

ARMY CADET FORCE REGULATIONS



Preface

Army Cadet Force (ACF) Regulations lay down the Army's policy for management of the ACF. It is sponsored by the General Officer Commanding Regional Command HQ (GOC RC) on behalf of the Chief of the General Staff (CGS).

These Regulations contain policy and direction on the organisation and operation of the ACF. These Regulations are intended to be used by staff responsible for any aspect of the ACF, including Cadet Force Adult Volunteers (CFAV) and any other staff who deal with the ACF. They should be read in conjunction with relevant MOD policy, Joint Service and Army publications, Cadet Force Standing Orders (CFSO), Cadet Briefing Notes (CBN), Cadet Force Instructions (CFI), training manuals and Manuals of Guidance.

It is a requirement that CFAVs and any other personnel who deal with the ACF comply with these Regulations.

The Charter of the ACF

*The ACF is a national voluntary youth organisation. It is sponsored by the Army and provides challenging military, adventurous and community activities. Its aim is to inspire young people to achieve success in life with a spirit of service to the **King**, their country, and their local community, and to develop in them the qualities of good citizens. This is achieved by:*

- Providing progressive cadet training, often of a challenging and exciting nature, to foster confidence, self-reliance, initiative, loyalty, and a sense of service to other people;
- Encouraging the development of personal powers of practical leadership and the ability to work successfully as a member of a team;
- Stimulating an interest in the Army, its achievements, skills, and values; and
- Advising and preparing those considering a career in the Services or with the Reserve Forces.

Our Motto

The Motto of the ACF is **'To Inspire to Achieve'**.¹

¹ Vision - The Army Cadets provides a challenging, stimulating and enjoyable experience within a safe and secure environment. It develops and inspires our young people so setting them up for lifelong success with a spirit of service reflecting the Army's values, standards and ethos.

List of Amendments

All amendments to this document are detailed below.

Version numbering is broken down as follows using the example Version 1.2.3:

- The first part of the number (1) represents the number of major amendments to the Regulations resulting from a complete review or a major change, such as the introduction of the CF Commission;
- The second part of the number (2) correlates with the number of Cadet Briefing Notes (CBNs) that have been issued since the previous major amendment. These are issued to make minor amendments to the Regulations (minor related to the amount of text having to be changed, not the impact of the change on the ACF). As several RANs may be published at the same time there may not actually be published all consecutive numbers i.e. V1.0.0 then two RANs published along with V1.2.0 meaning V1.1.0 did not exist; and
- The third part of the number (3) represents the number of versions issued since the last RAN to apply fixes but do not represent any change in policy, such as typos and broken hyperlinks.

Amendment	Date	Title	Published/Virtual
V3.1.0	07 Jul 2022	Amendment One 2022	Virtual only
V3.2.0	03 Nov 2022	Amendment Two 2022	Virtual only

How to use these Regulations

Structure of the Regulations

In line with MOD policy, these Regulations are to be only available electronically and no hardcopy versions are provided to the ACF.

These Regulations are divided into five chapters.

Chapter	Title
1	Organisation
2	Personnel and administration
3	Logistics, finance and medical
4	Training and activities
5	Security

Coherence with other Defence Authority Policy and Guidance

Where applicable, this document contains links to other relevant publications, some of which are published by different authorities. Where dependencies exist, these other authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Any other documents that are referred to in this document and appear in [blue underlined text](#) are hyperlinks and can be found on the internet or the [Army Cadets Resource Centre](#). When a document is only available on the Defence Internal Intranet (MOD Net) the hyperlink will not work for most Cadet Force users and a footnote will show that the link is MODNet only.

Management and revision of the Regulations

These Regulations are produced by SO1 Cadets Policy and Personnel, HQ RC Cadets Branch, who also manages them on behalf of the GOC RC. These Regulations are Regularly reviewed and updated electronically through the publication of Regulations Amendment Notes (RANs).

Suggested amendments to these Regulations can be submitted to RC-Cdts-0Mailbox@mod.gov.uk.

Questions and queries relating to these Regulations must be submitted through the appropriate chain of command.

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Glossary

Throughout these Regulations, the following terms and abbreviations are used.

Definitions

Term	Abbreviation	Definition
Adult Under Officer	AUO	An appointment made by Commandants that allows adult volunteers to gain leadership and command experience while preparing to become officers in the ACF.
Army Cadets		All cadets, adult volunteers and supporting structures of the Combined Cadet Force Army Section and the Army Cadet Force.
Army Cadet Force	ACF	All cadets, adult volunteers and supporting structures of the Army Cadet Force
Cadet Force Adult Volunteer	CFAV	All adult volunteers.
Officer		An individual who, through the appropriate selection, commissioning and appointment process, has been appointed to a Cadet Forces Commission.
Probationary Instructor	PI	A uniformed member of the ACF who has not yet completed their induction training.
Professional Support Staff	PSS	Staff employed by the RFCA to support ACF activity and administration.
Service Helper		A member of the Armed Forces (Regular or Reserves) who is associated to the ACF in a support role but is not a CFAV.
Westminster		The Management Information System used by the ACF.

Abbreviations

Abbreviation	Definition
2Lt	Second Lieutenant
AAE	Annual Assurance Estimate
AC	Ability Category
ACF	Army Cadet Force
ACCB	Army Cadet Commissions Board
ACDS	Assistant Chief of the Defence Staff
ACEG	Army Cadet Executive Group
ACCT UK	Army Cadet Charitable Trust UK
ACRC	Army Cadets Resource Centre
ACS21	Army Cadet Syllabus 2021
ACSH	Army Cadet Safeguarding Hub
ACSMS	Army Cadets Safety Management System
ACSO	Army Command Standing Order
ACTO	Attractive to Criminal and Terrorist Organisations
ADR	Army Dress Regulations
AESP	Army Equipment Supporting Publication
AFPAA(G)	Armed Forces Personnel Administration Agency (Generic)
AGAI	Army General and Administrative Instructions
A&I CA	Audit & Inspection Co-ordinating Authority
AinU	Articles in Use
AO	Administration Officer
ACSC	Army Cadet Syllabus Certificate ¹
ARC	Army Reporting Cell
ARMS II	Army Reporting Management System II
ASEMSA	Army Safety and Environmental Management System Audit
AUTD/ FMT 1001	Authorised to Use Document (Work Ticket)
AUO	Adult Under Officer
BaU	Business as Usual
BCU	British Canoe Union
BMP	Basic Materiel Price
Bn	Battalion
BPSS	Baseline Personnel Security Standard
BSSG	Brigade Safeguarding Steering Group
CAA	Cadet Administrative Assistant
CAO	Cadet Administration Officer
Capt	Captain
CASP	Cadet Action Safety Plan
CBN	Cadet Briefing Note

¹ Previously known as the Army Proficiency Certificate

Abbreviation	Definition
CCF	Combined Cadet Force
Cdt	Cadet
CEO	Cadet Executive Officer
CFAV	Cadet Force Adult Volunteer
CFI	Cadet Force Instruction
CFSO	Cadet Force Standing Order
CF	Cadet Forces
CF3/4	Chaplain of the Forces Class 3/4
Ch	Chaplain
Comd HC	Commander Home Command
CILOR	Cash in Lieu of Rations
CivSec	Civil Secretariat
CIS	Communications and Information Systems
CMO	County Media Officer
CO	Commanding Officer
CoC	Chain of Command
Col	Colonel
CQM	Cadet Quartermaster
Cons	Constraints
CSA	Cadet Stores Assistants
CTC	Cadet Training Centre – training context
CTSP	AC 72008 Cadet Training Safety Precautions (the “Red Book”)
CTT	Cadet Training Team
Cty	County
CUO	Cadet Under Officer
CVQO	Provider of vocational qualifications to cadets
DACG	Deputy Assistant Chaplain General
DAIB	Defence Accident Investigation Branch
DAS	Defence Accommodation Stores
DBS	Disclosure and Barring Service
DCCT	Dismounted Close Combat Trainer
DComd	Deputy Commander
DComdt	Deputy Commandant
DefSy	Defence Security
DG	Defence Gateway
DIN	Defence Information Note
DIO	Defence Infrastructure Organisation
Disc	Discipline
DJEP CLCP	Directorate of Judicial Engagement Policy, Common Law Claims and Policy
DLE	Defence Learning Environment
DLF	Defence Logistics Framework
DMR	Daily Messing Rate

Abbreviation	Definition
DRSA	Daily Rate of Subsistence Allowance
DS	Directing Staff
DSA	Defence Safety Authority
DTE	Defence Training Estate
EC	Equipment Care
ECO	Exercise Conducting Officer
ECPS	Equipment Care Policy Statement
eDofE	Electronic Duke of Edinburgh Award (portal)
EFAW	Emergency First Aid at Work
EFM	Estate Facilities Manager
EHIC	European Health Insurance Card
ERIC	Electronic Returns Information Collection
ESO	Event Security Officer
ESSA	Establishment Security Self-Assessment
FA	First Aid
FAW	First Aid at Work
FC(F)	Field Conditions Food
FLC	Front Line Command
FMT	Form Motor Transport
FY	Financial Year
G1	G1-9 denotes functional branches of the Army. G1 is responsible for personnel matters including manning, discipline and personnel services
G2	G1-9 denotes functional branches of the Army. G2 is responsible for security.
G4	G1-9 denotes functional branches of the Army. G4 is responsible for logistics.
G6	G1-9 denotes functional branches of the Army. G6 is responsible for communications and information technology
GB	Great Britain
GDPR	General Data Protection Regulations (2016)
GHIC	Global Health Insurance Card
GMC	General Medical Council
GOC	General Officer Commanding
GP	General Purpose – e.g. GP Rifle
GP	General Practitioner – in medical context
HCPC	The Health and Care Professions Council
HQ	Headquarters
HDT	Home to Duty Travel
HM	Her Majesty(s)
HOE	Head of Establishment
HO/TO	Hand Over/Take Over
HS&EP	Health Safety and Environment Protection
HSWA	Health and Safety at Work Act

Abbreviation	Definition
iaw	In accordance with
ICT	Information and Communications Technology
IOT	Initial Officer Training
IT	Information Technology
JAMES	Joint Asset Management & Engineering Solutions
JPA	Joint Personnel Administration
JSP	Joint Service Publication
KR's	King's Regulations
LEA	Land Equipment Assurance
LES	Local Equipment Schedule
LFSO	Land Forces Standing Order
LGV	Large Goods Vehicle
LoD	Letter of Delegation
Log IS	Logistic Information Systems
Log Sp	Logistic Support
LSA&I	Logistic Support Audit and Inspection
Lt	Lieutenant
Lt Col	Lieutenant Colonel
Maj	Major
MAH	Materiel Account Holder
MAO	Materiel Account Owner
MAS	Materiel Accounting Staff
MC	Materiel Custodian
ME	Minor Events
MI	Military Intelligence
MIS	Management of Information Systems
MMA	Motor Mileage Allowance
MOD	Ministry of Defence
MTP	Multi Terrain Pattern
MS	Military Secretary
MSA	Miscellaneous Stores Account –logistics context
MSA	Medical Support Assistant – medical context
MSO	Medical Support Officer
NAL	Nationally Appointed List
NAO	National Audit Office
NATO	North Atlantic Treaty Organisation
NCO	Non-Commissioned Officer
NEP	Non-effective pool
NGB	National Governing Body
NHS	National Health Service
NISOs	Northern Ireland Standing Orders
NJ	New Joiner
NJT	New Joiner Tracker
NMC	Nursing and Midwifery Council

Abbreviation	Definition
No 2	Number Two
NOK	Next of Kin
NSN	NATO Stock Number
NTEP	National Training Estate Prime
NUV	Non-uniformed volunteer
OME	Ordnance, Munitions and Explosives
ORP	Operational Ration Packs
PCV	Personnel Carrying Vehicle
PI	Probationary Instructor
PME	Public Military Event
POL	Petroleum Oils Lubricants
POV	Private Owned vehicles
PSA	Protective Security Audit
PSS	Professional Support Staff
PSV	Public Service Vehicles
PVG	Protecting Vulnerable Groups (in Scotland)
RAChD	Royal Army Chaplains' Department
RAL	Regionally Appointed List
RC	Regional Command
RCO	Range Conducting Officer
Reg	Regular – Referring to Regular military service
Res	Reserve – Referring to Reserve military service
Retd	Retired
RF&C	Reserve Forces and Cadets – MOD Department
RFCA	Reserve Forces and Cadets Association(s)
ROSB	Regional Officer Selection Board
RPoC	Regional Point of Command: The Regional Points of Command are London District and the Regional Headquarters.
RSD	Reserve Service Day
RSMI	Regimental Sergeant Major Instructor
RV	Receipt Voucher – Logistics Context
RV	Retained Volunteer – Personnel Context
RVP	Retained Volunteer Pool
SA (M) (07)	SA - Small Arms School Corps Course M - ECO 07 - Year Created
SC	Security Check
SEFM	Senior Estate Facilities Manager
SEN	Special Educational Needs
SEND	Special Educational Needs and Disabilities
SFM	Soft Facilities Management
SHE	Safety Health and Environment
SI	Sergeant Instructor
SMI	Sergeant Major Instructor

Abbreviation	Definition
SO1	Staff Officer Grade 1
SO2	Staff Officer Grade 2
SOP	Standard Operating Procedure
SPS	Staff and Personnel Support
SSI	Staff Sergeant Instructor (ACF) / School Staff Instructor (CCF)
STCR	Short Term Catering Requirement
Sy	Security
SyOPs	Security Operating Procedures
TacCIS	Tactical Communication Information Systems
Tfr	Transfer
TLB	Top-Level Budget
TOS	Taken on Strength
TRA	Training Requirements Authority
TRF	Tactical Recognition Flash
TS	Training Safety
UECD	Unit Equipment Care Directive
UEM	Unit Equipment Manager
UIN	Unit Identity Number
UOTC	University Officer Training Corps
USO	Unit Security Officer
VA	Volunteer Allowance
WHT	Weapon Handling Test
WO1	Warrant Officer First Class
WO2	Warrant Officer Second Class

CHAPTER 1 ORGANISATION

Part 1 Status, Governance and Policy.

1.1.1 The Status of the Army Cadet Force.

1.1.1.1 The Army Cadet Force (ACF) is one of the five¹ national voluntary uniformed youth organisations sponsored by the Ministry of Defence (MOD). Within the MOD, the Assistant Chief of the Defence Staff (Reserve Forces and Cadets) (ACDS (RF&C)) is responsible for general tri-Service policy and acts as the adviser on cadets to other MOD directorates and to other Government departments. The MOD's policy for its Cadet Forces is set out in [JSP 814: Policy and Regulations for MOD Sponsored Cadet Forces](#).

1.1.1.2 The Army is responsible to the MOD for the delivery of the ACF. Within the Army, Commander Home Command (Comd HC) is responsible for oversight of the ACF and its interaction with the wider Army. The Army's policy for the ACF is set out in these Regulations.

1.1.1.3 The ACF is not part of the UK Armed Forces but does maintain close links with the Army, its corps and regiments. Being a member of the ACF does not make anyone liable for military service, neither does cadet membership carry an obligation to join the UK Armed Forces.

1.1.1.4 The ACF is not a recruitment organisation for the UK Armed Forces. However, it is recognised that the ACF may generate an interest in potential future careers in the Army or wider UK Armed Forces. The MOD guidance on signposting cadets to further information on careers in the Regular and Reserve Forces is set out in [JSP 814: Policy and Regulations for MOD Sponsored Cadet Forces](#).

1.1.2 Governance.

1.1.2.1 The governance and policy of the ACF is the responsibility of the General Officer Commanding Regional Command (GOC RC) in their role as Commander Cadets and is carried out on their behalf by Cadets Branch. The ACF must demonstrate that they are achieving their training aims detailed in the annual Cadet Directive and meeting their obligations under MOD policy and that they remain compliant with these Regulations. This is carried out through a series of Regular and routine inspections at all levels through a combination of formal reporting, physical inspections and audits and continuous review and analysis of data.

1.1.2.2 The national governance and policy organisation for the ACF is the Army Cadets Executive Group (ACEG). This in turn is supported through specialist subject groups including:

¹ These being The Marine Society and Sea Cadets (MSSC), The Combined Cadet Force (CCF), The Army Cadet Force, The Royal Air Force Air Cadets (RAFAC) and The Volunteer Cadet Corps (VCC). The ACF and CCF (army sections) share the same values, standards and ethos and conduct similar training and activity. There are many opportunities for joint activities and events including CFAV and cadet training, competitions and overseas exchanges.

- a. Army Cadets Safeguarding Management Group; and
- b. Army Cadets Customer Executive Board.

1.1.3 Policy and Publication hierarchy.

1.1.3.1 The ACF is governed by several inter-related publications, documents and references. These are:

- a. **National legislation and MOD policy.** The ACF is subject to and complies with the relevant national legislation and MOD policy. No Cadet Force Regulations or supporting publication can deviate from national legislation and MOD policy. Many Policy documents are in the form of Joint Service Publications (JSP) as they affect all Services (including where relevant the Cadet Forces).
- b. **Army Command Standing Order (ACSO)¹.** All ACSOs are sponsored by a 2* area or Service Advisor and are used to promulgate instructions to formations and units to articulate how departmental policy, wherever set out, is to be implemented within the command and Training Area Standing Orders
- c. **Army Cadet Force Regulations.** The ACF Regulations are the basis for the organisation, delivery and governance of the ACF². These Regulations are published by Headquarters Regional Command (HQ RC) Cadets Branch. Amendments to these Regulations are published routinely through Regulation Amendment Notes. Where there is a conflict between these Regulations and national legislation or MOD policy, the national legislation or MOD policy takes precedence.
- d. **Cadet Force Standing Orders.** Cadet Force Standing Orders (CFSOs) provide direction for Cadet Force Adult Volunteers (CFAVs) and others involved in implementing or delivering policy set out in these Regulations. CFSOs will take the reader through the process required under the policy and provide signposts to forms where appropriate. CFSOs are Regularly reviewed by Cadets Branch and revisions published as necessary.
- e. **Cadet Directives.** The annual HQ RC ACF cadet directive gives direction and sets tasks to subordinate and supporting units to enable the delivery of the cadet experience throughout the year ahead. In turn Regional Point of Command (RPoC) and County directives are produced

¹ ACSOs replace Land Forces Standing Orders (LFSOs).

² Combined Cadet Force Regulations are published in respect of the CCF(A)

to give local direction. The extant RC Cadet Directive can be found in the [Army Cadets Resource Centre \(ACRC\)](#)

- f. **Training Manuals.** Training manuals are published by Cadets Branch and are made available to CFAVs electronically via the Defence Gateway. Army cadet manuals are widest in scope of all the ACF policy documentation their purpose is to provide strategic direction for a discipline or enabling activity, to promulgate procedures, guidelines and national level Standard Operating procedures (SOPs) and to define the process, content and conduct of activities including the syllabus and syllabus subjects. Training manuals will be subject-specific and will vary in content and format.
- g. **Cadet Force Instructions (CFIs).** CFIs give guidance or directions on how to implement changes to policy or practice. They may be new or temporary amendments to existing instructions and may replace previous CFIs. These may be time limited for specific tasks.
- h. **Cadet Briefing Notes (CBNs).** CBNs provide short single topic information notes of interest to CFAVs, cadets and others. They are designed to be widely distributed across the ACF. CBNs do not implement or change policy but may explain in more detail where a policy has been changed or provide appropriate guidance on how to follow policy. They may give simple standalone information regarding a single topic such as camps and courses. Army Briefing Notes (ABN) serve a similar purpose in relation to Army wide policy and activity. Defence Briefing Notes (DBN) serve a similar purpose across all branches of the Armed Services.
- i. CFSOs, CFIs and CBNs should be read in conjunction with these Regulations.

1.1.3.2 Publications, documents and references are made available to all CFAVs and Professional Support Staff (PSS) on the [ACRC](#).

