacht safely on coastal and offshore passages by day and by night. On completion of this course, a Course Completion Certificate is awarded. Possession of the certificate reduces the qualifying mileage required to undertake the examination for the Certificate of Competence – see course AMRYAYM/CS below (2 days)</p>
<p>AMRYASY Amaryllis Royal Yachting Association Yacht master & Coastal Skipper.</p>	<p>Designed to provide a short introduction to the requirements of cruising under sail.</p>
<p>AMRYAYM/CS Amaryllis Royal Yachting Association Yacht master & Coastal Skipper</p>	<p>Designed to prepare candidates for the award of the RYA Yachtmaster or Coastal Skipper's Certificate at the end of the 7 day course.</p>
<p>ATARG Adventurous Training Argyll Garelochhead</p>	<p>Designed to teach map reading, the ability to use a compass with confidence and the skills required to engage in orienteering, hill-walking and camping – culminating in 4 day Exped in the Scottish Mountains.</p>
<p>BSRYA (DS) Black Swan Royal Yachting Association (Day Skipper) (Practical)</p>	<p>Designed to teach pilotage, chartwork, seamanship and boat handling to the standard required of a skipper of a motor cruiser operating by day in tidal waters with which he is familiar. An RYA Day Skipper Motor Cruising Certificate is awarded on successful completion of the course.</p>
<p>BSRYA (HC) Black Swan Royal Yachting Association Helmsman Course</p>	<p>Designed to introduce a beginner to the requirements of boat handling and of safety within a defined area over 2 days.</p>

Title	Course Description
ATPC Adventurous Training Pier Cellars HMS RALEIGH	Designed to enable cadets to experience a broad range of outdoor activities afloat and ashore on the cliffs of Cawsands Bay (Plymouth Sound). Activities include canoeing, yacht sailing, diving (taster sessions), abseiling, orienteering, map reading, coastal path walking and completing an obstacle course.
BAND RM Band Course Location TBC	To provide tuition on a wide range of musical instruments for individuals or school bands. Participants benefit from association with, and some instruction from, the Royal Marines Band Service. A tremendous military as well as a musical opportunity.
CAN Canoeing HMS RALEIGH	Designed to teach basic and advanced canoeing, capsize drills, rolls, rescue procedures and canoe maintenance - with plenty of time on the water to absorb new skills. Course 'CAN 3' annually will be an advanced course.
CFT Clyde Fleet Tender HMS NEPTUNE	Designed to provide sea training with instruction in navigation, ship handling and seamanship while embarked in a Fleet Tender operating in the Clyde. Ideal either for team building within an individual RN Section or for joint use with another CCF (RN) Section.
CL Royal Marine Climbing Course CTCRM LYMPSTONE	Designed to teach rock climbing techniques and safety procedures under the tutelage of instructors from the Commando Training Centre (Royal Marines).
CSA Cadet Sailing Assistant HMS COCHRANE	Designed to train experienced dinghy sailors (RYA level 2 plus one years experience) to assist with instruction of cadets on National Sailing Courses. This course runs in conjunction with the 'Scottish Sailing' course. There are opportunities for further modules.
DART Cadet Summer Camp BRNC DARTMOUTH	Designed to provide an introduction to the life of a young officer under training at the Britannia Royal Naval College, Dartmouth and to impart basic leadership skills and develop self-reliance. The course involves a broad range of activities - afloat and ashore - using the superb facilities of BRNC on the banks of the River Dart.
EXSKILL Expedition Skills (Summer) Gutter Tor Refuge	Designed to teach the skills required to enable an individual to take part in a Summer Exped. Instruction provided in navigation, leadership, mountain safety and camp craft.
FA First Aid HMS EXCELLENT	Designed to provide a theoretical and practical introduction to basic First Aid and Casualty Handling. Successful completion of the course will result in the award of the St John Activities First Aid Certificate.
FAA Fleet Air Arm Acquaint RNAS Culdrose	Designed to provide a broad introduction to Naval Aviation and Maritime Air Operations. Visits are made to helicopter squadrons based at RNAS Culdrose and to the Sea King Simulator with the possibility of a flight in a fixed wing or rotary wing aircraft.
FT 22ft Fox Terrier Yachts supported by STC Amaryllis	Designed to provide the opportunity to operate a small yacht (22ft) within the Solent and to take responsibility for all aspects of its management for 48 hours. Additional opportunities for Day Skipper qualified officers to gain further experience.

Title	Course Description
HYDMET Hydrographic and Meteorology Acquaint Course HMS DRAKE	Designed to familiarise Cadets with the principles involved in predicting Hydrographic and Meteorological conditions and to give a broad outline of how the Royal Navy makes best use of these factors when operating at sea. The acquaint is based on that given to junior RN Officers under training.
L Electronics Course HMS COLLINGWOOD	Designed to provide theoretical and practical training in electronics with reference to modern weapon systems and the applicability of electronics to today's Royal Navy.
LW Leadership Weekend HMS EXCELLENT	Designed to develop Cadets' leadership by providing controlled means of exercising it in practical situations. Each individual is given the opportunity to be in charge during a team activity and to consider the elements of successful leadership. Activities are combined with sport to ensure that the experience is fun as well as being instructive.
MT Military Training HMS RALEIGH	Designed to acquaint Cadets with the military aspects of the duties of Royal Navy and Royal Marines personnel. Activities include boarding and searching ships, security routines and Royal Marines drills in the field. "Fast Rope" opportunities are possible.
NW Naval Warfare HMS COLLINGWOOD	Designed to acquaint Cadets with the principles of Naval Warfare and their employment on operations with an introduction to anti-air, anti-surface and anti-submarine warfare.
OAC Officers' Advanced Course HMS EXCELLENT	Designed to enhance officers' leadership and power of command in preparation for assuming senior positions within CCF(RN) and to broaden their knowledge of CCF (RN) training and their Parent Service to the benefit of their Cadets.
OS Officers' Sailing Course Portsmouth	Designed to enable CCF Officers who are novice sailors to obtain an RYA Level 2 Dinghy Sailing Certificate and to enable more experienced sailors to complete two of the following options: Seamanship, Racing, Spinnaker, Daysail or Performance Sail.
OBC Officers' Boat Course HMS RALEIGH	Designed to enable CCF(RN) Officers to qualify for the award of the RYA National Power Boat Level 2 Certificate through practice in the handling of powerboats, carrying out pilotage exercises and conducting maintenance checks.
OD Ocean Diver (BSAC) Venue TBC	Designed to consist of the teaching of classroom theory and practical training in a pool and then in open water, the course enables Cadets to learn the skills to dive with other divers to a depth not greater than that experienced during training. All training activities are conducted under the supervision of British Sub-Aqua Club (BSAC) qualified instructors.
OIC Officers' Initial Course BRNC Dartmouth	Designed to provide newly entered CCF(RN) officers with basic naval training and sufficient knowledge to enable them to take their place with confidence in a CCF(RN) Section within a school. Subjects covered include elementary seamanship, chart work, rule of the road, boat work - under sail and power – and ceremonial training in addition to briefings on matters that they are likely to encounter in administering their Sections. An RYA Level 2 (Power) Certificate is undertaken during the seven day course.

Title	Course Description
PS Portsmouth Sailing Portsmouth	Designed to enable Cadets with no experience, to gain an RYA Level 2 Certificate and Cadets with experience to complete two of the following modules: Seamanship, racing, Spinnaker, Day Sailor or Performance Sailing.
P&O Pilot and Observer RNAS Culdrose	Designed primarily for Cadets considering a career as a Pilot or Observer in the Naval Service, the course briefs Cadets on aircrew training within the Royal Navy. Visits are made to squadrons based in RNAS Culdrose and their Sea King, Merlin and Jetstream aircraft in which flights may be possible.
PB Powerboat Coxswain HMS RALEIGH	Designed to enable Cadets to operate safely a power driven boat and be able to carry out basic engine maintenance, anchoring, towing and mooring. On successful completion an RYA Level 2 Certificate is awarded.
REDSEADIVEX Red Sea Diving Expedition Red Sea	Designed to enable Cadets to experience a Diving Expedition in the excellent conditions of the Red Sea under the supervision of CCF (RN) Officers qualified as British Sub-Aqua Club (BSAC) qualified instructors.
R Royal Navy Acquaint HMS RALEIGH	Designed to provide a broad introduction to the work of the Royal Navy. This is achieved by undertaking a series of visits and engaging in tasks involving practical firefighting, practical seamanship, afloat training and physical activity relevant to the needs of the Service.
RF Range Firing Tregantle Fort HMS RALEIGH	Designed to qualify Cadets as marksmen 1 st or 2 nd Class. The course includes an introduction to all aspects of the Cadet Training Rifle. Other weapons may be demonstrated. Cadets must be strong enough to fire the Cadet Training Rifle unaided.
RL Raleigh Leadership HMS RALEIGH	Designed to develop Cadets' leadership by providing controlled means of exercising it in practical situations. Each individual is given the chance of being in charge and considering the elements of successful leadership. Designed to be fun as well as instructive.
RS Raleigh sailing HMS RALEIGH	Designed (RS1) (RYA National Dinghy Sailing Course) for Cadets who have previous sailing experience to improve and to complete two of the following modules: Seamanship, Racing, Spinnaker, Day Sailing or Performance Sailing. Designed (RS2 and RS3) (RYA National Dinghy Sailing Course) for Cadets who have no previous experience to qualify at RYA level 2 and Cadets with experience to complete two of the following modules: Seamanship, Racing, Spinnaker, Day Sailing or Performance Sailing.
RYADS RYA Day Skipper (Shore Based) HMS BRISTOL	Designed to cover the RYA Day Skipper syllabus and examination. Instruction is delivered ashore and a day's practical afloat is available. Power and Sail options follow the same syllabus.

