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This handbook does not pretend to provide you with all the information you need to know to pass your first class exam and does not replace the use of ACP31 (General Service Training publication). But it should provide you with a first stop resource for information regarding your day to day cadet life whether on the Sqn or on activities.

AIR TRAINING CORPS

The Air Training Corps is a youth organisation whose aims as declared in our Royal Warrant are:

1. To promote and encourage amongst young men and women a practical interest in aviation and the Royal Air Force.
2. To provide training which will be useful both in service and civilian life.
3. To foster the spirit of adventure and to develop the qualities of leadership and good citizenship.

The forerunner of the Air Training Corps was the Air Defence Cadet Corps, this organisation founded in 1938 by a body known as the Air League of the British Empire which was formed to publicize the vital importance to Britain of aircraft for communications, commerce and defence.

Air Commodore J.A.Chamier, who was later given a knighthood, may appropriately be called the father of the air cadet movement. He retired from the RAF in 1929 and devoted himself to aviation matters. He was appointed Secretary General of the Air League and later became the executive secretary of the committee formed under the chairmanship of Marshal of the Royal Air Force Sir John Salmond to establish the Air Defence Cadet Corps.

From the outset squadrons had to be fully self supporting and controlled by a local civilian committee. Officers were selected by the squadron committees and commissioned by the Air League. These officers had to pay for their own uniforms as did the cadets in many cases. Cadets paid 3d per week and the Air Ministry promised a capitation fee of 3s 6d for each proficient cadet.

There was considerable rivalry amongst towns wishing to be the first to form a squadron. The honour went to Leicester, but this was quickly capped by Watford who formed two squadrons. Thus the Air Defence Cadet corps came into being and with it began the friendly rivalry that still exists between squadrons throughout the British Isles. On the 16th October 1938 when the two Watford Squadrons were being inspected by Sir John Salmond, he read a telegram of congratulations and good wishes from King George VI. The doubters were now convinced that this was now a national effort, having received the approval of the King who had himself been an officer in the RAF in 1918. By the end of 1938, 41 squadrons had been formed and at the outbreak of war on the 3rd September 1939, 172 squadrons were in existence.

As was to be expected Air Ministry assistance to the Corps steadily increased as the war progressed, and it soon became apparent that the government ought to take over responsibility for its organisation. Thus the Air Training Corps was established in 1941 with King George VI as Air Commodore in Chief. Air Commodore Chamier was appointed the first Commandant while Mr J.P.Wolfenden (later Sir John) was appointed the Director of Pre entry Training.

Undoubtedly the justification for the Corps was educational and the air training it was to provide, and, as a leading educationist, Sir John Wolfenden was able to secure the widest possible support. The Royal Warrant authorizing the formation of the new organization was dated 5th February 1941 and reads:

Whereas we deem it expedient to provide for our youth the means of preparing themselves for service in our Air Force or its reserves or Auxiliaries or in the Fleet Air Arm of our Navy there will be established a Corps to be entitled the Air Training Corps."



The Corps motto "VENTURE ADVENTURE" devised by Air Commodore Chamier, was adopted for the ATC and incorporated into the ATC badge which together with the ATC ensign, was approved by the King. Officers were given commissions in the training branch of the RAFVR, and indeed everything was done to give this new voluntary and part time corps as such official standing as possible. Fortified by a nationwide appeal the launching of the ATC achieved tremendous success, several squadrons being formed in a few days. The honour of being the first of the new breed going to No 210 (Newport) Squadron.

In 1946 the ATC became part of Reserve command which gave the movement much material help. In 1947 a new Royal Warrant redefined the aims of the Corps to include training in citizenship, the promotion of sports **and** the fostering of a spirit of adventure. In practice the Corps had always sought to do this but the restatement of aims gave these aspects of training an added meaning. In 1955 important administrative changes were made, which recommended that the administration of Wings (which were established in 1948) and control and direction of the Corps should pass to a Commandant, who would be responsible directly to the Air Ministry. In May 1960 Headquarters Air Cadets was set up to implement this policy.

Although gliding in *the* Air Defence Cadet Corps commenced in 1939, it was not until 1942 that it became an official activity in the ATC. By 1945 the gliding organization had built up to 84 schools. There are now 27 volunteer gliding schools and the Air Cadets Central Gliding School.

In 1950 a flying scholarship scheme was introduced and some 250 scholarships are awarded each year to cadets. The scholarships are tenable at civilian flying schools and clubs and students complete 30 hours of dual and solo flying.

In 1958 the Corps was given its own fleet of 50 Chipmunk aircraft for air experience flying. There are 13 Air Experience Flights located on a geographical basis to the best advantage of ATC squadrons, all being commanded by a regular RAF officer (except one which is commanded by an RAFVR(T) officer) and staffed by RAFVR(T) pilots.

In 1962 the ATC came of age and, to mark the occasion, a banner was presented to the Corps by His Royal Highness the Prince Philip, Duke of Edinburgh, Air Commodore in Chief of the Air Training Corps, who had been appointed to this post on the death of His Majesty King George VI. The banner is paraded on special occasions only, being most frequently seen at Wing parades when the Air Officer Commanding is the reviewing officer.

In 1967 it was felt that the time had come to re—examine the structure of the Corps and if necessary to re—organize it and improve it. Consequently a committee appointed by the Ministry of Defence made a number of recommendations covering administration and training, the majority of which were approved by the Air Force. The report of the committee (Morris Report) introduced several changes in organisation, including a reconstructed Air Cadet Council and the introduction of Regional HQs, and set the pattern for the corps as it is today.

A brief glance at the many and varied activities clearly shows that the Corps is keeping in mind the objects of its Royal Warrant that was redefined by this committee.

In October 1980 the first girls were allowed to join the Corps and after a two year trial period were officially incorporated so that authorised squadrons are now permitted to recruit up to one third of their total strength as girls.

As with the Air Defence Corps, the basic formation of the ATC is the squadron. The first fifty squadrons formed are permitted to display the letter 'F' after their unit number in recognition of the fact that they were the Founder Squadrons. Today the squadron stands very much on its own feet, ordering its own life within the framework of the Corps. Wing HQ's administer a group of squadrons but the squadron is essentially a unit of the local community. A squadron may control detached flights in areas where there are enough cadets for a flight **but** insufficient to form a squadron. In 1983 there were 904 squadrons and 112 detached flights.

ATC units are financed on the broad principle that the Ministry of Defence meets the cost of the official training programme, whilst the cost of other recommended activities and social facilities are provided from funds raised by civilian committees.

Responsibility for the administration and general conduct of a squadron is shared by its commanding officer and by its civilian committee. The squadron officers are volunteers commissioned in the RAFVR(T), work with the Corps part time and are not paid for their services except when on specified training duties away from squadron headquarters. The squadron civilian committee consists of a Chairman, Honorary Secretary, Honorary Treasurer and Members all of whom are local citizens, with the squadron commander as an ex—officio" member. The committee generally looks after the welfare, finance, and local matters such as publicity, recruiting, site selection for the HO building, liaison with other local organisations and so on. The treasurer has an important task, which is to administer two types of fund. The first type concerns official funds, or "public" money for administration and training; the second type or "non public" money consists of locally raised funds for welfare, sports and similar purposes. It is the responsibility of the committee to raise, as well as administer,, the non—public funds.

Groups of squadrons, usually on a county basis, are formed into Wings, of which there are 40. Each wing is commanded by an RAFVR(T) officer of the rank of Wing Commander. Each wing HO having a small full—time staff for administration duties headed by a wing administration officer, and an establishment of RAFVR(T) staff officers.

Groups of wings on a geographical basis are formed into Regions. There are seven regions each commanded by a retired RAF officer who holds the rank of Group Captain. The regional HO has a small full time staff and is responsible for the training program and for liaison with other organisations within the region.

The organization of the ATC is closely linked with the RAF. The chain of command goes all the way up from squadrons to the Air Force board not only on the service side through HO Air Cadets, but also on the civilian committee side through the Air Cadet Council, and at a local level wings are affiliated to RAF stations for direct assistance in training. RAF stations, not necessarily the affiliated stations, also operate a parenting scheme which is set up for the distribution of RAF equipment, including uniforms to squadrons. Close relationship with the RAF is further maintained by squadrons attending camp for one week at an RAF stations each year.

The Air Training Corps has a history of which it can be justly proud, and every squadron has not only close affiliation with the Royal Air Force but also with its local community, an arrangement designed to help the squadron provide a lively and exiting programme of training for cadets.

THE ROYAL AIR FORCE

The history of the Royal Air Force dates back prior to its creation on 1st April 1918 by amalgamation of the Royal Flying Corps (RFC) and the Royal Naval Air Service (RNAS) to the establishment of a balloon school at Chatham in 1879, but military aviation in the United Kingdom started properly with the formation of the Royal Flying Corps in May 1912.

The initial formation of the R.F.C. consisted of two “Wings” a military wing and a naval wing under control of the War Office and the Navy respectively. All pilots were trained at the central flying school at Upavon and the aircraft used were unarmed and intended to support military and naval operations in a reconnaissance role only.

