

engagements that, together with their former service, would total more than 12 years are to be referred to Manning for a decision as to acceptability.

(2) ***Commonwealth and Colonial Forces.*** Candidates with former service in a Commonwealth or Colonial Force are to be regarded as new entrants, but are subject, as far as possible, to the provisions of para 491 for assessing their rank, seniority, etc, on joining the RAF. Exceptionally, candidates with other appropriate experience may be similarly considered under the provisions of para 491 in special circumstances which the Defence Council may approve.

(3) ***Reserve Air Forces (Royal Air Force Reserve/Royal Air Force Volunteer Reserve/Royal Auxiliary Air Force).***

(a) Candidates from the RAFR, RAFVR or RAuxAF who have had whole time service in or with the RAF are to be treated as ex-RAF personnel.

(b) Candidates who have not had whole-time service in or with the RAF are to be treated as new entrants. However, subject to the provisions of para 491(3) and provided that they have been given a certificate of satisfactory service by their CO they may be considered for remustering after entry to the trade in which they were mustered during their reserve or auxiliary service.

(4) ***Former Reserve Air Forces Service Number.*** Ex-RAFR, ex-RAFVR and ex-RAuxAF personnel who have had no earlier RAF service are to be re-allocated their former RAFR, RAFVR or RAuxAF number, as appropriate.

(5) ***Date of Birth Declared on Attestation.*** On entry, a recruit with former service in the RN, RM, Army or a Commonwealth or colonial Force, is to be warned that the date of birth given on first attestation in the RAF will be accepted as the true date of birth for all Service purposes. Entitlement to and assessment of gratuity or pension will depend on the circumstances of the individual's case.

493. Documents to be Prepared on Enlistment or Entry. *Sponsor: RAF Employment Policy*

Recruits are required to certify on RAF Form 308 that they understand the terms of service on which they are being enlisted. Additionally, they are required to confirm their understanding that, in the event of their being found unsuitable for training or service in the trade for which they have been initially selected, they may be reselected for training in any other trade for which they are considered suitable and in which a vacancy exists or if no vacancy exists, may be discharged. The procedures to be followed and list of documents Careers Office are required to forward to the appropriate recruit training unit, training school or aircrew selection centre are contained in AP 3391, Vol 3, Leaflet 104e.

494-499. *(Omitted)*

SECTION 2 – PROMOTION

500. Ranks of Airmen.

Sponsor: RAF Employment Policy

(1) ***Airmen in Ground Trades.*** The ranks of airmen in ground trades are shown in AP 3376, Vol 2 Pt 1 Chapter 1.

(2) ***Non-Commissioned Aircrew.*** The ranks of qualified non-commissioned aircrew are as follows:

(a) Master Aircrew (Warrant Officers)

(b) Non-Commissioned officers

Flight Sergeant
Sergeant.

(3) Non-Commissioned ranks of the Princess Mary's Royal Air Force Nursing Service. The non-commissioned ranks of the PMRAFNS are shown in AP 3376, Vol 2 Pt 2 Chapter 15.

501. Promotion of Non-Commissioned Aircrew.*Sponsor: RAF Employment Policy*

- (1) Qualified non-commissioned aircrew are employed in the ranks of sgt, FS and MACr (WO) only.
- (2) **Rank on Entry.** Direct entrants and re-entrants are appointed upon entry in the ranks of AC and LAC respectively. Serving and re-enlisted airmen may be eligible to retain their higher rank upon re-muster/re-enlistment. Initial advancement to sgt is dependent upon successful completion of initial training and a probationary period in acting sgt rank. Acting sgts may be deemed fit for accelerated promotion to substantive rank upon recommendation by their CO. Detailed regulations on eligibility and procedures are in AP3376 Vol 1 Pt 2.
- (3) **Promotion.** Promotion to FS and MACr is by selection on merit subject to eligibility. Appointment to acting rank may be possible in order to fill an established vacancy subject to approval of Manning. Detailed regulations on eligibility and procedures are in AP 3376 Vol 1 Pt 2 Chapter 6.