Title	Course Description
RYASC RYA Support Courses HMS EXCELLENT	Designed as a series of separate courses to impart the level of knowledge required by the RYA in the fields of Radio, Diesel Engines, Radar and Electronic Chart Work. Designed to cover the RYA Day Skipper syllabus and examination. Instruction is delivered ashore and a one day's practical training afloat is available. Power and Sail options cover the same syllabus.
SIC Sailing Instructors' Course HMS EXCELLENT	Designed to teach participants to teach sailing in accordance with RYA National Sailing Scheme methods. A pre-entry assessment must have been undergone not more than 12 months before the start date of the course. Participants must be able to sail a dinghy confidently and be able to do all of the following: <ol style="list-style-type: none"> a. Sail around a triangular course. b. Sail tight circles. c. Sail a "Follow my leader" course. d. Pick up a "Man overboard" dummy. e. Carry out a lee-shore landing and departure. f. Anchor or pick up a mooring. g. Come alongside a moored boat. h. Recover a capsized dinghy. i. Sail rudderless.
SS Scottish Sailing HMS CALEDONIA	Designed primarily for novices but Cadets at all levels of dinghy sailing are welcome to apply. All aspects of regular and performance sailing are incorporated.
SSC Supervisor's Sailing Course HMS EXCELLENT	Designed to teach CCF Officers with RYA Level 2 (Dinghy and Power) to supervise a maximum of six sailing boats on non-tidal waters. On successful completion of the course, officers will receive a CCF (RN) Sailing Supervisor's Certificate and also an RYA Safety Boat Certificate.
WIND Windsurfing HMS BRISTOL/Thorney Island	Designed to provide a basic introduction to windsurfing for novices and those with limited experience.
YSJP Yacht Sailing Cadets Jupiter Point	Designed to provide a range of courses from Jupiter Point (HMS RALEIGH) for those with no previous experience and for those with experience who wish to obtain RYA qualifications.

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CCF (RN)/(RM) OFFICERS AND SSIs' UNIFORM SCALES

Initial issue

1. Items to be purchased with cash grant.

- a. Male RNR (CCF) Officers: one No 1B uniform suit (jacket and trousers) with gold distinction lace.
- b. Female RNR (CCF) Officers: one No 1B uniform suit (jacket and skirt)
- c. Male RMR (CCF) Officers: one Day undress Lovat Service dress suit (jacket and trousers) with bronze shoulder stars. Tie, khaki.
- d. Female RMR (CCF) Officers: Female equivalent.

2. Free issue.

a. Male CCF (RN) officers.

Item	Scale	Remarks
Badge Beret	1	
Badge, Cap, Officers, Embroidered	1	
Beret, Navy Blue	1	
Cap, Plastic, Officers	1	
Jacket, Foul Weather	1	
Jersey, Heavy Wool	1	
Shirt, White, Long sleeved	2	
Shoes, Leather, Black (Pr)	1	
Socks, Black (Pr)	3	
Tie, Day, Black	1	
Trousers, Black	1	

b. Female CCF (RN) officers.

Item	Scale	Remarks
Badge Beret	1	
Badge, Cap, Officers, Embroidered	1	
Beret, Navy Blue	1	
Hat Tricorn	1	
Jacket, Windproof, Working	1	
Jersey, Heavy Wool, Women's	1	
Shirt, White, female, Officers, long sleeved	2	

Item	Scale	Remarks
Shoes, Leather, Black, Women's (Pr)	1	
Socks, Black, thin (Pr)	3	
Tie, Day, Black	1	
Trousers, Black	1	
Foul Weather Jacket	1	

c. Male and female CCF (RM) officers. (Female CCF (RM) Officers to be issued with female equivalent items)

Item	Scale	Remarks
Badges, set of, various	1	To include: Adonised and bronze cap badges
Belt, Corps pattern	1	
Beret, Blue, RM	2	
Cold Weather Fleece	1	
Shirts, Man's Tropical Stone	2	
Shoes, Leather, Black (Pr)	1	
Smock, Combat, DPM	1	
Socks GS, Polyester, Olive Drab (Prs)	3	
Trousers CS95	2	
Trousers, Lovat (Pr)	1	
Shirt CS95	2	
Boots, HLC	2	With Toe cap
Jacket, Waterproof	1	
Trousers, Waterproof	1	

d. Male and female SSIs ex RN (Female SSIs ex RN to be issued with female equivalent items).

Item	Scale	Remarks
Badge Beret	1	With badge
Beret, Navy Blue	1	
Cap, CPO	1	
Jacket, Blue Serge	1	
Shirt, Soft, White	2	
Tie, Black rayon, baratheia	1	
Trousers, Black	1	
Foul Weather Jacket	1	

e. **SSIs ex RM.**

Item	Scale	Remarks
Badges, set of	1	WO1 only
Belt, Corps pattern	1	
Belt, Sam Browne	1	
Beret, Green	2	
Boots, combat, high, RM (Pr)	1	

f. **Male and female CCF (RN) cadets.**

Item	Scale	Remarks
Beret, Navy blue	1	Female Cadets of rank of Petty Officer and above. Male Cadets of rank of Petty Officer and above.
Badge, Beret	1	
Jersey, woollen, blue, heavy,	1	
Shirt, white, long sleeves	1	
Shirt (AWD) (Blue)	1	
Trousers (AWD) (Blue)	1	
Trousers (Serge) (Black)	1	
Tie (Black)	1	
Jacket (Foul Weather)	1	
Tricorn hat	1	
Cap (Plastic)	1	

g. **Male and female CCF (RM) cadets.**

Item	Scale	Remarks
Jacket (Combat 95)	1	Supplementary issues are made for participants in specific events.
Trousers (Combat 95)	1	
Belt, Green	1	
Beret	1	
Badge	1	
Shirt (DPM)	1	
Woollen Jersey/Fleece	1	

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CCF (RN) CADET UNIFORMS

(PD – PARADE DRESS)
(WD – WORKING DRESS)

Item	PD	WD	Notes
Headgear	Beret, Navy blue, RN Beret Badge Cap, plastic (1) Hat, tricorn (2)	As for PD	(1) POs and above qualified iaw RN Syllabus (2) Female Cadets
Shirt	White, long sleeved polyester/cotton	Blue, working polyester/cotton	
Neckwear	Tie, polyester, cotton	NA	
Jersey	Jersey, wool, navy blue	As for PD	(3) As detailed
Embellishments	CCF and School shoulder titles, badges of rate, qualification and skill	As for PD	
Trousers	Working, blue, polyester/ worsted	Working, blue	
Footwear	Shoes, black	As for PD	Purchased
Ceremonial Items	Belt, Gaiters, Boots	NA	Issued on loan for Cadet members of Guards for special occasions only.
Outer Clothing	Jacket, Foul weather	As for PD	

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CCF (RM) CADET UNIFORMS

(PD – PARADE DRESS)
(WD – WORKING DRESS)

Item	PD	WD	Notes
Headgear	Beret, Navy blue, RN Beret Badge	As for PD	
Shirt	DP	As for PD	
Jacket	Combat 95	As for PD	
Trousers	Combat 95	As for PD	
Outer Clothing	Fleece	As for PD	
Footwear	Boots, Combat	As for PD	
Ceremonial Items	As required	NA	Issued on loan for Cadet members of Guards for special occasions only.

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MOD FUNDING AND CHARGES

Grants

1. **Naval equipment fund.** The Naval Equipment Fund is designed to give financial assistance to individual Naval Cadet Sections. It can be used for the purchase of equipment or services not available through Naval sources/Stores eg for outdoor activities such as sailing, diving and adventurous training. All bids are to be made to HQ CCF (RN) Headquarters.