Because of the problems posed by the use of aircraft in support of naval operations the naval wing broke away from the RFC to form the Royal Naval Air Service in June 1914. The strengths of the two services by the outbreak of the First World War in August 1914 being seven Squadrons of aircraft and one Squadron of balloons in the RFC and one Squadron of aircraft in the NAS

At the end of the war in November 1918 the RAF had 190 Squadrons and 290,000 officers and men. In less than two years this strength had dropped to 30 Squadrons and 25,000 officers and men, and it was then that Lord Trenchard (the father of the Royal Air Force) and Sir Winston Churchill (Secretary of State for War and Air) agreed that the force should be kept at about this operational strength and concentrate the available resources on building a sound training organisation. It was from this decision that the foundations of the professional airforce that we have today were laid with the opening of the Royal Air Force Cadet College at Cranwell (1920), the Apprentices School at RAF Halton (1922) and the RAP Staff College at Andover (1922).

Under the tutelage of Lord Trenchard the organisation of the RAF continued to be consolidated in quality, not quantity. Always kept in mind was the need for a capability for quick expansion to be “built in”. The need for this police was demonstrated towards the beginning of the Second World War when the worsening political situation in Europe led to such a large expansion that by 1936 it became necessary to introduce Bomber, Fighter, Coastal and Training Commands. One way in which this built in capability for expansion was created was by the formation of the Auxiliary Air Force in 1925.

In 1937 the Royal Navy regained independent control of ship-borne aircraft by taking over responsibility for the Fleet Air Arm — a cause they had been fighting for since 1918. The responsibility for land based maritime reconnaissance remaining with the RAP.

In the Second World War, as well as providing the air defence of this country, helping to keep the sea approaches open and mounting a strategic bomber offensive against Germany, the Royal Air Force fought in all theatres of war in support of land and sea operations. The first role of the RAF was again reconnaissance, but the primary role was that envisaged in 1918 — strategic bombing. With radio navigation aids lending increased accuracy and aircraft carrying greater bomb loads, large industrial areas of Germany were laid waste. The German Air Force was compelled to concentrate on defending the Reich with such losses that the Allied landing in Normandy, on D Day 6th June, 1944 was practically unopposed from the air.

As in 1918 the cessation of hostilities again led to the contraction of the Royal Air Force. From over 1,100,000 officers and men in 1945 to less than 100,000 by 1970. Wartime conscription was continued after the war in the form of National Service, but this ended in 1962 and the RAF is now an all regular force.

The Royal Air Force, like the Navy and the Army, is loyal to the Crown but is controlled by Parliament which harmonises with the principle that our armed forces are subordinate to the Civil Authority. Parliament votes the money needed to support the Air Force and, through the Air Force Act, lays down the law by which the Air Force is governed.

The Prime Minister and the Cabinet hold supreme responsibility for national defence. They exercise control of the armed forces through the Defence Council which is the main forum in which the broad issues of defence policy are considered in relation to the Government's foreign, economic and home policies. The Secretary of State for Defence, appointed by the Prime Minister, is the chairman of the Defence Council.

Each of the three services is controlled by a board of senior officers, ie. Admiralty Board, Army Board and Air Force Board. The heads of the Service Boards are members of the Defence Council and each board controls its own Service in accordance with the decisions made by the Defence Council.

Each member of the Air Force Board is a senior officer or civil servant heading a specialist Branch concerned with a particular section of Royal Air Force work; all these Branches added together are called the 'Air Force Department' of the Ministry of Defence (MDD(Air)). The specialist Branches are themselves sub—divided into a number of Directorates headed by Director Generals and Directors and it is these MOD staffs who form the Headquarters of the Royal Air Force from which all policy direction to the rest of the Royal Air Force emanates. The head of one of these Directorates, an Air Vice Marshal who is Director General of RAF Training (DGT), looks after the policies concerning the Air Training Corps.

Outside the Ministry of Defence the directive of the Air Force Department are put into effect by:

a) RAF COMMANDS. Commands are either functional , ie. in charge of a number of units carrying out the same type of work, or geographical, ie. in charge of overall air force functions in a particular part of the world. At present there are two functional Commands — Strike Command and Support Command, and one geographical RAF Germany.

b) RAF GROUPS AND HEADQUARTERS. Sub—headquarters called Group, Air or Field Headquarters control specialist units e.g. those fly— in a particular class of aircraft such as fighters. However, sub—headquarters are established only in Strike Command where the expense is considered advisable and necessary; other Commands control their units directly.

c) RAF UNITS AND STATIONS. Unit is the title applied to elements of the RAF which are established to cover a particular function, e.g. Maintenance Unit, Signals Unit. The basic operational unit is the squadron; squadrons are equipped with aircraft or missiles or they may be units of the RAF Regiment; and according to their size and role, squadrons may be sub—divided into two or more flights. The location of an individual unit or number of units is known as a Royal Air Force Station. Normally the administration of a Royal Air Force Station is undertaken by a separately established Station Staff which, too, is composed of squadrons.

Thus the framework of the Royal Air Force is:

PARLIAMENT
MINISTRY OF DEFENCE
AIR FORCE DEPARTMENTS
COMMANDS
GROUPS
AIR or FIELD HEADQUARTERS
UNITS

On RAF Stations organization can vary according to the needs of the units that it houses but the framework is common to all. The Station Commander is in overall control and he has a staff, normally arranged in three sections called wings, to provide supporting services so that units located at the station may function efficiently. The framework is as follows:

a) Operations or Flying Wing

b) Engineering Wing which provides engineering services for the whole station as well as any flying or technical units located there.

c) Administrative Wing which provides the backing needed to enable everyone on the station to live and work effectively. This wing is therefore concerned with such things as accommodation, equipment, pay, catering and medical services.

Your Training

During your time as a cadet you will progress through a structured lesson system that intends to teach you all about Aviation subjects.

You start off as a Probationer Cadet when you first join and you will quickly progress to "Second Class" Cadet, and will have roughly 3 months of training in all of the basics that you need to know in order for you to take part in day to day Cadet activities and gain the most from them.

Initially you learn subjects such as:

- The History of the ATC
- The History of the RAF
- Map reading
- Rifle skills
- Drill.

As a "First Class" cadets you can then start to take part in all of the activities that the Air Training Corps has to offer.

During your time on the Squadron you will continue to learn more in subjects including:

- Aircraft Navigation
- Principles of Flight.
- Aircraft Handling
- Airmanship
- Advanced Map reading

And as you learn these we will let you sit some exams on Sqn and progress to Leading Cadet, Senior Cadet and then finally after a bit of hard work become a Staff Cadet with responsibilities that assist the staff in the day to day running of the Sqn, and a good bit of knowledge in some areas that you enjoy.

Additional Activities

As well as the educational side of cadet life there is a lot more that goes on, some of these things include:

Standard Bearing Practice
Model Making
Duke of Edinburghs' Award Scheme
Drill Competitions
Orienteering
Gliding
Powered Flying
Visits to RAF Stations
Target Shooting
Sport (Athletics, Hockey, Netball, Rugby, Soccer, Swimming)
Absailing
Canoeing
Hill Walking
MFT (Field craft)
Orienteering
Rock Climbing
Computing

DISCIPLINE

Mention of the word “DISCIPLINE” perhaps conjures up in your minds something to be afraid of but it really means ‘Obedience to Laws or Orders”

You have already been subjected to discipline throughout your life from parents and at school, in the Air Training Corps there is also a need for a more formal and recognisable discipline.

Parliament makes laws to protect our persons, our homes etc., and if they are obeyed, we all benefit from them.

Local Councils make bylaws, which if obeyed, give further benefit to the people living in that particular area.

The Services have laws or rules which are approved by Parliament; these ensure first, loyalty to Queen and Country, secondly, the safety of large bodies of people working together, thirdly, efficiency, and fourthly, comfort and well—being.

The Air Training Corps is governed by Regulations and Standing Orders to achieve the same objectives.

Your Squadron is governed also by Orders made by the Commanding Officer.

The smartness and efficiency and good name of the Air Training Corps and your Squadron depends upon your cheerful and unhesitating “Obedience to Orders”.

Some people have to be placed in charge in order to direct the actions of others to complete their training and tasks, these people are your Officers and cadet Nco's, they as part of your training will teach you the virtues of self discipline so that you can progress within the ATC to the cadet NCO ranks.

SECURITY

Introduction

1. From the moment a cadet enrolls he has a responsibility to the RAF to guard its secrets to the best of his ability.
2. Many cadets know something about the RAF which other countries would like to know. It may be only a very small piece of information, but the manner in which he safeguards his information is a test of his trustworthiness. There are a few people in Great Britain who give away information deliberately. They are traitors. There are, unfortunately, many more who give away information unknowingly or through lack of thought. These are not traitors in the same sense but they do just as much harm. The first thing a cadet must do is learn the meaning of Security, because the security of the RAF is his responsibility, and a trust he must never betray.

The Meaning of Security

3. In war, both sides make use of direct and indirect attack. Direct attack is a shooting war using guns, rockets, aircraft, *etc.* Indirect attack, although rarely as spectacular, can be equally destructive. It includes the collection of information by agents, the destruction of materials by sabotage, the lowering of the morale of the fighting Services and the will of the general public by the use of propaganda.

4. Indirect attack goes on all the time and many examples of it can be seen happening in the world every day. Security is the name given to the defence against this indirect attack and it is as important, in some cases more so, as the defence against direct attack. The report issued in 1962 by a committee, under the Chairmanship of Lord Radcliffe, inquiring into the security procedures in the public Services said:

“The biggest single threat to Security at the present time is probably a general lack of conviction that any substantial threat exists”.