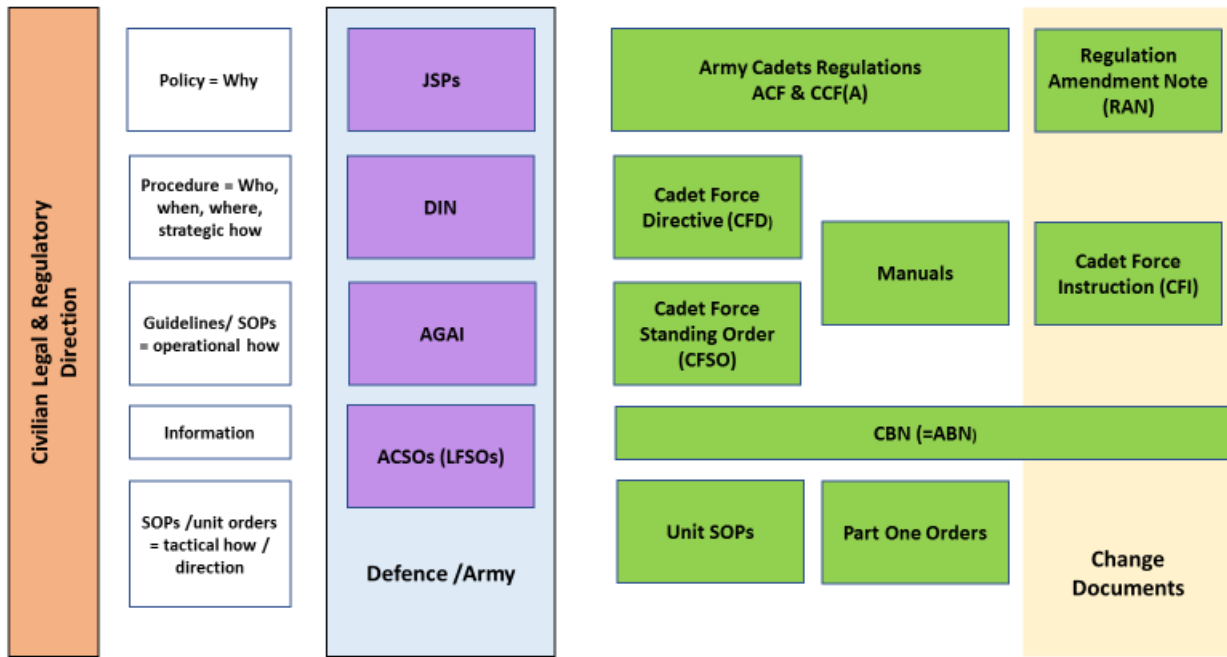


Figure 1 Governing documents para 1.1.3.1

Part 2 The Structure of the Army Cadet Force.

1.2.1 The National Structure.

1.2.1.1 The following organisations and individuals have responsibility to deliver the ACF in addition to their other duties:

- a. **GOC Regional Command as Commander Cadets.** Command of the ACF is delegated by Commander Home Command (Comd HC) to GOC RC.
- b. **HQ RC Cadets Branch.** Routine control of the ACF is delegated by GOC RC to Deputy Commander Cadets, who is supported in this role by Cadets Branch.
- c. **Regular and Reserve Army.** The Regular and Reserve Army units and sub-units play a significant part in delivering the ACF through providing training and support to CFAVs and cadets. These can range from nationally run events and competitions to locally based visits and demonstrations.
- d. **National Colonel Cadets.** Deputy Commander Cadets is supported by the National Colonel Cadets; a senior and experienced volunteer who provides support and advice to the DComd, members of HQ RC Cadets Branch and other CFAVs. Where appropriate, certain tasks may be delegated to National Colonel Cadets.
- e. **Nationally Appointed List (NAL) CFAVs.** Several CFAVs are appointed as national subject matter leads and advisers. Their remit being to provide advice and assistance to HQ RC Cadet Branch and Counties and to deliver centralised training and activities for cadets and CFAVs. Senior NAL CFAVs may be nominated to act as Senior Activity Owners for certain activities conducted nationally and in regions.

1.2.2 Cadets Media and Communications Team (CMC).

1.2.2.1 ACF Communications, Marketing and Engagement is a responsibility of DComd Cadets, HQ RC Cadets Branch, delegated to the SO1 CMC HQ RC Cadets Branch.

1.2.2.2 The CMC is responsible for:

- a. improving awareness of the ACF. To maintain the positive perception of the ACF with the public, there is a need to keep the cadets in the 'public eye' if it is to be able to attract, recruit and retain both cadets and CFAVs;
- b. the creation and implementation of all marketing, communications and recruitment activities at a national and regional level. This is to ensure the ongoing growth of the ACF with recruitment of new CFAVs and cadets

1.2.2.3 In supporting the ACF the CMC will carry out the following tasks:

a. **national and regional marketing activities.** Coordinate national and regional marketing activities;

b. **branding and public presence.** Maintain the national ACF brand, by ensuring that ACF Counties use the ACF brand manual in all marketing, and regularly review the ACF branded material to support national, regional and local marketing activities.;

c. **recruitment of CFAVs into the ACF.** Monitor the trends in recruitment of adults across the ACF and promote the sharing of best practice in recruiting high calibre individuals into the organisation.;

d. **reviewing marketing activities to inform future programmes.** Review and evaluate marketing activities against the goals and priorities set by the ACEG and use this to inform the development of future marketing programmes.;

e. the provision of specialist media advice to:

(1). DComd Cadets and the Army chain of command;

(2). Army Comms, Media Ops, HQ RC Cadets Branch; Director Defence Communications (DDC) and Army RPoC Headquarters on media relations affecting the ACF;

f. the training and professional support of ACF County Media Officers (CMO); and

g. the coordination of Regional ACF communication activities and strategy.

1.2.2.4 Regional communication and recruitment activity coordinated or proposed by RFCAs is to be approved by the CMC team at HQ RC.

1.2.2.5 The aim of ACF communications is to establish and maintain the general understanding and sympathetic support of the ACF and its reputation by the public through media initiatives.

1.2.2.6 Comdts and other members of the ACF are not to respond to or make comment on any media enquiries regarding safeguarding matters (current or historic) without seeking direction and advice as below.

1.2.2.7 In situations calling for reactive communications (or which may need it), it is essential that:

a. speedy action is taken to establish the facts accurately;

- b. SO1 CMC HQ RC Cadets, the local RFCA and Media Ops at the RPoC HQ are contacted quickly;

1.2.2.8 There is an essential need to counter any general misperceptions concerning the ACF by presenting it in its role as a national youth organisation that offers varied, interesting and personally challenging activities to young people regardless of their background.

1.2.2.9 All Comdts should appoint an ACF CMO to undertake the specialised tasks involved. ACF CMO must have ready access to their ACF Comdts; as well as receive the appropriate training through the CMC.

1.2.2.10 Regional communication and recruitment activity are to be approved by the CMC at HQ RC Cadets Branch.

1.2.2.11 The role specification for the ACF CMO can be found on the ACRC.

1.2.2.12 Dealing with the press, radio and TV at the national level is managed by the CMC. All national level media must be approved by MOD's DDC. The CMC will therefore provide guidance to ACF CMOs on these matters.

1.2.2.13 ACF Counties are not authorised to contact or communicate with any UK National media or international media sources; they must inform their RPoC Media Ops, SO2 Cadets and alert the CMC, of any such approach.

1.2.2.14 Further advice, guidance and material can be found on the CMC pages of the ACRC.

1.2.3 **The Regional Point of Command.**

1.2.3.1 The Regional Points of Command (RPoCs) are responsible for ACF units within their region. The important roles and responsibilities are:

- a. **RPoC Commanders.** RPoC Commanders, command the ACF and are responsible for the G1-G8 outputs of the ACF including the appointment of senior unit and senior regional CFAVs, safeguarding of cadets, resolution of discipline issues, conducting assurance inspections and controlling Volunteer Allowance (VA) and Transport and Subsistence (T+S) budgets thereby supporting the ACF to succeed;

- b. **RPoC HQs.** The RPoC HQs are the main regional administrative and support hub for the ACF. Each RPoC HQs has a small cadet's team which are supported by the relevant RPoC staff branches. The main point of contact being the SO2 Cadets in each RPoC;

- c. **Regional Colonel Cadets.** RPoCs are supported by their regional Colonel Cadets; senior volunteers within the region who may support, advise and guide the RPoC commander. Where appropriate, the RPoC commander can delegate certain tasks to their regional Colonel Cadets;

however, RPoC commanders retain command responsibility for the ACF in their region. Regional Colonel Cadets will act as Senior Activity Owner for certain regional activity and will lead CFAVs on the Regionally Appointed List (RAL) when conducting regional activity.

d. **Regionally Appointed List (RAL) CFAVs.** The RPoC has a small team of CFAVs on the RAL who support the Colonel Cadets and ACF units in delivery of the Cadet Experience.

1.2.4 The ACF County.

1.2.4.1 The ACF is predominantly organised on a county basis. This county is further divided into Areas and Detachments.

1.2.4.2 **ACF County.** An ACF County comprises all CFAVs and cadets under a county Commandant (Comdt). Geographic boundaries of ACF Counties may encompass one or more historical county areas. The official title is “County”, although in London and the West Midlands the term “Sector” is used, throughout the UK the term “Battalion” may also be used.

1.2.4.3 **ACF Area.** An ACF Area is an intermediate organisational level between that of the County and the Detachment. An ACF Area usually consists of five to ten Detachments. The official title is “Area”, but the terms “Battery”, “Company”, “Group” or “Squadron” may be used to reflect the majority cap badge worn in the Area.

1.2.4.4 **ACF Detachment.** An ACF Detachment is a group of cadets and CFAVs parading at one location. Detachments may also be described as ‘Platoon’ or ‘Troop’. Detachment names will usually include either a location and/or number to uniquely identify them. Where approval is granted by Cadets Branch to use a corps or regiment name for the detachment, the term “Cadet” or “ACF” must also appear in the name to distinguish them as cadets. ACF Detachments are categorised as follows:

- a. **category (O).** A Detachment that is open to all young people in the catchment area; and
- b. **category (R).** A Detachment based in an educational establishment and whose membership is restricted to pupils/students of that establishment.

1.2.4.5 County Comdts may designate detachments as Band Detachments, which is to be recorded on Westminster¹, to enable a focus on music syllabus. Cadets in Band detachments are not restricted from taking part in wider syllabus nor from following the ACSC military star progression system. Cadets from other detachments can partake in music syllabus activities if they wish to do so.

1.2.5 Changes to ACF Structures

¹ Westminster is the management information system used by the ACF

1.2.5.1 Changes to ACF County and/or Area structures must be approved by the chain of command by following the process below:

1.2.5.2 **Creation, merger or dissolution of ACF Counties.** An application setting out the proposed action and justification should be submitted to SO1 Cadets Policy and Personnel, who will seek approval from DComd Cadets. Once approval is granted, SO2 Cadets Policy and Personnel will action all necessary changes including on Westminster.

1.2.5.3 **Creation, merger or dissolution of ACF Areas.** An application setting out the proposed action and justification should be submitted to SO1 Cadets Policy and Personnel. Once approval is granted, SO2 Cadets Policy and Personnel will action all necessary changes including on Westminster.

1.2.5.4 **Changes to ACF Detachments.** Most changes to detachments can be approved by the RPoC HQ. Process for changes to detachments are as follows:

1.2.5.5 **Opening a new Detachment.**

a. the Comdt is to apply to the RPoC HQ with justification that there are enough potential cadets in the catchment area and that there are enough CFAVs available;

b. once the RPoC is satisfied that the detachment is viable they are to engage with the local RFCA to establish that a new detachment can be supported within resources or whether additional resources are required. Once agreed and necessary infrastructure is in place, inform HQ RC Cadets Branch of approval;

c. if a proposed detachment name includes reference to a Corps, Regiment or Battle Honour then the RPoC must liaise with the Regimental Secretary of the affiliated Corps or Regiment and Cadets Branch before approving; and

d. once approved the RPoC HQ will inform the Westminster Team who will create the new detachment.

1.2.5.6 **Closing a Detachment.**

a. Comdts are to monitor long term viability of detachments using the annual inspection reports and other methods. Detachments no longer considered effective may be closed or amalgamated with nearby detachment. Comdts should explore all alternate options before requesting a detachment is closed;

b. the Comdt should inform the RPoC HQ if they wish to close the detachment and the justification for the request;

c. the RPoC should consider whether any additional assistance is available to retain the detachment. If the closure is approved, they are to

engage with the local RFCA to organise disposal of the accommodation and request changes are made on Westminster; and

d. the Westminster Team will make changes on Westminster and inform the County if the CFAV establishment has been impacted by the closure.

1.2.5.7 Relocating a Detachment. If the detachment is still going to be servicing the same community then the RFCA are to organise the accommodation and the address of the detachment is to be changed on Westminster by County PSS. Social media and websites should be updated with new details by the microsite administrator. If the detachment relocation means that the catchment area will be substantially different then the detachment is to be closed and a new detachment opened following the procedure at paras 1.2.5.5 and 1.2.5.6.

1.2.5.8 Transferring a Detachment. The authority to authorise the transfer command and control of detachments between two areas is as follows:

- a. within an ACF County. Authorised by County Comdt and a change request submitted to the Westminster team for action;
- b. between ACF Counties in the same RPOC. Once agreed by both Comdts the request is submitted to RPOC HQ. Once authorised by RPOC HQ the change request is submitted to the Westminster Team for action;
or
- c. between ACF Counties in different RPOCs. Comdts should consult their RPOC HQs prior to reaching an agreement. Once both Comdts agree the request is to be submitted to SO1 Cadets Policy and Personnel at RC for approval. Once approved SO1 Policy and Personnel will submit to Westminster Team for action.

1.2.5.9 RFCAs should be consulted where the transfer includes crossing RFCA boundaries.

1.2.5.10 Changing Detachment Names. The Comdt should submit a request to the RPOC HQ for approval with a detailed rationale for the request this should include details of any impact upon affiliations with Corps or Regiments. Once approved the RPOC will submit a change request to the Westminster Team for action.

1.2.5.11 If a proposed detachment name includes reference to a Corps, Regiment or Battle Honour then the RPOC must liaise with Cadets Branch before approving.

1.2.6 RPOC Approved Detachment Visits

1.2.6.1 It is the responsibility of RPOC HQs in consultation with Comdts to establish a visit programme for ACF detachments on a biennial or annual basis.

1.2.6.2 Visits should be tailored to meet the requirements identified by the Comdt or RPoC which may vary depending on location.

1.2.6.3 Visits may be conducted as a formal inspection or during an engagement event held at the detachment location.

1.2.6.4 Where practicable visits should involve external officers from sponsoring or affiliated units or from neighbouring ACF Counties. RPoC HQs are directed to assist Counties by nominating suitable officers and ensuring they are appropriately briefed.

1.2.6.5 Detachments should be encouraged to use the visit as an opportunity to celebrate achievements and to demonstrate to local communities the benefits that the ACF brings to young people and society

1.2.6.6 The purpose of a visit is to:

- a. meet the Detachment Commander, CFAVs and cadets;
- b. review activity undertaken in the preceding period;
- c. celebrate the achievements of CFAVs and cadets;
- d. view training and assure that it is being conducted in accordance with extant regulations and policy;
- e. review the accommodation and facilities available; and
- f. report problems and irregularities through the chain of command to HQ RC Cadets Branch, RPoC or RFCA as appropriate.

1.2.6.7 Comdts must ensure that visiting officers are briefed on the expected standards within detachments and include any location specific issues that may impact upon a detachment. The most recent Cadet Experience or other Westminster reports relating to the detachment should be utilised and shared with visiting officers. As a minimum consideration should be given to:

- a. numbers of CFAVs regularly attending evenings and weekends;
- b. numbers of cadets regularly attending evenings and activities;
- c. progression of cadets through the ACS21 and attainment of ACSC qualifications;
- d. participation in elective activities and local events such as sports competitions; and
- e. attendance at extended events such as annual camp by CFAVs and cadets.

1.2.6.8 The visiting officer is to record their comments and highlight any praiseworthy activity or concerns on [AFE 7502](#) Detachment Inspection Report and distribute the report in accordance with the instructions on it.

Part 3 The Army Cadet Force establishments.

1.3.1 General Rules of ACF Establishment.

1.3.1.1 All CFAVs must hold at least one primary appointment in the ACF, unless:

- a. they are suspended for any reason;
- b. they have agreed a period of absence with their Comdt;
- c. they have been appointed as a Retained Volunteer; or
- d. they have been transferred to the Non-Effective Pool.

1.3.1.2 With a few exceptions, a CFAV may also hold additional appointments with the agreement of their Comdt and where the roles do not conflict with other responsibilities. To prevent potential conflicts of interest in the chain of command in the ACF, a CFAV can only be appointed to one of the following recognised command appointments at any one time:

- a. County Commandant;
- b. Area Commander; or
- c. Detachment Commander.

1.3.1.3 Additional roles may not be treated as primary roles.

1.3.1.4 Ranks Associated with Volunteer Roles. Unlike the Regular or Reserve forces, CFAV ranks are linked to appointments and not permanently to an individual. Throughout their service CFAVs will move between appointments that may attract a higher or lower rank range. The practice of allowing CFAVs to retain a rank that is higher than the rank range of the role they are appointed to is prohibited.

1.3.1.5 All primary and additional appointments have a specified rank or rank range associated with them. A CFAV may only be appointed to a higher or lower rank than that authorised if:

- a. **higher rank.** Where a CFAV holds two or more primary appointments, they should hold the higher rank provided they are fully qualified for that rank and that they do not outrank the appropriate level commander; or
- b. **lower rank.** Where a CFAV has not yet qualified for promotion, they will continue in their current rank.

1.3.1.6 **Reversion in rank.** A CFAV that moves to a new appointment with a lower rank range must revert to the new rank with Joint Personnel Administration (JPA) and Westminster updated accordingly.

1.3.1.7 **CFAV Establishments.** The number of CFAVs held on unit strength should be sufficient to enable the safe delivery of training and activity to deliver the cadet experience while ensuring there is capacity to command, plan, manage and administer activity and personnel.

1.3.1.8 For National, Regional, County and Area appointments the numbers indicated in tables in paras 1.3.1.12 and 1.3.1.14 are the maximum number of individuals that can be held against each role, except for a handover period of up to six months for senior adult volunteer appointments.

1.3.1.9 For ACF Detachments CFAV establishment numbers are the minimum number of individuals in a detachment required to deliver safe training

1.3.1.10 Comdts supported by RPoC HQs and CEOs are required to demonstrate effective management of resources that are directly affected by the number of volunteers held on strength, including but not limited to Volunteer Allowance allocation and uniform and equipment allocation.

1.3.1.11 The total CFAV strength of a County is not fixed; Comdts must take account of the following when recruiting and appointing volunteers to roles:

- a. cadet numbers in a detachment will determine the minimum number of adult volunteers required to safely deliver the cadet experience;
- b. the ACRC contains the list of approved roles for the organisation. Comdts may appoint volunteers to primary or additional roles;
- c. the rank range for each appointment is authorised in tables 1.3.1.12 and **Error! Reference source not found.** and should only be deviated from in exceptional circumstances;
- d. the number and nature of County and Area appointments should be proportionate to the overall number of cadets and volunteers in a County;
- e. consideration must be given to volunteers requiring flexibility in volunteering their time to the organisation; and
- f. all CFAVs held on strength should be actively engaged in delivering the Cadet Experience unless the circumstances in para 1.3.1.1 apply.

1.3.1.12 **The following roles are approved. While many are considered essential for the successful delivery of the Cadet Experience those marked with an Asterix * are optional and may be appointed at the discretion of the RPoC Commander or County Commandant.**

Role (Primary (P) / Additional (A))	Max No		Rank (Max Range)	
Regional Colonel Cadets (P)	1		Colonel	
Regional Deputy Colonel Cadets (P)	1 ¹		Lt Col	
*Regional Training/Project Officer (P/A)	1 ²		Major	
Regional Sergeant Major Instructor (P)	1		SMI (RSMI during appt)	
Regional Diversity Adviser (P/A)	1		<p>SI – Captain if primary appointment.</p> <p>As primary role if additional appointment.</p>	
Regional First Aid Adviser (P/A)	1			
Regional DofE Adviser (P/A)	1			
Regional Shooting Adviser (P/A)	1			
Regional Sports Adviser (P/A)	1			
Regional AT/Exped/Navigation Adviser (P/A)	1			
*Regional Music Adviser (P/A)	1			
*Regional CIS Adviser (P/A)	1			
*Regional Media Officer (P/A)	1			
*Regional MSA (P/A) (CCF Focus)	1			
*Regional Healthy Minds (P/A)	1			
*Regional Westminster support officer (P/A)	1			
*Regional Retained Volunteer (P)	Discretionary			SI/Lt
County Comdt (P)	1		10+ dets	Colonel
			<10 dets	Major
County Deputy Comdt (P)	>10 dets	1 ³	Lt Col	
	<10 dets	0		

¹ RPoC commanders may appoint additional Deputy Colonel Cadets for CCF

² Optional appointment at discretion of RPoC Commander and Regional Colonel Cadets, by exception an application for second appointment may be by RPoC to RC Cadet Branch

³ By exception Counties may request an additional deputy commandant appointment based on cadet and CFAV numbers and geographic management

Role (Primary (P) / Additional (A))	Max No		Rank (Max Range)
Assistant Comdt (P) These roles may hold geographic and/ functional responsibilities.	2 ¹		Major
County Training Officer (P)	1		Major
Chaplain (P)	>10 dets	2 +	CF 4 (Captain) or CF 3 (Major)
	<10 dets	1	
County RSM (P)	1		RSMI
County MSO (P)	1		SI - Major
County DofE Officer (P/A)	1		SI - Captain (As primary role if additional)
*County Assistant Training Officer (P/A)	1		
County Shooting Officer (P/A)	1		
County Sports Officer (P/A)	1		
County Media Officer (P)	1		
County 1st Aid Officer (P/A)	1		
County Navigation Officer (P/A)	1		
County CIS Officer(P/A)	1		
County Vocational Qualifications Officer (P/A)	1		
County AT Officer (P/A)	1		
*County Events Officer (P/A)	1		
*County MSA (P/A)	1		
*County Training Sergeant Major (P/A)	1		
*County Music Officer or Band Master (P/A)	1		SMI - Captain (As primary role if additional)

¹ If there is more than one Deputy Commandant in post then the number of Assistant Commandants is reduced to one.