Remuneration

2. **Method of claiming remuneration.** Remuneration claims are to be made on Reserves Form C444 to HQ CCF (RN) immediately on completing the duty. If approved, claims will be processed and paid through Joint Personnel Administration (JPA) for crediting Bank Accounts. Cash payments will not be made.

Allowances for travel

3. **Submission of travel claims.** Claims for travel expenses are to be made on JPA Form FO16 and sent to HQ CCF (RN) no later than 6 weeks from completing the duty. Payment will be sent by JPA via BACS (Bank Automated Credit System) to the bank account for the Officer held on the system.

Officers' uniform grants and allowances

4. **Uniform upkeep allowance.** The annual uniform upkeep allowance is paid automatically and directly to bank accounts.

Changes

5. **Personal occurrences.** CCF (RN) officers are to report changes in marital status, address and bank account details to the Personnel Administrative officer (PAO) at HQ CCF (RN). Bank account details are to include branch address, sorting code and account number.

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ARMY SUPPLEMENT

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- F. Example holding of contingent publications .
- G. Payment of cadet messing contributions .
- H. Application for Cash in Lieu of Rations (CILOR)..

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ARMY SUPPLEMENT TO JSP 313

Army support organisation

1. **Affiliations.** Application for affiliation to a unit of the Regular Army or the TA should be made to the appropriate Army Fmn HQ, which may give authority after the consent of the Colonel or Commandant has been obtained. Where affiliation cannot provide direct assistance, efforts should be made to find a sponsor or a parent unit conveniently situated who can assist with the Contingent's training and administration. In addition to the main affiliation, Army Sections may open Special to Arms Service Sections (ie RA, RE, R SIGNALS and REME) on application to the appropriate Army Fmn HQs, who will seek agreement for the section from the Sponsor Arm/Service at HQLF or MOD.

Training and administrative staff

2. **Cadet Training Teams (CTT).** CTTs are available to assist with training.

3. **Administrative Assistants (AA).** The CCF AA is an FTRS (HC) Warrant Officer responsible for providing direct administrative support to the Contingent Army Sections within an Army Fmn area. Their responsibilities, which are laid down by the appropriate Army Fmn HQ, may include advice on the following aspects of administration common to all sections:

- a. Accounting for clothing, weapons, ammunition and equipment.
- b. Correspondence and documentation within the Contingent.
- c. Preparations for annual camp, military and AT, including transport arrangements.
- d. Submission of claims for Contingent grants, officers' remuneration and travel claims.
- e. Liaison between the appropriate Army Fmn HQ and Contingent Commanders.
- f. Accounting for public funds.

4. CCF AAs do not absolve Contingent Commanders from their responsibilities for day-to-day administration of their Contingents.

School and contingent organisation

5. **Commission application procedures.** Applicants who wish to serve as Commissioned Officers in Army Sections of the CCF fall into a variety of categories. The procedures for appointment as paid CCF officers are in the following paragraphs and the Flow Chart at Annex A:

a. **Applicants with no previous commissioned service.** Applications from individuals with no previous commissioned service of any kind are to be made as follows:

(1) Applicant completes MOD Form 1109 and a basic check verification record (BCVR) which is sent by the Contingent Commander to Army Fmn HQ as soon as possible. The Authority to be notified when clearance is issued is the appropriate Army Fmn HQ (Bde or area)

(2) The interviewing officer will endorse the AF B6610A with his/her recommendations and pass to the Army Fmn HQ who will create a full JPA record and notify the Head, CC and RF&C Div. Individual details to be entered on to WESTMINSTER.

- (3) The applicant is to be medically examined by his/her general medical practitioner and certified fit to undertake CCF duties in accordance with para 19.
- (4) The applicant is to sign the Official Secrets Acts and Confidentiality Declaration (MOD Form 134).
- (5) The Head is to provide a pen picture and his personal endorsement of the applicant.
- (6) The bank details and NI number of the applicant are to be provided.
- (7) The documents at Sub-Paras (2)-(5) are to be sent to the Army Fmn HQ.
- (8) When clearance is obtained from DVA (A) on AF B6617, the Army Fmn HQ Comd, or an officer nominated by him, is to interview the applicant. All original paperwork is then forwarded to the Document Handling Cell (DHC) in Glasgow.

b. **Applicants for a TA General List Section B Commission who are members of the Regular Army Reserve of Officers (RARO).** Applications from members of the RARO who wish to hold a TA General List Section B Commission for Service with the CCF are made as follows:

- (1) Complete MOD Form 1109 and a (BCVR). The CCF Contingent Commander is to forward the application for clearance to the appropriate Army Fmn HQ, who will check that it is complete and forward to DVA (A).
- (2) The applicant is to be medically examined by his/her general medical practitioner and certified fit to undertake CCF duties in accordance with para 19 of this supplement.
- (3) The applicant is to provide a written statement of willingness to revert to the substantive rank of Lieutenant for Service in the CCF. This statement does not affect entitlement to revert to a former higher rank on release from the TA General List Section B or the grant of Acting Paid Rank appropriate to a CCF appointment.
- (4) The Contingent Commander is to certify that an establishment vacancy exists in the Army Section or quote DRFC (JCS) approval to hold the applicant as supernumerary.
- (5) The applicant is to sign the Official Secrets Acts and Confidentiality Declaration (MOD Form 134).
- (6) The Army Fmn HQ will approve the application, and a full JPA record will be created by the Bde MS branch, who will notify the school, RF&C and the Contingent Commander. All original paperwork is then forwarded to the Document Handling Centre (DHC) in Glasgow.

c. **Members of RARO who wish to assist the CCF but do not wish to be appointed to a TA General List Section B Commission (Attached Officers).** An officer who is a member of the RARO and wishes to be attached to a CCF unit without being appointed to a TA General List Section B Commission should apply as follows:

- (1) Complete MOD form 1109 and a (BCVR). The CCF Contingent Commander is to forward the form to Army Fmn HQ.
- (2) The applicant is to sign the Official Secrets Acts and Confidentiality Declaration (MOD Form 134).
- (3) The CCF Contingent Commander is to complete the details of the candidate on an AF E535 and obtain the Head's endorsement.
- (4) The Contingent Commander is to certify that an establishment vacancy exists in the Army Section or provide evidence that RF&C (JCS) has agreed that the applicant may be held supernumerary.
- (5) The Contingent Commander is to send the above documentation to the Army Fmn HQ.
- (6) The Army Fmn HQ is to create a JPA record which will provide a CCF number for pay purposes; all original documents are to be sent to DHC in Glasgow. Individual's details to be entered on to WESTMINSTER.
- (7) It should be noted that the officer will be entitled to claim up to 28 days remuneration for CCF duties at rates appropriate to his/her rank or that which he/she fills on the CCF Establishment, whichever is the lower.

d. **Active List TA Officers who wish to assist the CCF but do not wish to be appointed to the TA General List Section B (attached officers).** Active List TA Officers who wish to be attached to assist the CCF Contingent are to follow the procedure for RARO officers in Para 5c, except that security clearance on MOD Form 1109 is not required. However, a TA officer must provide written evidence of his CO's approval for such an attachment.

e. **Active List TA Officers who wish to serve additionally on the TA General List Section B.** A serving officer in the TA may, additionally, be appointed to the TA General List Section B for duties with the CCF, on the understanding that his TA duties will take precedence. The procedure for gaining approval for dual appointments is as follows:

- (1) The CCF Contingent Commander is to complete AF E535 and obtain the head's endorsement at Part II.
- (2) Written approval from the applicant's TA CO for additional service with the CCF is to be obtained.
- (3) Obtain written statement of the applicant's willingness to revert to the Substantive Rank of Lieutenant for service in the TA General List Section B. This does not affect entitlement to any paid Acting Rank appropriate to the CCF appointment.
- (4) The CCF Contingent Commander is to certify that an Establishment vacancy exists in the Army Section or quote RF&C (JCS) approval to hold the applicant supernumerary.
- (5) The Army Fmn HQ is to approve the application. A full JPA record will be created by the Bde MS branch, who will notify the school, RF&C and the Contingent Commander. All original paperwork is then forwarded to the Document Handling Cell (DHC) in Glasgow. If the application is finally approved, the officer will be appointed to the TA General List Section B in the Substantive Rank of Lieutenant (subject to appropriate experience).

f. **Applicants serving on Active List TA Commissions who wish to convert to TA General List Section B Commission for Service with the CCF.** An officer serving on TA Gp Commission who wishes to transfer to a TA General List Section B Commission for service with the CCF should apply as follows:

