



NEW RECRUIT PACK

2516 (Droitwich) Sqn

SURNAME:

WELCOME TO 2516 (DROITWICH) SQUADRON



This pack will be a useful guide for you as a new cadet starting your career with the RAF Air Cadets.

As a Cadet you will have the opportunity to explore the outdoors, take part in adventure training, attend camps at RAF stations within the UK and visit locations abroad. Flying is central to our purpose and the cadet experience. You will have the chance to go gliding, powered-flying and complete the Air Cadet Pilot Scheme. Developing leadership qualities is very important to us and you will become a more confident and responsible person by engaging in our activities and training.

As a member of the Air Training Corps you will have many opportunities to challenge yourself and develop your skills. I welcome you to this Squadron and wish you good luck in your endeavors.

Flight Lieutenant Paul Wilde RAFVR(T)
Officer Commanding
2516 (Droitwich) Sqn

SQN INFORMATION

PARADE NIGHTS	<p>Tuesday 7.00 pm – 9.30 pm Thursday 7.00 pm – 9.30 pm (Cadets are expected to attend both nights)</p> <p>Want to know what is happening and what uniform is required?</p> <p>Check-out the calendar on the Sqn website: Go to 2516droitwichsquadron.co.uk and click on 'Cadets'</p>
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JOINING FEE	The joining fee is £5
SUBSCRIPTION	<p>'Subs' are £10 per month (by standing order)</p> <p>They are payable every month whether you attend or not from the first month of attendance. Failure to pay the subscription may result in the cadet being expelled from the Squadron.</p> <p>You may wish to pay in cash until the standing order is completed.</p>

CONTACT INFORMATION

TELEPHONE	<p>Landline: 01905 794436 Mobile: 07912 341757</p>
EMAIL	2516@aircadets.org
WEBSITE	2516droitwichsquadron.co.uk
FACEBOOK (CLOSED GROUP)	<p>https://www.facebook.com/groups/2516cadets/</p> <p>This is a closed group for cadets, parents, and staff only. It is monitored and managed by Sqn Staff.</p>
TWITTER	twitter.com/2516Sqn
FACEBOOK	facebook.com/2516DroitwichSqn
INSTAGRAM	instagram.com2516_droitwich_air_cadets

STAFF

COMMANDING OFFICER	Flight Lieutenant Paul Wilde RAFVR(T) Mobile: 07912 341757
OFFICERS	Flight Lieutenant Simon Smith RAFVR(T) Mobile: 07977 783496 Pilot Officer Chris Handley RAFVR(T) Mobile: 07980 381290
SENIOR NON COMMISSIONED OFFICERS (SNCO)	Flight Sergeant Kate Title ATC
CIVILIAN COMMITTEE CHAIRMAN	Mr. Les Bratt

RULES OF ENGAGEMENT

First of all there are some important rules you need to remember...

TIMINGS

Follow the service rule for timings - This means always be at **least five minutes early**. If you are told to be somewhere at particular time then you should always be there five minutes earlier.

Usual parade-night schedule:	1900hrs: First Parade
	1930hrs: Activity
	2010hrs: NAAFI (Break)
	2030hrs: Resume Activity
	2110hrs: Clear-up
	2120hrs: Final Parade

ABSENCES

If you are unable to attend an evening then you need to inform a cadet NCO prior to your absence. If you are sick then you can either leave a note on the Facebook page or contact a member of staff. Your absence will then be recorded as authorised.

If you do not inform an NCO/Staff prior to an absence, your absence will be recorded as "Unauthorised" and you will be challenged on why you did not attend.

EVERYDAY CARRY

Regardless what activity you will be taking part in you must always have the following on your person:

1. 3822 Record of Service Book
2. Notebook & Pen
3. A Watch



“WHAT KIT DO I NEED TO GET?”

As a brand-new cadet we don't expect to have all the kit you might need straight away. It will take time and you will get advice as to what kit you should have.