5. The threat is enormous, indirect attack goes on all the time, and every cadet must play his part in helping to maintain the security of the RAF, and indeed his country.

Squadron Security

6. Every cadet is responsible for the security of his squadron, detached flight or section. Security is a matter of common sense. Every cadet must play his part in looking after the unit's equipment and buildings, for example. Each unit has a lot of equipment, either its own or on loan, which may be valuable. Even when it is not very valuable, it must be remembered that items cost money to replace, whether from unit resources or ultimately the taxpayer. Every cadet, therefore, must ensure that anything belonging to or on loan to his unit is protected against loss, theft or damage.

7. Certain items need special care. Many units possess weapons, usually rifles, and for obvious reasons these must be looked after particularly well; and there are special rules for this.

8. Some handbooks or training manuals have a security classification, *e.g.* “Restricted”. This classification is applied to information and material which it would be *undesirable in the interests of the Nation* to reveal to any unauthorized person.

9. Special action must therefore be taken to prevent those who are not authorized from having access to “Restricted” matter.

Security at RAF Stations

10. At RAF station officers and airmen, because of the work they do, are aware of the need to safeguard their information and equipment. All stations have a Security Officer whose job it is to

maintain a high standard of security of information, material and personnel. However, his job is possible only if all members of the station contribute to achieving this high standard. When a cadet visits a station he becomes, in effect, a member of that station and has his part to play in achieving this high standard.

11. The best rule a cadet should remember is based on the “need to know” principle. When a cadet visits an RAF station, sooner or later, he is bound to hear or see something which a foreign power would like to know. Before talking about it he should ask himself “does the other person ‘need to know?’”. The answer is usually “no” but of course common sense should prevail. Should a cadet see or hear anything which he thinks might be a threat to the security of that station, he should report the matter to his own officer or a regular officer of the station.

12. All Government information is subject to the provisions of the Official Secrets Act of 1911 as amended by the Official Secrets Acts of 1920 and 1939. These acts apply to everybody whether they are in military or civilian life, it is, however, necessary to classify, *le* grade information and material according to its security importance. We have seen the description of matters classified as RESTRICTED (para 9). The other classifications are:

- a. *CONFIDENTIAL*—applied to information and material which, if revealed to any unauthorized person, *would prejudice the interests of the Nation*.
- b. *SECRET*—applied to information and material which, if revealed to any unauthorized person, *would cause serious injury to the interests of the Nation*.
- c. *TOP SECRET*—applied to information and material which, if revealed to any unauthorized person, *would cause exceptionally grave damage to the interests of the Nation*.

13. It follows, therefore, that if a cadet sees anything lying about that is classified Secret or Top Secret, he should report it at once and take steps to ensure that no authorized person has access to it. On visits to RAF stations, cadets might see in crew rooms various training books classified Restricted or Confidential. They are there for the use of those who “need to know” and they will be locked up when the room is not in use. If a cadet has cause to learn about matters that are classified he should keep them to himself and the Service and should not discuss them with outsiders.

National Security

14. To every country, information about a possible enemy is of the greatest importance. There are several countries in the world who think that Great Britain is an enemy. Some of these countries have a lot of highly trained specialists collecting information about the Royal Air Force. The work of defending Royal Air Force

DRILL

Drill is included in the training of all military forces because it promotes team spirit, mental alertness, self control, steadfastness and ready obedience to orders; qualities of great value in any military organisation.

In addition, drill is essential for the orderly cadets from place to place, and, its smart execution of great pride to your Squadron.

It should be the aim of all cadets to attain a high drill, deportment and personal appearance.

To get the best results, your drill instructors and parade commanders will insist on:

- | | |
|---|--------------------------------|
| A | Immediate obedience to orders. |
| S | Smartness of appearance. |
| C | Steadiness on parade. |
| D | Silence on parade. |

One of the requirements for promotion to First Class Cadet is that you have attained a standard that will enable you to parade with the Squadron on all duties.

Dress regulations — Inspection details.

- BERET** The beret is to be worn so that the band is horizontal round the head, 25mm above the eyebrows, loose material down to the right so that the badge is clearly displayed in a position vertically above the left eye.
- JERSEY NO.2 HD** Round or 'V' neck pattern. The jersey should be clean and of a reasonable fit.
- SHIRT WORKING** The collar ironed and worn out—side the jersey, top button undone, no tie.
- TROUSERS NO.2** Trousers are to be worn with supporting belt (not seen), they are to be clean and pressed.
- FOOT WEAR** Boots or Shoes, black, laced and worn with black socks. To be polished, laced straight across and neatly fastened.
- BRASSARD** Worn on the right upper arm, identification badge located centrally 6mm from the top with the distinguishing badge immediately below. Other badges Classification, Bandsman, Marksman or NRA Cadet One Hundred to be correctly spaced.
- OTHER BADGES** Rank badges on epaulettes, staff cadet lanyard worn around the left shoulder, buttoned centrally on the bottom line of the patch and when this is worn no other classification badge is to be worn on the brassard. Flying scholarship, cadet navigators and gliding badges are to be worn on the left patch.
- STABLE BELT** The stable belt is not to be worn over the jersey. It can be worn under the jersey and will only be seen when in shirt sleeve order.
- SHIRT SLEEVE ORDER** In summer, shirt sleeve order may be worn for which the inspection details are:
1. Top button of the work shirt undone — sleeves rolled up neatly above the elbows.
 2. No tie unless wearing a wedgewood blue shirt. Rank tapes on epaulettes Brassard with appropriate badges
 3. Staff cadet lanyard is worn buttoned to the left breast pocket of the shirt. Flying, gliding and D of E badges are not worn. Stable belt may be worn — private purchase only.
- CLEANLINESS** The hands, face, ears and neck are to be clean. Finger nails clipped and clean.
- HAIR** The hair of the head is to be clean and cut to Queens Regulation length.
- SHAVING** Personnel who need to shave should be properly shaved, beards and whiskers are not to be worn. If a moustache is worn, the upper lip is to be entirely unshaven

Uniform Care

Ironing

Okay, we all know the easiest way here is to ask our Mothers! But they're not always going to be there to do it for you so now is a good time to wake up and learn how to iron for yourself! Remember – "Ironing is simple". A plate of metal (the Iron) gets hot, you place it on your clothes and move it around and the creases disappear. Well, okay, it's not that simple - but almost.

Shirts

Iron shirts with your iron set to medium - not hot as this can damage the material. Shirts are easy to iron and take no time at all when you know how. One Method is to:

1. Iron the inside of the collar
2. Place one of the shoulders into the end of the ironing board so that the yoke lies along it and iron that.
3. Take your shirt off the board and place one of the sides on so that the neck is at the end of the board.
4. Place the back of the shirt on the board next (you will have to do this in two parts)
5. Now place the other front panel on the board and iron that.
6. Undo the epaulettes and iron them
7. Now the hard part. Sleeves. Place the sleeve along the length of the ironing board. Use a good water sprayer and soak the crease - not too much though. Place the iron at the cuff end of the sleeve while pulling the crease to keep it tight. Press firmly on the iron and steadily move up to the shoulder end of the sleeve. Repeat for the other sleeve and you should have a perfect pair of creases.

Trousers

iron trousers on hot making sure you place a plain cotton cloth between your trousers and the iron to prevent them shining

1. Place front crease of one leg onto the ironing board.
2. Pull both ends of the crease and make sure no material is ruffled up underneath.
3. Spray the crease with your water sprayer.
4. Place a plain (preferably white) cotton cloth over the crease and spray this too.
5. Now place your iron on the cloth over the crease and press firmly, and slowly move the iron up to the crease taking care not to go off the cloth and onto your trousers. Repeat as many times as necessary to do the entire crease.
6. Repeat the process in the following order: next front crease, then rear creases.

Berets

The Beret can be worn in many ways, the way we wear it is the Classic way with the beret badge above your left eye and all the spare material pulled down over your right ear

Obtaining this shape and keeping your beret in shape is easy. Just follow these simple steps:-

- Immerse the Beret alternately in hot/cold water until thoroughly soaked, taking care not to wet the band.
- Place the beret on the head and mould it to the desired shape.
- Leave your beret to dry naturally.

Finally, when wearing your beret, the band should be level, two finger widths above the eyebrows. The badge should be vertical, not pulled forward so that you can't see it.

Shoe Polishing

Preparation: (not to be used on a daily basis – just for a complete make over)

Things you will need:-

- 1 x tin of Kiwi Black Parade Gloss
- 2 x shoe brushes
- 1 x good quality cloth
- small amount of water (not spit, that eats away at the leather)
- Remove any previous attempts to polish your shoes by using a shoe brush or scraping the polish off with the edge of an old cassette case, but be careful not to damage the leather.
- Dip your brush in Kiwi Black and polish the whole of the shoe. Brush off the polish with a soft brush or cloth. Repeat for the toecap only

Shining: (daily use)

- Fold your cloth and wrap it around your index-finger so that the cloth under it is smooth - this will avoid smears and scratches later
- Dab the cloth in some clean water, ensuring that the water soaks into the cloth
- Place a small amount of polish onto the wet part of the cloth and work the polish into the leather in a circular motion working in a regular pattern around the toecap
- You may need to put just a touch more water on the cloth if it feels like it is starting to grate.
- Once all the polish has been rubbed in, repeat the process.
- A good shine on a new pair of shoes should take anywhere between 30 and 60 minutes

Caring for your shine

- All you need to do now is to make sure nobody scuffs them, stands on them or spills anything on them.
- Keep out of reach of little peoples sticky hands
- Keep a cloth over them to keep off dust. Some people pull socks over but you risk scratching your toecaps that way.
- If you manage to keep them scuff free and shiny, all you will need to do before you go to cadets is just give them a quick polish using the technique above.
- To get rid of any swirls of polish on your toecaps, run them under the cold tap while rubbing the toecap with pure cotton wool.