- (1) The officer is to inform his/her TA CO of the intention and obtain a written acknowledgement of approval.
- (2) The CCF Contingent Commander is to submit AF E535 bearing the Head's endorsement.
- (3) The officer is to provide a written statement of willingness to revert to the Substantive Rank of Lieutenant (if applicable) for service in the TA General List Section B. This does not affect the grant of any acting rank appropriate to CCF appointments.
- (4) The Contingent Commander is to certify that there is a vacancy on the Contingent Establishment or quote RF&C (JCS) approval of supernumerary status.
- (5) The Army Fmn HQ concerned is to confirm authority from the HQ. A full JPA record will be created by the Army Fmn HQ MS branch, who will notify the school, RF&C and the Contingent Commander. All original paperwork is then forwarded to the Document Handling Centre (DHC) in Glasgow. The individual's details to be entered on to WESTMINSTER.
- (6) If the application is finally approved, the officer's current TA Commission will be converted to a TA General List Section B Commission for service with the CCF. The latter will be in the rank of Substantive Lieutenant (if entitled).

g. **Applicants for a Commissioned Appointment in the TA General List Section B with previous Commissioned Service only on the TA General List Section B (ie Ex-CCF or ACF Officers).** Former officers of the TA List B who wish to re-apply for a similar Commission for service with the CCF are to do so in accordance with the procedures for members of RARO at Para 5c. Conditions of re-appointment will depend upon previous experience and the time lapsed since the last period of Commissioned service.

h. **Applicants for TA General List Section B Commissions with previous Commissioned Service not covered in preceding paragraphs (including RN/ RAF Commissions).** Applications for TA General List Section B Commissions from individuals with previous Commissioned service not covered by earlier paragraphs are to follow the procedures in Para 5a, except that an interview with a Regular Officer is not required.

6. **Flow chart.** The flow chart at Annex A will assist in interpreting the variety of procedures required to apply for a TA General List Section B Commission.

Eligibility of candidates

7. **Nationality and residence.**

a. To become an officer in the CCF a person must satisfy at least one of the following conditions:

- (1) At all times since birth he/she should have been a Commonwealth citizen, or a citizen of the Irish Republic by birth.

- (2) He/she 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/her parents was born in a Commonwealth 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.

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 Army Fmn HQ.

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. A waiver of part of the requirements may be granted provided that evidence of assimilation into UK can be demonstrated. Advice may be obtained from the Fmn HQ.

8. **Age limits.**

- a. The minimum age for appointment to a Commission is 18 years.
- b. The maximum age for appointment is 60 years.
- c. **Upper age limits.** Officers will normally be retired or required to resign on reaching the following ages:
 - (1) Officers (other than those appointed as Supernumerary Officers (Shooting)) – 65 years.
 - (2) Supernumerary Officers (Shooting) – 70 years.

Authorising authority

9. The authority for all Commissions and occurrences is Army Fmn HQ. First Commissions, promotion to Substantive Lieutenant, retirements and resignations are published in the London Gazette.

Officer training

10. **CCF Officers' qualifying training for promotion.**

a. A CCF officer is to complete satisfactorily a preliminary training course run by CTTs under arrangements made by Army Fmn HQ, and the CCF Officers' Basic (Qualifying) Course at the Cadet Training Centre (CTC). The officer must also attend at least one annual camp during the first 2 years.

b. **Exemptions.**

- (1) CCF officers who have served in the RM or Regular Army and Substantive Warrant Officers with 10 or more years service and who joined the CCF within 3 years of their discharge, may be granted exemption from the

preliminary training course and the CCF Basic (Qualifying) Course. They are, however, to attend the CCF Advance Course at CTC during the first year of their CCF service.

(2) CCF officers who have served in RM or Regular Army as Staff Sergeants, Sergeants or Corporals may be granted exemption from the preliminary training course, provided they join the CCF within 10 years of their discharge. They are, however, to attend the CCF Basic (Qualifying) Course at CTC during the first year of their CCF service.

(3) CCF officers who have held Commissions in the TA General List Section B less than 5 years from their date of application may be granted exemption from the preliminary training course and the CCF Basic (Qualifying) Course.

(4) All applications for exemptions are to be submitted to Army Fmn HQs for approval.

11. **Training whilst awaiting commission.** Where an applicant has been interviewed and security vetted but has yet to be appointed, application may be made to Fmn HQ for him/her to attend the preliminary training course, the CCF Basic (Qualifying) Course and to attend annual camp if there are sufficiently urgent grounds.

Promotions

12. For first promotion to Substantive Lieutenant, the Contingent Commander is to complete Form AF E535 and the confirmation of commission certificate (issued with the letter of appointment) and forward to Fmn HQ. All other requests for changes of rank are to be forwarded by Contingent Commanders on Form AF W3343 to Fmn HQ giving dates for the proposed changes. When an officer is being promoted to replace another officer, a separate AFW 3343 is required giving details and the new rank of the officer relinquishing the appointment.

13. As a pre-condition for promotion to paid Acting Rank above Lieutenant, all officers, regardless of establishment vacancies, are to qualify on a King George VI Memorial Leadership Course at CTC Frimley Park. When requesting a change of rank the AF W3343 is to be accompanied by a certificate stating details of the course attended. Until they are qualified, officers may be granted unpaid Acting Rank with endorsement from their Fmn HQ.

Transfers

14. When a CCF officer wishes to transfer from one contingent to another, the Contingent Commander of the contingent the officer is leaving is to forward AF E535 to Army Fmn HQ, who will complete the transfer, subject to a vacancy being available in the gaining unit. Changes are to be recorded on to WESTMINSTER.

15. When an officer applies to be transferred to the Non-Effective Pool, the AF E535 is to be endorsed with the officer's contact address.

Retirements and resignations

16. Officers with 10 years or more Commissioned service who no longer wish to serve may apply to retire or resign by writing to their Contingent Commander asking to be allowed to retire on a given date. The Contingent Commander is to raise a AF E535 recommending that the retirement or resignation be accepted, adding any recommendation for retention of rank; obtain the applicant's signature on the Official Secrets Act and Confidentiality Declaration form (MOD Form 135) and confirm the officer has no outstanding debts to the contingent. All documentation is then to be forwarded to Fmn. When it is a Contingent Commander who is retiring, he/she is to write to the Head who is then to appoint a successor.

Relinquishment

17. An Army officer's commission will normally be relinquished if he/she leaves the school where he/she has been serving and does not either apply to be transferred to another contingent or to be held in the Non-Effective Pool. Application to have an officer's commission relinquished is to be forwarded by the Contingent Commander on AF E535 to Fmn HQ. A letter confirming the officer has no outstanding debts to the contingent will also be required.

Honorary rank

18. An Army officer of the CCF who has rendered 10 years' satisfactory service may be eligible upon retirement for a grant of Honorary Rank equivalent to the highest Acting Rank held as a Cadet Force officer for a period of not less than 12 months.

Fitness standards

19. **Medical standards for applicants for CCF commissions.** Fitness standards will be categorised as follows:

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 CCF service.

Special Circumstances

If special circumstances exist for an individual to be employed in the CCF who does not fit any of the 3 categories for employment, eg paraplegia, a case should be submitted to Cadets Branch HQ Land Forces for special exemption.

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.

Cadet training

20. Training within school and on field days.

- a. **Syllabus training.** Syllabus training is to be in accordance with CCF (Army Section) Army Proficiency Certificate Syllabus and Continuation Training Syllabus – Army Code NO 71294 and the Cadet Training Manual (Volumes I and II) Army Code No 71462 and 71463.
- b. **Field day training.** Field day and weekend training is to take the form of green field camps, range days, weekend courses and attachments. Training is to be arranged with the advice and assistance of the appropriate Army Fmn HQ. Applications to carry out this form of training are to be forwarded at least 21 days before the event to the Army Fmn HQ which will issue the necessary approval for the training to take place. Subject to availability, contingents may use MOD training areas and ranges but there will be cases when contingents wish to train on private land, in National Parks, on National Trust or Forestry Commission land. The Army Fmn HQ is responsible for issuing the necessary additional instructions.

Annual training

21. **Central camps.** A number of CCF Army sections will be organised at a military training area to form a central camp run by Regular Army staff. Army sections are required to attend a central camp at least one year in 3 to make proper use of the unique training opportunities.
22. **Courses.** Details of Army sponsored courses available to CCF cadets are published annually by HQLF.
23. Contingents running their own camps are to clear their programmes with Army Fmn HQs. TSAs are to ensure the SST is in place.

Travel by rail

24. **MOD rail travel warrant (MOD 1175) and budget UIN.** When using the MOD Rail Travel Warrant (MOD 1175) on authorised journeys, the Unit Identification Number (UIN) to be used by CCF (Army) Sections is the appropriate contingent UIN issued by HQLF.

Travel by road

25. **Civilian vehicles hired by contingents/schools.** Application for the hire of civilian vehicles is to be made to Army Fmn HQ using FMT 1000.