However it is important you must have the following as soon as possible:

1. Parade Shoes
2. Assault Boots
3. Working-dress belt (olive green)
4. Small Notebook & Pen



ADDRESSING PERSONS

You will be addressed by your rank of "Cadet" e.g. *Cadet Smith*

<p>ADDRESSING CADET NCOS (NON COMMISSIONED OFFICERS)</p> <p>You will address Cadet NCOs by their rank:</p> <p><i>"Corporal/Sergeant/Flight Sergeant/Cadet Warrant Officer"</i></p>	
<p>ADDRESSING STAFF NCOS (NON COMMISSIONED OFFICERS)</p> <p>You will address NCOs by their rank:</p> <p><i>"Corporal/Sergeant/Flight Sergeant/Sir (if a Warrant Officer)"</i></p>	
<p>ADDRESSING COMMISSIONED OFFICERS</p> <p>You will address all Commissioned Officers as</p> <p><i>"Sir/Ma'am"</i></p>	
<p>ADDRESSING CIVILIAN INSTRUCTORS AND ALL OTHER ADULT CIVILIANS</p> <p>You will address Civilian Instructors and all other adult Civilians as <i>"Sir/Ma'am"</i></p>	

SALUTING

Saluting is only done when wearing uniform and your beret. You only salute Commissioned Officers. There may be occasions when you will be instructed to salute civilian dignitaries.



OFFICERS ENTERING A ROOM

When an officer enters a room, the senior cadet/staff NCO will bring the room to attention:

"Room, Room SHUN!"

The officer should be saluted; the officer will return the salute and give further instructions.

ENTERING A ROOM OCCUPIED BY AN OFFICER

When entering a room occupied by an Officer(s) you must knock and wait to be invited in. On entering the room you are to come to attention and salute the senior Officer present in the room.

NOT SURE WHAT TO DO?

Not sure what you should be doing? Need some help? Ask an NCO and they will direct/advise you.

CADET RANK STRUCTURE

As you progress through your cadet career, and gain experience in leading other cadets, you may also obtain promotions through the rank structure.

See overleaf for all ranks

Badges of Rank

Do Not Salute

Cadet Non Commissioned Officer Ranks - Ages 13 to 17

	Corporal		Flight Sergeant
	Sergeant		Staff Sergeant
	STAFF CADET		STAFF CADET
	Cadet Warrant Officer		STAFF CADET

Cadet Non Commissioned Officer Ranks - Ages 18+

	Corporal		STAFF CADET
	Sergeant		STAFF CADET
	Flight Sergeant		STAFF CADET
	Warrant Officer		ATC