ACF REGULATIONS

Version 3.2.0

*County Drum/Pipe/Bugle Major (P/A)	1	SI - SMI (As primary role if additional)	
* Retained Volunteer (P)	Discretionary	SI / Lt only	
Area Commander (P)	1	Captain - Major	
Area Staff Officer (P)	1	Lt - Captain	
Area Training Officer (P)	1	SMI - Captain	
Area Sergeant Major (P)	1	SMI	
*Area DofE Officer (A)	1	As primary role	
*Area Shooting Officer (A)	1		
*Area CIS Officer (A)	1		
*Area AT Officer (A)	1		
*Area Expedition Officer (A)	1		
*Area Navigation Officer (A)	1		
*Area Media Officer (A)	1		
*Area MSA (A)	1		
*Area Vocational Qualifications Officer (A)	1		
*Area Sports Officer (A)	1		
*Area First Aid Training Adviser (A)	1		
Detachment Commander (P)	1	50 cadets or more	Up to Captain
		Fewer than 50 cadets	Up to Lt
Detachment CFAV (P)	Must have minimum required for safe activity delivery. Maximum at discretion of Comdt.	PI – Lt	
*Detachment DofE Leader (P/A)	Minimum for safe training	PI - Lt	

Role (Primary (P) / Additional (A))	Max No	Rank (Max Range)
*Detachment CFAV Music (P/A)	Minimum for safe training	PI - Lt

Table 1.1 Roles and Rank Ranges for CFAVs

1.3.1.13 The number of chaplains should be sufficient to deliver an effective level of service to cadets and CFAVs.

1.3.1.14 Music roles may be primary appointments where Counties offer music or band as an option or through an established band detachment.

1.3.1.15 Cadet Establishment Numbers. ACF cadet establishment numbers are not limited and will depend on factors such as the number of CFAVs available to deliver safe training and the space available in detachment buildings and county training centres.

1.3.2 National Volunteer Roles.

1.3.2.1 Current authorised national subject leads and adviser roles, command structure and management process, together with role descriptions are published on the ACRC. **The rank range for each NAL appointment is described on the relevant role specification and must be adhered to.**

1.3.3 Reserve Forces and Cadets Association support to the ACF County.

1.3.3.1 The roles of PSS employed by the RFCAs are:

Appointment	Abbreviation	Upper rank	Notes
Cadet Executive Officer	CEO	Maj	
Cadet Quartermaster	CQM	Capt	
Cadet Support Officers	CSO	Capt	Wales only
Administration Officers	AO	N/A	
Cadet Administrative Assistants	CAA	SMI/Lt	Unless they either: (1) have a CFAV role in the rank of Capt or above; or (2) were promoted to Capt in a PSS role prior to 1 Aug 2009
Cadet Stores Assistants	CSA	SMI/Lt	Unless they either:

Appointment	Abbreviation	Upper rank	Notes
			(1) have a CFAV role in the rank of Capt; or (2) were promoted to Capt in a PSS role prior to 1 Aug 2009
Cadet Administration Officers	CAO	N/A	See 1.3.3.3

Table 1.3 PSS Roles and Rank Ranges

1.3.3.2 PSS recruited prior to 1 Aug 2009 are encouraged to become members of the ACF, it is a term of contract for those recruited after 1 Aug 2009 to be members of the ACF except for administration officers, see below.

1.3.3.3 Admin Officers are not required to be members of the ACF; however, they can join as a CFAV separate to their employed role and hold any appointments within their volunteer role only.

1.3.4 **Non-Effective CFAVs.**

1.3.4.1 Non-Effective Pools (NEP) are administered on Westminster at RPoC level.

1.3.4.2 The criteria for transferring CFAVs to the NEP may include but is not limited to the following:

- a. where a CFAV completes or steps down from an appointment on the NAL or RAL or as County Comdt and Deputy Comdt they may be recorded as inactive for a maximum of 12 months. If at the end of this period they have not secured another appointment they may choose to move to a 'retained' post or may leave the ACF; or
- b. where a CFAV leaves a County and does not immediately take up another appointment or transfer to another County.

1.3.4.3 Where a CFAV has a recurring pattern of absence with good reason, such as work patterns or studying away from home then consideration should be given to appointing them as a retained volunteer.

1.3.4.4 A CFAV should NOT be placed on the NEP if they have a recurring pattern of absence without good reason, and/or fails to maintain contact with the CoC in this case Commandants should attempt to contact the CFAV requesting an update on whether they wish to return or not. If nothing is heard within a month of the letter being sent, the Commandant may choose to apply the Army Cadets discipline process as the CFAV is not actively engaging with the county.

1.3.4.5 The maximum time that a CFAV may remain in the NEP is 12 months from the date of being transferred on Westminster. At the end of this period CFAVs who remain unable to commit to any volunteering or who have not sought an authorised absence or who have failed to secure another appointment should have their membership of the ACF terminated.

1.3.4.6 Where a CFAV informs their CoC that they are unable to undertake any volunteering activity for an identified period they may be granted an authorised absence in accordance with para 2.7.5

1.3.4.7 Comdts (supported by their CEOs and D Comdts) are to conduct six monthly reviews of all CFAVs that are transferred to the NEP.

1.3.4.8 RPOCs are to conduct an annual review of NEP with Comdts and where necessary ensure that action is taken to re-engage CFAVs in activity or terminate their membership of the ACF in accordance with para 1.3.4.5

1.3.4.9 CFAVs may apply to the Comdt to be reinstated into an active appointment at any time and may apply for (or be appointed to) a role that they are qualified to hold.

1.3.4.10 CFAVs in the NEP may not claim volunteer allowance.

1.3.4.11 Time spent in the NEP will not count towards, reckonable service for promotion, nor towards qualifying periods for CF medal and clasps.

1.3.4.12 CFAVs may be appointed as a retained volunteer subject to para 1.3.5.1

1.3.4.13 ACF Regulations still apply to all CFAVs transferred to the NEP.

1.3.5 **Retained Volunteers.**

1.3.5.1 The ACF recognises that there are CFAVs who are unable to commit to a specific role within the organisation but who still wish to positively contribute to delivering the cadet experience or support the development of adult volunteers.

1.3.5.2 Retained Volunteers (RV) are administered by Counties but may be utilised at Area and Detachment level and may support regional activity. This ensures that CFAVs continue to be managed by their appropriate CoC.

1.3.5.3 RVs must have their appointment recorded on Westminster as such.

1.3.5.4 Individual CFAVs may request to be appointed as an RV. Requests should be submitted to the County Comdt. The County Comdt is responsible for agreeing requests and approving appointments as Retained Volunteers.

1.3.5.5 The RPOC Colonel Cadets is responsible for approving a CFAV who supports RPOC activity.

1.3.5.6 The number of RVs is discretionary and subject to the needs of a County. Commandants must consider the overall numbers when approving appointments and the impact upon the delivery of the cadet experience and balance across the County establishment. Comdts should always seek to achieve a balance between an individual's needs and ensuring that the County is able to effectively deliver the Cadet Experience when making decisions to approve or deny requests.

1.3.5.7 RVs may hold primary or additional posts.

1.3.5.8 CFAVs who are suspended are not to be appointed as RVs.

1.3.5.9 Where a CFAV fails to meet the expected RV attendance commitments, and fails to engage with the CoC, they should be classified as non-effective and where necessary steps taken to instigate the disciplinary process with a view to terminate their membership of the ACF. CFAVs should not be appointed as RVs without confirming their commitment levels.

1.3.5.10 RVs may apply to the Comdt to be reinstated into an active appointment at any time and may apply for (or be appointed to) a role that they are qualified to hold.

1.3.5.11 Comdts supported by CEOs are to strictly monitor VA and other claims made by RVs to ensure that CFAVs are delivering an appropriate balance of volunteering. This must include claims by CFAVs relating to activities organised or delivered outside of the County.

1.3.5.12 The rank ranges applying to RVs are fixed at SI and Lt regardless of previously held appointments.

1.3.5.13 Circumstances where CFAVs may appointed as a RV include, but are not limited to;

- a. upon completing an appointment on NAL or RAL while seeking further appointment or who are unable to commit Regularly;
- b. upon completing senior appointments (Comdt, Deputy Comdt, RSMI) who are unable to commit Regularly;
- c. CFAVs unable to commit Regularly due to work, study, or other personal circumstances;
- d. CFAVs with specialist skills who wish to volunteer on ad-hoc basis e.g., minibus drivers, shooting coaches;
- e. CFAVs with carer responsibilities who are unable to commit Regularly;
- f. CFAVs with medium to long term ill health issues that impact on Regular attendance; and

- g. CFAVs who would otherwise be on a period of maternity absence¹

1.3.5.14 It is accepted that RVs may not be able to deliver the level of commitment described in the Volunteer Agreement. However, RVs must as a minimum:

- a. remain current with extant governance requirements;
- b. maintain qualifications necessary for role;
- c. contact immediate superior at least once in two months unless explicitly agreed with Comdt or equivalent and; and
- d. support at least one event (may include detachment activity) in each two-month period unless explicitly agreed with Comdt or equivalent.

1.3.5.15 Failure to comply with any sub sections above will result in a review of appointment by the Comdt.

1.3.5.16 Comdts (supported by CEOs and D Comdts) are to conduct six monthly reviews of all appointments to ensure that CFAVs remain compliant, qualified and are adding value to the organisation and delivery of the cadet experience.

1.3.5.17 RPoC appointments will be subject of six-monthly review by RPoC Colonel Cadets.

1.3.5.18 All appointments will be subject to an annual RPoC review with Comdts, with assurance of this process being delivered by RC Cadet Branch.

1.3.5.19 ACF Regulations still apply to all CFAVs appointed as RVs.

1.3.5.20 Leaving an appointment does not require termination of a Cadet Forces Commission, unless due to disciplinary action.

¹ CFAVs on maternity absence are subject to additional protections regarding appointments see para 2.7.6.1

Part 4 Affiliations and Sponsoring Units.

1.4.1 Affiliations.

1.4.1.1 An affiliation is a permanent and close association between the ACF and a Regiment or Corps at County, Area or Detachment level. The aim is to enable the ACF to develop an esprit de corps based on the traditions of the Regiment or Corps to which it is affiliated

1.4.1.2 ACF detachments may adopt the cap badge, headdress and stable belt and where permitted in Number Two (No 2) Dress the collar badges, buttons and accoutrements of the Regiment or Corps. The adoption of any other items of uniform or accoutrements is subject to Army Dress Regulations (ADR) Pt 8 and approval of the Army Dress Committee.

1.4.2 The role of a Sponsoring Unit or Sub-Unit.

1.4.2.1 Each ACF detachment will be appointed a Regular or Reserve Army unit or sub-unit to act as their sponsor. Sponsor units or sub-units will be located with or reasonably close to their sponsored detachment to ensure Regular and effective liaison and support to the cadets and CFAVs. Ideally, sponsor units would appoint a single point of contact/focus for ACF support in the unit and they would routinely engage in the following activity:

- a. support ACF summer camps;
- b. support RPoC inspection or visit programmes for ACF detachment;
- c. provide instructors and/or facilities and equipment to support cadet training; and
- d. provide opportunities for cadets to visit the unit or sub-unit in their location or during training activities where practical to do so.

1.4.2.2 Selection of Sponsoring Unit or Sub-Unit. The RPoC HQ is responsible for identifying an appropriate sponsoring unit or sub-unit for detachments in their region. In selecting a sponsoring unit or sub-unit for an ACF detachment, the RPoC HQ must consider the following factors before appointment:

- a. the proximity of the potential unit or sub-unit to the ACF detachment;
- b. the existing commitment to other detachments by the unit or sub-unit; and
- c. sponsor units or sub-units do not need to wear the same cap badge worn in the detachment, although where this is possible it is

likely to strengthen the relationship between cadets, CFAVs and military personnel.

1.4.3 **Procedure for Change of Sponsorship or Affiliation.**

1.4.3.1 The ACF county should apply by email or report to RPoC HQ for a new (or change of) sponsorship or affiliation.

1.4.3.2 The RPoC must consider the suitability of the change in sponsorship or affiliation.

1.4.3.3 If the RPoC considers the change to be suitable then the application should be submitted to SO1 Cadets Policy and Personnel.

1.4.3.4 RC Cadet Branch will decide if the sponsorship or affiliation is to be changed. This decision will be based on:

- a. the comparative balance of affiliated cadet units to the balance in the Regular Army and Army Reserve at a national level;
- b. the local footprint of the Regular Army and Army Reserve cap badges;
- c. if the new sponsorship or affiliation is suitable for the cadet unit in question;
- d. discussion with the regimental or corps HQ of the proposed affiliation; and
- e. if a request to change then discussion with the regimental or corps of the current affiliation.

1.4.3.5 When approved RC Cadet Branch will:

- a. inform the ACF county, the RPoC, and regiment or corps concerned; and
- b. update the unit sponsorship or affiliation on Westminster.

1.4.4 **Other Organisations.**

1.4.4.1 **Ministry of Defence Cadet Organisations.** Cooperation at the local level between units and detachments is encouraged.

1.4.4.2 **Quasi-Military Organisations.** The co-operation with other youth organisations should not be extended to quasi or paramilitary organisations. No action should be taken that could be construed as official MOD endorsement of groups of this nature; should they seek assistance, full details of the help required accompanied by background information on the group's charter, organisation, local

status etc, are to be referred to RC Cadets Branch for a decision through the normal chain of command.

1.4.4.3 Political Organisations and Pressure Groups. CFAVs and cadets are free to attend political meetings and seminars so long as they are doing so as private individuals, and do not wear uniform. MOD has directed that the ACF as a corporate entity is not to become officially involved with political factions.

Part 5 External Supporting Organisations.

1.5.1 The Reserve Forces and Cadets Associations.

1.5.1.1 There are 13 RFCAs in the UK. The composition of each RFCA board will include representatives of the regional Cadet Forces. The RFCAs provide, amongst other support to the ACF, the full-time professional staff to ACF counties, maintain cadet training locations not covered by the MOD, and maintain the security and maintenance of ranges and armouries. The RFCAs provide links to Lord Lieutenancies, employers, local authorities, trades unions, universities, professional bodies and other influential organisations in support of the Cadet Forces. They will also advise the MOD and Army on general matters affecting the RFCA responsibility to support the ACF. Further information on RFCA activities and responsibilities can be found on the Council of RFCA pages on the [Gov.UK website](#).

1.5.2 The Army Cadet Charitable Trust UK.

1.5.2.1 The Army Cadet Charitable Trust UK (ACCT UK) is a registered charity dedicated to improving the life chances of young people. ACCT UK aims to support the CAF to ensure that every young person has opportunity to learn new skills, build confidence and be inspired through their Army cadet experience. ACCT UK seeks to help develop the youth leadership and training abilities of the adult volunteers in the Army Cadets. The charity helps young people to access the Army Cadet Force activities through fund raising, grant- making, developing new resources and direct support. More information, including contact details can be found on the [ACCT UK website](#).

1.5.3 The Council for Cadet Rifle Shooting.

1.5.3.1 The Council for Cadet Rifle Shooting (CCRS) is a UK based charity set up to promote and support rifle shooting in the Cadet Forces. It arranges several events and competitions through the year that are open to cadets from the ACF. ACF counties and individuals with an interest in cadet shooting can become members of CCRS for a fee. More information, including contact details, can be found on the [CCRS website](#).

1.5.4 CVQO.

1.5.4.1 CVQO is a UK-based education charity offering a broad range of vocational qualifications designed to recognise the work undertaken by young people and adult volunteers within youth organisations. CVQO works closely in partnership with a wide range of uniformed youth organisations to deliver internationally recognised qualifications, including the MOD sponsored Cadet Forces. More information, including contact details can be found on the [CVQO website](#).

CHAPTER 2 PERSONNEL AND ADMINISTRATION

Part 1 Values, Standards and Personal Behaviour of CFAVs.

2.1.1 Values and Standards.

2.1.1.1 The Army Cadet Force abides by a set of Values and Standards. It expects all members of the organisation, both Cadet and CFAVs to act in accordance with them.

2.1.1.2 Our Values are:

- a. courage;
- b. discipline;
- c. respect for others;
- d. integrity;
- e. loyalty; and
- f. selfless commitment.

2.1.1.3 Our Standards are:

- a. appropriate behaviour;
- b. lawful behaviour; and
- c. professional behaviour.

2.1.1.4 An explanation of each of our Values and Standards of the ACF can be found in [AC 72021C: The Army Cadet Leadership Code](#).

2.1.2 Diversity and Inclusion.

2.1.2.1 The ACF is an inclusive organisation which helps young people and CFAVs achieve their potential by offering a range of challenging and exciting activities based on the ethos of the Army and supported by the ACF Values and Standards. The ACF is committed to equality of opportunity for young people and adults alike, recognising diversity within our membership and regarding it as one of our greatest strengths.

2.1.2.2 Within the bounds of safety to themselves and others, the ACF is open to all regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

2.1.2.3 ACF Diversity and Inclusion Strategy is driven through the ACF INSPIRE network which has the following aims:

- a. **our vision:** The vision for Army Cadets Inspire is ‘inspiring inclusion, respecting everyone’.
- b. **our mission:** To create an inclusive culture of leadership, education and support by inspiring all members of the Army Cadets to recognise, understand, support and respect each other as individuals; and
- c. **pillars of activity:** To deliver our vision and meet our mission statement, three pillars of activity have been set out – culture, education and recruitment.

2.1.2.4 The [ACF inspire](#) pages on the ACRC contain policy, guidance and useful links regarding many aspects of promoting and ensuring inclusion is at the heart of all ACF activity.

2.1.3 CFAV Standards of Behaviour.

2.1.3.1 It must be clearly understood by every CFAV that they always have a personal responsibility for the safety and welfare of cadets whilst conducting ACF activity. This applies not only to cadets under their immediate supervision, but generally and whenever they are undertaking any ACF activity. The safety and welfare of cadets is paramount and overrides any other consideration.

2.1.3.2 General Behaviour and Conduct. CFAVs must ensure that their personal conduct and behaviour is appropriate for an organisation held in high public regard as the ACF. CFAVs must remember that their behaviour is under Regular scrutiny by cadets who often model their own behaviour on that of adults. The ACF is also often observed by members of the Armed Forces and by the public. CFAVs therefore are required to always observe the highest standards of personal conduct and discipline. They should seek to maintain the values and standards expected of them throughout their time in the ACF. They should also ensure that all training and activities are efficiently, safely and imaginatively delivered.

2.1.3.3 Although a broad range of behaviours and conduct are accepted in wider society, these are not always appropriate in the ACF. Incidents of misconduct are totally inappropriate for those who wish to make a positive contribution to the development of the Nation’s youth and will be dealt with under the Safeguarding Policy or Discipline Policy as appropriate.

2.1.3.4 CFAVs are not to swear or use offensive language in the presence of cadets, nor permit others to do so. They are not to address others in terms that adversely reflect on that person’s age, gender reassignment, disability, marital status, religion or belief, race, sex or sexual orientation, nor may they permit others to do so.

2.1.3.5 CFAVs are not to behave towards another adult in a way that might be considered as a physical threat or assault, nor may they permit others to do so. Any form of psychological, emotional or physical bullying or intimidation by an adult

towards another adult, even where it may not amount to a breach of the law, is liable to be considered a breach of values and standards and may result in disciplinary action being taken against the offender. This includes the use of official and private social media platforms.

2.1.3.6 In situations where members of the public act in a threatening manner towards cadets or CFAVs, complaints should be logged with the local police on 101, or if it is a significant threat then 999. An incident report should also be submitted via the CEO.

2.1.3.7 Behaviours of Supervising Cadets. CFAVs must be sensitive to balancing the demands of ensuring that cadets are properly supervised while allowed a reasonable degree of freedom and privacy. A sensible test is to ask: "would the public consider it reasonable and appropriate to treat children or young people in this way?"