Things you will need:-

- 1 x tin of Kiwi Black Parade Gloss
- 2 x shoe brushes
- 1 x good quality cloth
- small amount of water (not spit, that eats away at the leather)

Useful tips

Once you start getting a good shine on your shoe, breathe over the entire toecap so that your breath condenses on the toecap. Continue rubbing the shoe with your cloth until there is no sign of smearing polish. If your polish is old or has white specks on it then it is time to replace it as it will not be very effective. Instead of using a good quality cloth, you could use small swabs of pure cotton wool. Make sure it says "pure" on the packet as cheaper cotton wool is mixed with other coarser materials which produce scratches on highly polished toecaps.

DO NOT use naked flames from any source to melt or light polish! If any one ever suggests it then ignore them. It is highly dangerous and apart from removing the nutrients from the polish that protect the leather, it can also cause burns and scalds and liquid polish can permantly ruin anything it comes into contact with. Trust me on this from personal experience You will not be popular if your 'special method' goes badly wrong, and destroys your clothes, your bedroom, or you.

RANKS AND RANK BADGES

THE RANK STRUCTURE OF THE ROYAL AIR FORCE

RANK	ABBREVIATION	DESCRIPTION
Marshal of the R.A.F.	MRAF	Air Officer
Air Chief Marshal	Air Chf Mshl	Air Officer
Air Marshal	Air Mshl	Air Officer
Air Vice Marshal	AVM	Air Officer
Air Commodore	Air Cdre	Air Officer
Group Captain	Gp Capt	Senior Officer
Wing Commander	Wg Cdr	Senior Officer
Squadron Leader	Sqn Ldr	Senior Officer
Flight Lieutenant	Flt Lt	Junior Officer
Flying Officer	Flg Off	Junior Officer
Pilot Officer	Plt Off	Junior Officer
Warrant Officer	WO	Warrant Officer
Flight Sergeant	FS	Senior NCO
Chief Technician	Chf Tech	Senior NCO
Sergeant	Sgt	Senior NCO
Corporal	Cpl	Junior NCO
Junior Technician	Jnr Tech	Airman/Airwoman
Senior Aircraftman/Aircraftwoman	SAC/SACW	Airman/Airwoman
Leading Aircraftman/Aircraftwoman	LAC/LACW	Airman/Airwoman
Aircraftman/Aircraftwoman	AC/ACW	Airman/Airwoman

COMMISSIONED OFFICERS.

The ranks from Pilot Officer to Marshal of the Royal Air force hold the Sovereign's Commission and are known as commissioned officers.

SOVEREIGN' S WARRANT.

The next lowest rank is Warrant Officer. They have a Sovereign's Warrant.

NON COMMISSIONED OFFICERS.

The ranks from Corporal to Flight Sergeant are Non—commissioned officer (NCO) ranks. A Corporal is a junior NCO and the others are senior NCOs.

The R.A.F. is a large organisation and its personnel move frequently from one station to another. Everyone needs to recognise the authority of others in the organisation and in the Services this authority is shown by a rank badge. The accompanying illustrations show the rank badges from LAC to MRAF, YOU MUST LEARN THE RANKS AND BE ABLE TO RECOGNISE EACH ONE.

OFFICERS

All Royal Air Force Officers are distinguished by rank braid on the lower sleeve of their No 1 Dress and on the epaulettes of their No 2 Dress. The rank braid is light blue with black edging. Epaulettes are also worn on the shoulders of the pullover, shirt and old—style raincoat. A small blue/gilt enamel

badge is worn on the collars of the new style raincoat.

OTHER RANKS

On No 1 Dress, and on both styles of raincoats, Warrant Officers wear rank badges on the lower part of the sleeves. Personnel wearing pullovers and shirt sleeves wear badges of rank on the epaulettes.

TRADE BADGES

Aircrew brevets are worn over the left breast pocket above any medals on No 1 and No 2 uniform, and in a similar position on the woolen pullover. These badges are of cloth.

Medical and Dental personnel and Chaplains wear their "Trade" badges on their lapels. These badges are brass—coloured.

Most other trade badges are of cloth and are worn on the right and under the badge of rank, e.g. PTI badges. The R.A.F. Regiment are an exception, these are worn on the top of the sleeves at the shoulder seam

OFFICERS.

Naval Officers rank badges are of gold braid and are worn in a similar way to those of R.A.F. Officers. YOU MUST BE ABLE TO RECOGNISE NAVAL OFFICERS IN UNIFORM.

OTHER RANKS

The two most senior NCO ranks are indicated by gold buttons around the cuffs of the jacket, the senior of the two also has an insignia above the buttons. The Junior ranks wear a badge on the upper arm.

RANK BADGES OF THE ARMY

OFFICERS

Army Officers wear their rank on epaulettes on their shoulders. The rank is shown by "pips" and or crowns. YOU MUST BE ABLE TO RECOGNISE ARMY OFFICERS IN UNIFORM.

OTHER RANKS

The other ranks wear their badges in a similar position to R.A.F. ranks, i.e. on the lower arm in the case of Warrant Officers and the upper arm for NCO's and below.

RESPONSIBILITIES OF OFFICERS, WARRANT OFFICERS AND NCO's

Officers, Warrant Officers and NCO's are responsible for the efficiency of that part of the chain of command under them. These responsibilities can be summarised as:

Supervising you in your duties

Encouraging you in your duties

Advising you on your personal and service problems

OFFICERS

All Officers hold commission in the Royal Air Force Volunteer Reserve Training branch and their ranks and badges are described previously except that they also wear a brass—coloured VRT badge in the lapels of the No 1 Dress or on the epaulettes of other uniforms.

WARRANT OFFICERS

The Adult Warrant Officers in the Air Training Corps hold the Commandant's Warrant, and wear a brass ATC title on the lapels of the No 1 dress and the epaulettes of other uniforms.

CIVILIAN INSTRUCTORS








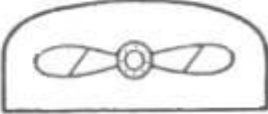
Civilian instructors hold a letter of appointment from H.Q. Air Cadets and although they do not wear uniform are issued with a brass coloured badge and a blue armband as badges of appointment.

CADET RANKS

The cadet NCO ranks are with the badges worn Officer is addressed the same as the Royal Air Force ranks on the epaulettes. The Cadet Warrant 'Warrant' not "SIR".

Adult Warrant Officer (No previous Service)			
Cadet Corporal	Cadet Sergeant	Cadet Flight Sergeant	Cadet Warrant Officer
First Class Cadet	Leading Cadet	Senior Cadet	Staff Cadet

BADGES OF RANK – AIRMEN AND AIRWOMEN

 <p>Warrant Officer (Tropical badge in Gilt)</p>	 <p>Flight Sergeant</p>	 <p>Chief Technician</p>	
	 <p>Sergeant</p>	 <p>Corporal</p>	
 <p>Junior Technician</p>	 <p>Senior Aircraftman and Senior Aircraftwoman</p>	 <p>Leading Aircraftman and Leading Aircraftwoman <small>Note: Aircraftmen and Aircraftwomen no badge of rank</small></p>	

DISTINGUISHING BADGES



**RAF Regiment
Shoulder Badge**



**Physical Training
Instructor**



Telecommunications Badge



Parachute Badge (with wings)



Marksman

OFFICERS' CAP AND COLLAR BADGES



Officers below Air Rank



Officers of Air Rank



Chaplain



DENTAL OFFICER'S
COLLAR BADGE



MEDICAL OFFICER'S
COLLAR BADGE



CHAPLAIN'S
COLLAR BADGE



R Aux AF
and WR Aux AF



RAFVR
and WRAFVR



RAFVR(T)

WOs', NCOs' & AIRMEN'S CAP BADGES

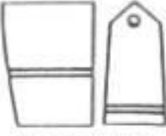
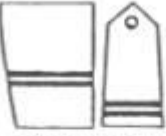
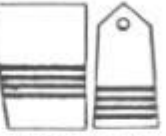
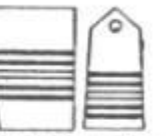

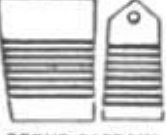


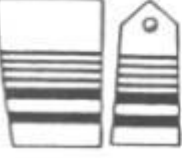
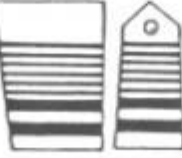
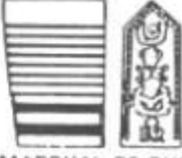