The Cadet Forces Medal

26. **Applications.** Contingent Commanders are to complete Certificate A at Part 2 of AF E525 and forward it, together with any supporting certificates and/or correspondence, to their Army Fmn HQ who, after completing Certificate B where necessary, are to forward it to the Officer in Charge of the MOD Medal Office.

Army stores in support of training

27. **Documents.** Contingent accounting documents consist of:
 - a. **AB 598.** Ledger or suitable alternative account binder which contains:
 - (1) Schedule of Vouchers – AF B6539A.

(2) Accounting Sheets recording issues and receipts of all contingent clothing and equipment – AF E7548.

(3) Indexed by section, for example:

- (a) Arms.
- (b) Field Training Stores.
- (c) Clothing.
- (d) ORP.
- (e) Signals Equipment.
- (f) Grant Purchase Items.
- (g) Adventurous Training Stores.
- (h) Miscellaneous Stores.

b. **AB 595.** Contingent Demand Book (normally held by the CCF AA).

c. Account vouchers, filed in sequence:

- (1) Issue Vouchers (IVs).
- (2) Receipt Vouchers (RVs).
- (3) Issue Transaction Summary (ITS).

d. Special Stores Register containing AF G8046 – recording account items serial numbers.

e. Losses and Discrepancy Registers (held by CCF AA).

28. **Demand and control of clothing and equipment.** All Contingent demands are to be made by the CCF AA. Procedures for the receipt and control of contingent clothing and equipment in accordance with current regulations will be advised by the CCF AA.

29. **Stocktaking.**

a. Contingents are to carry out a full stock check annually, where necessary with the assistance of the CCF AA. When there is a change of Contingent Commander, a full stock check is also to be carried out; in these circumstances this may replace the annual stock check.

b. Where discrepancies occur in the stock check, adjusting vouchers for deficiencies and surpluses will be necessary. All adjusting action must be supervised and signed by the CCF AA.

c. On the change of the Contingent Commander, CCF AA instructions will be issued by Army Fmn HQ on the extent of stocktaking.

30. **Clothing and equipment.** Clothing Management, Scales and Basic Equipment Scales are listed in the following annexes:

a. Officers and SSIs – Annex C, Appendix A.

- b. Cadets – Annex C, Appendix B.
 - c. Management of Clothing – Annex D.
 - d. Employment badges worn in perpetuity – Annex E.
31. **Publications.** Contingent publications are listed at Annex F.
32. **Ammunition.** The contingent ammunition allocation (all sections) is made at Fmn level. Ammunition issues to contingents are controlled and supervised by the CCF AA. The procedures for the control and accounting of contingent ammunition are contained in the Storekeeper SAA (Cadets) Course Workbook.
33. **Losses.** In all cases of loss or damage, the Contingent Commander is responsible for ascertaining the facts. In serious cases, and when arms and/or ammunition are involved, he/she is immediately to inform the Army Fmn HQ and the local police using the format in LFSO 2901. With the assistance of the CCF AA, action is to be taken to value the loss and ensure financial recovery or write-off action is taken.

Audit

34. **Public funding and charges.**

CCFs will be resourced in line with a resource calculator which will be based on the number of active cadets in the unit over the year..

Method of claiming remuneration

35. Army Section officers and all SSIs claim remuneration and home to duty travel through WESTMINSTER and JPA. All new enlistments provide bank details as part of the commissioning process, once a personal record has been created on JPA and a service number issued, the contingent can input these details onto WESTMINSTER to expedite a claim.
36. Detailed notes for completion of AF O9529 (ADP) are attached at Annex A to the form and those for the AF O9528 (Cadets) are on the reverse of each form. An individual remuneration statement (AF O9538) is produced each month in which any training is completed. It provides details of the amount which had been paid to the individual's bank account. The original is sent to a nominated private address and a copy to the Contingent Commander for checking against his training schedules. At the end of each financial year an AF O1730 (ADP) will be sent to each individual showing his total earnings and the amounts of tax and ERNIC paid.

Food charges

37. **Cadets.** Cadet personal contributions are to be collected and credited to an imprest account using the format at Annex J.
38. **CILOR.** The Application for Cash in Lieu of Rations (CILOR) is at Annex K.

Annexes:

- A. Flow Chart – applications for Commissions for Service with the CCF.
- B. Medical Certificate.
- C. Scales of clothing

Appendix A – officers and school staff instructors.

Appendix B – cadets.

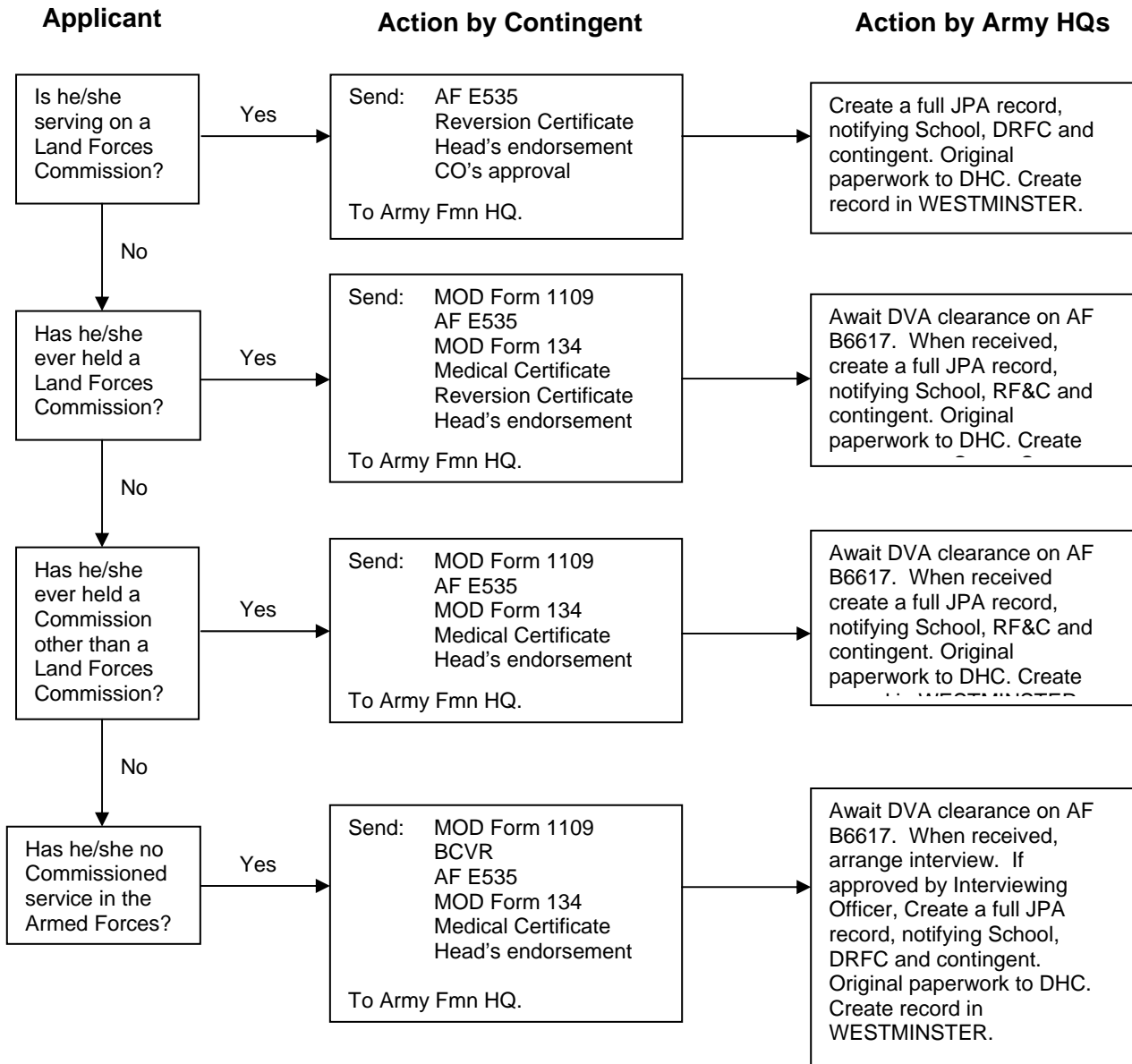
- D. Management of clothing
- E. Badges that can be worn in perpetuity
- F. Example Holdings of Contingent Publications.
- G. Payment of cadet messing contributions.
- H. Application for Cash in Lieu of Rations (CILOR).

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**APPLICATIONS FOR TA LIST B COMMISSIONS
FOR SERVICE WITH THE CCF**

FLOW CHART



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MEDICAL CERTIFICATE

Certificate to be completed by a civilian medical practitioner after consideration of the Fitness Standards as outlined in Army Supplement, Para 19.