2.1.3.8 CFAVs may encourage cadets to overcome their fears in tackling challenging pursuits. However, CFAVs should be careful not to cross the line into compelling cadets to take part in any activity which they genuinely believe to be beyond their capability.

2.1.3.9 Relationships and Social Contact. CFAVs must be aware of the difficulties that can arise when they form close personal relationships with other adults, bearing in mind the influence they can have on cadets. It is appreciated that the ACF is, in part, a social activity and it is accepted that personal relationships between adults serving in the ACF (or other Cadet Forces) do develop or may already exist when they join. However, the ACF is a uniformed and disciplined organisation as well as a youth organisation. Behaviour between adults which may be unremarkable in a workplace or school may be inappropriate within the ACF. Any such relationship between adults in the ACF should be conducted discreetly and so far as is possible, away from the ACF.

2.1.3.10 Social contact between CFAVs and Cadets (apart from that agreed with the Commandant as per 2.2.2.8 is inappropriate and is likely to be considered a breach of the values and standards of the ACF.

2.1.3.11 Criminal Behaviours. If at any time a CFAV is investigated, arrested, summonsed, charged or otherwise reported in relation to an alleged criminal offence they are to report this matter to the Comdt immediately. Failure to do so could result in discipline action even if they are found to be innocent of the initial alleged offence. An Incident Report is to be completed and forwarded to the RPoC HQ by the CEO within 24 hours.

2.1.3.12 Comdts must consider whether the suspension without prejudice of a CFAV subject of police investigation for criminal behaviour is necessary. Where any doubt remains then advice should be sought through the CoC.

2.1.3.13 Similarly, where a CFAV is subject to enquiry or disciplinary hearing by an employer or professional body where there are child protection or safeguarding concerns, they are to report this matter to the CEO immediately.

2.1.3.14 Where a CFAV has been charged or cautioned for a minor offence (e.g. not wearing seatbelt) under the Road Traffic Acts and were not on cadet activities at the time, they are not required to report this. However, alcohol and drugs related driving charges are not considered as minor and must be reported along with any instance where a CFAVs driving licence has been revoked or they have been disqualified from driving regardless of the offence committed.

2.1.3.15 Prescribed Medications. CFAVs who have been prescribed drugs that may inhibit their ability to carry out ACF activities properly are to report the circumstances to the Comdt. A risk assessment must be completed as soon as practicable. They may be restricted from some or all Army Cadet activities or tasks until agreed by the Comdt. Advice may be sought from a CFAVs general practitioner with their express permission.

2.1.3.16 For the purposes of these Regulations, controlled drugs include those listed in the Misuse of Drugs Act 1971 as Class A, B, or C. 'Other substances' include but are not limited to substances commonly known as 'legal highs', prescription and other medication when misused, substances that are purported to be a controlled drug.

2.1.3.17 A CFAV found to be in possession of, or suspected of using or supplying¹, a controlled drug or other substance is to be suspended pending investigation and reported to the Police. If convicted² of any drug related offence, a CFAV may have their membership of the ACF terminated and a referral made to the appropriate agency. An Incident report is to be completed and forwarded to the RPoC HQ within 24 hours.

2.1.3.18 If a CFAV is not convicted but suspicion remains that they continue to pose a risk due to misuse of drugs or other substances, then subject to the circumstances a safeguarding or discipline investigation should be commenced.

2.1.3.19 CFAVs are not to consume or be under the influence of alcohol in the presence of cadets or while directly engaged in delivering cadet activities. Alcoholic drinks are specifically forbidden on military training areas and must not be consumed while in military vehicles³.

2.1.3.20 Inappropriate behaviour under the influence of alcohol by CFAVs while engaged on any cadet activity (including but not limited to, training, authorised cadet

¹ A cadet/CFAV who complies with a prescription, prescribed by a medical professional, which may include controlled drugs, does not fall within this section.

² Convicted shall include, cautioned by the police, issued with fixed penalty, or made subject of restorative justice outcome.

³ Includes vehicles on hire, see also Chapter 3

activity or social event) is unacceptable in the ACF. It will not be tolerated and will result in disciplinary action.

2.1.3.21 Exemptions. It is accepted that there will be, from time to time, authorised regional or national events (such as awards events where family members or the public may also be in attendance) where it may be appropriate to allow adults to consume alcohol in moderation in the presence of cadets. In this case an exemption to the rule may be requested of SO2 Cadets in the respective RPOC or from SO1 Cadets Policy and Personnel for national events.

2.1.3.22 Where an exemption to this regulation is given, at least two adult volunteers must abstain from alcohol and take overall responsibility for the event and be available to Cadets. The number of cadets present must be considered and the appropriate ratio of sober CFAVs to cadets must be maintained regardless of the activity. Under no circumstances should those having consumed alcohol be responsible for any supervision of cadets following the event.

2.1.3.23 CFAVs must not;

- a. be under the influence of alcohol where they are attending an event representing the ACF;
- b. be directly engaged in delivering cadet activities while consuming alcohol or be under the influence of alcohol;
- c. consume alcohol for a minimum of eight hours preceding any activity with cadets;
- d. be directly engaged in delivering any activity with cadets if they may still be under the influence of alcohol, or if their abilities are impaired by alcohol; nor may they be ordered to do so; nor
- e. supply or permit cadets to purchase or consume alcohol, irrespective of their age (unless 2.1.3.27 applies).

2.1.3.24 Where a CFAV is suspected of being in breach of 2.1.3.23 then they are to be removed from the activity immediately and if necessary, the activity is to cease.

2.1.3.25 Where a CFAV is suspected of supplying alcohol to cadet(s) **under the age of 18**, this constitutes a safeguarding concern and the matter should be reported to the relevant authorities.

2.1.3.26 Cadets aged under 18 years are not permitted under any circumstances to consume alcohol on any cadet activity.

2.1.3.27 Staff Cadets. The above paragraphs regarding alcohol and CFAVs also apply to Staff Cadets. Commandants may authorise Staff Cadets **over 18 years of age** to consume alcohol in limited circumstances such as a Staff Cadet only event. When such authority is given at least two CFAVs present must refrain from consuming

alcohol to provide necessary duty of care. Any such authority is to be recorded in writing.

2.1.3.28 CFAVS supplying alcohol to Staff Cadets aged over 18 years in any circumstances other than those described in 2.1.3.7 may be subject of disciplinary processes and have their membership of the ACF terminated.

2.1.3.29 Alcohol must not be stored in any ACF Detachment buildings. Nor may it be stored in locations where cadets have or may have ready access to it. Where an approved function is taking place in such a building then a temporary dispensation may be authorised by the Comdt. Any such dispensation must be recorded in writing and notified to the RPoC SO2 Cadets.

2.1.3.30 Smoking. The ACF is committed to protecting cadets and CFAVs from the harmful effects of smoking and second-hand smoke. Defence has implemented a smoke free working environment that applies across the UK Defence Estate. CFAVs, cadets, staff, visitors and contractors are not to smoke or use any tobacco products while on any Defence location; this applies to Defence Training Estate (DTE) locations and cadet training locations owned or administered by the MOD this includes cadet huts and hiring's. CFAVs may only use electronic cigarette devices(vaping) in designated vaping areas and out of sight of cadets (at all times).

2.1.3.31 CFAVs should consider the impact on the reputation of the ACF when smoking in public while in uniform. The following guidance should be followed:

- a. Individuals must comply with local civil laws which govern smoking in public, including the regional regulations introduced in 2007 governing smoking in public places;
- b. Individuals must remove their headdress if they wish to smoke whilst wearing uniform in public. Individuals are to continue to pay and receive compliments correctly; there is no need to replace headdress to do so, however headdress must be replaced as soon as the individual has finished smoking; and
- c. Individuals must smoke and eat in a discreet manner and are to remain static in one location, e.g. in a designated smoking area and not whilst walking around a town centre.

2.1.3.32 The [Cadet Forces Smoke-Free policy](#) and [CBN 21/019](#) refer and can be found on the ACRC.

2.1.4 Possession of Weapons including Knives.

2.1.4.1 When on training, CFAVs and cadets are not to use or carry any firearms other than those authorised for cadet use appropriate to the training.

2.1.4.2 CFAVs and cadets may only carry a knife with affixed blade on properly authorised training and only if that training demands it

2.1.4.3 Cadets found in possession of knives or other dangerous weapons (excluding authorised firearms under supervised conditions) are to have the items confiscated and returned when they go home or given to the parent or guardian as soon as possible thereafter. Where the item is clearly illegal, it should be retained, and the matter reported to the commandant as soon as possible. The matter may then be referred to the civil police.

Part 2 Safeguarding, Duty of Care and Welfare.

2.2.1 General.

2.2.1.1 The term 'Safeguarding and promoting the welfare of children'¹ is adopted from the English statutory guidance 'Working Together to Safeguard Children 2018' as:

- a. protecting children from maltreatment,
- b. preventing impairment of children's mental and physical health or development,
- c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- d. taking action to enable all children to have the best outcomes.

2.2.1.2 Although the above document applies to England, the ACF apply the definition across all Countries.

2.2.1.3 The advice and statutory guidance on safeguarding children and young people within the Devolved Administrations is detailed in the following publications:

- a. Northern Ireland. The Children (Northern Ireland) Order 1995, Co-operating to Safeguard Children and Young People in Northern Ireland, and the Safeguarding Board for Northern Ireland Procedures Manual.
- b. Scotland. National Guidance for Child Protection in Scotland.
- c. Wales. Welsh Government Safeguarding Guidance.

2.2.1.4 The overarching MOD policy on Safeguarding is contained within JSP 834 Safeguarding.

2.2.1.5 The Policy on safeguarding within MOD sponsored cadet forces is contained within JSP 814.

2.2.1.6 The [Army's Cadet Forces Safeguarding and Child Protection policy](#) can be found on the ACRC.

2.2.1.7 Further direction and guidance on the process for dealing safeguarding incidents can be found in the [ACF Safeguarding CFSO LINK](#)

¹ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- 2.2.1.8 The SO1 Safeguarding, Cadets Branch is the sponsor for all safeguarding training for the Army's cadet forces.
- 2.2.1.9 Cadet safeguarding must take primacy over any other aspect of training or delivery of the cadet experience.
- 2.2.1.10 All CFAVs, and any persons who work, volunteer, supervise or instruct cadets have a duty of care responsibility to safeguard cadets from actual and potential harm and abuse, and for promoting their wellbeing and safety. They are to be alert to signs of abuse and neglect, and any such concerns must be reported to the appropriate authorities. CFAVs are supported in this role by their CEO's, who are the Designated Safeguarding Leads for their respective ACF County, and by the Army Cadets Safeguarding Hub nationally.
- 2.2.1.11 All CFAVs must adopt a child-centred approach when carrying out any ACF activity, with the needs of each child being paramount.
- 2.2.1.12 The primary focus when considering any concern, allegation or report must be to consider the impact of the incident upon the child or children.
- 2.2.1.13 Allegations of non-recent abuse should be responded to in the same way as contemporary concerns. In such cases, it is important to bear in mind that alleged perpetrators could be working in a trusted position or position of authority with young people or adults at risk. Consequently, responses to disclosures of non-recent abuse require as high a standard of response as any other reported abuse.
- 2.2.1.14 Brigade Safeguarding Steering Groups (BSSG). Brigade Safeguarding Steering Groups are responsible for sharing good practice and developing a strong safeguarding culture within their area of responsibility.
- 2.2.1.15 Information sharing. Guidance on General Data Protection Rules can be found in 5.2.8 . Decisions on information sharing must be made with the welfare and safety of children being the paramount factor. CFAVs and PSS must not allow fears about sharing information to impede promoting the welfare of children and protecting children's safety. There must be a **low** threshold for sharing information with safeguarding authorities (e.g. Social Services and Police). Data protection concerns must not limit legitimate and relevant information sharing. Where CFAVs have any doubts regarding sharing of information they should contact ACSH for direction and guidance.
- 2.2.1.16 Where there is reason to believe a CFAV or potential CFAV is currently applying or intending to apply to volunteer or work with another agency (including any other MOD sponsored Cadet Force), and they will be in regulated activity with children, information about them may be shared when necessary for the protection of children.
- 2.2.1.17 CFAVs have a legal duty of care to ensure the safety and wellbeing of cadets in their care. All CFAVs are to be aware of and apply the [Army Cadets Safety](#)

[Management System](#) to activities, and know how to respond in the case of an incident or accident occurring.

2.2.2 CFAV Standards of Behaviour (Safeguarding).

2.2.2.1 CFAVs must always maintain their standards of behaviour. Safeguarding concerns can arise within behaviour exhibited either inside or outside of ACF activities and includes behaviour towards children or adults.

2.2.2.2 CFAVs must inform their CEO if they are being investigated by any agency or organisation in relation to concerns about their behaviour. This includes any allegations of domestic abuse or harassment. The CEO must report this to Army Cadet Safeguarding Hub (ACSH) when the allegation constitutes a safeguarding concern or allegation. If a CFAV does not appropriately share a safeguarding concern or allegation, this may be considered a safeguarding concern.

2.2.2.3 CFAVs must recognise the potential power imbalance between themselves and cadets through the position of authority that they hold. CFAVs must not act in any way that could take advantage of the power vested in them as adult instructors.

2.2.2.4 CFAVs are not to behave in a way that might be considered as a threat or assault, nor may they permit others to do so. Any form of psychological, emotional or physical bullying or intimidation is liable to be considered a breach of Values and Standards and may result in safeguarding action being taken against the offender. This includes the use of official and private social media platforms.

2.2.2.5 CFAVs must take steps to ensure that they do not place cadets or themselves in compromising situations. This includes, but is not limited to, CFAVs planning to be alone with cadets without another adult being present, unless it is essential to do so, and the harm caused by not being alone with a cadet would be unacceptable¹. The CEO must be informed of any such event and a record made. If it is not practicable to inform the CEO before the event, it must be reported to them as soon as possible afterwards, and certainly within 24 hours.

2.2.2.6 If a CFAV believes that they have been placed in a compromising situation for any reason they should report it to the CEO as soon as practicable.

2.2.2.7 A CFAV must never seek to establish social contact with a Cadet. Where a cadet seeks to establish social contact with a CFAV, either deliberately or accidentally, the CFAV must decline and notify the CEO.

2.2.2.8 Where social relationships and contact exists between CFAVs and parents or guardians, CFAVs must be aware of the impact this may have on their duty of care and command responsibilities. CFAVs must remain impartial in their treatment of all

¹ E.g. During a medical emergency where one CFAV has gone to get help.

cadets under their care and command and must be prepared to declare such relationships to their chain of command if required.

2.2.2.9 There are limited legitimate circumstances where a CFAV may have contact with a cadet outside of the ACF, these should be raised with the CEO for awareness and consideration. The Comdt on advice of CEO may accept that the contact is legitimate and appropriate in the circumstances. CFAVs must be aware that if their conduct outside of ACF activities causes concern it may be referred to the CEO and be subject of an investigation as per [Safeguarding CFSO](#). Legitimate circumstances may include but are not limited to:

- a. neighbours;
- b. a relation;
- c. both the Cadet and CFAV are employed in the same workplace (this does not allow a CFAV to engage a Cadet to work for them personally);
- d. pre-existing family friendships; and
- e. membership of other organisations.

2.2.2.10 CFAVs must not send personal contact communications to a cadet in any form outside of a family relationship. Such behaviour is likely to be considered 'grooming' and will result in a safeguarding investigation which may lead to the removal of a CFAV from the ACF on safeguarding grounds and may lead to a prosecution.

2.2.2.11 Any necessary communications for cadets should be made via parents or guardians or on approved group social media platforms such as authorised detachment Facebook accounts.

2.2.2.12 Where the conduct of a CFAV, either within or outside of the ACF, gives rise to a concern that they may be unsuitable to work with children then this will be considered a safeguarding allegation and must be reported to the CEO. Conduct may include where behaviour towards another adult either inside or outside of the ACF indicates a transferable risk to children and may include but is not limited to.

- a. behaved in a way that has harmed a child, or may have harmed a child;
- b. possibly committed a criminal offence against or related to a child;
- c. behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or

d. behaved or may have behaved in a way that indicates they may not be suitable to work with children, this may include behaviours towards adults including domestic abuse, substance misuse and unmanaged mental health concerns.

2.2.2.13 Physical Contact. There will be very limited circumstances when it is appropriate or acceptable for CFAVs to make physical contact with cadets. Any physical contact must be Reasonable, Necessary and Appropriate.

2.2.2.14 It may be necessary to make physical contact in exceptional situations, such as for safety reasons or to prevent an individual from harming themselves or others. In such cases the CEO must be informed as soon as practicable and, in any case, within 24 hours. Where physical contact is made while administering first aid then this may be notified by submission of appropriate accident report.

2.2.2.15 Where physical contact is unavoidable, it is crucial that in all circumstances, CFAVs should only have physical contact with cadets in ways that are appropriate to their role and responsibilities. Physical contact with intimate areas of a cadet's body must always be avoided.

2.2.2.16 CFAVs must also be aware of gender, cultural or religious sensitivities that may need to be considered prior to making physical contact.

2.2.2.17 Any physical restraint may only be used in the most exceptional circumstances, to prevent harm including self-harm to an individual or other person. It must be justified, applied for the shortest time possible and must only use the minimum amount of force necessary. If possible, any physical restraint should only be used with another adult present. Parents/guardians are to be notified as soon as possible after the incident. The CEO is to be informed and must ensure that incident reports are completed and forwarded to the Regional Point of Command (RPoC) HQ within 24 hours.

2.2.2.18 Sexual Contact. All forms of sexual relationships between CFAVs and cadets, even if permitted in law, are a breach of Safeguarding and of ACF Values and Standards and will result in CFAVs being removed from the ACF on safeguarding grounds.

2.2.2.19 For these Regulations sexual contact includes physical contact, conversations of an overtly or covertly sexual nature, making cadets watch sexual acts, taking part in pornography or the sending of suggestive, inappropriate or indecent messages or images to cadets.

2.2.2.20 Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also forbidden in the ACF and any perception of consent by a Cadet does not justify such a relationship. Any occurrence will be treated as a breach Safeguarding and of ACF values and standards and will result in CFAVs being removed from the ACF on safeguarding grounds.

2.2.2.21 In maintaining the appropriate boundaries, CFAVs must not discuss matters with a cadet that could be interpreted as sexually suggestive or provocative, or make sexual remarks to, or about, a cadet. This includes jokes of a sexualised nature. CFAVs must also not discuss their own sexual relationships with or in the presence of cadets. This is not limited to verbal comments and may also include (but is not limited to) letters, notes, e-mails, telephone calls, texts, social media or digital communication. Such behaviour may also be regarded as a criminal offence, it will always be subject of Safeguarding procedures and may result in CFAVs being removed from the ACF on safeguarding grounds.

2.2.2.22 All CFAVs must be mindful of the importance of maintaining appropriate boundaries. Failing to do so will raise concern about the suitability of an individual to volunteer with Cadets, has a negative impact on the safeguarding culture of the organisation, and may result in reputational damage to the organisation.

2.2.2.23 CFAV's must exercise great care in their conduct towards young adults who they previously held a position of trust over and must maintain appropriate boundaries even if the former Cadet is now an adult, has left the organisation, become a Staff Cadet, or become another CFAV. Such concerns will include any indication of grooming, harassment, manipulation, coercion, power imbalance and/ or repeated occurrences of such relationships with former Cadets. Where concerns are identified, the CEO must be consulted, and they must inform the ACSH.

2.2.2.24 Where a CFAV has suspicion that another adult may have committed a sexual offence against a cadet, the matter is to be reported to the police, and the CEO, who will inform the Army Cadet Safeguarding Hub. This is irrespective of the cadet or cadet's parents, or guardians wish to take any further action. Failure of a CFAV to do so will result in their inaction being investigated and their membership of the ACF may be terminated regardless of whether any subsequent investigation into the initial concerns are proven or not.

2.2.2.25 CFAVs should be aware that consistently conferring inappropriate special attention and favour upon a cadet might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour. Any breach of Safeguarding identified will result in a CFAV being removed from the ACF on safeguarding grounds and may lead to a referral to the police.

2.2.2.26 CFAVs must not plan to run a detachment evening or any other ACF activity alone. If a lone CFAV is present at an activity due to unforeseen circumstances then they must inform the CEO and CoC immediately. Effort should be made to secure the attendance of a second CFAV as quickly as possible. Any decision to suspend the activity should be balanced against the additional risks of sending cadets home earlier than planned. The impact on cadets who may not be able to return home immediately or who may require assistance in contacting parents or carers should be fully considered. The welfare and safety of cadets must take priority.