502. Promotion and Appointment to Acting Rank of Airmen in Ground trade.*Sponsor: RAF Employment Policy*

Detailed regulations concerning the promotion, appointment to, and relinquishment of paid and unpaid acting rank of airmen in ground trades are contained in AP 3376

503. Standards of General Service Proficiency and Qualifications for Promotion - Warrant Officers and Non-Commissioned Officers.*Sponsor: RAF Employment Policy*

Details are contained in Appendix 27.

503A. Promotion in the Non-Commissioned Ranks of the Princess Mary's Royal Air Force Nursing Service.*Sponsor: RAF Employment Policy*

Detailed regulations are contained in AP 3376.

504-515. (Omitted)

516. (Omitted)

517. (Omitted)

SECTION 3 - REMUSTERING, TRANSFER BETWEEN TRADES, REDUCTION AND REVERSION**518. Trade Groups.***Sponsor: RAF Employment Policy*

The various trades approved for the RAF are arranged in trade groups which are listed in AP 3376, Vol 2 Part 1 and Chapter 1, Annex A.

519. Acceptance of Airmen in Ground Trades for Training as Aircrew. *Sponsor: RAF Employment Policy*

Airmen serving in ground trades may apply for training and service as aircrew. Details of the qualifications required before acceptance, and of the conditions of service for aircrew, are published in AP 3376 Vol 1 Pt 2.

520-525. (Omitted)

526. Non-Commissioned Aircrew - Remustering to Ground Trades.*Sponsor: RAF Employment Policy*

- (1) This paragraph sets out the conditions under which non-commissioned aircrew are re-mustered to ground trades. They are to be considered for re-mustering only in those trades in which there are vacancies. Such non-commissioned aircrew are to be sent to the Trade Reselection Centre, Manning, for assessment of their suitability in the trade in which they can be re-mustered under arrangements made by ACOS Manning. Whenever possible they are to be offered at least two trades in which there are vacancies and for which they are suitable. They are to indicate their order of preference and be selected, where possible, for the trade of their first choice. When they have been accepted for re-mustering to a trade non-commissioned aircrew are

to be given the necessary training for that trade. Irrespective of whether they are covered by category 2a or 2b below all non-commissioned aircrew who successfully complete their basic ground trade training are to be remustered to that trade in the rank decided by ACOS Manning.

(2) Non-Commissioned Aircrew who are:

(a) Suitable for retention of non-commissioned aircrew status but who wish, subject to Service approval, to be remustered to a ground trade are to be remustered "existing trade u/t" in the new trade from the date of commencement of formal training. They will retain their non-commissioned aircrew status and conditions whilst undergoing their basic ground trade training.

(b) Suitable for retention in the Service, but unsuitable for retention of non-commissioned aircrew status and conditions of service who have completed 6 months service or more will be remustered in the rank of leading aircraftman; those with less than 6 months service will be remustered in the rank of aircraftman.

(3) Non-commissioned aircrew who fail to complete, or are withdrawn from the trade training course applicable to their re-muster may, depending on the Service need at the time, be returned to trade as non-commissioned aircrew or discharged from the Service under para 607(10)(e), except that those whose re-mustering is on account of medical unfitness for flying duties are to be invalided under para 607(15)(b).

526A. Non-Commissioned Aircrew - Suspension and Premature Withdrawal from Flying Duties and Conditions of Retention in the Service.

Sponsor: PMA24b(RAF)

(1) This paragraph deals with productive non-commissioned aircrew prematurely withdrawn from flying duties, except:

(a) Non-commissioned aircrew withdrawn under the provisions of AP3392, Vol 5, Leaflet 131.

(b) Non-commissioned aircrew who, although they have not failed generally in their flying duties, are found unsuitable for the particular flying posts which they are filling, or who would be more advantageously employed on other duties within their categories (action in such cases is to be taken in accordance with para 1027): and

(c) Qualified non-commissioned aircrew who have re-enlisted for aircrew service but fail to pass the refresher training course which they are required to complete before re-entering productive service (such airmen are to be discharged, but they may be permitted to re-enlist in a ground trade under the same conditions as would have applied had they re-enlisted originally for service in a ground trade).

The rules governing the disposal of aircrew cadets and non-commissioned aircrew withdrawn from flying training are contained in AP 3392 Vol 5 Lft 131.