Name of Applicant:

1. I have examined the above-mentioned applicant for service with CCF.

He/she is:

Category 3.

Category 2.

Category 1.

Category 0.. Unfit for CCF service.

.....
.....
.....

Date: Signature:

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CADET CLOTHING SCALES

1. Army Cadet Officers will not be entitled to Future Army Dress; however; it will be issued to a select few in each unit where for presentational reasons it is deemed necessary. The allocation will be determined and authorised by HQ LF PSC Cadet Branch.

2. The standard form of dress for Army ACF and CCF Officers is now Combat 95 DPM, Woodland pattern

Appendices:

- A. Scale 1 – CFAVs of the ACF and CCF (Army Sections).
- B. Scale 2 – Cadets of the ACF and CCF (Army Sections).

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**APPENDIX 1 TO
ANNEX C, ARMY SUPPLEMENT**

CADET FORCE ADULT VOLUNTEERS OF THE CCF (ARMY SECTIONS) AND ACF

Item	DofQ	Qty	Remarks
(a)	(b)	(c)	(d)
Armlet, brassard	Ea	1	
Badge, Cap	Ea	1	
Badge, Rank	Set	2	
Belt, working	Ea	1	
Regimental Head Dress	Ea	1	
Boots, combat, assault c/w insoles	Pr	1	
Jacket CS95, DPM lightweight	Ea	2	
Smock CS95, DPM field	Ea	1	
Socks, GS	Pr	2	
Trousers CS95, DPM lightweight	Ea	2	
T-Shirt, CS95	Ea	2	

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**APPENDIX 2 TO
ANNEX C, ARMY SUPPLEMENT**

CADETS OF THE CCF (ARMY SECTIONS) AND THE ACF

Item	DofQ	Qty	Remarks
(a)	(b)	(c)	(d)
Armband, brassard	Ea	1	
Badge, Cap	Ea	1	
Belt, working	Ea	1	
Beret, Bonnet	Ea	1	As appropriate
Jacket CS95, DPM lightweight	Ea	2	
Liner, cold weather	Ea	1	
Plugs, ear	Pr	1	
Smock CS95, DPM field	Ea	1	
Socks, GS	Pr	3	
Titles, Arm, Embroidered	Ea	1	
Trousers CS95, DPM lightweight	Ea	2	
T-Shirt, CS95	Ea	2	

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MANAGEMENT OF CLOTHING STOCKS

Replacement of unserviceable clothing and equipment

1. Army clothing and equipment subject to fair wear and tear is replaced free when no longer serviceable, subject to formal conditioning by the CCF AA.

Demands

2. Authorised items of contingent clothing and equipment are to be obtained using the demand procedures published in JSP 886 and is the responsibility of the CCF AA.

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EMPLOYMENT BADGES WORN IN PERPETUITY CCF (ARMY SECTIONS)

1. Badges that may be worn in perpetuity.

Ser	Badge	By whom worn
(a)	(b)	(c)
1	Air despatch badge	All ranks who completed training and have acted as air despatch crew on 20 sorties.
2	Anchor and crown on a purple background	Those qualified as chief engineer RLC Fleet.
3	Anchor and crown on an ultra marine background	Those qualified as ocean watchkeeper of RLC Fleet.
4	Field service fighting knife	All ranks who are both RM Cdo course qualified and have served a tour of duty with Cdo Forces.
5	Diver helmet AAD	Army advanced diver.
6	Diver helmet ACAD	Army compressed air diver.
7	Diver helmet ADS	Army diving supervisor.
8	O with wing and crown	Qualified observer AAC.
9	Parachute	All ranks course only trained parachutists. Not worn when Ser 10 or Ser 16 is awarded.
10	Parachute with wings	Qualified parachutists who have served in an airborne role.
11	Triangle	Special observer badge RA.

2. Employment badges that may be worn in perpetuity.

Ser	Badge	By whom worn
(a)	(b)	(c)
12	Air gunner badge	All qualified ranks.
13	Air flying badge	All qualified ranks.
14	Air observer badge	All qualified ranks.
15	Flaming grenade (Officer or soldier type)	All ranks Ammo Tech Offr, Ammo Qual Offr and Ammo Tech.
16	Parachute with wings	Qualified SAS personnel.

3. Other badges that may be worn in perpetuity.

Ser	Badge	By whom worn
(a)	(b)	(c)
17	Army hundred badge	Those qualified at Bisley.

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**Annex F to
Army Supplement**

EXAMPLE OF PUBLICATIONS HELD WITHIN THE CONTINGENT

Army Code	Publication	Quantity	Remarks
JSP 313	CCF Manual	1	
JSP 814	Policy and Regulations for the MOD-sponsored Cadet Forces	1	
AC 71294	CCF Training Syllabi	2	
AC 71462	Cadet Training Manual Vol 1	10	
AC 71463	Cadet Training Manual Vol 2	10	
AC71807-C	Pamphlet 5 – L98A2 & LSW		Issue to follow shortly
AC 71855-C	Infantry Training Pam 21-C	4	2008 & CD
JSP 403	Defence Land Range Safety	1	CD for Contingent Ranges
JSP 419	AT Course Programme	1	Download
JSP 482	Explosive Storage & Transport Regs	1	CD
JSP 535	Cadet Training Safety Precautions	1 per Officer/SSI	Download
AC 71798	Cadet Safety & Training Manuals	1	CD
Sep 2007	LANDSO 2901 (Security) 4th Revise	1	
AC 71849	Army Cadets' Adventurous Training Handbook	2	
AC 71847	The L81A2 Cadet Target Rifle 2007	2	Users only
AC 71588	Cadet Signal Training Syllabus 2007	2	Sig platoons only
	CTC Course Programme	Download	
	AGAI Vol 1 chap 11 (AT)	Download	
	Brigade Standing Instructions as issued		
B/Cadets/2	Record of Service	1 per Cadet	
MOD 906	Range Log Book		
AC 70499	Survival Against The Elements		
AC 71413	Adventurous Training Log Book		
			Most of these documents will be available on WESTMINSTER
	As Issued with Equipment		
AC40808	CES L98A1 (Cadet GP)		
AC43740	CES UK/PRC 320		

AC43832	CES UK/PRC 349		
AC43787	CES Test Kit Condition		
AC45598	CES Charger (SLOW)		

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PAYMENT OF CADET MESSING CONTRIBUTIONS

(To be completed by the Contingent making the payment)

To: Paymaster/Command Cashier*

From: (Contingent Address)

*Delete as necessary

Date: _____

1. Period of training at which feeding was provided:

From: _____

To: _____

2. Current cadet messing contribution rates:

Rate _____ VAT _____ = Total Rate _____

3. Amount collected:

a. No of Cadets x No of Days x Total Rate = Amount Due

_____ x _____ x _____ = _____

b. TOTAL AMOUNT DUE: _____

Signed: _____

NAME IN CAPITALS: _____

Rank: _____

Certificate of cash officer (to be completed by the cash officer)

4. I certify that the amount due less VAT has been credited to RAC: RLB 013 in my public account for the month of _____.

UNIT STAMP

Signature: _____ UIN _____

Methods of payment

1. Payment should be through individual Bde arrangements.

Note:

1. The receipted copy of this form is to be attached to the appropriate Nominal Roll as proof of payment.

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APPLICATION FOR CASH IN LIEU OF RATIONS (CILOR)

1. Activity Details.
2. Budget Authority (confirmation from Budget/Resource Manager that funds are available).
3. Verification by Service TLBs – this claim meets the criteria required within JSP 456 Volume 2 Chapter 7.

Contingent:		UIN:	
Address:		Tel No:	
		Fax No:	
Title of Ex/Activity:		Countries to be Visited:	1.
			2.
Authority for Ex/Activity:		Mil Trg/Adv Trg/Sport:	

Advance Party		Main Party		Rear Party	
Party Strength		Party Strength		Party Strength	
Date of Arrival		Date of Arrival		Date of Arrival	
Date of Departure		Date of Departure		Date of Departure	
Total Man Days		Total Man Days		Total Man Days	
Days on Fresh/ORP		Days on Fresh/ORP		Days on Fresh/ORP	
Days on CILOR		Days on CILOR		Days on CILOR	
Days on Arctic Supp		Days on Arctic Supp		Days on Arctic Supp	
Individual Meals		Individual Meals		Individual Meals	
Breakfast		Breakfast		Breakfast	
Third Meal		Third Meal		Third Meal	
Main Meal		Main Meal		Main Meal	
OIC Ex/Activity: Signature: _____ Name: _____ Rank: _____					

Total No of Days CILOR		Total No of Personnel		
CILOR Rate (Sterling) (Note 1)		CILOR Rate (Local) (Note 1)		
Arctic Supplement (see Note 2)		Total CILOR Authorised	£	Local
Name/Rank/Grade:		Signature:	Date:	

4. Unit Personnel Officer/RAO: Certification by Unit Personnel Officer/RAO that Payment and Adjustment to Record of Fed Strength has occurred. This is to certify that the total sum of £/Local has been paid and the ration strength adjusted to reflect the total man/days.