2.2.2.27 Transportation of Cadets. The rules relating to the use of private, hired or MOD supplied vehicles for the transportation of cadets and CFAVs can be found in Chapter 3 of these Regulations.

2.2.2.28 A CFAV must not be the only adult in a vehicle with a cadet or cadets, other than in exceptional circumstances, for example transporting the cadet for urgent medical treatment. If this occurs, then the CEO must be informed, if possible before starting the journey. In this case, the CFAV is also to inform the CEO once the journey is complete, and the Cadet is no longer in their care. If the CEO cannot be contacted, a full report using an incident reporting form or by email or verbally must be made by the CFAV within 24 hours.

2.2.3 Cadet Standards of Behaviour (Safeguarding).

2.2.3.1 Safeguarding is not just about the relationships between CFAV (or other adults) and cadets (children). Children can cause significant harm to other children. Cadets are expected to behave in an appropriate manner towards each other and not behave in a way that would give rise to a safeguarding concern being raised.

2.2.3.2 Sexual relations between cadets, regardless of age, are forbidden when engaged on cadet activity. CFAVs should recognise the potential safeguarding implications when they become aware of relationships between cadets, particularly where there are significant age differences. Any concerns must be raised via the County CEO to ACSH.

2.2.3.3 Cadet NCOs and other older Cadets must recognise the potential power imbalance between themselves and junior or younger cadets. They must not act in any way that could take advantage of the power vested in them as NCOs.

2.2.3.4 Staff Cadets are expected to display the highest standards of behaviour as role models within the ACF. They are adults and assessed as being in regulated activity with children. Safeguarding concerns or allegations regarding Staff Cadet must be reported to the County CEO, who will inform the ACSH, in the same way as any CFAV.

2.2.3.5 Any cadet found to have behaved in a way that gives rise to a safeguarding concern may have their membership of the ACF terminated.

Part 3 CFAV Disciplinary Action.

2.3.1 General Principles of CFAV Discipline.

2.3.1.1 All members of the ACF are always expected to uphold the Values and Standards of the ACF, and to behave in a manner appropriate to leaders and role models in a volunteer youth organisation. Where appropriate, breaches should be addressed informally at a local level before the need to use disciplinary action. However, where informal resolution does not work or is not appropriate then disciplinary action is used to correct poor or inappropriate behaviours, address inefficiency or poor performance, and restore team cohesion and confidence in the organisation.

2.3.1.2 The CFSO for ACF Disciplinary Process can be found on the [ACRC](#).

2.3.1.3 CFAVs are not subject to Service Law.

2.3.1.4 The AGAI 67 Administrative Action process must not be used for CFAVs in the ACF.

2.3.1.5 The Cadet Force Test: Has an individual's behaviour as a member of the Army's Cadet Forces fallen below the values and standards expected?

Part 4 **Complaints.**

2.4.1 **General Principles and Rules.**

2.4.1.1 It is accepted that genuine mistakes and misunderstandings will occur in an organisation and CFAVs should feel confident that they are able to make decisions to satisfactorily resolve complaints locally.

2.4.1.2 Complaints can often be resolved quickly by explaining a policy or process or by offering a simple apology.

2.4.1.3 Failure to effectively deal with complaints can have a significant impact on the reputation of the ACF locally and nationally.

2.4.1.4 All complaints should be dealt with quickly and courteously in a transparent, impartial and timely way.

2.4.1.5 Grievances between members of the ACF should initially be dealt with using this Complaints policy.

2.4.1.6 [CFSO 2307 Army Cadets Complaints Process](#) gives direction and guidance on:

- a. **Complaint Handling;**
- b. **Resolution; and**
- c. **Reviews.**

2.4.2 **Raising a Concern “Whistleblowing” Policy.**

2.4.2.1 Whistle blowing is a term used for raising a concern about certain types of wrongdoing in an organisation. Disclosing wrongdoing must be in the public interest, meaning it must affect others. Individuals may raise concerns about an issue that has happened, is happening or that may happen in the future

2.4.2.2 The ACF fosters a culture of openness and transparency in everything that it does and recognises its responsibility to deal fairly, constructively and consistently with concerns that are raised. The safety and wellbeing of cadets and volunteers is the highest priority. CFAVs, cadets, parents and guardians, members of the public and anyone supporting ACF activity are encouraged to raise concerns and report incidents through existing Safeguarding, Discipline and Complaints processes in the first instance.

2.4.2.3 However, the ACF recognises that where an individual believes that it is necessary to raise a concern outside of the above processes they may do so.

2.4.2.4 When concerns are raised they will be comprehensively investigated, and appropriate action will be taken where required. The ACF will decide on whether the

concern that has been raised should be dealt with under one of the existing policies (Safeguarding, Discipline or Complaints). The decision in relation to this is final and must be communicated to the person raising the concern unless para 2.4.2.19 applies (anonymity).

2.4.2.5 Individuals may raise a concern regarding any of the following:

- a. an alleged criminal offence;
- b. a failure to comply with a legal obligation;
- c. a breach of the Army Cadets Safeguarding Policy
- d. a breach of ACF Regulations
- e. a miscarriage of justice;
- f. a breach of health and safety such that an individual has been, is, or is likely to be endangered;
- g. damage to the environment; or
- h. the deliberate concealment, or likely deliberate concealment, of information about one of the above.

2.4.2.6 Concerns of a personal nature are not within the scope of 'whistleblowing' unless the case is in the public interest. Concerns relating to an individual's treatment as a volunteer, harassment, bullying and discrimination, a management decision, or promotion and selection procedures should be dealt with by an individual's CoC, or by following appropriate Complaints or Discipline policies and procedures.

2.4.2.7 Whistle blowing does not apply to matters of individual conscience where there is no suggestion of organisational or individual wrongdoing, but an individual is, for example, required to act in a way which conflicts with a deeply held faith or personal belief. If an individual has such a "crisis of conscience" they should discuss with their CoC in the first instance.

2.4.2.8 If an individual or those in their management/command chain are unsure whether a concern should be raised in accordance with this procedure, they may seek advice and guidance from their CoC or from RC Cadet Branch.

2.4.2.9 CFAVs, cadets, parents and guardians or members of the public may report their concern to the Detachment Commander, Area Commander or Comdt or ACF County Headquarters.

2.4.2.10 Where a person feels unable to report their concern directly to the above points of contact then they should consider the following alternatives:

- a. for any matter relating to the ACF, including Regulations or Policies the issue may be raised via RC Cadet Branch, email RC-Cdts-RaisingaConcern-0Mailbox@mod.gov.uk.
- b. any safeguarding concern, including concerns triggered by organisational wrongdoing, should be reported to the ACSH. If an individual lacks confidence that their report will be managed appropriately by the Army Cadets, they must inform Police themselves (presuming they feel a crime has been committed) and must inform Local Authority Children's Social Care if they are concerned about the welfare of a child.
- c. reporting safeguarding concerns independently of the MOD is also possible via the NSPCC whistleblowing line if any individual is concerned about the conduct of the organisation in relation to children. The telephone number is 0800 028 0285 and more information is available via <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>
- d. for criminal matters the local police service should be contacted via 101 or if immediate risk to an individual or a crime in progress then via 999.
- e. for environmental concerns the Gov.UK website gives advice on how to report incidents and concerns. <https://www.gov.uk/report-an-environmental-incident>
- f. for health and safety concerns the Health and Safety Executive website gives advice on the appropriate agency to deal with concerns. <https://www.hse.gov.uk/contact/authority.htm>
- g. the MOD 'Whistleblowing and raising a concern policy' can be utilised by employees of the MoD. Contacts are available via <https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/Whistleblowing-and-raising-a-concern.aspx>

2.4.2.11 Handling Disclosures. Once a concern is disclosed to the ACF, a decision must be made by the Comdt/CEO on whether to investigate the matter using an existing process, refer the matter to an external agency or to conduct an independent internal investigation.

2.4.2.12 An appropriate impartial individual is to be appointed to investigate the concern and to advise the individual making the report of the outcome as soon as possible and usually within two weeks of the disclosure.

2.4.2.13 Where necessary a County may request RPoC HQ G1 Discipline (Disc) Branch to assist in appointing an individual from another ACF County or unit to conduct the investigation.

2.4.2.14 Where a longer period is required for investigation, the individual raising the concern will be informed in writing. In these cases, the County will keep the identity of the discloser confidential as far as possible. However, in certain circumstances, e.g. if a criminal investigation follows, individuals may be needed as witnesses. If this happens, they will be notified at the earliest opportunity. Records of any concern raised along with any information received during an investigation must be retained by the ACF County together with any records of decisions or outcomes and correspondence shared with the person raising the concern.

2.4.2.15 The ACF will endeavour to protect any individual raising a concern from any victimisation, harassment or bullying occasioned because of their disclosure. CFAVs and cadets must not be treated unfairly, suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that correct policy and procedure is followed.

2.4.2.16 For the purposes of this raising concerns procedure, the date of receipt is taken as:

- a. e-mails. The first working day following the date the e-mail was sent. Reports made via the national website are considered as e-mails for this procedure;
- b. letters. The third working day following the postmark date on the letter; or
- c. telephone. The day on which the call was taken.

2.4.2.17 Acknowledgement of raising a concern. Receipt of a concern should be acknowledged within 10 working days.

2.4.2.18 If any of the above dates fall within a scheduled period of 'block leave' or 'unit stand down' then the date shall be taken as the first day on return to work. Where this occurs, any delay should be explained to the person submitting the concern.

2.4.2.19 Anonymous allegations. A concern may be raised anonymously, but the ACF encourages the sharing of information where possible as this may assist a more effective investigation to take place.

2.4.2.20 When receiving anonymous reports Comdts should consult with RPoC HQs or HQ RC Cadet Branch so that a decision can be made on how to progress an investigation. Factors to be considered should include:

- a. the seriousness of the matter that has been raised;

- b. whether the concern is credible;
- c. additional reports or similar concerns raised;
- d. whether any supporting evidence or information has been submitted; and
- e. whether an investigation can be carried out on the information provided.

2.4.2.21 Where a concern or allegation is raised anonymously, it may not be possible to provide a response to the individual raising the concern, and no attempt need be made to determine the identity of the individual raising the concern to respond.

2.4.2.22 Vexatious reports. Members of the ACF found to be misusing this procedure or making vexatious reports may be subject of discipline procedures and may have their membership of the ACF terminated.

Part 5 Status, Roles and Eligibility for CFAVs.

2.5.1 Status of CFAVs in the Army Cadet Force.

2.5.1.1 Non-applicability of Service Law, Service Complaints, Administrative Action and mobilisation to CFAVs. CFAVs are not part of the Armed Forces and are not subject to Service Law. However, they are always expected to uphold the values and standards of the ACF as governed by these and other Regulations. Further:

- a. CFAVs do not submit grievances under Service Complaints process but are to use the complaints process set out in 2.4.1 ;
- b. CFAVs are not subject to Administrative Action under Army General and Administrative Instructions Chapter 067 (AGAI 67). However, where they are also a member of the Reserve Forces, they will remain subject to AGAI 67 under their Reserve role; and
- c. CFAVs are not liable for mobilisation as they are appointed outside of the Armed Forces Act 2006 and the Reserve Forces Act 1996. However, where they are also a member of the Reserve Forces, they will remain subject to mobilisation under their Reserve role.

2.5.1.2 Officers appointed to a Cadet Forces Commission. The Cadet Forces Commission is established by a Royal Warrant issued to the MOD's sponsored Cadet Forces. For the ACF, authority lies with the Army Board and is delegated to GOC RC. The Cadet Forces Commission is the only authority for officer rank membership of the ACF.

2.5.1.3 Non-commissioned uniformed volunteers. The Cadet Forces Warrant is established by the Secretary of State for Defence. The ACF, authority lies with GOC RC and it is presented to all CFAVs on promotion to the rank of Sergeant Major Instructor (SMI). The Cadet Forces Warrant does not confer the title or rank of "Warrant Officer" on any CFAV. No presentations are made to other CFAVs in the ACF.

2.5.1.4 Orders of Precedence for CFAVs. All uniformed CFAVs hold a rank related to and representative of their appointment or role within the ACF. Where taking part in activities with Regular and/or Reserve Forces personnel, the orders of precedence are:

- a. Royal Navy, Royal Marines, Army and Royal Air Force;
- b. Sea Cadets, Volunteer Cadet Corps, Combined Cadet Force (with Sections in order as at sub para-a), Army Cadet Force and Royal Air Force Air Cadets;

- c. after all Regular and Reserve officers and/or soldiers of equivalent rank; and
- d. in date order of their appointment to the rank.

2.5.1.5 All CFAVs should use the ACF identifier in correspondence including email signature blocks and business cards. If the correspondence or setting makes it clear that the individual is a member of the CF then no identifier is needed. If there is a chance to be confused with Regular or Reserve personnel then the identifier “ACF” or “COUNTY NAME ACF” is to be added: e.g. Col J Smith ACF or Col J Smith BLANKSHIRE ACF.

2.5.2 **Ranks, Roles and the Wearing of Uniform by CFAVs.**

2.5.2.1 Ranks. The rank structure of the ACF is below. All ranks in the ACF are appointment based and CFAVs may move up and down the rank structure as required by their posting. At the discretion of the Comdt, CFAVs may be addressed using the terminology of their affiliated unit but all administration and records are to use the standard nomenclature.

Type	Rank / Appointment	
Officer	Colonel	(Col)
	Lieutenant Colonel	(Lt Col)
	Major	(Maj)
	Captain	(Capt)
	Lieutenant	(Lt)
	Second Lieutenant	(2Lt)
Adult Instructor	Adult Under Officer	(AUO)
	Regimental Sergeant Major Instructor	(RSMI)
	Sergeant Major Instructor	(SMI)
	Staff Sergeant Instructor	(SSI)
	Sergeant Instructor	(SI)
	Probationary Instructor	(PI)

Table 2.1 Ranks, appointments and abbreviations for the ACF.

2.5.2.2 CFAVs may be appointed to various roles within the ACF

2.5.2.3 **Officers and Adult Instructors.** Officers are CFAVs who have been granted a Cadet Force Commission; the term Adult Instructor is used to describe

CFAVs who are not officers. Officers and Adult Instructors undertake a wide range of roles and responsibilities in the leadership, management, administration and delivery of training at all levels of the ACF. They may also take the lead in delivering specialist training to cadets in the ACS 21 subjects and the wider cadet experience activities.

2.5.2.4 Padres. Padres (also known as Chaplains) are essential volunteers within an ACF county and provide guidance and pastoral support for all members of the ACF and can act as an independent listener where required. Although Padres are associated to a sending religious organisation, they can provide support to all individuals regardless of the individual's faith or belief system. Nominations for ACF Padres in counties are made by the Comdt to the Royal Army Chaplains' Department (RACHD) who are responsible for the selection, appointment and training of individuals from approved sending churches. Where a county has more than one Padre of the same rank, the Comdt will nominate one Padre to be the lead Padre with responsibility to coordinate activity. ACF Padres will wear uniform as directed by RACHD and with the Comdts agreement may also wear the clerical dress of their sending church.

2.5.2.5 Probationary Instructors. Probationary Instructors are newly appointed CFAVs who are completing their induction training to become officers and non-commissioned uniformed volunteers.

2.5.2.6 Non-Uniformed Volunteers (NUV)¹. Non-uniformed volunteers are CFAVs who choose not to wear military uniform and who carry out a limited range of activities, training and administrative support in detachments and areas. Further detail is contained in 2.6.7

2.5.2.7 CCF School Staff Instructors. The Combined Cadet Force (CCF) School Staff Instructor (CCF SSI) is an individual employed by a school to provide administrative and logistical support to the CCF Contingent. A CCF SSI can also be a member of the ACF as a CFAV with the Contingent Commander's permission.

2.5.2.8 Professional Support Staff. The PSS provide support to CFAVs in ACF Counties, Areas and Detachments by delivering administration and logistics support. Members of the PSS may also be members of the ACF as CFAVs in addition to their employment commitments.

2.5.2.9 Service Helpers. Service Helpers are Armed Forces personnel (Officers and Other Ranks) who visit ACF counties and camps to take part in specific activities or act as a liaison between the cadet organisation and the Regular and/or Reserve Army unit. Service Helpers provide a vital link between the ACF and the Armed Forces, through delivering specialist training and activities to cadets.

¹ The status of NUVs will change once changes to Foundation training for CFAVs is implemented Nationally.

2.5.2.10 Officers and soldiers of the Regular Army and Army Reserve, particularly those who have served as cadets in the ACF and who are serving in the UK, may be attached to or granted leave to assist ACF Counties at Annual Camp, detachment parade nights and other activities. This is provided that their presence is requested by the ACF County concerned, approved by the Comdt and permission is given by the individual's Commanding Officer. They may only be allowed to supervise Cadets subject to the normal supervisory restrictions if they have undergone an appropriate background check and received a safeguarding briefing prior to activity taking place. Members of the Army Reserve may attend an ACF camp in accordance with AC72030 The Reserve Land Forces Regulations.

2.5.2.11 Wearing of uniform by CFAVs:

- a. all uniformed CFAVs must wear uniform in accordance with the [Army Dress Regulations Part 8 – The Combined Cadet Force Army Section and the Army Cadet Force](#), Uniformed CFAVs are entitled to receive a free issue of certain items of uniform clothing and equipment, which may only be worn and used when on Army Cadet activities and must be returned to the ACF when they leave.
- b. beards and whiskers may be worn only with authority, and this will usually be granted by the Comdt on medical, religious or cultural grounds. CFAVs may also request authority from the Comdt to wear a beard while in uniform where there is no medical, religious or cultural reason. Unless otherwise directed by religious tradition, all beards must be kept short and tidy. See [CBN 19/017](#)

2.5.3 Eligibility to become a CFAV.

2.5.3.1 The ACF does not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. To ensure that the ACF meets the proper level of duty of care towards its cadets, CFAVs and the wider community, the following criteria shall apply to all applicants to the ACF regardless of the role applied for unless otherwise stated.

2.5.3.2 CFAVs must satisfy the nationality and residence requirements set out in [JSP 814 – Policy and Regulations for MOD Sponsored Cadet Forces](#). There are no specific nationality requirements for a CFAV to join the ACF if the individual has leave to remain (settle) in the United Kingdom, is eligible to undertake work in the UK and meets the relevant security clearance requirements which require applicants to be resident in the United Kingdom for a minimum of five years, preferably immediately preceding their application.

2.5.3.3 Age restrictions. The minimum age to join as a CFAV is 18 years. There is no upper age limit subject to the individual being capable of carrying out the activities associated with their role.

2.5.3.4 There is a requirement for annual extensions beyond the age of 65. These are agreed by the Comdt and should be based exclusively on the health of the CFAV and suitability to carry out the role that they are going to be in. There is no requirement for cases to be approved at RPoC level.

2.5.3.5 To aid with yearly reviews a module on Westminster 'Approved extension over 65' is to be awarded by County staff with the awarding date the day of the day the extension was approved. The award will expire after one year.

2.5.3.6 Their health is assessed by self-certification using the [detail update](#) form, this form should then be either retained securely locally or scanned and attached to the person's Westminster personnel file. If the Comdt has doubts about whether the individual is healthy enough to carry on, they are to discuss with the CEO and if necessary request a medical examination via the CFAVs general practitioner (GP) or suitable medical professional¹.

2.5.3.7 RFCA PSS. There is no upper limit for ACF Professional Support Staff, provided they remain capable of carrying out the roles and tasks expected of them in that role.

2.5.3.8 Medical Standards. All CFAVs always need to be able to provide a proper duty of care to cadets, other CFAVs and the wider community, and often in demanding conditions. Many Cadet Force activities require a standard of physical fitness and mental capacity to ensure that the cadets can take part in the activities and that CFAVs are able to safely deliver the cadet experience, whilst discharging their safeguarding and supervisory responsibilities. Detailed policy and direction on medical standards for CFAVs and cadets are contained within 3.8.1.3 of these Regulations.

2.5.3.9 Disability is not a bar to someone being a CFAV. Comdts should consider making reasonable adjustment where a CFAV would normally be unable to carry out their duty of care or cadet activities by reason of a medical condition or disability, where it is practical to do so. Where it is not practicable to make reasonable adjustment, or where the medical status of a CFAV changes for whatever reason, then the CFAV may leave the ACF as appropriate.

2.5.3.10 Educational Standards. No formal educational qualifications are required. Applicants must be able to speak, read, write and comprehend instructions in English to a sufficient standard to perform all the activities required of a CFAV and to ensure that cadet welfare and safety is not put at risk. CFAVs should also have sufficient numeracy, reasoning and decision-making skills to be able to plan and deliver safe activities.

¹ Where an individual receives treatment from specialist medical services such as mental health professionals a GP may not be able to provide this service or information.

