



2457 (Tring) Squadron ATC
New Road
New Mill
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Herts
(Non postal)



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2457 (TRING) SQUADRON AIR TRAINING CORPS – STANDING ORDERS

FLIGHT LIEUTENANT A C BRYANT RAF (VR(T)) **OC 2457 (Tring) Squadron ATC**

1. Personnel

All personnel using these premises will comply with these standing orders.

2. Parades

This unit will parade Mondays & Thursdays. A register will be maintained of all personnel in attendance each time the premises are occupied.

3. Absences

- a. Any personnel who anticipate being absent must make an entry in the authorised absence book.
- b. Any personnel placing names on lists for events are to ensure that they are able to attend the event at the earliest possible opportunity.
- c. Unauthorised absence will result in removal of flight points.

4. Discipline

The CO is ultimately responsible for ensuring a high standard of discipline is maintained at all times. This duty is also delegated to adult staff & Cadet NCO's as appropriate.

5. Uniform

- a. Uniform is to be correctly worn as per ACP 20, ACP 19 & AP1358 by all personnel on parade where issued.
- b. Any person issued with uniform who fails to parade in it must have very good reason, which must be explained to the Senior Adult NCO at the earliest opportunity.
- c. Standard uniform will be No 2 Working Dress unless ordered by the CO. (Senior cadet NCOs may wear wedgewood shirts on parade nights)
- d. No 3 Soldier 95 DPM clothing may be worn when authorised by the CO or event joining instructions.
- e. A high standard of dress is to be maintained at all times on any cadet activity.
- f. Cadets are authorised to wear civilian coats to & from squadron parade nights & when travelling in DPM clothing to & from a Skill at arms event. However, they may not be worn to any other ATC activity such as flying gliding & parades. The issue Blue Gel-tex jacket is to be worn in these cases.

6. Premises

The premises are to be kept clean & tidy at all times. After each parade bins are to be emptied & floors to be swept. During cold weather water system is to be drained. All heaters & plug sockets are to be switched off. Rubbish bags are not to be placed outside. All occupants are to familiarise themselves with the premises fire orders.

7. Smoking

Smoking is forbidden within the building & compound.

8. Arriving & Departing

Cadets are to assemble at the gate & await the call to attention by the senior cadet/NCO present. All vehicles are to be driven with due regard to neighbours & others safety. Vehicles used to transport cadets must have a working seat belt for each occupant.

9. Late Arrival / Early Departure

- a. Any personnel arriving late must report to the office & ensure that they are entered onto the register.
- b. Any personnel leaving before final parade must report to the office.

10. Security

All personnel are reminded that terrorist activity is not confined to targeting regular military units. Anything suspicious is to be reported to an adult member of staff immediately. Cadets must have their RAF Form 3822 on them when on any ATC activity.

11. Non Parade Night Activities

- a. Any cadet attending a non- parade night activity must attend the parade night before it in order to confirm attendance. Otherwise the organising officer/NCO must be informed beforehand.
- b. Failure to comply with the above instruction may lead to your place being reallocated.
- c. Any cadet unable to attend an event that they have been selected or required to attend must inform the officer in charge of event as soon as possible.

12. Visitors

All visitors are to be shown directly to the office, including any former cadets coming to visit.

13. Property

- a. Cadets are welcome to bring mobile phones on any ATC activity but they remain the cadets responsibility. However, they must be switched off during parade night activities unless an emergency occurs. Restrictions on use will exist on other military establishments. Misuse of camera phones will result in dismissal & police action if appropriate.
- b. Open blade type knives are forbidden on any ATC activity. Small folding penknives are suitable for camping requirements.
- c. A cadet is responsible for any equipment loaned to them, & may be required to pay for losses.
- d. The personal property of a cadet remains their sole responsibility.

14. Cadets Leaving The Corps

Any cadet no longer wishing to be a member of the Corps is to make sure that their 3822 leaving certificate page is signed. All items of uniform & any squadron equipment held by these persons are to returned at the same time. Any outstanding subscriptions must also be paid.

15. Effective

These orders are effective immediately.

A C Bryant
Fit Lt RAF (VR (T))
Oc 2457 (Tring) Sqn