Name:		Rank:		Signature:	
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Notes:

1. For CILOR rates calculated in the local currency, funds are to be issued in that currency.
2. Arctic supplement is permissible in accordance with JSP 456 Vol 2 Chap 7.
3. RAC Code PAA 002 and unit UIN to be charged

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RAF SUPPLEMENT TO JSP 313

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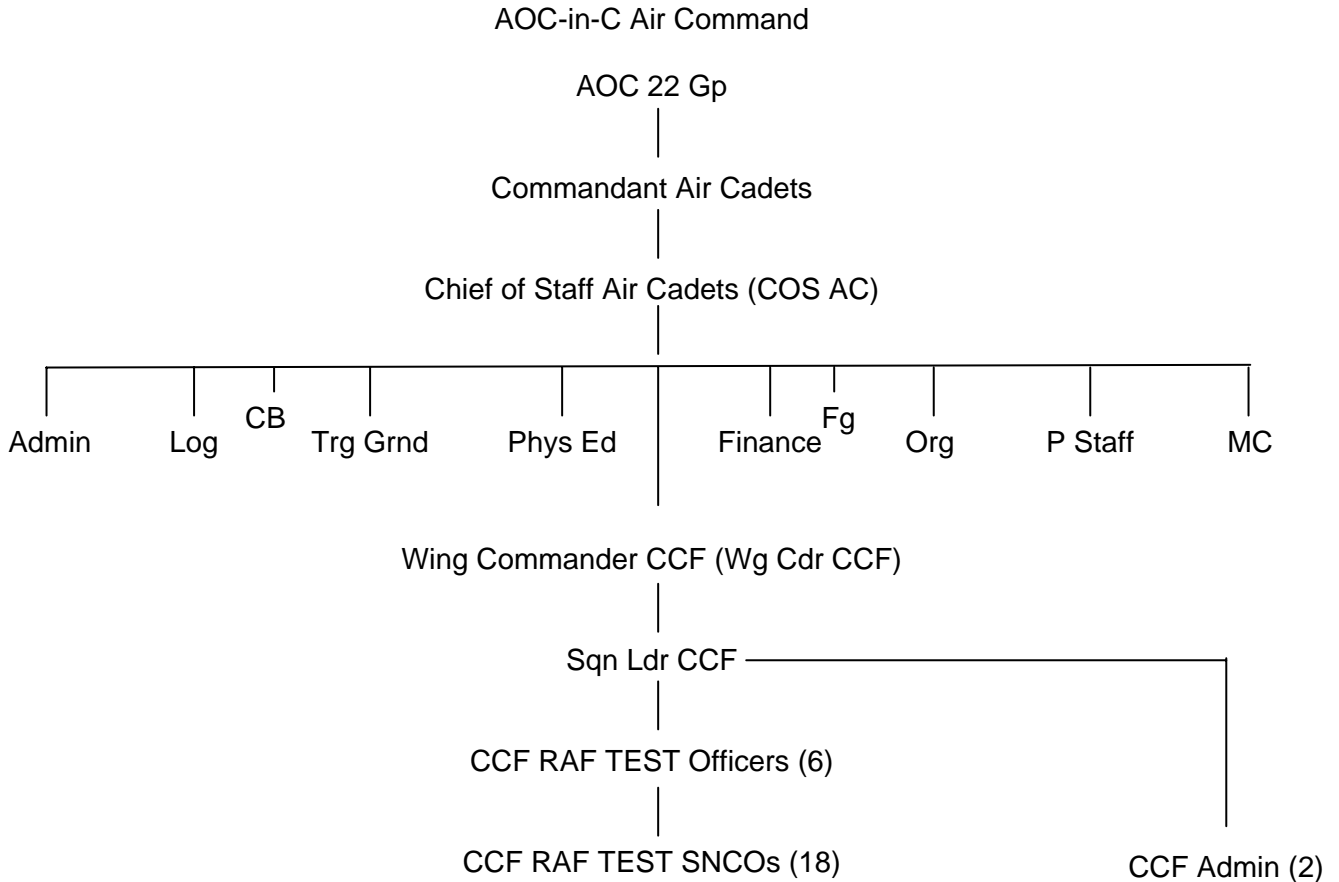
A. RAFVR(T) Officers request for authority to claim remuneration for CCF duties not sponsored by the Royal Air Force.

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RAF SUPPORT ORGANISATION

HQ AIR CADETS

1. Chain of Command.



Address

HQ Air Cadets
Royal Air Force
Cranwell
Sleaford
Lincolnshire
NG34 8HB
(Tel: 01400267610)

2. Duties

a. **Wg Cdr CCF.** Wg Cdr CCF is responsible for all policy pertaining to the CCF(RAF), the arrangements for biennial inspections, CCF officer commissioning and all aspects of the Air Sqn Trophy competition, instructions in ACP 22 and Branch Routine Orders, the control of Training, Evaluation and Support Team (TEST) and admin staff personnel and all financial matters affecting CCF(RAF) activities.

b. **Sqn Ldr CCF.** Sqn Ldr CCF is responsible to Wg Cdr CCF for all aspects of CCF RAF Annual Camps, CCF officer training courses, CCF(RAF) training, CCF statistics and the affiliation/parenting scheme.

Affiliation

3. Every CCF RAF Section is affiliated to a RAF Station which will be its primary point of contact with the Service and the venue for 'field day' visits. Each such station will have an Air Cadet Liaison Officer (ACLO) through whom all requests should be channelled. In addition to an affiliated station every CCF(RAF) Section will be allocated to a RAF unit specifically for the supply of equipment, including uniforms (parent unit). Contact with the parent unit will usually be conducted through the CCF TEST SNCO. HQ CCF(RAF) will arrange the affiliation/parenting to a RAF station of all CCF(RAF) sections.

Training, Evaluation and Support Team (TEST)

4. **TEST officers.** 6 Squadron Leaders CCF (RAF) TEST Officers are established on the strength of HQ Air Cadets with the specific responsibility to advise and assist RAF Sections in all matters of training and administration. They are located on RAF Stations within a geographical area of responsibility and should visit their CCF Contingent at least once per term.

5. **TEST SNCOs.** 18 RAF SNCOs are established to provide a regular and comprehensive training and administrative support. They will visit RAF Sections on parade days at regular intervals on a pre-arranged schedule.

Instructions

6. **CCF (RAF) Staff Instructions.** Air Cadet Publication (ACP) No 22 CCF (RAF) Staff Instructions is a permanent document issued by HQ Air Cadets. Its purpose is to amplify the regulations in JSP 313 on the conduct and administration of RAF Sections of the CCF. A fully amended copy of ACP 22 is now held on BADER, the ACO website for reference. Individual instructions can be downloaded as required.

7. **Routine Orders.** Orders and information of a temporary or short notice nature are issued by HQ Air Cadets normally bi-monthly in the form of CCF (RAF) Branch Routine Orders. Because these orders often include details of camps, courses and information of wide interest, they should be displayed where they can be seen and read by section officers and cadets. BROs are dispatched to sections electronically and loaded onto BADER for reference.

Conferences

8. Annual conferences for Contingent Commanders (CCs) are convened by Army Fmn HQs. CCF(RAF) TEST area meetings are held annually for RAF Section Commanders. TEST officers will determine the time and location of these meetings and invite agenda items from RAF Sections. CCs and RAF Section Officers may attend these meetings and Army Fmn staff will be invited to attend.

School and contingent organization

Commission application procedures

9. Contingent Commanders who have candidates for RAFVR(T) commissions are to contact HQ Air Cadets (CCF Admin) and obtain a pack-up of commissioning application forms and instructions for completion. The following action is then required:

- a. Complete forms 1459, the medical declaration, MOD Form 1109, the Basic Check Verification Record and the "Notification of Joining" in accordance with the notes for guidance included in the pack-up.
- b. Forward completed documents to HQ Air Cadets (CCF Admin) for further processing.
- c. Any medical condition which would prevent the candidate from undertaking the full range of training activities or a condition that may be aggravated by undertaking those duties must be declared – see Chap 10, Para 10.1. An officer who wishes to undergo instruction in gliding is to be examined by a RAF doctor and assessed as fit for gliding.
- d. All candidates will be interviewed by Wg Cdr CCF or a TEST officer.
- e. HQ Air Cadets will process clearances, conduct the interview and forward the application with Chief of Staff Air Cadets (COS AC) approval to MOD for promulgation. This process normally takes between 12 and 16 weeks.