Warrant Officers and Master Aircrew
Worn with No 1 Dress Cap only

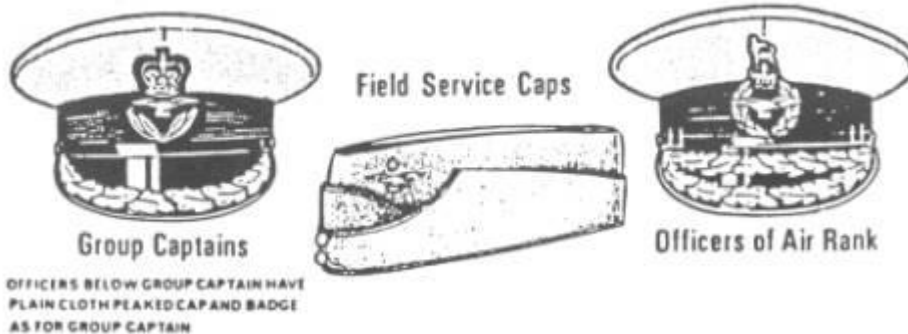


Ranks below Warrant Officer
Worn with No 1 Dress Cap and Beret
(Established Bandmen and Bandwomen—Gold Embroidered)











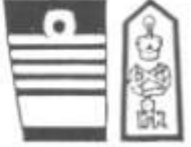
BADGES OF RANK – RAF OFFICERS

 <p>PILOT OFFICER</p>	 <p>FLYING OFFICER</p>	 <p>FLIGHT LIEUTENANT</p>	 <p>SQUADRON LEADER</p>
 <p>WING COMMANDER</p>	 <p>GROUP CAPTAIN</p>	 <p>AIR COMMODORE</p>	 <p>AIR VICE-MARSHAL</p>
 <p>AIR MARSHAL</p>	 <p>AIR CHIEF MARSHAL</p>	 <p>MARSHAL OF THE ROYAL AIR FORCE</p>	












OFFICERS' CAP PEAKS



BADGES OF RANK – ROYAL NAVY

 MIDSHIPMAN	 SUB-LIEUTENANT	 LIEUTENANT	 LIEUTENANT-COMMANDER
 COMMANDER	 CAPTAIN	 COMMODORE	 REAR ADMIRAL
 VICE-ADMIRAL	 ADMIRAL	 ADMIRAL OF THE FLEET	

BADGES OF RANK – ARMY

 2nd LIEUTENANT	 LIEUTENANT	 CAPTAIN	 MAJOR	 LIEUTENANT-COLONEL	 COLONEL
 BRIGADIER	 MAJOR-GENERAL	 LIEUTENANT-GENERAL	 GENERAL	 FIELD-MARSHAL	

Saluting

THE REASON FOR Saluting

Saluting by non commissioned ranks is a recognition of the Queen's Commission being indirectly a salute to the Sovereign through the individual holding the Queen's authority. Returning a salute is not an acknowledgement of the salute to the Officer personally, but a recognition of the fact that through an Officer he/she has given an outward sign of loyalty to the Queen and to the service.

Discipline has been defined as "That quality which transforms a disorganised rabble into an efficient fighting force". The manner in which salutes are given and acknowledged is an indication for all to judge the standard of discipline in any particular unit. It is naturally distasteful to any Officer that slackness in saluting, in his own unit or, worse still the Service to which he has the honour to belong should be looked upon by others as a "Disorganised Rabble. It is the responsibility of all Officers to see that saluting is carried out correctly and smartly.

AIRMAN / CADETS SALUTING WITH AND WITHOUT ARMS

Personnel are to salute with the right hand unless physically unable to do so, in which case they are to salute with the left hand.

A Cadet when addressing an Officer is to halt two paces from him. He is then to salute, address the officer and salute before withdrawing. When two or more cadets are sitting or standing together the senior cadet is to face the Officer and call the whole party to attention before saluting.

When a number of cadets are walking together they are all to salute when passing or overtaking an Officer, except when they are being marched as a party.

When cadets recognise an officer who is dressed in civilian clothes, they are to salute.

Cadets when addressing a male Officer, Warrant Officer or Civilian instructor are to address him as 'SIR1' when addressing a female of the above ranks they are to address her as **"ma-am"** NCOs are to be addressed by the full title of their rank, i.e. 'Flight Sergeant', "Corporal" NOT "SARGE", "FLIGHT" or "CORP". Other members of the armed forces are to be addressed by the title of "Staff". Cadets when being addresses by NCOs are to stand to attention.

When headdress is not being worn or when a cadet is carrying anything which prevents him from saluting, he/she is to stand to attention when an Officer passes. If walking he/she is to turn the head smartly towards the Officer. A cadet with a rifle at the Order is to come to attention or, if at the slope or advance will salute.

NATIONAL ANTHEMS

When the National Anthem or a foreign National Anthem is played all personnel in uniform not under the command of an Officer are to stand to attention, face the direction of the music and salute. If wearing civilian clothes they will remove headdress.

When the Anthem is played during a ceremonial parade as a Royal Salute those officers on parade in review order acting under the orders of the Officer Commanding the parade will salute. Officers in attendance on HM The Queen or other Royal Personages will stand to attention but will not salute.

When the anthem is played within a building those in uniform are to stand to attention and remove headdress they are not to salute.

When a party is on the march the commander will bring them to a halt and he will salute.

When a party are halted, the commander of the party is to call them to attention and he is to salute during the playing of the anthem. On other occasions which are not of a service nature, Officers will face the band and if in uniform wearing a headdress will salute.

DURING THE HOISTING OR HAULING DOWN OF THE R.A.F. ENSIGN

On occasions when the Royal Air Force or Air Training Corps ensign is being hoisted or hauled down all ranks within view of the ensign or within hearing of the "trumpet" calls or "whistle" blasts are to stand to attention and face the flagstaff. Officers will face the flagstaff and salute.

FUNERALS

Individual Officers or cadets passing or being passed by a service or civil funeral will salute the coffin or urn containing the remains of the deceased. A commander in charge of a party will give "EYES

RIGHT” or ‘EYES LEFT’ and salute.

Individual Officers and cadets when passing or being passed by troops or Naval landing parties with uncased Colours or Standards will halt face the Colours or Standards and salute. Cased Colours are not to be saluted. NOTE— Exception, Units, parties or individuals on a service funeral, whilst in attendance upon the deceased will. not pay any compliments to any Colours or Standards forming part of the escort included in the procession.

BOARDING OR LEAVING HM SHIPS

When boarding or leaving any of HM Ships or foreign Men of War always salute the Quarterdeck.

MECHANICAL VEHICLES

The rider or driver of any vehicle will not salute when the vehicle is in motion. When the vehicle is stationary he will turn his head smartly towards the Officer. All ranks will salute the occupant of any vehicle flying a distinguishing Flag or carrying Star Plates exposed or recognise the occupant as being entitled to a salute.

PARTIES ON THE MARCH

An Officer or NCO in command of a party on the march is to pay compliments by giving the command “EYES RIGHT” or “EYES LEFT” at the same time saluting with his right hand. When a party passes an armed sentry compliments are to be payed as stated above, but if the sentry is unarmed no compliments are to be paid.

CENOTAPH

When passing the Cenotaph in Whitehall, it is customary to salute as a tribute to the fallen of the two World Wars.

AIRMANSHIP

An important part of our Airmanship training is to know the difference between an Airfield an Aerodrome and an Airport.

AIRFIELD A place for landing and taking off the surface can be Tarmac, Concrete, Grass or even Water.

AERODROME This is an Airfield with aircraft servicing areas

AIRPORT An Airport is an Airfield used for passenger flights.

The aircraft maneuvering areas include runways, taxiways and aircraft servicing platforms. On a military airfield you have dispersed hard standings and operational readiness platforms.

AIRFIELD LAYOUT

FLIGHT STRIP The Flight Strip is a rectangular portion of the Airfield surface comprising the runway, runway shoulders, cleared zones and stop way (if provided).

RUNWAY A defined rectangular area on an Aerodrome prepared for the landing and take—off run of an aircraft along its length.

SHOULDERS These are adjacent to the sides of the runway, taxiways, ORP's, ASP's or hard standings prepared for accidental or emergency use by aircraft.

CLEARED ZONES These are portions of an Aerodrome adjacent to any form of shoulder which, to permit the safe operation of aircraft must have a reasonable even surface and be free from non essential obstacles.

STOP WAY A defined rectangular area at the end of a runway in the direction of take—off designated and prepared as a suitable area in which an aircraft can be stopped in the case of an interrupted take—off.

TAXIWAY : A specially prepared and/or marked path on an Aerodrome for use by taxiing aircraft. Most taxiways are 15m (50ft) wide but at Aerodromes operating larger aircraft, the width is at least 18m (60ft).

AIRCRAFT SERVICING PLATFORM (ASP) These are paved areas provided for servicing, refueling and parking of aircraft.

OPERATIONAL READINESS PLATFORMS (ORPs) : Specially prepared areas at the end of and immediately adjacent to one side of the main runway on tactical aerodromes. Aircraft may be assembled on them for rapid "scrambling" or final flight preparation.

DISPERSED HARDSTANDINGS These are paved areas provided around the perimeter of an aerodrome for the dispersal of aircraft.

MANDEUVERING AREA The part of an aerodrome which is used for the movement of aircraft associated with take off and landing. Note: the maneuvering area does not include the ASPs.

AIRFIELD REFERENCE POINT (ARP) : The airfield reference point is the geometrical centre of the runways or runway in the case of a single strip aerodrome. ARPs are referred to in Terminal Approach Procedure Charts (TPPCs)

RUNWAY MARKINGS

RUNWAY THRESHOLD : The threshold marking is to consist of longitudinal white stripes, symmetrically placed either side of the runway centre line.