Adult Non Commissioned Officer Ranks

	Sergeant		Flight Sergeant
	Warrant Officer		ATC

Salute

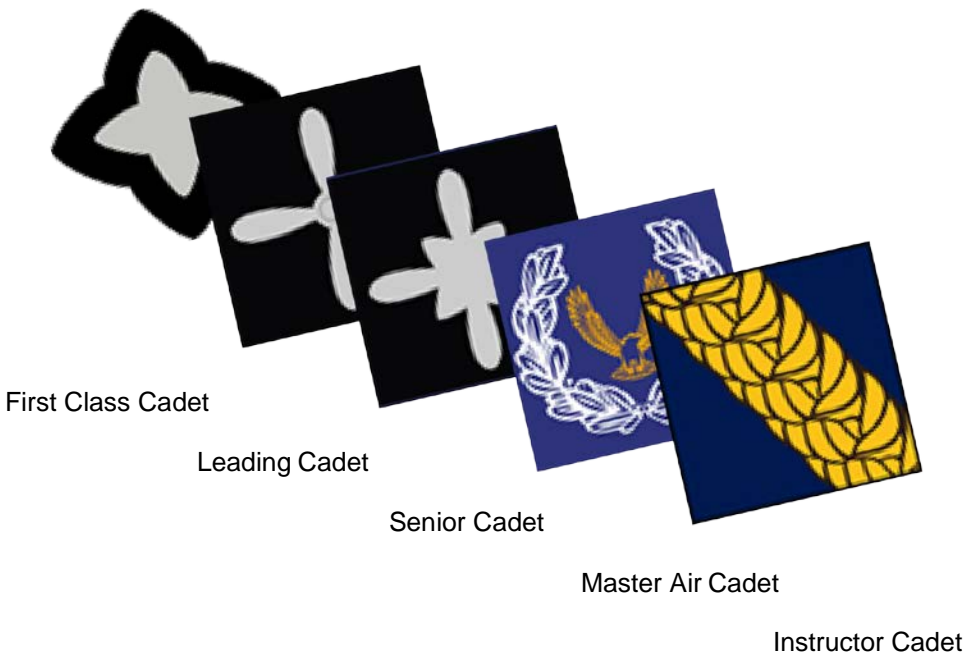
Commissioned Officer Ranks

	Group Captain		Air Commodore		Air Vice Marshal		Air Marshal		Air Chief Marshal		Marshal of the RAF
	Officer Cadet		Pilot Officer		Flying Officer		Flight Lieutenant		Squadron Leader		Wing Commander

CLASSIFICATIONS

During your time as an Air Cadet, you will study a variety of classroom-based subjects, ranging from Navigation to Rocketry. As you progress through these subjects you will take a number of short exams, which mean that you progress through a series of grades, known as “classifications”.

The classification badges are illustrated in order, below.



SQN STAFF

Use this page to record the squadron staff hierarchy:

OFFICER COMMANDING 2516 (DROITWICH) SQN

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SQN STAFF OFFICERS

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SQN STAFF SNCOs

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CIVILLIAN INSTRUCTORS

CIVILIAN COMMITTEE

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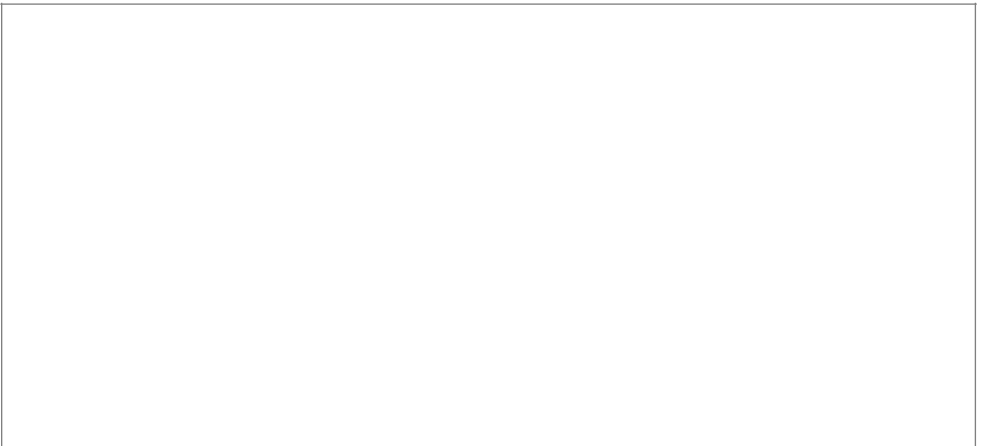
SQUADRON CADET NCOS

Use this page to draw the squadron Cadet NCO hierarchy:

CADET SENIOR NCOS



CADET JUNIOR NCOS



SAFETY

FIRE

IF YOU DISCOVER A FIRE:

1. Shout “Fire, Fire, Fire!”
2. Operate the fire alarm
3. Call the fire service by dialing 999
4. Leave the building
5. Go to the assembly point

ON HEARING THE FIRE ALARM:

1. Leave the building by the nearest exit
2. Close doors and windows behind you
3. Go to the assembly point

The 2516 squadron HQ assembly point is on the driveway at the front of the building. You should have been shown the fire exits when you were first shown around the building, but if you are not sure then ask an NCO.

UNDER NO CIRCUMSTANCES ARE CADETS TO ATTEMPT TO FIGHT A FIRE

SUSPICIOUS PERSONS

Do not approach them. Report it to a member of staff cadet NCO immediately.