2.5.3.11 Security Clearances. The criteria for minimum security checks for the ACF is set out in [JSP 814](#). CFAVs whose responsibilities involve unsupervised access to weapons, ammunition or explosives are to be Security Check (SC) cleared. All other CFAVs must be able to meet the Baseline Personnel Security Standard (BPSS) in accordance with [JSP 440 – The Defence Manual of Security](#)¹

2.5.3.12 Any person sentenced to a term of three months or more imprisonment (including youth detention) is prohibited from having any firearm or ammunition in their possession for a period of five years from their release date. If sentenced to more than three years, then the prohibition is for life. The applies equally where the individual is subject of a suspended sentence. Further detail can be found in S21 Firearms Act 1968.

2.5.3.13 All over 18-year-olds in regulated activity in the ACF require an approved enhanced disclosure, including checking against barring lists sponsored through the MOD before they take part in cadet activities without supervision.

2.5.4 **Multiple Memberships of Regular, Reserve and Cadet Forces.**

2.5.4.1 Permission to hold multiple appointments. In all cases, permission for multiple membership must be granted before multiple appointments can be agreed. For Regular and Reserve Forces personnel, this must be given by their Commanding Officer (CO). For the ACF this must be given by the Comdt. For other Cadet Forces, this must be given by their equivalent CFAV to a Comdt. The ACF cannot overrule a decision not to allow multiple membership by Regular, Reserve or other Cadet Forces.

2.5.4.2 Restrictions on multiple commissioned and non-commissioned roles. Commissioned members of Regular, Reserve or other Cadet Forces cannot be appointed to a non-commissioned role in the ACF. Similarly, non-commissioned members of Regular, Reserve or other Cadet Forces cannot be appointed to a commissioned role in the ACF.

2.5.4.3 CFAVs who hold a Cadet Force Commission and who subsequently wish to hold a non-commissioned role within any Reserve forces must have their commission suspended for the period of dual service. They may continue as a CFAV in a non-commissioned role in the ACF. Their Cadet Force Commission may be reactivated upon their service with the Reserve coming to an end or if they are commissioned within the Reserve. Direction and guidance on suspending commissions in these circumstances can be obtained from SO1 Cadets Policy and Personnel. The period that a commission is suspended will not count towards promotion reckonable service but will count towards reckonable service for the Cadet Force Medal and clasps.

¹ This document is published at Official-Sensitive and available on MOD Net Only. Information on BPSS can be sought from RPOC HQ G2 Security.

2.5.4.4 Limitation of Volunteer Allowance (VA). Multiple memberships of different Cadet Forces do not permit the CFAV to request more than the annual individual limit on VA.

2.5.4.5 Specific Rules for Multiple Memberships

- a. **Regular forces.** Members of the Regular Forces cannot be a CFAV in the ACF at the same time. They may assist the ACF as a Service Helper with authority from both their CO and the Comdt. The Comdt must ensure that the individuals CO receives an appropriate explanation of the purpose of the ACF, and the expectations placed upon the Service Helper. The CO should provide commentary on the individuals suitability to work with children;
- b. **Reserve forces.** Members of the Reserve Forces (whether Army Reserve, Regular Reserve, or other single Service equivalent) can also be a CFAV in the ACF, subject to the status of their Reserve contract. Their Reserve Forces duties will take precedence ([Reserve Land Forces Regulations 2016 para 01.04.003](#)). When serving with the ACF an individual will wear the rank appropriate to their appointment; and
- c. **other cadet forces.** By exception, CFAVs in the ACF may volunteer in another Cadet Force¹ with the agreement of their Comdt and the respective commander in the other Cadet Force. Each request should be dealt with on a case-by-case basis. Care should be taken in assessing conflicts of interest particularly in relation to responsibilities within Safety Management Systems (Activity Ownership and Duty of Care in particular). Comdts must satisfy themselves that the multiple membership is workable and in the interests of the ACF. Similarly, CFAVs in other Cadet Forces may volunteer in the ACF, providing the same agreement is gained.

2.5.4.6 Where dual membership of Cadet Forces is agreed a system must be put in place by commanders to conduct Regular(monthly) audit of VA claims across systems to ensure that the annual limit on claims is not breached.

2.5.4.7 Where dual membership is deemed by Comdts to no longer be in the interest of the ACF then the agreement may be terminated and the CFAV directed to relinquish membership of one or more Cadet Force.

¹ MSSC, VCC, CCF or RAFAC

Part 6 Joining the ACF.

2.6.1 General Principles of the Application Process.

2.6.1.1 When an individual expresses an interest in joining the ACF, they should be provided with information to enable them to make an informed decision and to submit an application that will succeed.

2.6.1.2 Applications to join the ACF should be processed in an efficient manner, to maintain the interest and enthusiasm of the applicant. Where there is likely to be a delay, it is important to explain the reason why to the applicant.

2.6.2 Joining the ACF.

2.6.2.1 Initial Application. Applications to join the ACF are managed through the Joiner application via Westminster. The application process comprises:

Stage	Mandatory Yes -Y No -N	Stage	Notes
1	N	Expression of interest in person/phone/email	They are to be directed to the website
2	Y	Complete expression on interest online	Creates Joiner record
3	Y	Information pack sent by County PSS	By email
4	N	Introductory session/briefing at County HQ	Not mandatory, may be off putting if required to travel significant distance, consider online briefing
5	Y	Meeting with Area Commander	Ideally at detachment they wish to volunteer at.
6	Y	Complete application if still interested and suitable	Application pack including background check, references and BPSS
7	N	Attend detachment to observe/assist	Must be supervised by CFAV unless DBS or equivalent is fully returned, and induction safeguarding completed.
8	Y	Familiarisation event.	If successful completion of additional administration including uniform request.

Table 2.2 Joining process for potential CFAVs

- a. **meeting with Area Commander.** The Area Commander should interview the applicant and where possible find opportunities to interact with them during activities. The interview must include questions which enable an assessment of the individual's attitudes towards safeguarding. The Area Commander should complete the [OCs Report](#) on Potential Volunteer. This information will then be presented to the Board during the County Familiarisation Package.
- b. **appointment as a New Joiner (NJ).** Individuals found suitable by the Area Commander, to become CFAVs, may be approved by the Comdt as a NJ during their period of informal familiarisation.
- c. **application paperwork.** During this process the formal application administration is completed and submitted (digital application, enhanced disclosure **checks** and security clearances). If clearances fail at any stage of the application process, the individual is to be informed and any approval as a NJ formally withdrawn.
- d. **references.** Potential CFAVs must provide two satisfactory references, with at least one of these references required to comment on the potential CFAV's suitability to work with children. Where a potential CFAV is, or has previously been, a member of the ACF, CCF(A) or other MOD-sponsored Cadet Force, an individual from the applicant's chain of command within that cadet force is encouraged to act as one of the individual's references. Additional pre-engagement checks with other organisations may be conducted where it is felt necessary in the interests of ensuring the protection of cadets. The Commandant is responsible for ensuring these are carried out and must seek direction from ACSH if any concerns are raised through these checks. Referees should be responsible people who know the applicant well. The referee may be an employer, responsible householder, head teacher, an officer of the Regular or Reserve Forces, civil servant (active or retired), doctor, minister of religion or a magistrate or any other person of similar status. The referee must not be a relative.
- e. if during the application process an individual is found to have a 'flagged' record on Westminster then the County must contact the ACSH for direction and guidance on whether the application may continue.
- f. each potential CFAV must complete a self-declaration upon enrolment, advising if they have ever been known to any Children's Social Care department or other statutory agency as being a risk or potential risk to children or young people, or been the subject of any

disciplinary investigation and/ or sanction by any organisation due to concerns about their behaviour towards children or young people.

g. **familiarisation with ACF activities.** Subject to Para 2.2.6.3.2, where possible, before attending the formal Familiarisation package, individuals, at the Comdt's discretion, should become familiar with a range of Cadet activities at conducted Detachment and ACF Area level.

2.6.3 **Enhanced Disclosure Checks.**

2.6.3.1 All over 18-year-olds in regulated activity in the ACF require an approved enhanced disclosure, including checking against barring lists.

2.6.3.2 Potential CFAVs who have not yet received clearance can be engaged in adult training prior to receiving an approved Enhanced Disclosure Check and may visit a detachment on a prearranged basis to get an impression of what volunteering at Cadets is like. However, supervision of the individual must be in place; they must not become Regular attenders or be left unsupervised; and they must not take any role in any activity involving Cadets whilst awaiting their approved Enhanced Disclosure Check. They may attend overnight activities that are solely for CFAVs but must not attend any overnight activities where cadets are present during this period.

2.6.3.3 All disclosure checks in the ACF must be renewed every three years via the appropriate agency depending on where the individual parades.

2.6.3.4 CFAVs are to be encouraged to register for relevant disclosure body's Update Service where these are offered (currently free for volunteers), as this will reduce the time and administration to carry out renewal checks. Disclosure checks for CFAVs in the ACF are carried out by the Professional Support Staff in the ACF County HQ. Guidance for CFAVs in England and Wales can be found at <https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide> .

2.6.3.5 Regional disclosure bodies. The regional disclosure bodies are:

- a. in England and Wales. An enhanced level with barred list check by the Disclosure and Barring Service (DBS). Registration with the DBS Update Service must take place within 30 days of a DBS certificate being issued;
- b. in Northern Ireland. An enhanced level with barred list check by Access Northern Ireland; and
- c. in Scotland. Registration with the Protecting Vulnerable Groups (PVG) scheme. The PVG scheme will inform organisations immediately if a PVG member is classed as unsuitable to work with children. If any information has been added to their record that does

not meet this threshold, the ACF will not be informed and is therefore a Short Scheme Record (SSR) is to be requested every three years.

2.6.3.6 There is no requirement to obtain a disclosure check in more than one of the Devolved Administrations. If a CFAV moves from one area to another, their disclosure check will remain valid until the scheduled renewal date.

2.6.3.7 Staff Cadets also require an approved Enhanced Disclosure Check. Cadets who are accepted as prospective Staff Cadets must apply for their Disclosure Check as early as possible. Enhanced Disclosure Checks can be applied for any time after a prospective Staff Cadet reaches the age of 17 years 6 months.

2.6.3.8 Disclosure check results. The following actions are to be taken when a Disclosure Certificate contains information, or concern is otherwise received:

- a. when information indicates the applicant is barred from working with children, Police and ACSH are to be informed, and the individual's application to join the ACF must be rejected.
- b. the [CFSO for Management of Disclosures with Adverse Information](#) must be followed when information is provided on a Disclosure Certificate but falls short of barring.

2.6.4 Familiarisation and Initial Appointments.

2.6.4.1 All potential volunteers should complete a formal Familiarisation package delivered by the ACF County within six months of their initial enquiry. The aim of the Familiarisation package is "to enthuse, motivate and inform new potential adult volunteers on what our organisation is about and how joining us could set them up for lifelong success and allow them to do the same for the young people that they will inspire and instruct as an Army Cadets Youth Leader".

2.6.4.2 To assist those running the Familiarisation package, the following directions on how to manage the process are provided on the ACRC and through [CBN 20/030](#).

2.6.4.3 Appointment Board. On completion of the package, an appointment board is held. The board is to consider observations made of candidates to enable the Comdt to select, defer or reject individuals. The decision of the Comdt is final. There is no right of appeal.

2.6.4.4 Commandants must make decisions regarding the engagement of potential CFAVs, taking into consideration all relevant information from both internal checks and Disclosure checks (specific detail below) which may indicate past behaviour that could call into question the suitability of the applicant for volunteering with children. The decision is to be based on fact; positive personal experiences of or prior knowledge of the individual must not prejudice any assessment of risk. No

matter what other qualities the individual has, a CFAV must not be engaged if they pose a risk to Cadets.

2.6.4.5 Initial Appointment as an Officer or Adult Instructor.

- a. **Officer.** On successful completion of familiarisation an applicant who wishes to become an officer may, with the agreement of the Comdt be appointed as an Adult Under Officer (AUO) otherwise they are to be appointed as a Probationary Instructor (PI); or
- b. **Adult Instructor (AI).** On successful completion of familiarisation, an applicant who wishes to become an AI will be appointed as a PI.

2.6.4.6 Upon completion of induction training the CFAV Promise should be taken. It is to be conducted by a Major or above with the authority of the Cadet Commandant. The promise shall be administered as follows:

Speaker	Suggested Wording
Officer	[CFAV'S FULL RANK AND NAME]; have you considered what it means to be a Volunteer in the ACF?
Subject	I have Sir/Ma'am
Officer	Do you understand that you are voluntarily joining the Army Cadet Force and that you will be expected to conform to our values and standards?
Subject	I do Sir/Ma'am
Officer	You are now required to demonstrate your understanding of the responsibilities of a Volunteer in the ACF. When you are ready please make your declaration
Subject	I, [CFAV'S FULL RANK AND NAME] fully understand that as a Volunteer I have a special duty of care for other people's children. I promise to always uphold our Values and Standards and to serve those in my care loyally and honourably to the best of my ability.
Officer	[CFAV'S FULL RANK AND NAME] you are now enrolled as a CFAV. I welcome you to the ACF.

Table 2.3 Suggested format for CFAV promise.

2.6.5 MOD Sponsored Cadet Forces Adult Volunteer Agreement.

2.6.5.1 On successfully joining the ACF, the individual is to sign the MOD Sponsored Cadet [Forces CFAV Volunteer Agreement](#) which will be retained in the individuals P-file. Detailed Terms of the agreement are found on the form signed by the volunteer and are available on the Cadet Force Resource Centre.

- 2.6.5.2 By signing the Volunteer Agreement individuals agree to the following:
- a. acceptance of Cadet Forces values, rules and Regulations;
 - b. accepting and agreeing to uphold the ethos, core values and standards of the Cadet Forces as currently published or future amended;
 - c. to not promote any beliefs, behaviours or practices that are not compatible with the core values and standards of the Cadet Forces;
 - d. to comply with the policies, rules and Regulations of the Cadet Forces and voluntarily undertake to comply with any lawful instruction given to them; and
 - e. to understand and accept that they are engaged as a volunteer and that there is no intention on the side of either party that this agreement should create an employment relationship or working arrangement either now or at any time in the future.

2.6.5.3 The Volunteer Agreement does not place specific attendance requirements upon CFAVs and NUVs. Commandants should ensure that CFAVs understand the level of activity conducted across the county including detachment parade nights, weekend training and activities and annual camp in addition to any personal training requirements for their role within the ACF.

2.6.5.4 Where a CFAV or NUV is absent from ACF activities for at least two months without having previously agreed this with the Commandant, the county HQ should attempt to contact the CFAV or NUV requesting an update on whether they wish to return or not. If nothing is heard within a month of the letter being sent, the Commandant may choose to apply the Army Cadets discipline process as the CFAV or NUV is not actively engaging with the county.

2.6.6 Induction Training.

2.6.6.1 All ACF CFAVs, including those with previous military service and regardless of their previous rank, are required to undertake induction training in accordance with the guidance given in the training policies [CFSO 3248](#) The Governance of Army Cadets Training and [CFSO 4101](#) The Conduct of Army Cadet Training.

2.6.6.2 Once potential CFAVs have completed the familiarisation event they should be taken on strength on Westminster as a PI, allocated a JPA number and Defence Gateway (DG) account and may then claim VA.

2.6.6.3 No potential CFAVs may attend detachment parades unless they are hosted and supervised by another CFAV who holds a current, approved Enhanced Disclosure Check.

2.6.6.4 A potential CFAV will be deemed to be a safe person for the purposes of supervising cadets during ACF activities and training provided the following criteria are met:

- a. Successfully attends a familiarisation event;
- b. Accepted as a member of the ACF by the Commandant or their designated representative;
- c. Completes part one and two of initial safeguarding training;
- d. Completes training safety test (Redbook test);
- e. Receives an approved Enhanced Disclosure Check.

2.6.6.5 Once the criteria within 2.6.6.4 have been met potential CFAVs (PIs) may attend parade nights and other cadet activities without direct supervision.

2.6.7 **Non-Uniform Volunteers.**

2.6.7.1 Individuals seeking to become NUVs must apply to join the ACF in the same way as any other volunteer are subject to the same process as other CFAVs. See 2.6.2 .

2.6.7.2 NUVs are not required to complete the full familiarisation package but must complete all safeguarding and duty of care inputs, introduction to the ACF including ACS 21 and should be appointed by interview board in the same manner as other CFAVs.

2.6.7.3 All NUVs require an approved enhanced disclosure, including checking against barring lists as per 2.6.3.1.

2.6.7.4 The minimum age to join as a NUV is 18 years. There is no upper age limit for non-uniformed volunteers subject to the individual being capable of carrying out the activities and actions associated with their role. NUVs can continue over the age of 65 without requiring extension, providing they remain fit enough to carry out their activities safely.

2.6.7.5 ACF Regulations apply to NUVs.

2.6.7.6 NUVs are not eligible to claim VA. The payment of expenses for NUVs (if any) must be awarded from the ACF Operational Grant.

2.6.7.7 NUVs can assist in most of the training and administration activities in the ACF. They may supervise cadets and act as a second adult during activities in accordance with the requirements of [JSP 814](#) (minimum staff present at an activity). NUVs can give valuable help in specialist subjects where they bring with them professionally recognised qualification. Their use at all levels is positively

encouraged. If they are appropriately qualified, NUVs may carry out many of the same activities as a uniformed CFAV

2.6.7.8 NUVs may carry out the following activity;

- a. supervise cadets during detachment parades);
- b. supervise cadets on other activities when supporting suitably qualified CFAVs;
- c. assist in most of the training and administration activities in the ACF. They may supervise cadets and act as a second adult during activities in accordance with the requirements of [JSP 814](#) (minimum staff present at an activity);
- d. deliver specialist activity such as adventure training where they hold recognised qualifications gained outside of the ACF;
- e. coach marksmanship if qualified and competent to do so on all Cadet Force weapons except Cadet GP rifle;
- f. act as a DCCT operator if qualified; and
- g. act as the medic during range activity which meets the criteria in Cadet Training Ranges and has been loaded on to Westminster.

2.6.7.9 NUVs may not:

- a. hold “command” appointments in an ACF county structure;
- b. conduct drill and turnout training;
- c. conduct Fieldcraft instruction (classroom-based instruction of theory is allowed);
- d. act as an ECO or exercise safety staff (acting as role player or welfare support on exercise is allowed although weapons are not to be carried);
- e. conduct Skill at Arms instruction; nor
- f. act as an RCO or range safety staff.

Part 7 CFAV Administration.

2.7.1 Appointments and Appointment Periods.

2.7.1.1 Officers and Adult Instructors are normally appointed to an established volunteer role in their ACF county. Appointments or extensions are made for the periods below. The planned end date should be added to the relevant appointment on Westminster.

2.7.1.2 The appointments board process is set out in [Part 9 of this chapter](#). This is mandated for all senior CFAV roles, and the principles may be adopted for other CFAV selection and appointment.

2.7.1.3 National and Regional Appointments. Several opportunities exist for CFAVs outside of their ACF county.

2.7.1.4 Nationally Appointed List (NAL). CFAVs appointed to the NAL are appointed for a period of three years. This may be extended by up to a further two years with the agreement of DComd Cds. Appointments on the NAL are confirmed by SO1 Cadets Policy and Personnel.

2.7.1.5 Regionally Appointed List (RAL) roles. CFAVs appointed to the RAL are normally appointed for a period of three years. This may be extended by up to a further two years with the agreement of the RPoC Commander. Appointments on the RAL are confirmed by the respective RPoC HQ.

2.7.1.6 Administration. CFAVs appointed to the NAL or RAL remain under the administration of their ACF county. See [CFSO 2032](#) and [CBN 20/013](#).

2.7.1.7 Other appointments and periods in the ACF are as follows:

- a. **Honorary Colonels.** Honorary Colonels are appointed for periods of five years, incumbents may be extended for periods up to five years at a time, up to but not beyond the age of 70 years;
- b. **Col and Lt Col.**¹ Officers appointed in the rank of Col and Lt Col are appointed for an initial period of three years by the RPoC Commander. This may be extended by up to a further two years by the RPoC Commander where it is felt that such an extension is in the best interests of the ACF (see 2.7.1.5). Where there are no suitable applicants for an appointment an incumbent may be extended for a period of one year beyond the 5-year limit with the written authority of the RPoC Commander;
- c. **Regimental Sergeant Major Instructors (RSMI).** The appointment of one SMI to the position of RSMI is made by the

¹ Incumbents may reapply for their post at the end of their tenure.