RUNWAY CENTRE LINE : The centre line markings consist of broken longitudinal white lines along the length of the runway.

RUNWAY NUMBERS : Each end of the runway is marked by two white numerals indicating the magnetic heading of the runway taken within the nearest 10 degrees (e.g. 142 degrees = Runway 14). Where the magnetic heading ends in S degrees or greater the number is rounded up (e.g. 315 degrees = Runway 32). The magnetic heading is that viewed from the direction of approach, thus the other end of the runway will be the reciprocal. (i.e. if runway approach is 050 degrees then the reciprocal is 180 degrees). Runway 03 and runway 18.

RUNWAY SIDE STRIP : On runways more than 45m (iSOft) wide or if there is a lack of contrast between the runway surface and the adjacent ground, a solid white line is painted along each side of the runway.

DISPLACED THRESHOLD : Where the landing threshold is displaced from the end of the runway and the area on the approach is used for ground movement of aircraft, the displacement area is marked by four chevrons and a transverse bar. The centre line marking on the approach side of the threshold is modified with arrowheads. The open area before the runway and threshold is called the sterile area.

TAXIWAY MARKINGS

TAXIWAY CENTRE LINE : The centre line of a taxiway is indicated by a broken yellow line. Where a taxiway intersects with a runway, the taxiway marking is curved into the runway marking. Where taxiway centre line markings meet threshold or runway number markings, the taxiway centre line is discontinued.

TAXIWAY EDGE : Where there is little contrast between the taxiway and the surrounding area, the edges may be marked with a broken yellow line.

HOLDING POSITION At junctions of runways with taxiways, the holding position for vehicles and aircraft is to be indicated by two yellow parallel lines, the line nearer the runway edge is to be a broken line, the line nearer the taxiway to be a solid line. The lines are positioned 70m (225ft) from the runway edge and a board showing the runway number in black on a yellow background is positioned in line on the airfield boundary side.

LIGHT AIRCRAFT

LIGHT AIRCRAFT LANDING PREP When a special area is set aside for light aircraft, the corners are indicated by white canvas strips. Additionally strips may be placed to indicate the extent of the area.

ILLUMINATED RUNWAY DISTANCE MARKERS

At certain aerodromes illuminated "Distance to Run" markers are installed. These markers are frangible wooden structures showing the distance to run, as a numeral representing thousands of feet.

WINDSOCKS

Normally two or more windsocks are situated on an aerodrome. The main windsock is indicated by a white ring around its base. It is positioned away from trees and buildings where it will be least affected by local turbulence.

AIR TRAFFIC CONTROL

P11 Royal Air Force traffic on the ground or in the air is controlled by the P.T.C. (Air Traffic Control).

AIRFILED CONTROLLER The airfield controller is positioned to have a good view of the maneuvering area, controls all ground traffic also take offs and landings.

APPROACH CONTROLLER Controls all aircraft that are making an instrument approach.

RUNWAY CONTROLLER The runway controller is based in a caravan painted in red and white squares and positioned to the left of the touch down area. This person also monitors the aircraft movements on the runway, some of his tasks being to help prevent aircraft landing with the undercarriage up by firing a red flare, and observing the condition of aircraft i.e. leaking, loose panels etc. He would warn a pilot by showing a steady red light as a warning and give permission to take off by showing a steady green light.

APPROACH LIGHTING AND LIGHTING AIDS TO NAVIGATION

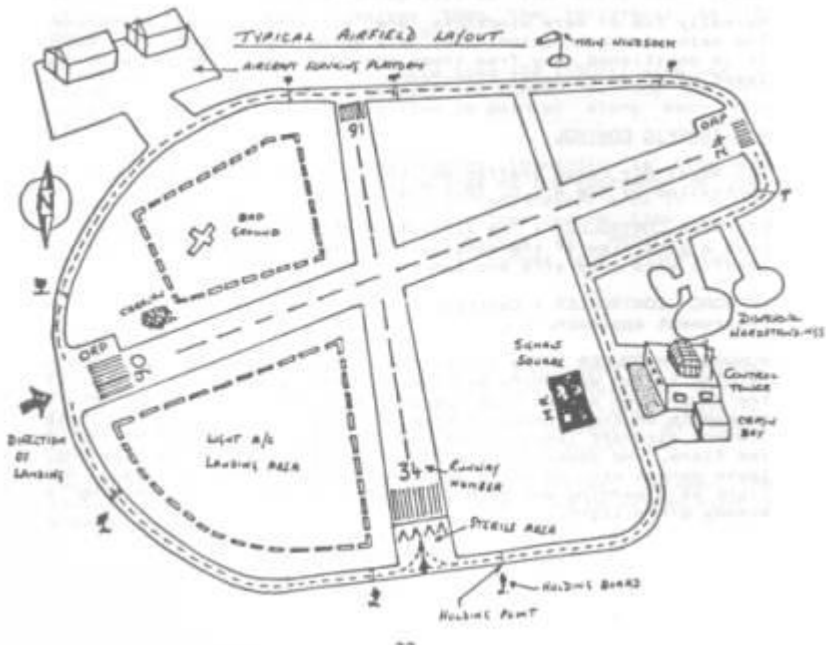
Approach lighting is installed to assist pilots to make an approach for landing in conditions of poor visibility and at night. Modern approach lighting is designed to further assist the pilot making the change from instrument to visual approach.

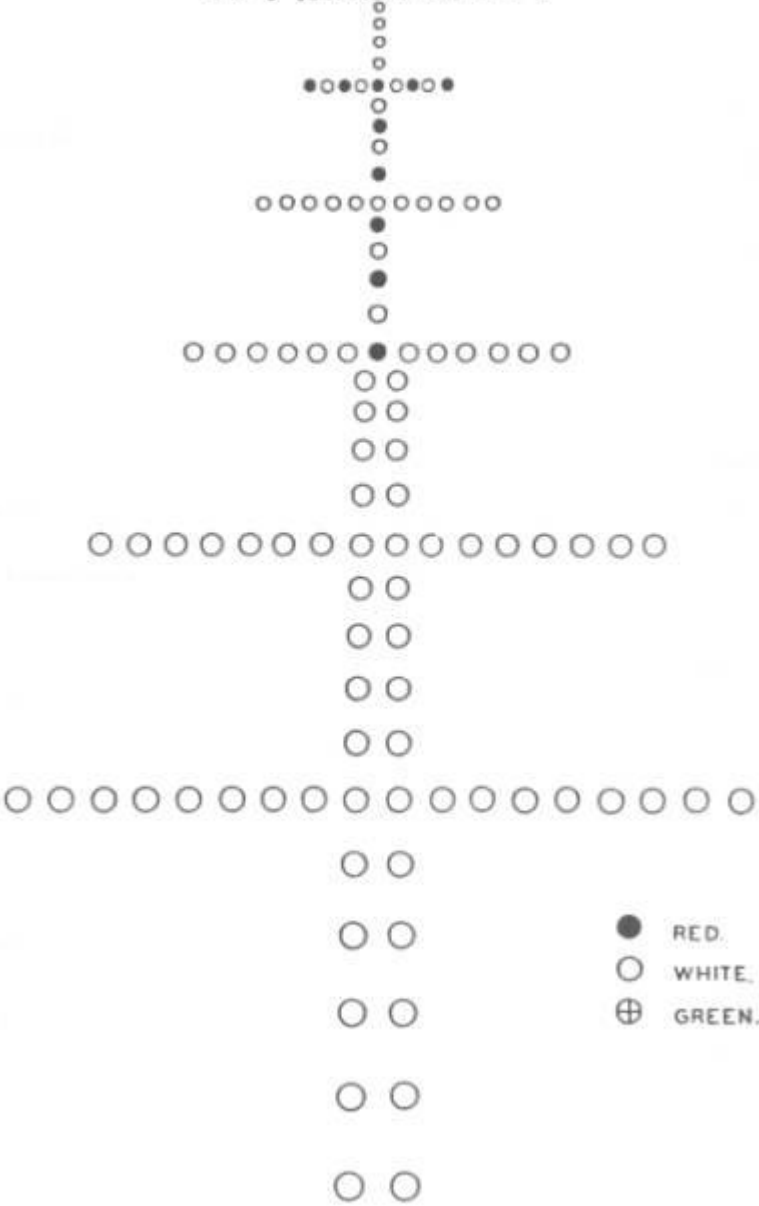
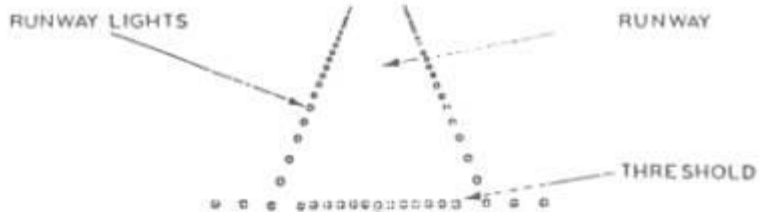
Centre Line and 'Five Crossbar Approach System (CL5B)

CL5B lighting is the standard approach lighting installed at R.A.F. airfields. It comprises:

CENTRE LINE A single centre line of high intensity uni—directional white lights extending 450m (1500ft) from the runway threshold. This centre line is then doubled for a further 450m (1500ft).