SUSPICIOUS ITEMS

Do not attempt to open, touch or move it. Report it to a member of staff or cadet NCO immediately.



UNIFORM

SECOND CLASS CADET

As a Second Class Cadet, you will wear the following until you are issued with uniform:

- White Shirt/School Shirt
- Black Tie/School Tie
- Black Trousers/Skirt
- Black Shoes (Polished)

NO 2 (FULL) SERVICE WORKING DRESS - "WEDGWOOD BLUES/LIGHT BLUES"

	
MALE	FEMALE
Beret	Beret
Wedgwood Blue (Light Blue) Shirt	Wedgwood Blue (Light Blue) Shirt
Black Tie	Black Tie
Jumper	Jumper
Brassard	Brassard
Trousers	Skirt
Belt/Stable Belt** (Stable Belt is optional and can be purchased from the Sqn)	Stable Belt** (Stable Belt is optional and can be purchased from the Sqn)
Black Socks*	Barely Black Tights (15 denier)*
Black Shoes**	Black Shoes**

*Not issued by the Sqn

**Can be purchased from the Sqn

NO 2A ROUTINE WORKING DRESS - "WEDGWOOD BLUES/LIGHT BLUES"



MALE	FEMALE
Beret	Beret
Wedgwood Blue (Light Blue) Shirt	Wedgwood Blue (Light Blue) Shirt
Black Tie	Black Tie
Brassard	Brassard
Trousers	Skirt
Belt/Stable Belt** (Stable Belt is optional and can be purchased from the Sqn)	Stable Belt** (Stable Belt is optional and can be purchased from the Sqn)
Black Socks*	Barely Black Tights (15 Denier)*
Black Shoes**	Black Shoes**

*Not issued by the Sqn

**Can be purchased from the Sqn

NO 2C ROUTINE WORKING DRESS - "DARK BLUES/WORKING BLUES"




MALE	FEMALE
Beret	Beret
Working Blue (Dark Blue) Shirt	Working Blue (Dark Blue) Shirt
Black Tie	Black Tie
Brassard	Brassard
Trousers	Skirt
Belt/Stable Belt** (Stable Belt is optional and can be purchased from the Sqn)	Stable Belt** (Stable Belt is optional and can be purchased from the Sqn)
Black Socks*	Barely Black Tights(15 Denier)*
Black Shoes**	Black Shoes**

*Not issued by the Sqn

**Can be purchased from the Sqn

NO 3 SERVICE DRESS - "DPM S95/PCS-MTP"

	
MALE	FEMALE
Beret	Beret
Olive Green/Black T-Shirt*	Olive Green/Black T-Shirt*
S95/MTP Shirt	S95/MTP Shirt
S95/MTP Smock (Jacket)	S95/MTP Smock (Jacket)
S95/MTP Trousers	S95/MTP Trousers
Olive Green Belt** – For physical activities	Olive Green Belt** – For physical activities
Dark Coloured Socks*	Dark Coloured Socks*
Assault Boots*	Assault Boots*
T-shirt - Olive Green or Black* (optional - can be worn underneath shirt)	T-shirt - Olive Green or Black* (optional - can be worn underneath shirt)

*Not issued by the Sqn

**Can be purchased from the Sqn

UNIFORM PREPARATION

The following pages will explain how to prepare and wear your uniform correctly.

You will be inspected regularly by both the Cadet NCOs and the Adult NCOs to make sure that you are maintaining the required standard.



If you are uncertain about any aspect of your uniform then you should ask a cadet NCO for help.

BERET

Your beret is worn with all types of uniform.

When you first receive your beret you will need to mould it so that it fits your head. The instructions for moulding a new beret are printed inside the lining.



Your beret is worn with the badge one inch above the left eye. The fabric of the beret should be pulled down over your right ear.

WEDGEWOOD AND WORKING BLUE SHIRT

Both shirts should be kept clean and properly ironed at all times.