Comdt for a period of three years. RSMI appointments may be extended by the Comdt for one year at a time to a maximum of five years. No individual may be appointed as an RSMI for more than five years in total; and

d. **All other CFAVs.** CFAVs appointed to roles that are rank ranged Major and below are normally appointed for an initial period of up to three years by the Comdt. Comdts are to ensure that the selection process is fair and transparent, and that candidates for the role have also achieved the required qualifications for the rank. CFAVs may be reappointed by the Comdt to a role in periods of up to three years at a time, where the incumbent wishes to continue and where such a re-appointment is judged to be in the best interests of the ACF.

2.7.1.8 Extension of appointment in role. Colonel Cadets, Deputy Colonel Cadets, Comdts and Deputy Comdts may apply for an extension of appointment in role (see 2.7.1.7.b).

2.7.1.9 An application to extend must be submitted to the RPoC Commander not later than nine months before the end of the initial appointment period, to allow time for proper consideration of the request:

- a. where an application for an extension of appointment in role is agreed, the RPoC Commander will notify the applicant and the expected appointment end date will be updated on Westminster;
- b. where an application for an extension of appointment in role is not agreed, the RPoC Commander will inform the CFAV as to the reasons why an extension has not been granted. The incumbent may subsequently reapply for the role when it is advertised. If successful they would be appointed on the same conditions as any other applicant; legacy conditions would not be carried across in this case;
- c. only after an extension application in role has been considered and rejected can actions be taken to advertise and select a new appointment. Consideration of an application to extend and the selection board process cannot take place at the same time, nor can they be combined into a single process; and
- d. as annual extensions beyond five years depend upon the lack of suitable alternative candidates the appropriate process to identify replacements will take place in advance of an extension being considered.

2.7.1.10 Rules applying to extensions in dual membership of both the CCF Army Section and the ACF. Where a CFAV is a uniformed member of both the CCF Army Section and the ACF then:

- a. if both the CCF Contingent Commander and ACF Comdt request the extension, this can be approved once by the RPoC Commander and the same extension date used for both organisations;
- b. if either the CCF Contingent Commander or ACF Comdt request the extension, then an extension in one organisation cannot be automatically applied to the other organisation. The CFAV will leave that organisation; and
- c. where a dual uniformed membership crosses RPoC boundaries, an extension will require the approval by the relevant RPoC Commander.

2.7.1.11 Rules applying to extensions in dual membership of both the ACF and another Cadet Force. Extensions can only be approved by the RPoC Commander for uniformed membership in the ACF. Extension of uniformed membership in another Cadet Force cannot automatically apply to membership of the ACF.

2.7.2 Probationary Period as a New Officer.

2.7.2.1 When a Cadet Force Officer is commissioned, they will be appointed as a Second Lieutenant (2Lt) on probation, unless they are appointed into a specialist appointment. The terms of probation are:

- a. officers that have previously held a rank of at least Lt (or equivalent) in the Armed Forces or MOD sponsored Cadet Forces. No probation;
- b. officers who are appointed to a Senior Adult Volunteer appointment. Decided by the commissioning board on a case-by-case basis;
- c. all other ACF officers.
 - (1). must amass 24 months of reckonable service for promotion;
 - (2). must complete Initial Officer Training (IOT); and
 - (3). must attend a total of 20 days of ACF activity, in the rank of 2Lt, irrespective of whether it is remunerated or not (parade nights count as $\frac{1}{4}$ of a day).

2.7.2.2 Maximum probationary period. An officer may serve on probation for a maximum of 24 months, unless they have specific written approval from the Comdt. Under no circumstances is a probationary period to exceed 36 months.

2.7.2.3 Failure of probation. If an officer fails to meet all the terms of their probation within the allotted time, then the Comdt should request termination of Cadet Force Commission by the RPoC Commander.

2.7.2.4 Exemption from probationary period. All officers including MSOs commissioned post October 2020 are required to complete IOT, see [CBN 20/034](#). Chaplains are not required to complete IOT but should complete elements of induction training appropriate to their role within the ACF. (Safeguarding, duty of care etc).

2.7.3 Promotion of CFAVs

2.7.3.1 General Rules. The authority to promote CFAVs is delegated to the appropriate authorities as detailed in the below tables. To hold a rank a CFAV must:

- a. hold an established appointment of that rank;
- b. satisfy the promotion authority that they are suitable in every way to hold the rank;
- c. be eligible for the previous rank (for promotion to major CFAVs must be eligible for promotion to captain) regardless of whether the previous rank has been held;
- d. have the requisite qualifications (by passing the course or benefitting from the exemptions criteria) or experience; and
- e. have completed the reckonable time for that rank.

2.7.3.2 Meeting the previous service, qualification course and time pre-requisites for a rank does not mean the CFAV is automatically promoted.

2.7.3.3 Reckonable time for officer promotion. Reckonable time is used to calculate an ACF officer's eligibility for promotion. It is calculated as follows:

- a. the total time spent as a commissioned officer (including probationary commissions, but NOT as an AUO) in the Armed Forces or MOD Sponsored Cadet Forces;
- b. the total time spent as a WO1 (or equivalent) in the Armed Forces or as an RSMI in the ACF; and
- c. half of the total time spent as a WO2 (or equivalent) in the Armed Forces or as an SMI in the ACF.

2.7.3.4 Acting and local rank. The use of acting and local rank is not permitted in the ACF.

2.7.3.5 Promotion Requirements up to Lieutenant

Promotion authority	NAL	ACOS Cdts
	ACF County	Comdt
	Qualified as a PI	Completed Adult Induction Training
Limitations on time in rank	None	

Table 2.4 Promotion to Sergeant Instructor (SI).

Promotion authority	NAL	ACOS Cdts
	ACF County	Comdt
Qualifications/ Experience	Qualified as SI and one of:	Previous service as a Sgt or equivalent in Reg/Res or previously SI in Cadet Forces with current qualifications.
		Target Rifle Coaching Course
		Cadet Force Skill at Arms Instructor's Course
		Long Range Management Qualification
		SA (M) (07) Cadet Course
		Intermediate Signals Instructor
		Advanced Signals Instructor
		All Arms Drill Basic Course
		Adult Leadership and Management Course
		Medical Support Officers Course
		First Aid Teachers Course
		MTA Mountain Leader Summer (MLS)
		MTA Hill & Moorland Leader (H&ML)
MTA Single Pitch Award (SPA)		
BCU UKCC Level 1 Coach / Paddle sports Instructor		

		Certificate in DofE Leadership plus 'Expedition Assessor Supervisor Training course'
		Adult Instructor's Course ONLY if completed prior to 1 Apr 14
Limitations on time in rank	None whilst eligible to be CFAV	

Table 2.5 promotion to Staff Sergeant Instructor (SSI).

Promotion authority	NAL	ACOS Cdts
	ACF County	Comdt
Qualifications/ Experience	Qualified as an SSI and one of:	Previous service as a WO2 or equivalent in Reg/Res or Cadet Forces
		King George VI Leadership Course
		SA (M) (07) Cadet Course ONLY if completed prior to 1 Jan 19
Roles		Must be appointed to approved role
Limitations on time in rank	None whilst eligible to be CFAV (appointments to be reviewed at maximum 3-year intervals).	

Table 2.6 promotion to Sergeant Major Instructor (SMI).

Promotion authority	NAL	GOC Regional Command
	ACF County	
Qualifications/ Experience	Recommended by a commissioning board in accordance with Part 8 of these Regulations	
Limitations on time in rank	A maximum of 2 years to be served as a 2Lt during which time the CFAV is to complete probation to become eligible for promotion to Lieutenant	

Table 2.7 Promotion to Second Lieutenant (2Lt).

Promotion authority	NAL	ACOS Cdts
	ACF County	Comdt
	ACF: Qualified as 2Lt and one of:	Previous service as a Lt or equivalent in Reg/Res or Cadet Forces

		Complete Initial Officer Training and Attend 20 days of ACF activity as a 2Lt during probationary period (parade nights count as 1/4 day)
Reckonable time required	2 years of reckonable time for promotion	
Limitations on time in rank	None whilst eligible to be CFAV	

Table 2.8 Promotion to Lieutenant (Lt).

2.7.3.6 Promotion of ACF Officers Above Lieutenant

Promotion authority	NAL	ACOS Cdts
	ACF County	Comdt
Qualifications/ Experience	Appointment as a Cadet Quartermaster (CQM) or Cadet Support Officer (CSO) in RFCA for Wales	
	Qualified as a Lt and one of:	Previous service as a Capt or equivalent in Reg/Res or Cadet Forces
		King George VI Leadership Course
		SA (M) (07) Cadet Course ONLY if completed prior to 1 Jan 19
Reckonable time required	4 years of reckonable time for promotion	
Limitations on time in rank	None whilst eligible to be CFAV (appointments to be reviewed at maximum of 3-year intervals).	

Table 2.9 Promotion to Captain (Capt).

Promotion authority	NAL	ACOS Cdts
	ACF County	Comdt
Qualifications/ Experience	Appointment as a Cadet Executive Officer (CEO)	
	Qualified as a Capt and one of:	Previous service as a Maj or equivalent in Reg/Res or Cadet Forces
		Area Commander's Course prior to appointment or within 12 months of selection date
Reckonable time required	6 years of reckonable time for promotion	

Limitations on time in rank	None whilst eligible to be CFAV (appointments to be reviewed at maximum of 3-year intervals).
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Table 2.10 Promotion to Major (Maj).

Promotion authority	NAL	DComd Cdts
	ACF County and RAL	RPoC Commander
Appointment as	Lt Colonel	Colonel
Qualifications/ Experience. Selected by senior volunteer appointment board.	<p>Remains as Major until</p> <p>Complete mandatory governance training at county level, including safeguarding.</p> <p>Obtain an enhanced disclosure check if not in possession.</p> <p>Receive basic Westminster training at county level.</p> <p>¹Attend D+I Awareness Course.</p> <p>Attend within 12 months of appointment or have attended within the last 2 years an ACF Senior Officers Course at CTC Frimley Park.</p>	<p>Remains as Lt Col until</p> <p>Complete mandatory governance training at county level, including safeguarding.</p> <p>Obtain an enhanced disclosure check if not in possession.</p> <p>Receive basic Westminster training at county level.</p> <p>Receive a brief on Duty of Care and training on the Army Cadet Safety Management System.</p> <p>Attend D+I Awareness course.</p> <p>Attend within 12 months of appointment or have attended within the last 2 years an ACF Senior Officers Course at CTC Frimley Park.</p>
Limitations on time in rank	<p>County / RAL - Appointed for a maximum of 5 years in each Lt Col/Col appointment.</p> <p>NAL - Appointed for a maximum of 5 years in each Lt Col/Col appointment, subject to role description.</p>	

Table 2.11 Promotion to Lieutenant Colonel (Lt Col) and Colonel (Col).

¹ Two hour course delivered by regional D+I advisers

2.7.3.7 Appointment and promotion of ACF Chaplains. Officers appointed as ACF Chaplains are granted on appointment the rank of CF4 (captain). Promotion to the rank of CF3 (major) may be made by the Chaplain General subject to the following provisions.

Promotion authority	ACF County	Chaplain General
Qualifications/ Experience	Appointed as CF4 and	Attendance at ACF transition course
		Attendance at five annual ACF camps
		Completion of at least seventy days training
		Recommendation to the Senior Chaplain, Headquarters Regional Command by the Comdt.
Reckonable time required	Completion of six years' service as an ACF Chaplain	
Limitations on time in rank	None whilst eligible to be CFAV	

Table 2.11 Appointment and promotion of ACF Chaplains.

2.7.3.8 The appointment and promotion of MSOs differs for those who are existing CFAVs in the ACF and those who join the ACF via the specialist commissions route.

2.7.3.9 Existing CFAVs may be appointed within the rank range SMI – Captain dependent on qualifications. Promotion in appointment is subject to 0 and 2.7.3.6 above. Promotion to Major is subject to 2.7.3.10 below.

2.7.3.10 The policy and guidance on senior officer appointments allows for suitably qualified candidates from outside of the ACF to be appointed as MSOs via a specialist commission. Existing CFAVs may also apply for such a commission providing they hold the required qualifications. Appointment and promotion for MSOs appointed under a specialist commission are as follows;

Appointment authority	ACF County	Commandant
Selected by senior officer appointments board to include Comdt and either ACF Chief MSO or SO1 Med (cadets branch)	Initial appointment as MSO in rank of captain	Suitably qualified and current registered member of; HCPC GMC NMC

		Must complete ACF foundation modules within six months of appointment.
Promotion Authority	ACF County	ACF Chief MSO
Promotion to major	Completes four years' service as ACF county MSO and	Attends 50 days ACF training or activity
		Remains suitably qualified and registered member of HCPC, GMC, NMC
		Recommendation to the ACF Chief MSO by the Comdt
Limitations on time in rank	None whilst eligible to be CFAV	

Table 2.12 Appointment and promotion of ACF MSOs.

2.7.4 Reversion in Rank.

2.7.4.1 When a CFAV moves to a new volunteer role that is ranked lower than their current rank, they are to revert in rank to that of the new role. They are not permitted to continue wearing the rank held in the previous role. This applies to all officers and adult instructors. Changes in rank are to be made on Westminster and JPA.

2.7.4.2 Regimental Sergeant Major Instructors. At the end of their appointment period Regimental Sergeant Major Instructors (RSMIs) are to revert to the rank appropriate to the appointment they take up in the establishment unless they are accepted for a commission through the Army Cadet Commissions Board (ACCB) process.

2.7.4.3 Cadet Forces Warrant and reversion in rank. If a CFAV has received a Cadet Forces Warrant, they are not required to return this on reversion in rank below SMI.

2.7.5 Periods of Temporary Absence from the ACF.

2.7.5.1 Periods of up to 12 months. A CFAV who wishes to be absent from ACF activities for up to 12 months may be granted temporary absence by the Comdt (or the RPoC HQ where this role is vacant at the time). At the discretion of service boards, approved absences up to six months will continue to count towards the qualifying period for the Cadet Forces Medal. Absences of up to six months may also be counted towards periods required for promotion or other awards except for the probationary period for newly commissioned officers. Absences beyond six months will not contribute to such qualifying periods The CFAVs absence must be

appropriately recorded on Westminster and they will continue to be administered by their ACF county during any absence.

2.7.5.2 In exceptional circumstances, an approved absence may be extended beyond 12 months. This should be approved by the Comdt after liaising with RPoC HQ. CFAVs will be transferred to the NEP for absences extending beyond 12 months.

2.7.5.3 ACF Regulations continue to apply to CFAVs on an authorised absence.

2.7.5.4 CFAVs on an authorised absence may not claim VA or other allowances unless their change in status is approved by the Comdt and is appropriately recorded on Westminster.

2.7.5.5 When considering requests for authorised absence Comdts should consider arrangements for either permanent or temporary replacement of the CFAV and this should be discussed with the CFAV requesting the absence. Decisions should be based upon what is reasonable in the circumstances and what is in the best interests of the ACF and should take account of the period of absence, the appointment the CFAV holds and their future intent.

2.7.5.6 CFAVs taking an authorised absence may be appointed to any role for which they are qualified upon their return and may be required to revert in rank where appropriate.

2.7.6 **Pregnancy and Maternity.**

2.7.6.1 CFAVs and cadets are encouraged to inform the Comdt that they are pregnant as soon as they feel comfortable to do so, to allow the Comdt to fulfil their duty of care and health and safety responsibilities properly. They are also encouraged to support the Comdt in completing a risk assessment¹ for the activities they are likely to undertake with the ACF during the pregnancy.

2.7.6.2 CFAVs and cadets are encouraged to consider the potential risks to them and their unborn child of carrying out ACF activities prior to formally notifying the Comdt of their pregnancy and the completion of risk assessments.

2.7.6.3 It is the responsibility of the Comdt to ensure a risk assessment is completed to identify any health and safety risks to CFAVs and cadets who are pregnant, have recently given birth or who are breastfeeding.

2.7.6.4 Commandants are to:

- a. encourage CFAVs to give written notice of their pregnancy as soon as they feel comfortable to do so;

¹ A guide to assist commanders in completing maternity risk assessments is available on the medical page of the ACRC.

- b. encourage pregnant cadets to inform their detachment commander of their pregnancy as soon as they feel comfortable to do so;
- c. on receipt of this written notification, consult with the pregnant mother and make a mutually agreed Risk Assessment;
- d. ensure that CFAV's and cadets are not exposed to risks identified by the risk assessment, which would present a danger to their health and safety;
- e. take whatever preventative action is reasonable, following risk assessment, to protect the health and safety of the CFAV or cadet, or her unborn child or breast-fed infant;
- f. ensure that no CFAV or cadet is discharged or requested to resign from the ACF on grounds of pregnancy; and
- g. encourage pregnant cadets to inform their detachment commander of their pregnancy as soon as they feel comfortable to do so.

2.7.6.5 Where practical the parent or guardian of a pregnant cadet should be engaged in the risk assessment process. Any changes to parental consent for activities must be recorded.

2.7.6.6 Risk assessments must be reviewed as the pregnancy progresses towards full term. Updates and any amendments must be recorded. Pregnant CFAVs and cadets must not be permitted to take part in activities where there is a risk to either their own or their unborn child's health.

2.7.6.7 CFAVs and cadets who are pregnant are to inform their Comdt (detachment commander for cadets) when they wish to cease attending cadet activities and for what length of time (if any) they wish to have a period of absence from the ACF.

2.7.6.8 CFAVs taking a period of maternity absence may not be permanently removed from their appointments unless they elect to do so. Comdts must make temporary arrangements based upon the agreed absence period.

2.7.6.9 Pregnant CFAVs taking an authorised absence are to be reassured by their Comdt that when they wish to return to the ACF to participate in cadet activities there will be opportunity to do so. The Comdt should explain that their return to Cadet Force activities will require them to complete any mandatory training or requalification that has lapsed (or been introduced) during their absence.

2.7.6.10 The Comdt should explain to the CFAV or cadet that the ACF have no childcare provision whilst they are attending cadet activities and that pregnancy

and/or maternity does not attract any payment of benefits from the ACF, nor does it entitle them to any state maternity benefits.

2.7.6.11 At the discretion of service boards, periods of up to six months maternity absence will continue to count towards the qualifying period for the Cadet Forces Medal.

2.7.6.12 CFAVS and their CoC should agree on a Regular contact schedule during maternity absence. This allows information to be shared such as training and appointment opportunities, social activities and developments within the County. It also allows CFAVs to share any concerns they may have during their absence and regarding their return to volunteering activity.

2.7.6.13 Cadets may return to activities after the birth of their child, any changes to parental/guardian consent for activities must be recorded and where necessary an additional risk assessment should be carried out.

2.7.6.14 The detachment Commander is to ensure the Comdt is kept informed of the situation with the female cadet.

2.7.6.15 The above guidance applies equally to those CFAVs who adopt a child or who have a baby through a surrogacy agreement.

2.7.6.16 Requests for authorised absence by CFAVS whose partners are having a baby, adopting a child or having a baby through a surrogacy agreement must be agreed by Comdts.

2.7.7 **Honorary Roles.**

2.7.7.1 ACF Honorary Colonels. An Honorary Colonel may be appointed:

- a. to an ACF county; and
- b. in special cases as decided by HQ RC Cadets Branch.

2.7.7.2 The role of the Honorary Colonel is to foster esprit-de-corps and show an interest in the ACF County to which they are appointed, without interfering with the daily running of the County. They are to represent the ACF County to interested parties in both the civilian and military communities, whilst also taking on the role of a figurehead within the County. Likewise, where an Honorary Colonel is appointed in a special case as defined by HQ RC Cadets Branch, they are to represent that interest or geographic location in the same way as an Honorary Colonel appointed to an ACF County.

2.7.7.3 The role of Honorary Colonel is not cadet facing and does not involve the instruction or supervision of cadets.

2.7.7.4 Nominees for appointment as Honorary Colonels can be either prominent civilians with or without prior military experience or senior serving military officers or

retired military officers or CFAVs. Regardless of whether civilian or military, nominees should:

- a. have achieved some eminence in a field or area relevant to the ACF, the County or the region;
- b. have empathy with, although not necessarily a background in, military matters in general and, where appropriate, the Army's Cadet Forces in particular;
- c. have adequate links and influence in the local community; and
- d. be able to represent the County at a senior level in the civilian and military arena, locally and nationally.

2.7.7.5 The decision to appoint either a military candidate or a civilian with no prior military experience should be based on the circumstances and needs of the County. In deciding wider civilian community influence should be given equal weighting to military connections and influence.

2.7.7.6 Military nominees should preferably have held the rank of lieutenant colonel or above, or the equivalent ranks in the Royal Navy or Royal Air Force (or their Reserves). The appointment of an officer below the rank of lieutenant colonel will only be considered if recommended by the RPoC Commander.

2.7.7.7 Except in exceptional circumstances, an officer may not be honorary colonel of more than one county.

2.7.7.8 Selection and appointment. Honorary Colonels do not need to be selected via Appointment Board; however, the RPoC Commander should arrange to speak with the nominated candidates during the selection process.

