



**Air Command Secretariat  
Spitfire Block  
Headquarters Air Command  
Royal Air Force  
High Wycombe  
Buckinghamshire  
HP14 4UE**

**Ref: FOI2021/08663**

Matthew Simpson [by e-mail]  
request-780660-896e3fda@whatdotheyknow.com

**2 September 2021**

Dear Mr Simpson,

Thank you for your e-mail of 9 August 2021 in which you requested the following information:

*"Please can you provide me with a copy of ACP 16, Fieldcraft manual to aid with an upcoming parade night I am planning."*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed, and I can confirm that information in scope of your request is held.

Please find the requested Air Cadet Publication at Annex A.

Some information has been withheld as this data is exempt from release under S40 of the FOIA (Information which is personal data whose release is governed by the Data Protection Act 2018).

Under section 16 of FOIA (advice and assistance), it may be useful for you to know that this particular Air Cadet Policy is available to all Cadet Force Adult Volunteers (CFAV) via the Royal Air Force Air Cadet (RAFAC) Information Management system Bader. Bader is the principal information management system for RAFAC and is accessible to all members of RAFAC. Bader also includes access to applications such as the Squadron Management System (SMS), Cadet Portal and Utilearn, providing a common group of applications to underpin RAFAC and the delivery of its key services to cadets. If you have any issues accessing Bader, you may wish to raise this through your Squadron and Wing.

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

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an

independent internal review by contacting the Information Rights Compliance Team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

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

Yours sincerely,

Air Command Secretariat

Encs:

Annex A - Air Cadet Policy 16: Manual of Fieldcraft Training