Both shirts should have a single crease in each sleeve, running from the centre of the epaulette to the cuff.

During the summer months, when you are not wearing your jumper, your working blue shirt is worn with sleeves rolled to just above the elbow. The width of the fold should be approximately three finger widths. Working blue shirts are worn open-necked, with no tie, and so the collar needs to be ironed flat.



Shirts are easy to iron if you know how - you will need a good quality iron and water spray.



HOW TO IRON YOUR SHIRT:

1. Iron the inside of the collar.
2. Undo the epaulettes (the flaps on the shoulders) and iron them
3. 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.
4. Place one of the shoulders into the end of the ironing board so that the yoke lies along it and iron that.
5. Take your shirt off the board and place one of the sides on so that the neck is at the end of the board.
6. Place the back of the shirt on the board next and iron the back of the shirt (you will have to do this in two parts).
7. Now place the other front panel on the board and iron that.
8. Your shirt should now be neatly ironed! Remember to make sure that you keep it on a hanger when you are not wearing it so that does not become creased.

TROUSERS

Take care ironing trousers as you can make the material shine if you don't follow this simple guide.

1. Place the 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 for the next front crease and the rear creases.
7. The use of a cloth prevents shining of the material when the iron is placed directly on to the material. You end up with razor sharp creases with a shiny patch down one side which looks pretty daft.
8. Once you have ironed your trousers, you will need to keep the creases pin sharp. Use a purpose made trouser hanger – available from all good military surplus stores and hardware stores – and hang the trousers upside-down.

SKIRT

As with trousers, skirts should be ironed with a pressing cloth to prevent damage to the fabric.

1. Turn the skirt inside out and slide onto the end of the ironing board.
2. Move the lining out of the way.
3. Spray the skirt with water and iron with a pressing cloth between the iron and the skirt.
4. Rotate the skirt around the ironing board until the whole skirt has been ironed.
5. As with the rest of your uniform, make sure that you hang your skirt up as soon as it is ironed.



JUMPER

The jumper should be neatly pressed and free of fluff and bobbles. Iron the epaulettes and fabric patches with a pressing cloth and water spray.

A shaving razor can be used to remove bobbles - but use lightly and carefully as you can damage the jumper if you're not careful!



SOCKS AND TIGHTS

Male cadets should wear plain black socks.

Female cadets should wear 15 denier Barely Black tights.

HAIR

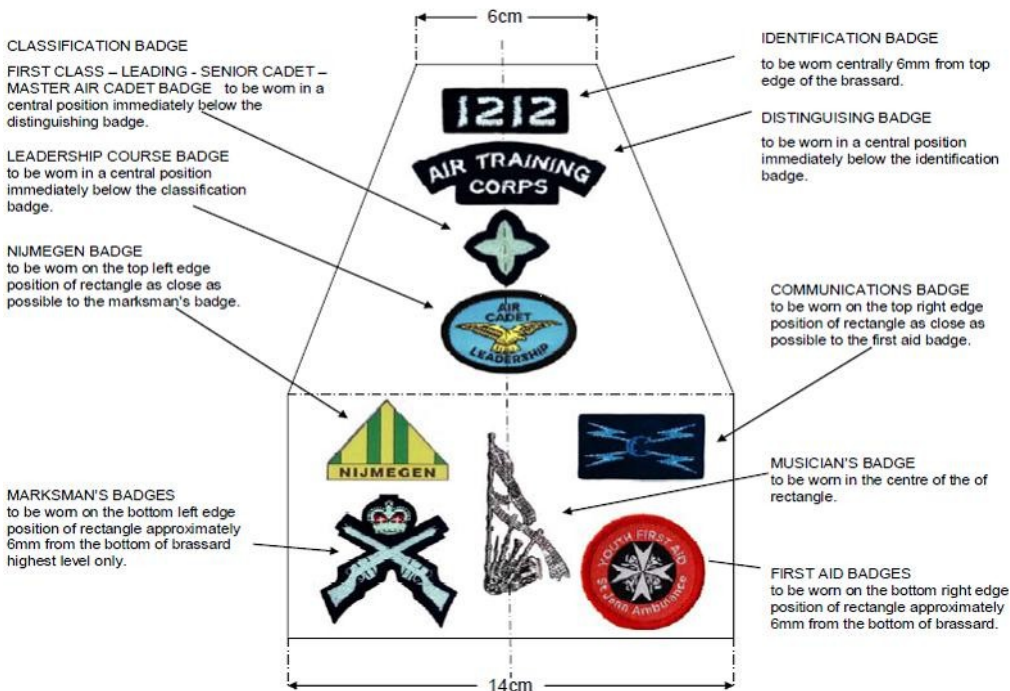
Male cadets should be clean shaven and keep their hair short and tidy.