Attached or dual-appointed officers

10. Officers of the RAF Reserve or RAuxAF including those in the RAFVR(T) commissioned into the Air Training Corps (ATC), wishing to do duty with the CCF are to apply through their prospective Contingent Commander. The written approval of their respective Officer Commanding is required in support of the request.

Authorising authority

11. The authority for commissioning, promotion to substantive Flying Officer RAFVR(T) and resignation is the Comdt, Air Cadets and these occurrences are published in the London Gazette. All other personnel occurrences are authorised by HQ Air Cadets and are published in HQ Air Cadets Movements Notices.

Conditions of service

12. **CCF officers.** RAFVR(T) commissions are valid for 5 years from the effective date of commission providing an officer remains on CCF duty. An officer approaching the end of a 5 year period of service will be asked if he/she wishes to extend.

13. **Qualifying training for promotion.** A RAFVR(T) commission is subject to satisfactory completion of the Initial Officer Course at the Air Cadet Adult Training facility.

14. **Application for changes of rank.** Applications for changes in rank are to be in accordance with ACP 22 CCF (RAF) Staff Instructions.

15. **Application for transfer.** Applications for transfer between contingents are to be in accordance with ACP 22 CCF (RAF) Staff Instruction.

16. **Application for retirement or resignation.** Applications for retirement or resignation are to be submitted in accordance with ACP 22 CCF(RAF) Staff Instructions.

Wearing of uniforms

17. CCF(RAF) officers and cadets are to wear uniform as detailed in ACP 22, Instruction 33.

Training within school

18. **Syllabus training.** Cadets of RAF Sections are required to complete the training detailed in ACP 22. The syllabus is phased broadly as follows:

- a. **Basic training (Proficiency Part 1).** Part 1 training for RAF Cadet recruits consists of basic aviation related subjects, map work, turnout and drill. These topics are tested at contingent level. A successful cadet is awarded the Part 1 Proficiency (four-pointed star) badge. For 'Skill at Arms Shooting and Safety' the Contingent Commander may enlist the help of the TEST staff and Cadet Training Team.
- b. **Aviation knowledge (Proficiency Part 2).** Proficiency Part 2 consists of basic aviation subjects which are examined by HQ Air Cadets. A cadet who successfully completes Part 2 is awarded a Proficiency Certificate and wears the Part 2 Proficiency (four-bladed propeller) badge.
- c. **Advanced proficiency training.** After passing proficiency RAF cadets are encouraged to participate in further training which should be of a stimulating and participatory nature to further develop powers of self-reliance, leadership and responsibility. Details are in ACP 22 and are in many cases the same as those for Naval and Army Sections. A cadet who successfully completes advanced proficiency training is awarded the HQ AC Advanced Proficiency Certificate and wears the Advanced Proficiency (combined star and propeller) badge.

19. **Field day training.** Detailed information on the facilities and procedures for the conduct of RAF Section training during field days and weekends is contained in ACP 22. In summary CCF(RAF) cadets can:

- a. Gain practical flying experience by visiting the allocated Air Experience Flight (AEF) and Volunteer Gliding Squadron (VGS).
- b. Take part in outdoor training such as map reading, leadership and military/tactical exercises.
- c. Visit affiliated RAF stations to view facilities and fly in unit aircraft.
- d. Visit approved government or private establishments which have a training or interest value in Service matters, preferably air-related.
- e. Take part in adventurous training activities.

Annual Training

20. **RAF Easter/Summer camps.** RAF cadet camps are held at RAF Stations in the UK and overseas under arrangements made by HQ Air Cadets. Contingent officers are expected to run the camp programme as laid down by the station's Air Cadet Liaison Officer (ACLO). RAF Section cadets should attend at least 1 RAF camp, and preferably 2 or more, during their CCF service.

21. **AT camps.** AT camps are held at the National Air Cadet Adventure Training Centres at Llanbedr in the Snowdonia National Park and Windermere in the Lake District National Park. Whilst specific AT courses are held weekly at the centres, cadets are given a brief introduction to a number of adventurous activities on AT camps. Officers are required to assist on the camps.

22. **Air Cadet Leadership Courses.** The Air Cadet Leadership courses provide in-depth leadership training for cadets and are held annually at RAF Cranwell. Officers are required to assist with the training. Detailed information on the courses can be found at Instruction No 24 of ACP 22.

Finance

23. The detailed guidance for all aspects of Air cadet finance is laid down in ACP 300 (available on BADER). Claims submitted without the appropriate authority or for unapproved activities will be rejected.

Travel

24. **Travel by Rail.** CCF(RAF) sections are to use their RAF allocated UIN for travel by rail.

25. **Travel by road/air.** Procedures governing the methods of travel by road are contained in CCF(RAF) Staff Instructions (ACP 22) sections 30 and 31.

26. **Civilian vehicles hired by contingents/schools.** If a hire vehicle is required to transport CCF (RAF) cadets on duty, Sections are to arrange most cost-effective hire bearing in mind the number of cadets to be moved.

Cadet travel

27. **Method of claiming.** SCs are to complete HQ AC Accts Form 8 to reclaim travel costs incurred in the transportation of cadets to and from organised activities. MMA and passenger allowance will be paid for the use of SOVs. For other forms of transportation, invoices from the company providing the conveyance are to be attached to Accts Form 8 and forwarded to HQ Air Cadets who will reimburse the school, or company concerned if the bill has not already been cleared.

The Cadet Forces Medal

28. **Applications.** Contingent Commanders are to complete the form shown at Annex A to Chapter 11 and forward it to HQ Air Cadets.

RAF stores in support of training

29. **Accounting instructions.** The supply accounting procedure for RAF equipment used by the CCF is a modified form of the normal supply administration practice in the RAF. This ensures that all equipment issued by the RAF or purchased from public funds is at all times in the care of a responsible person who is to ensure that it is safeguarded, maintained and properly used for the purpose for which it was issued or purchased until such time as the equipment concerned is either returned to stores or otherwise disposed of as instructed by the supply authority. Detailed procedures are contained in ACP 22.

Remuneration

Method of claiming

30. Remuneration claims by RAFVR(T) officers are to be made on HQ AC Accts Form 80 and submitted to HQ Air Cadets as soon as possible after the duty has been carried out.

Part 1 will be completed by the officer concerned and Part 2 by the Contingent Commander who, if it is his own claim, will indicate this in Part 2.

31. When an officer is required to attend a course or camp/annual training arranged by a RN, Army or Civil Authority or for overseas adventurous training, an application in the form of Annex A must be submitted for approval to HQ Air Cadets (Wg Cdr CCF) prior to the duty taking place. The form, suitably endorsed, will be returned to the officer for attachment to the HQ AC Accts form to which it refers.

32. HQ AC Accts Form 80s relating to adventurous training reconnaissance and camps in UK are to be endorsed with the reference and date of the Army Fmn HQ letter approving the training.

33. Claims will be paid by the Accts Finance Officer (ACFO) through BACS. Claims will invariably be paid after the duty so officers should provide themselves with sufficient funds to meet expenses (Mess bills, etc) at the time of duty.

Officers uniform upkeep allowance

34. Uniform upkeep allowance is paid to officers automatically by HQ Air Cadets.

Married status

35. RAFVR(T) officers are to notify HQ Air Cadets by letter when they get married or change their marital status.

Annex:

A. RAFVR(T) Officers request for authority to claim remuneration for CCF duties not sponsored by the Royal Air Force.

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RAFVR(T) OFFICERS REQUEST FOR AUTHORITY TO CLAIM REMUNERATION FOR CCF DUTIES NOT SPONSORED BY THE ROYAL AIR FORCE

1. When an officer in the RAFVR(T) is required to attend a course or camp arranged by any service or organization other than the Royal Air Force and intends to claim remuneration, the prior approval of HQ Air Cadets (Sqn Ldr CCF) is required. Prior permission to claim remuneration is also needed for adventurous training reconnaissance's and an adventurous training activity that is to take place abroad. This form is also to be used by CCF (RAF) Contingency Commanders for claiming pay from their allocation of extra days for Contingent Duties.

2. When completed, this form is to be passed to HQ Air Cadets (Sqn Ldr CCF) for approval. Subsequently it is to be attached to the F80 when request for payment is made.

Number Rank

Name Initials

School Contingent

Nature of CCF Duty

Inclusive Dates

Sponsoring Authority and Reference

* I am a Contingent Commander and request that this claim is offset against additional paid training days allowed under the terms of JSP 313, Part III Chap 2 Para 0322.

Date Signature of Claimant

Duty authorised by Sqn Ldr CCF

Date Signature

* Delete if not applicable

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