

## **AIR CADET PERSONNEL REGULATIONS**

### **PERSONNEL INSTRUCTION NO 110**

#### **TRANSFER OF PERSONNEL BETWEEN UNITS OF THE RAFAC**

##### **INTRODUCTION**

1. Officers, WO/SNCOs (ATC), civilian instructors and chaplains are appointed for duty at a specific unit of the Air Training Corps and should not be transferred between units without their consent. However, such a transfer may be considered in the following circumstances:

- a. At the request of the individual.
- b. When a move is considered to be in the interests of the ATC.
- c. When a move could improve the long-term ATC career prospects of the adult concerned.
- d. When welfare concerns or duty of care is brought into question, and it is felt necessary, a CFAV may be transferred into the non-effective pool by their chain of command or HQ RAF Air Cadets.

##### **Authority to Transfer between Units**

2. The approval of a transfer between units in the Air Training Corps is vested in:

- a. Wg COs - for internal moves between Squadrons within a Wing.
- b. Wg COs, OC 2FTS, Wg Cdr CCF, Wg Cdr 6FTS for all external moves between ATC Sqns, VGSs, CCF (RAF) sections and AEFs. All such moves are subject to the recommendation of the losing and/or gaining RAFAC authorities mentioned above. In the event of a disagreement between Wings/other RAFAC related units, HQ RAF Air Cadets (SO2 Personnel) will arbitrate after consulting the Service Record of the individual concerned.
- c. HQ RAF Air Cadets (SO2) - for transfers between Volunteer Gliding Squadrons and No 6 FTS (SO2) for Air Experience Flights.

3. If a CFAV wishes to transfer to a Unit in a location some distance away from their place of residence and does not relocate to the new area, ACP300 FI 311 should be referred to. Individuals must obtain authority to travel prior to participating in any activity or event being carried out and should note there are limited travel funds available for participating in activities or events that exceed approved travel limits.

##### **Transfer within a Wing (Internal Transfer)**

4. An adult member of staff wishing to transfer to another Squadron within a Wing is to complete Pers Form 1-04, copies of which should be reproduced locally. The losing squadron commander is required to certify that the move has not been initiated as a result of misbehaviour or misconduct on the part of the adult concerned.

5. The losing squadron commander is to forward the proforma to the gaining squadron commander who is to complete their section and send the form to Wing Headquarters.

6. If the application is approved, the Wing Commanding Officer is to sign and forward it to HQ RAF Air Cadets (Personnel). If the Wing Commanding Officer does not approve the application, he is to write to the individual concerned explaining his reason(s) with information copies to the proposed losing and gaining Squadron Commanders.

7. When a transfer to another unit is considered to be in the best interests of the Air Training Corps, Pers Form 1-04 is to be completed by all concerned at the appropriate section. If the transfer has been initiated as a result of misbehaviour or misconduct on the part of the adult concerned, the Wing Commanding Officer is to include a covering note to certify that action in accordance with ACP 20, PI 207 has been taken.

### **Transfer between Wings**

8. An adult member of staff wishing to transfer between Wings is to complete Pers Form 1-04, copies of which should be reproduced under local arrangements. Such a request is generally the result of a change of employment and home.

9. The losing squadron commander is to certify whether or not the applicant has been the subject of action under ACP 20, PI 207 during the previous four years. After completion the proforma is to be forwarded to the losing Wing Headquarters.

10. The officer commanding the losing Wing is to complete the form and forward it to the gaining Wing Headquarters. Where a report has been raised under ACP 20, PI 207 a copy of the report is to be attached to the proforma and the application is to be annotated with the privacy marking "Official – Sensitive Personal". The application is then to be forwarded to the gaining Wing Headquarters.

11. Once the officer commanding of the gaining Wing has completed the form it is to be forwarded to HQ RAF Air Cadets (Personnel) for consideration of approval and issue of a Movement Notice.

12. Every effort should be made to identify a new duty unit in advance of the move. However, where this is not possible, the individual is required to submit a Deferred Resignation and will be entered into the HQ RAF Air Cadets Non-effective Pool for a period of up to 12 months (uniformed CFAVs only). This period allows sufficient time for the individual concerned to settle his or her private affairs and identify a new duty unit. If, at the expiry of this period, a new duty unit has not been identified, the deferred resignation will become effective automatically.

13. After attending for duty at a new unit, if, for any reason, the gaining squadron commander does not wish to retain the services of an individual transferred from another Wing, and another duty unit in that Wing cannot be identified, the receiving Wing is to initiate action in accordance with ACP 20, PI 207 and recommend termination of appointment in accordance with AP 1919, Chapter 3.

### **Transfer between a Wing and a Volunteer Gliding Squadron, Air Experience Flight or CCF (RAF) and vice versa**

14. Adult members of staff wishing to transfer between a Wg and a VGS, CCF (RAF) section, AEF or vice versa are to complete Pers Form 1-04 which is to be reproduced under local arrangements. The losing Unit Commander is to complete the proforma which, together with the applicant's Form 5200 (Flying Record) if appropriate, is to be sent to the

appropriate losing Wing HQ for approval and any comment before being forwarded to the gaining Unit Commander. In addition, the application is to be accompanied by a Form 5250, if appropriate, to cover the period up to the transfer date.

15. The gaining Unit Commander is to complete the proforma and forward it to 2 FTS, 6 FTS or to Wg HQ appropriate for comment and approval.

16. Officers who have been commissioned to a CCF(RAF) Unit are not permitted to transfer to an ATC Unit if they have not been appointed through the formal OASC commission process. Anyone wishing to do so must attend OASC in accordance with PI 201 before any decision can be made.

17. After all actions have been completed it is to be passed to HQ RAF Air Cadets (Personnel) for action.

### **Transfer between Cadet Forces, Regular and Auxiliary Armed Forces**

18. There is no formal transfer process to allow a member of any other Cadet Force, Regular or Auxiliary Force to transfer direct to the RAFAC. Anyone wishing to become a CFAV within the RAFAC is to apply in accordance with the instructions contained in PIs 201, 301 or 401. However, such applications may be reviewed to consider previous service, experience, seniority, courses attended etc and any adjustments made will be on a case by case basis.