Female cadets may either have short hair, or keep their hair tied neatly in a bun, held with a bun net and hair grips that blend with the hair colour.

BRASSARD

The brassard should be pressed flat and worn on the right arm. All badges are to be sewn on neatly in the correct position with dark coloured thread.

**ALL BRASSARDS TO BE WORN OUTSIDE THE TURNUP ON SHIRTS WHEN ROLLED ABOVE ELBOW
NEVER TO BE WORN WITH CS 95 (ATC)**



TIE

The tie should be tied in a Windsor knot, as shown below. The bottom of the tie should line up with the bottom of your belt buckle.

How to tie the Windsor (Double Windsor) knot.

Wide and Triangular.

A full knot best suited for spread collar shirts.



1. The wide end "A" should extend about 12 inches below narrow end "B". Cross wide end "A" over narrow end "B".



2. Bring wide end "A" up through loop between collar and tie; then back down.



3. Pull wide end "A" underneath narrow end "B" and to the left, and back through the loop again.



4. Bring wide end "A" across the front from left to right.



5. Pull wide end "A" up through the loop again.



6. Bring wide end "A" down through the knot in front.



7. Using both hands, tighten the knot carefully and draw up to collar.

PARADE SHOES

Your shoes are not issued as part of your initial uniform issue, so you will need to purchase them from the squadron.

Your shoes need to be polished until they are shiny.

There are a variety of techniques that can be used to polish your shoes - different people find that different techniques work best, so you will have to find a way that suits you.

This is just one way of polishing your shoes to the required standard.

1. Begin with Kiwi Black shoe polish, a soft duster or silver cloth, cotton wool balls and a pot of clean cold water.
2. Dip the duster into the water until it is wet.
3. Put a small amount of polish onto the cloth and work the polish into the shoe in circular motions.
4. Keep adding water and polish to the cloth and polish until a shine begins to appear.
5. When the shoe is beginning to shine, swap the cloth for a wet cotton wool ball and continue with smaller amounts of polish and more water.
6. When the shoe is very shiny, run it under a cold tap to run the water droplets off the shoe.

This takes patience if you have a new pair of shoes, but once they are polished, if you store them in a shoebox, they will be easy to maintain.

ASSAULT BOOTS

It is important that your assault boots are kept clean and are regularly polished. This makes them more waterproof and less likely to become damaged.

Assault boots are polished in a different way to your parades shoes. You need to have two polishing brushes; one labeled 'on' and one labeled 'off'.



1. Use the 'off' brush to remove dirt from the boots with water (preferably warm)
2. Rinse dirty water from your boots
3. Using the 'on' brush apply generous amounts of black polish to your boots and brush until the polish is worked well into the leather
4. Using a duster or microfiber cloth, buff the boot to remove excess polish and add a shine to the finish

S95/MTP SHIRT

Your DPM shirt needs to be ironed flat with creases down the centre of each sleeve.

Your DPM shirt is worn over a neatly ironed green/black t-shirt.

S95/MTP TROUSERS

Your DPM Trousers should be ironed with a single crease down the front and back of each leg.



S95/MTP SMOCK

Your smock (jacket) Jacket should be clean and free from creases.