CROSS BARS Placed at 150m (500ft) intervals from the runway threshold at right angles across the centre line, commencing with four lights each side of the first cross bar, increasing to eight lights each side of the fifth cross bar at 750m (2500ft). The total lighting combines to give a funnel effect indicating distance to go to the runway and to some extent, a horizon.





Approach and Runway Lighting



HANDLING ARMS WITH SAFETY

Accidents do occur in which people are killed or injured by loaded weapons. These accidents occur not only with rifles but also with air guns and other weapons, and, in most cases are caused by ignorance of, or failing to follow a few simple rules.

As part of your training with the Air Training Corps you will handle both loaded rifles and drill weapons and before being permitted to do so you must be thoroughly conversant with the rules for handling firearms safely.

It is important that you realise that these rules must be applied to all weapons. Sad habits developed with a drill purpose rifle are a potential source of danger.

RULES

- 1) Whenever picking up a weapon, whether your own or someone else's, always check to see if it is loaded.
 - 2) Whenever handing a weapon to someone else show them first that it is unloaded. When anyone hands a weapon to you insist that they do the same.
 - 3) When holding and carrying a weapon;
 - a) Do not use it as a walking stick.
 - b) Do not use it as a hand rest (i.e. hands rested over the muzzle).
 - C) Hold and carry it either pointing at the ground, or on the shoulder pointing up, or in the "standing" at ease position.
 - 4) Never point your weapon at anyone in jest or by mistake, even if you know it is unloaded.
 - 5) The moment you no longer need to have your weapon loaded, unload it.
-

RADIO

	Phonetic Alphabet	Morse Code Alphabet
A	Alpha	.-
B	Bravo	-...
C	Charlie	-.-.
D	Delta	-..
E	Echo	.
F	Foxtrot	..-.
G	Golf	--.
H	Hotel
I	India	..
J	Juliet	.-...
K	Kilo	-.-
L	Lima	.-..
M	Mike	--
N	November	-.
O	Oscar	----
P	Papa	.-.-.
Q	Quebec	--.-
R	Romeo	.-.
S	Sierra	...
T	Tango	-
U	Uniform	..-
V	Victor	...-
W	Whiskey	.-.-
X	X-Ray	-.-.
Y	Yankee	-.--
Z	Zulu	--..
0	Wun-zeerow	-----
1	Wun	.-----
2	Too	..---
3	Thuh-ree	...--
4	Fower-
5	Fiyiv
6	Six	-....
7	Sev-en	--...
8	Ate	---..
9	Niner	----.

The rules for spacing are:

A dash is equal to three dots, the space between elements which form the letter, figure or symbol is equal to one dot. The space between two letters, if figures or symbols is equal to three dots (one dash) and the space between two words equals five dots.

ProWords

Over	I have finished speaking, an acknowledgement is required
Out	I have finished speaking, no reply is required
Wait	I must pause for upto 5 seconds. No station is to transmit during that time
Wait Out	I must break off for the moment, another transmission on the same subject follows
Wait, Out to you	I will come back to you later
Roger	Your message received and understood
Wilco	Your message received, understood and will be complied with
I Spell	I am going to spell out the words phonetically
Relay to	Transmit my message to a designated station
Figures	I am going to transmit numerals
Wrong	Your transmission was incorrect, The correct version is.....
Say Again	Repeat your message
Say Again (All After/ All Before)	Repeat all of your message before/after a given word
Okay	I am receiving you loud and clear
Radio Check	How are you receiving me
Sitrep	Give me a situation report

Calling & Answering

- a. a. Initial Call - Indicates the station called and the station calling
- b. b. Text- Message
- c. c. Ending - A proword end of transmission

Examples

- a. a. A simple conversation
 - 1. 1. Hello rover 1 this is Rover, over.
 - 2. 2. Rover 1, over
 - 3. 3. Rover 1, move to location two, over.
 - 4. 4. Rover 1, wilco out.

- b. b. An interrupted conversation
 - 1. 1. Hello rover 2 this is Rover , what is your present location, over.
 - 2. 2. Rover 2, wait –
I am now at reference point three, over.
 - 3. 3. Rover 2, Roger,

- c. c. Radio check call
 - 1. 1. Hello all stations, this is rover, radio check, over
 - 2. 2. Rover 1, okay, over
 - 3. 3. Rover 2, okay, over
 - 4. 4. All stations, this is rover, ok, out

Note: stations answered in order. If a station s misses, it must come up last.

Basic Rules for use of Radio

1. Correct channel selected
2. You know “your” call sign. The call sign of the station you intend to call and EXACTLY what you intend to transmit.
3. No other station is transmitting and a reply is not imminent
4. Keep the transmission short and concise
5. Release the pressel properly.

REMEMBER

Radio is not secure and all users must assume that transmissions are being monitored, so care must be taken against inadvertent disclosure of classified or sensitive information. And **NEVER** transmit anything of an offensive nature

Expedition Training

BEFORE YOU SET OUT

- 1 Always carry a map as well as a compass, however well you know the route and however good the visibility is when you set off. Remember, weather can change very rapidly in the British isles.
- 2 Always take with you a windproof anorak and spare warm clothing, especially gloves, headgear and long trousers.
- 3 Always carry emergency rations and remember not to eat them on the way. A recommended ration pack should contain:
 - 2oz of chocolate.
 - 2oz bar of Kendal Mint Cake.
 - Packet of salt tablets.
 - Ingredients to make a hot drink.
- 4 Always carry a whistle a torch, a small first aid kit and two ten pence pieces. The first aid kit should contain a selection of bandages, gauze or lint dressings, 'Elastoplast' aspirin an anti-septic cream suitable for turns or cuts such as Savlon a little surgical spirit and a small pair of scissors.
- 5 Always leave word of your intended route and then KEEP TO IT. An alternative route can be used in an emergency but must be planned beforehand. Notify your parent base immediately you are able to if a change of route is considered necessary.
- 6 Never go into mountainous or remote hill country alone. The minimum safe number of persons is FOUR.
- 7 Know the site of rescue stations and have telephone numbers of your parent base and local Police stations clearly written down. Also know the exact information you wish to provide BEFORE you telephone.

PLANNING YOUR ROUTE

- 1 Estimate the time it will take and make sure that you will have sufficient hours of daylight, leaving a wide safety margin for miscalculation or delay.
- 2 Remember the weather can change very quickly and that conditions if bad at low level will be much worse higher up. Note the local weather conditions carefully before departure and do not ignore local advice.
- 3 Do not over estimate your stamina or ability.
- 4 Snow and Ice even over known routes, make them very dangerous —so do not tackle snow covered hills or slopes unless experienced and properly equipped.

OUT ON THE HILLS

- 1 Never let anyone get behind — a party should always stay together and travel at the rate of the slowest.
- 2 Never be afraid to turn back if the weather conditions deteriorate or if the route becomes too difficult for you.
- 3 Be quite sure that you are aware of the capabilities and limitations of composition boots which are very slippery on grass especially if wet, lichen, moss, greasy rock, ice and snow.
- 4 Be careful on steep slopes not to dislodge stones which might fall on a party at a lower level. Zig—zag carefully on a scree slope.
- 5 Most mountaineering / Fell walking accidents occur during the descent when, once the climb is over there is a tendency to become hasty and careless. Particular points to watch are
 - (a) Don't take a short cut — the safest route is to follow the path. Scrambling down slopes is dangerous.
 - (b) Never slide or grisslade down a slope unless you can see the bottom clearly.
 - (c) Do not follow the stream downhill especially in poor visibility it can end in a waterfall.

IF YOU GET LOST

STAY TOGETHER and KEEP CALM. Work out our position carefully then decide whether to go on or stop. ALWAYS TRUST YOUR COMPASS WHEN MOVING and note the following points.

- 1 Don't move at night or when visibility is impaired unless you are sure of the path.
- 2 Don't move if any member of the group is exhausted.
- 3 If out for the night, look for some shelter from the wind and make yourself as comfortable as possible. Remember that should you have some spare clothing and rations, as well as a survival
- 4 If the weather and visibility are fair you will be able to move on the following morning. If possible get word to the search centre to prevent a search party setting out.
- 5 If conditions are still poor at dawn and you feel that it is too dangerous to move, then give the INTERNATIONAL DISTRESS SIGNAL. This is in case a search party is already looking for you, as it will be, if, you have obeyed the rules.
- 6 EMERGENCY BIVOUACING: Choose a sheltered spot and build a windbreak. Put on all spare clothing with the driest next to your skin. Use a rope or rucksack to sit on. Use your survival bag, or groundsheet to protect you against the wind and rain. If cold try to keep awake and warm by frequently exercising arms and legs. Make sure that your clothing is not too tight, feet and hands. Slacken your boot laces. especially at the

REMEMBER

Most accidents are caused because of

- 1 Carelessness.
- 2 Lack of knowledge.
- 3 Lack of observation.
- 4 Over estimation of ones physical stamina and technical skill.
- 5 People failing to act as a group.

THE EMERGENCY PROCEEDURE IS AS FOLLOWS

If an emergency occurs the leader must see:

- 1 That the injured person is kept wrapped warmly and comfortably.
- 2 That TWO persons go for assistance. They must give:
 - Who they are and state where they are.
 - The nature of the accident.
 - Exact location and time of the accident.
 - Assistance required i.e. Doctor Ambulance etc.
 - The GRID reference for a possible rendezvous point.
 - Clear and accurate instructions of a simple nature.