(2) **Suspensions.** Productive non-commissioned aircrew may be suspended from flying duties for one of the following reasons:

(a) Medical unfitness.

(b) Disciplinary reasons.

(c) Failure to maintain a satisfactory standard of proficiency (either as aircrew or as a NCO) including failure to pass a course of flying instructions, having once passed out of flying training.

Reporting action is to be taken in accordance with para 1027 or AP 1269A as applicable. In all cases, instruction for premature withdrawal from flying duties and subsequent disposal are issued by Manning together with instructions regarding retention or withdrawal of the flying badge (see para J727(3)).

(3) **Ground Employment.** Non-commissioned aircrew who are permanently withdrawn from flying duties will, where appropriate, and according to the circumstances, be considered for ground employment

associated with flying duties for which they are suitable after any necessary training. They will retain non-commissioned aircrew status and conditions of service, including promotion under the rules for non-commissioned aircrew but, under [para 2684\(2\)](#), they will cease to be eligible for flying pay.

(4) ***Withdrawal Because Of Medical Unfitness.***

(a) Non-commissioned aircrew who are withdrawn from flying duties because of permanent medical unfitness for service in the air and on the ground are to be invalided under [para 607\(15\)\(a\)](#) or discharged under [para 607\(22\)\(d\)\(ii\)](#), as appropriate.

(b) Non-commissioned aircrew who are withdrawn from flying duties because of permanent medical unfitness for aircrew duties but who remain medically suitable for service in ground duties may elect to be:

- (i) Discharged under [para 607\(15\)\(b\)](#), or
- (ii) Considered for employment on ground duties under Clause (3), or
- (iii) Considered, exceptionally, for remustering to a ground trade under [para 526\(2\)](#)

If, for any reason, a non-commissioned aircrew cannot be so employed or remustered he is to be discharged under [para 607\(15\)\(b\)](#).

All non-commissioned aircrew who elect to be invalided under [QR 607\(15\)\(b\)](#) are to be referred to the Discretionary Awards Panel for consideration of the award of invaliding benefits.

(5) ***Withdrawal For Reasons Other Than Medical Unfitness.***

(a) Non-commissioned aircrew may be withdrawn from flying duties for inefficiency, unsuitability or for other reasons. Manning will decide, in the light of reports and recommendations, whether or not a non-commissioned aircrew has been withdrawn from flying duties in circumstances which prove him unsuitable to retain his aircrew rank and mustering or for retention in the Service. A non-commissioned aircrew who is not considered suitable for retention in the Service is to be discharged.

(b) Re-engaged non-commissioned aircrew who are withdrawn from flying duties and who are suitable for retention in the Service will be given ground employment under the conditions of clause (3) or [para 526\(2\)](#).

(c) Non-commissioned aircrew serving on short service non-commissioned aircrew engagements are to be discharged. Exceptionally, those who are suitable for retention may be accepted for ground employment under the conditions of clause (3) or for remustering to a ground trade under the conditions of [para 526\(2\)](#).

(d) Non-commissioned aircrew who are unsuitable for retention in the Service are to be discharged under [para 607\(22\)\(b\)](#) or other appropriate heading. They are to retain their aircrew rank and mustering unless otherwise decided by RAF PMA. Non-commissioned aircrew suitable for retention in the Service but who do not apply for retention, or who fail any necessary training if accepted for ground employment, are to be discharged under [para 607\(10\)\(e\)](#). They are to retain their aircrew rank and mustering.

527. Airmen in Ground Trades - Discharge, Reduction or Re-mustering for Misconduct, Inefficiency or Unsuitability - Definitions and Applicability. *Sponsor: RAF Employment Policy*

(1) ***Definitions.*** The following definitions apply when considering cases under [para 528](#) and [1027](#):

- (a) Misconduct - where an airman's misconduct cannot be dealt with by trial by court martial, but reflects on his suitability for retention in the Service, in his trade, or to hold warrant officer or NCO rank.
- (b) Inefficiency - where an airman fails to meet the requisite standard for his trade at his existing rank level.
- (c) Unsuitability - where an airman has become unsuitable for retention in the Service, or