USEFUL ACRONYMS/SLANG

The military use a lot of acronyms and slang terms. Here are some common ones you may hear:

2IC - Second in charge

3822 - Cadet Record of Service Book

ACF - Army Cadet Force

AEF - Air Experience Flights

AEG - Air Experience Gliding

AEW - Airborne Early Warning

ARD - All Round Defence

ASAP - As Soon As Possible

ATC - Air Training Corps

AWOL - Absent Without Leave

'Basha' - Waterproof sheet used as a temporary shelter

'Bergen' - Large Military Rucksack

'Billets' - Accommodation (where you sleep)

'Bivi' - Waterproof cover that keeps you and your sleeping bag dry

'Boss' - Commanding Officer

'Brew' - Tea/Coffee

'Bull/Bulled' - Polish/Polished

'Bungee' - Stretchy cord with hooks for securing gear

'Cam-Cream' - Paint used to camouflage the skin

CAS - Chief of the Air Staff

CASEVAC - Casualty Evacuation

CCF - Combined Cadet Corps

CI - Civilian Instructor

CinC - Commander in Chief

'Civvies' - Civilian Clothing

CP - Command Post

Cpl - Corporal

CTR - Close Target Reconnaissance

CWO - Cadet Warrant Officer

DI - Drill Instructor

DOB - Date of Birth

DofE - Duke of Edinburgh's Award

'Doss Bag' - Sleeping bag

'Double-Time' - Run

DP - Drill Purpose

DPM - Disruptive Pattern Material

DS - Directing Staff

'Duff Gen' - Incorrect Information

ETA - Estimated Time of Arrival
Fg Off - Flying Officer
Flt Lt - Flight Lieutenant
Flt Sgt - Flight Sergeant
FOB - Forward Operating Base
GPJ - General Purpose Jacket
'Hexi' - Military Hexamine Stove
HQ - Headquarters
HQAC - Headquarters Air Cadets
hr - Hour
IC - In charge
Intel - Intelligence
JNCO - Junior Non-Commissioned Officer
KFS - Knife Fork & Spoon
'Lid' - Beret, Cap, Hat
'Mess' - Eating Area
'Mess Tin' - Metal tin used for cooking
MOD - Ministry of Defence
MP - Military Police
MSR - Main Supply Route
MT - Military Transport
MTP - Multi Terrain Pattern Camouflage
'Muster' - Gather in one place

NAAFI - Navy, Army and Air Force Institutes (Squadron Shop)
'Nav' - Navigation
OC - Officer Commanding
'O-Group' - Orders Group
OIC - Officer In Charge
OP - Observation Point
'Padre' - Squadron Chaplain
PCS - Personal Clothing System
'Pit' - Bed/Sleeping Bag
Plt Off - Pilot Officer
PT - Physical Training
PTI - Physical Training Instructor
QCS - Queen's Colour Squadron
QRA - Quick Reaction Alert
QRF - Quick Reaction Force
R&R - Rest and Recuperation
RAF VR(T) - Royal Air Force Volunteer Reserve Training Branch
RAFA - Royal Air Force Association
RCO - Range Conducting Officer
'Recce' - Reconnaissance
RPAS - Remotely Piloted Aircraft
RTU - Return To Unit
RV - Rendezvous

'Scram' - Food

'Scrim Scarf' - Netted material used to conceal face/head/equipment

Sgt - Sergeant

SHQ - Squadron Headquarters

SITREP - Situation Report

SNCO - Senior Non-Commissioned Officer

SOP - Standard Operating Procedure

Sqn Ldr - Squadron Leader

'Stag' - Guard/Sentry Duty

Stn Cdr - Station Commander

S95 - Soldier 95 pattern clothing

TBA - To Be Announced

TBN - To Be Notified

TRF - Tactical Recognition Flash

U/S - Unserviceable (broken)

VGS - Volunteer Gliding School

VIP - Very Important Person

'Webbing' - Military Pouches System

WHQ - Wing Headquarters

WO - Warrant Officer

END