GROUP KIT

This must be carried by every group on exercise and the contents will include:— A survival bag preferably made from 500 guagepolythene.

Spare warm clothing, especially pullover and gloves.

Emergency foods e.g. Chocolate and glucose.

First aid kit, Spare map, Compass, Torch and Whistle.

Map Reading

Bearings

Taking bearings from a compass and using them on a map is fairly staright forward.

Setting the map to North

To set your map to north, find a flat area to place your map (away from metallic objects). You will need to know what the local Grid Magnetic Angle is first. This is found at the foot of OS Landranger Maps. Align the GMA value (6° for example) with the direction arrow on the compass.

Turn the map and compass together until the red needle points to N on the compass. Your map will now be aligned with Grid North and hopefully you will be able to identify features - unless you're in fog or clouds!

Setting a Compass bearing to a Map

If you are ever unsure as to whether your map is aligned correctly, you can double check by taking a bearing from a visible reference point and convert it to a map bearing.










Point the compass' direction arrow toward your reference point and while keeping the compass still, turn the compass capsule until the orienting arrow is aligned with the N on the compass. Now deduct the GMA which will give you the grid bearing.

Now placing your compass on the map with the long edge passing through your current location (hopefully you know this bit!) then rotate the compass around your position until the orienting lines inside the capsule align with the grid lines with the orienting arrow pointing to the north of the map. If you follow along the edge of the compass which is on your position, it should pass through, or at least point towards, your chosen reference point.

Map Symbols

There are many symbols used on maps to represent many different features. The amount of symbols used depends on the scale of the map being used. Air Cadets on expeditions are more likely to use a map with a scale of 1:50,000 such as the Ordnance Survey Landranger series.

Some of the most useful symbols are shown here for information only.

Abbreviations		Rights of Way
 Site of battle with date	P Post Office	 Bridleway
 Non-Roman antiquity	PH Public House	 Byway
 Visible Earthwork	MS Milestone	 Footpath
 Roman Antiquity	MP Milepost	 Road used as public footpath
 Stone Monument	CH Clubhouse	
	PC Public Convenience	

TH
Town Hall or equivalent
CG
Coastguard

General Features



Orchard



Park or Ornamental Gardens



Coniferous Wood



Mixed Wood



Non-Coniferous Wood



Church with tower



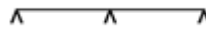
Triangulation Point



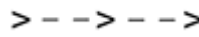
Windmill



Wind pump



Electricity Power Lines



Pipeline



Church with spire



Chimney or tower



Refuse or dump



Quarry



Radio or TV mast



Glasshouse



Heliport



Church

Tourist Information



Tourist Information
All Year/Seasonal



Campsite



Parking



Viewpoint



Caravan site



Motoring Organisation telephone



Golf Course



Youth Hostel



Picnic Site



Public Telephone

Countryside Code

When you are walking out in the country, it is vitally important that you follow the Countryside Code:

- Guard against all risk of fire
- Fasten all gates
- Keep your dogs under close control
- Keep to public paths across farmland
- Use gates and stiles to cross fences, hedges and walls
- Leave livestock, crops and machinery alone
- Take your litter home Help to keep all water clean
- Protect wildlife, plants and trees
- Take special care on country roads
- Make no unnecessary noise

Clothing

Layers, Layers and more Layers. Clothing to go out on the hills should be thin and worn in (you guessed it) layers. This way you can easily regulate your body heat.

Top Half

1. 1. Next to your body you should wear something absorbent, like a vest or t-shirt.
2. 2. Shirt if cold (1 or more depending on preference)
3. 3. Jumper to keep heat in
4. 4. Wind/Water proof jacket to be worn if it rains or gets too cold

Bottom Half

1. 1. If very cold then thin track suit bottoms or long-johns can be worn
2. 2. Next wear loose fitting walking trousers or Olive Green trousers – NOT JEANS. If warm then tracksuit bottoms will do.
3. 3. Take a pair of water/wind proof over trousers in case the weather turns really bad.

Feet

1. 1. 2 pairs of socks. 1 thin absorbent pair next to foot with a thicker over pair
2. 2. Sturdy walking boots, must be higher than ankle for support and broken in . Trainers will not do.

Head

1. 1. Hat if cold, woolly preferable although most types will do to keep heat in
2. 2. Sun Glasses, if the sun comes out there is no protection from it on the hills
3. 3. Sun Tan cream, even on fairly overcast days you can catch a tan

Hands

1. 1. Gloves or Mittens if cold.
2. 2. If really cold then 2 pairs, 1 thin next to hand with thick over gloves/mittens

Packing your Rucksack

Packing a rucksack is incredibly simple, providing you follow some basic rules. This is a diagram of a rucksack. No really, it is. The large rectangle is the main section, with the attached bits as side pockets. By following the below principle, you should be fine.

BOTTOM: The red section is where you carry all the dead weight that you will not be needing until you stop for the evening. By this, I mean sleeping bags, tents etc... Some older rucksacks have a separate frame beneath for carrying these items. If yours is like this, fine. There are two reasons for carrying these things here. 1: it is unlikely that you will need them in a hurry, and 2: if these were at the top of your pack, it would make it top-heavy, which makes it more difficult to balance on your back. It can also crush anything valuable beneath.

MIDDLE: Like the red section, but lighter things that you may not need immediately, or breakables. Here, you should put cooking equipment and food that you will not need until you stop.

TOP: Here, you should be carrying bulky but lightweight items, i.e. clothing. A spare set of clothing could save your life, so you need them somewhere where you can get at it quickly. Whenever you go out on a hike, always take spare clothes. Always. It can save your life.

RIGHT ON TOP AND IN SIDE POUCHES: The Essential Selection. Store things that you will need during your hike, or to get to very quickly. I am including water, energy bars (you will need them, and lots of them) map, compass, whistle, survival bag, torch and batteries and first aid kit. It is also often a good idea to have a mobile phone with you. In an emergency it can save a lot of time, which could be the difference between life and death. However, make sure it is charged up, but do not use it as a lifeline. As often as not, there is zero reception up in the wilds of wherever you happen to be, and quite often you have to reach high ground. You can check reception quality with your phone's service provider, most have this facility on their websites or call into your local mobile phone dealer. Also, take a disposable camera with you. It is worth it, because not only do you get some great views, it also allows you to prove that you got to the top

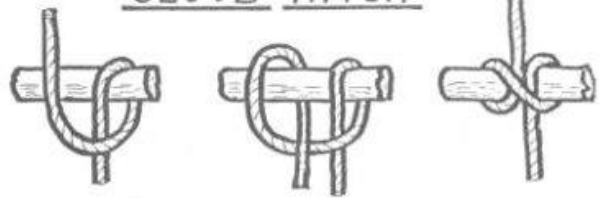
Knots



- BOWLINE -

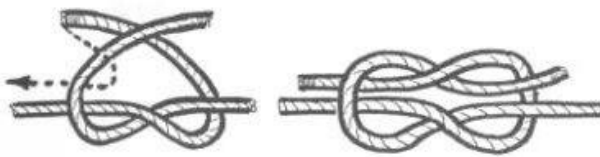
USED FOR MAKING A TEMPORARY EYE IN A ROPE - ALSO FOR SECURING A LIFELINE ROUND A MANS WAIST .

- CLOVE HITCH -



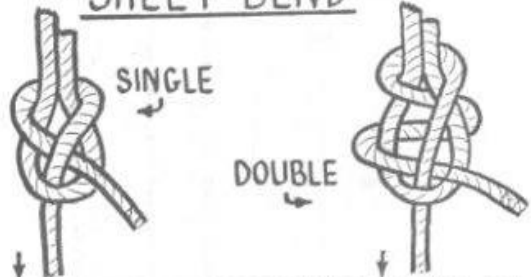
USED TO SECURE A ROPE TO A SPAR , RAIL OR SIMILAR FITTING .

- REEF KNOT -



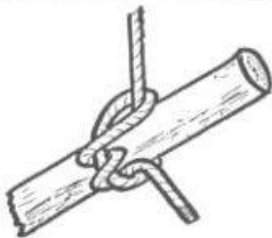
USED FOR JOINING TOGETHER TWO ROPES OF EQUAL SIZE .

- SHEET BEND -



USED TO SECURE A ROPES END TO A SMALL EYE, OF TWO ROPES OF UNEQUAL THICKNESS TOGETHER .

- TIMBER HITCH -



USED TO SECURE A ROPE'S END TO A SPAR .

- SQUARE LASHING -



USED WHEN THE SPARS ARE SECURED AT RIGHT ANGLES. START WITH A TIMBER HITCH . FINISH WITH TWO FRAPPING TURNS BETWEEN SPARS THEN MAKE FAST WITH A CLOVE HITCH .

- ROUND TURN + TWO HALF HITCHES -



USED TO SECURE A HEAVY LOAD TO A SPAR , RING OR BUOY SHACKLE .

- DIAGONAL LASHING -



USED WHEN THE SPARS NEED TO BE SECURED AT AN ACUTE ANGLE . STAR WITH A TIMBER HITCH PASS TURNS DIAGONALI IN BOTH DIRECTIONS THEN FINISH WITH A CLOVE HITCH .

If you ever feel that sections in this booklet need altering, or complete sections need adding or deleting due to the ever changing nature of the corps then please feel free to put your suggestions to me for future releases.