2.7.7.9 A field of candidates (defined as a minimum of two for each position) should be sought where possible. This is to ensure that choice is not unnecessarily restricted and that all suitable people are considered for the position by a defined selection panel. The panel is to consist of the Comdt and appropriate County officers. The Comdt must have consulted with the RPoC Commander before detailed staffing commences.

2.7.7.10 The Comdt may seek advice regarding suitability of candidates from the local RFCA.

2.7.7.11 The recommendation to appoint an Honorary Colonel is to be initiated by the Comdt on the form [AF E 20033](#) and is then to be forwarded to the appropriate RPoC Commander for endorsement.

2.7.7.12 If the selection is endorsed, the RPoC Commander is to write a letter of recommendation for the candidate and forward this with the form AF E 20033 to HQ

RC Cadets Branch for endorsement by the GOC RC and forwarding to MS Hons for recording.

2.7.7.13 An Honorary Colonel is to be appointed to an Honorary Cadet Forces Commission.

2.7.7.14 The rank field 'Honorary Colonel' has been created in Westminster. All Honorary Colonels should be recorded as such in the rank field and in the appointment field on Westminster.

2.7.7.15 ACF Ambassadors. Exceptionally, and solely to the benefit and interest of the ACF nationally, GOC RC (as Comd Cadets) may appoint persons to be ACF Ambassadors based on the recommendation of HQ RC Cadets Branch only.

Nominees for ACF ambassador roles should:

- a. have achieved and be recognised in a field or area relevant to the ACF at a national or regional level;
- b. have empathy with, although not necessarily a background in, military matters in general and, where appropriate, the Army's Cadet Forces in particular; and
- c. have significant links and influence nationally and/or regionally within their field or area to be able to represent the ACF.

2.7.7.16 Direction for dress for [Honorary Colonels and ACF Ambassadors](#) can be found on the ACRC.

2.7.8 Honours and Awards.

2.7.8.1 It is important to recognise the effort and enthusiasm of our cadets, volunteers and supporting staff as without these the ACF would not be the exciting organisation that it is. It is important to celebrate those individuals who have carried out selfless acts both in the ACF and in the community.

2.7.8.2 There are many ways to recognise the contribution at all levels for those who make the ACF a success while this includes State Honours there are many national and regional awards that members of the Army Cadets can be nominated for. It is beholden on the chain of command to recognise those that have delivered exceptional service and those that have gone above and beyond.

2.7.8.3 The range of Honours and Awards together with the guide for completion of citations can be found in the [Army Cadets Recognition Manual](#) on the Defence Gateway.

2.7.8.4 The [Cadet Forces Medal](#) and clasps are awarded to CFAVs in recognition of long service and proved capacity. Details of eligibility and nomination can be found in the [Army Cadets Recognition Manual](#) and in [JSP 814](#).

Part 8 CFAV Commissioning.

2.8.1 General Principles for Commissioning CFAVs.

2.8.1.1 The Cadet Forces Commission is specifically designed to recognise the effort and importance of CFAVs in delivering the Cadet Experience.

2.8.1.2 Under the provisions of The Cadet Forces (Commissions) Warrant 2017 the Army Board of the Defence Council has delegated the responsibility for the management of the Cadet Forces Commission within the Army's Cadet Forces to GOC RC as Commander Cadets.

2.8.1.3 These Regulations, approved by Comd Cadets, provide the authority for the management of this Cadet Forces Commission in the Army Cadet Force.

2.8.1.4 On behalf of Comd Cadets, DComd Cadets is responsible for informing and implementing commissioning policy, for the routine management of the Cadet Forces Commission and for exercising delegated authority on behalf of Comd Cadets where appropriate.

2.8.1.5 [CFSO 2303 Army Cadets Commission Process](#) gives general direction and guidance and the integration of CCF candidates into the process from January 2023.

2.8.1.6 The Army Cadets Commissions Board (ACCB) supersedes the Cadet Forces Commissions Board (CFCB) with effect 1 December 2021

2.8.1.7 The ACRC contains the following resources for those seeking a commission in the ACF and those involved in the administrative process:

- a. [Army Cadets Commissions Board page](#)
- b. [AFV 111](#) Candidate's Curriculum Vitae/Officer Application
- c. [AFV 112](#) Commandants Report and Recommendations Form

2.8.1.8 The commissioning route for CFAVs in the ACF will depend on several factors as outlined below.

Candidate eligibility	Commission route
Holds or have previously held a commission in the Armed Forces of the UK, Commonwealth or Republic of Ireland or the MOD Sponsored Cadet Forces	Transfers Board (ACCB Tfr)
Has previously passed AOSB Main Board or equivalent	
Applicants for posts as chaplains in the ACF	Chaplains' Board

Applicants for posts as ACF Comdts and Deputy Comdts, NAL and RAL appointments who do not currently hold a Cadet Forces Commission Applicants for specialist roles in the ACF that require commissioned status and will use existing experience or skills that have been identified as valuable to the ACF	Senior Volunteer Roles Appointment Board
Have not previously held a commission in the Armed Forces of the UK, Commonwealth or Republic of Ireland or the MOD Sponsored Cadet Forces and are holding a role in the ACF	Regional Officer Selection Board (ROSB)
Applicants for RFCA PSS posts who are required to hold a commission as part of their employment contract	Regional Board (As part of employment interview)

Table 2.13 Eligibility for types of commission boards.

2.8.1.9 Comdts are responsible for ensuring that applicants meet the criteria and are suitably prepared for the appropriate board. There is guidance on what takes place at the ACCB along with preparation package on the [ACRC ACCB page](#).

2.8.1.10 Anyone wishing to apply for a commission in the ACF should:

- a. be (or become) a uniformed volunteer in the ACF
- b. ensure they meet the eligibility criteria in Para 2.5.3 and 2.8.1.7 above
- c. have completed Induction Training.
- d. complete the appropriate sections of the AFV 111 ACF Officer application and forward it to the Comdt.

2.8.1.11 The Comdt should then:

- a. ensure the candidate meets the eligibility criteria in 2.5.3 and 2.8.1.8.
- b. interview the applicant and decide if they are willing to support the application and advise the applicant accordingly.
- c. complete the appropriate sections of the AFV 112 Commanding Officers report and forward as follows:
 - (1). for applicants to the ACCB or ACCB (Tfr) To president ACCB via insert rc-cdts-pers-0mailbox@mod.gov.uk
 - (2). for applicants to the ACCB (Ch) To HQ RC Cadets Branch (SO2 Pers) at rc-cdts-pers-0mailbox@mod.gov.uk

2.8.1.12 ACF County HQ. The ACF County HQ is then to:

a. for applicants for ROSB. In consultation with the applicant and ACCB submit a booking form together with preferred regional locations.

b. for applicants to the ACCB (Ch). In consultation with the applicant, RC Cadets Branch SO2 Pers will coordinate with the ACF to arrange a board.

2.8.1.13 The appropriate Commissioning Board is responsible for:

- a. assessing the applicant using the appropriate format and.
- b. declaring the results of the board to HQ RC Cadets Branch SO2 Pers.

2.8.1.14 The ACCB will notify applicants in writing (within seven days of the board). The letter will include:

- a. the result of the board; and
- b. limitations on appointment.

2.8.1.15 The ACCB will send a copy of the candidates report and letter to the ACF County

2.8.1.16 HQ RC Cadets Branch SO2 Pers will:

- a. collate and staff board results to meet timeline for notification;
- b. present to GOC RC (as Comd Cadets) for review and endorsement;
- c. update the successful candidate's WESTMINSTER record with the Commission qualification;
- d. notify applicants in writing (within 10 working days of the board). The letter will include:
 - (1). confirmation of the result of the board;
 - (2). the effective date of receiving the Cadet Forces Commission;
 - (3). any limitations on appointment;
 - (4). terms of probation as a new officer in the Army Cadets where relevant;
- e. arrange for publication in the London Gazette; and
- f. arrange for Commissioning Scrolls to be issued.

2.8.1.17 The ACF County HQ is then to:

- a. notify the candidate; and
- b. arrange for Westminster/JPA action to be taken.

2.8.1.18 For probationary periods, conditions and extensions see 2.7.1 .

2.8.1.19 Appointment and Rank on Commission:

- a. an officer who is selected by the ACCB or the ACCB (Tfr) and is not on probation may be appointed to any role within the ACF that they are eligible for and may be promoted to the appropriate rank if they are qualified in accordance with ACF Regulations 2.7.1 ;
- b. an officer who is selected by the ACCB or the ACCB (Tfr) and is on probation will wear the rank of 2Lt and may only be appointed to a role that includes 2Lt in its rank range;
- c. an officer selected by the Senior Adult Volunteer Appointments Board, ACCB (ROSB) or the ACCB (Ch) may only be appointed to the specific role that they were commissioned into (unless they are included in the exemptions below). If they wish to take up another commissioned role within the ACF they may apply to do so providing they hold the necessary qualifications. The exemptions to this ruling are:
 - (1). a member of the RFCA PSS moving to another RFCA PSS position may retain their commission:
 - (2). a Cadet Force chaplain may be appointed to another chaplain's appointment: and
 - (3). an MSO may be appointed to another MSO's appointment.
- d. officers appointed to a Cadet Forces Commission for service as a Comdt or Deputy Comdt may, on completion of that appointment, retain their Commission if they are appointed to any other commissioned role.

2.8.1.20 CFAVs who are successfully selected for commission, while appointed as an RSMI or SMI, may defer their appointment to a Cadet Forces Commission to continue in that role until that appointment period is complete; during this time, they may complete their initial officer training and all their time served after selection will count in full to their reckonable service for promotion.

2.8.1.21 Attempts at ACCB. Candidates may be permitted up to three attempts at the board. The mandatory intervals between attempts are as follows:

- a. minimum of one year between a first and second attempt; and

- b. minimum of two years between a second and third attempt.

2.8.1.22 Exceptionally, a candidate may be permitted a fourth attempt at ACCB but only where it can be shown that external factors are considered to have impacted on a candidate's performance at the third attempt. This will be dealt with on a case-by-case basis and in such an event, it is the responsibility of the sponsoring ACF County to submit a formal written request and justification to President ACCB for consideration. In such a case, no minimum mandatory intervals are imposed

Part 9 Appointment of Senior Volunteer Roles.

2.9.1 General Principles.

2.9.1.1 The purpose of CFAV appointments boards is to select the best and most appropriate CFAVs for each role, and this is particularly important when selecting CFAVs for senior volunteer leader roles at all levels. A standard set of rules and guidelines have been put in place, and while primarily used for senior volunteer roles, the general principles and process can be applied to roles at any level. These principles are that:

- a. the appointments board process is carried out in a consistent manner, that is fair, open and transparent;
- b. the process is followed from start to finish so that all potential candidates are aware of the process and what is to be expected;
- c. all suitably qualified and experienced candidates should be encouraged to apply for a volunteer role regardless of their background, so that the best and most appropriate candidates are selected;
- d. enough care and effort are invested at the start of the appointments board process so that subsequent stages run smoothly and that candidates are given the appropriate opportunity to demonstrate their knowledge, skills and experience;
- e. online platforms to conduct interviews and presentations are used where possible to encourage applications from across the country for national roles, or region for regional roles; and
- f. HQ RC Cadet Branch and RPoC HQ staffs make sensible decisions to ensure the appointments board process runs smoothly and assessment criteria at sift and interview stages are appropriate for the role.

2.9.1.2 The [Appointment Process for Senior Volunteer Roles CFSO](#) gives direction and guidance on the appointment process for senior volunteer roles.

2.9.1.3 Examples and copies of supporting documentation for boards are available on the [ACRC](#).

2.9.1.4 Using online boards. Appointment board members should consider the use of online appointment boards where this will benefit those CFAVs applying, or where this will be more economical in terms of travel costs or time. Boards may be conducted on a suitable Information Technology (IT) platform with video capability, and where there is doubt as to the suitability of an IT platform, the board secretary

should contact SO2 Personnel, HQ RC Cadets Branch (RC-Cdts-PolPers-Pers-SO2@mod.gov.uk) for confirmation.

Part 10 CFAV Remuneration.

2.10.1 General.

2.10.1.1 Some activity with the ACF can be remunerated; this part sets out the conditions that must be met before a CFAV is eligible to receive remuneration. Meeting the eligibility requirement in no way entitles the CFAV to receive remuneration. In line with the [MOD sponsored Volunteer Agreement](#) the ACF is a voluntary organisation and CFAVs should be briefed not to expect remuneration for their time nor is it guaranteed.

2.10.1.2 The overarching policy on remuneration is contained in [JSP 752 – Tri-Service Regulations for Allowances](#) and [JSP 754 – Tri-Service Regulations for Pay and Charges](#).

2.10.1.3 Army Reserve officers on loan to the ACF will draw remuneration and allowances or training expenses allowances, as appropriate, in accordance with [AC 72030 Reserve Land Forces Regulations](#). All accounting is to be carried out by the parent Army Reserve unit. Days of out-of-camp training for which pay is issued are to count against the allotment of Reserve Service Days (RSDs) of the officers' Army Reserve units.

2.10.1.4 CFAVs receive remuneration at special daily rates which are published annually by the MOD in a [directed letter](#). This remuneration will be in the form of VA.

2.10.1.5 CFAVs will receive remuneration in the following ranks:

- a. colonels are remunerated in the rank of Lieutenant Colonel;
- b. all other officers are remunerated at the rate of the rank they hold unless:
 - (1). previously held the rank of RSMI where they are to be remunerated as a minimum as captains; or
 - (2). previously held the rank of SMI or SSI where they are to be remunerated as at minimum lieutenants; or
 - (3). they are an Adult Under Officer, where they will be remunerated in the rank of SI or that of a higher non-commissioned rank previously held¹.

¹ AUO is a probationary rank and individuals will continue to receive remuneration and allowances in their Adult Instructor rank until appointed to a commission.

- c. adult instructors are remunerated in the following ranks;
 - (1). probationary Instructors. Remunerated in the rank of Sergeant Instructor; and
 - (2). other Adult Instructors. Remunerated in the rank held.

2.10.1.6 Limits on Remuneration. CFAVs are limited to the number of days VA that they may claim within any financial year and which may be authorised by County HQs. This will generally not exceed 28 days. Variations to this limit will be directed by RC Cadets Branch and published on the ACRC.

2.10.1.7 CFAVs may by exception claim additional days (subject to 2.10.1.9) (may not be continuous or Regular) up to an absolute limit of 50 days. Any claims above the County limit must be approved by RPoC HQs. RPoCs will receive notification via Westminster of any CFAV who reaches the 28-day VA threshold.

2.10.1.8 Normal circumstances are support to County activity which may include essential qualification courses.

2.10.1.9 Exceptional circumstances may include but is not limited to:

- a. instructor/qualification courses that would mean a CFAV exceeds the 28-day VA threshold;
- b. support to another ACF/CCF activity;
- c. delivery of training to CFAVs (as directing staff or assistants) which will mean the instructor exceeds the 28-day VA threshold; and
- d. support to National and Regional events (such as shooting competitions, STEM, music and international exchanges).

2.10.1.10 Further guidance on exceptional circumstances can be discussed with HQ RC Cadets Branch Pol/Pers team.

2.10.1.11 Assurance of this VA threshold and approval process will be delivered by HQ RC Cadets Branch (SO1 G6 CIS).

2.10.1.12 The Financial Year (FY) runs from April to March and the FY which a unit of VA is counted against is determined by when it is authorised by the Pay Administrator (not when the activity took place). [Westminster](#) can be used by the individual or their chain of command to view all remuneration claimed and the status of any claims. Westminster can be used by the individual or their chain of command to view all remuneration claimed and the status of any claims.

2.10.1.13 CFAVs engaged on NAL are administered via Counties. VA must be approved in accordance with [CBN 20/013](#) and [CFSO 2032](#) detail the process for submission, approval and reimbursement of claims. Non-standard claims require

authorisation which may be in the form of an email from the activity lead (NAL or Development manager or activity owner) to allow counties to administer the claim.

2.10.1.14 RFCA employees may claim up to 28 units of VA annually for conducting CFAV activity during their employment. This may include Annual Camp (during which time the RFCA will grant special paid leave) and attendance at weekend training. Units of VA for weekend training may only be claimed once the employee has exhausted the working hours available as part of their 'all hours worked contract. Additionally, an RFCA employee who is also a CFAV in an established role may receive units of VA if engaged in authorised training. These units of VA will be allocated in the same way as for any other member of the ACF. The limiting factors include all units of VA received as both an RFCA employee and as an ACF CFAV.

2.10.1.15 For CFAVs holding ACF and CCF appointments the limiting factors include all units of VA received in both appointments.

2.10.1.16 For CCF School Staff Instructors (SSI) CCF contingents are allocated 51 units of VA per annum for their SSI in accordance with CCF Regulations. For CFAVs holding dual roles as CCF SSI and ACF instructor, these units of VA are counted separately to the ACF units of VA and are not counted towards the limiting total.

2.10.1.17 Eligibility for Remuneration

- a. annual camp. An individual may be eligible for a full day's VA, without conditions as to hours of work, for all calendar days of actual attendance at annual camp, including days of arrival and departure, and days spent with advance and rear parties;
- b. authorised courses. An individual may be eligible for remuneration for the recognised duration of courses authorised by HQ RC Cadets Branch. This duration will be published in the Joining Instructions for the course and on [Westminster](#);
- c. other activity and training periods. CFAVs may be eligible for remuneration for:
 - (1). attendance at courses of instruction;
 - (2). periods of service of authorised training;
 - (3). attendance at voluntary additional training;
 - (4). attendance at commissioning or selection boards;
 - (5). supervising cadets during travel; and
 - (6). activities when otherwise authorised by the Comdt.

2.10.1.18 CFAVs are NOT eligible for remuneration for:

- a. parade nights;
- b. charity events¹; or
- c. social events.

2.10.1.19 Allocation of VA to eligible activity. A maximum of one unit of VA may be issued for a period of 24 hours. Length of attendance is counted, not the calendar day(s). VA may be issued in quarter units ($\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$). Eligibility is based on the total hours attended in each 24-hour period and the amount of time spent actively engaged in activities. The table below shows the minimum hours required in each 24-hour period to be eligible for VA:

Ser	Minimum time attended (hours)	Minimum time spent on activity (hours)	VA eligible (days)
1	2	1	$\frac{1}{4}$
2	4	2	$\frac{1}{2}$
3	6	3	$\frac{3}{4}$
4	8	4	1

Table 2.14 Eligibility and attendance requirements for VA. claims.

2.10.1.20 In all cases: Attendance is from the time of assembly to the time of dismissal and may therefore include travelling time from the usual volunteering location to the training location and vice versa. Attendance may include the periods between leaving home and arrival at the usual volunteering location and vice-versa, if:

- a. they are spent wholly on travelling to and from the location of the activity (or necessary overnight accommodation when travel is impossible);
- b. the travelling time of any single journey exceeds 2 hours; and
- c. the minimum period of actual cadet activity must not include travelling time.

2.10.1.21 Where CFAVs are required to travel to an activity location that is not their usual volunteering location, travelling time may be admissible for remuneration if the conditions of para 10.1.20 are met. Examples of such travel are for carrying out a reconnaissance for future activities, attendance at conferences, meetings, presentations or seminars, or staff visits to other units or headquarters.

¹

Unless supervising cadets in attendance.

2.10.1.22 When a quarter, a half or three-quarter of a day's VA is issued for a day preceding or succeeding a full day's activity, training, weekend or camp, care is to be taken to ensure that the conditions of para 2.10.1.9 are observed, so that, for example, continuous attendance from 1200 hours on a Saturday to 1200 hours on the Sunday can make an individual eligible for a maximum of one unit of VA.

2.10.2 Allocation of Remuneration.

2.10.2.1 All claims for remuneration must be made on [Westminster](#) and need to be authorised at several different levels before a unit of VA will be allocated to an individual and need to be authorised at several different levels before a unit of VA will be allocated to an individual.

2.10.2.2 Claims should be made within 90 days of the date of the activity and where practicable should not be carried forward into the next financial year. Any claims that are carried into the next financial year must be submitted by 30 April and should not contain claims older than 90 days. The different methods by which remuneration may be claimed in are detailed below.

2.10.2.3 Standard Claims. Most claims made by CFAVs will be linked to an activity that is recorded as a Course or Event in [Westminster](#). These are referred to as "Standard Claims".

2.10.2.4 Non-standard Claims. There will be times when claims are made that are not associated with an activity created on [Westminster](#). This will normally be for administrative tasks such as recces or collecting transport. The activity must be approved in advance and created on Westminster. These claims must be verified by an officer with the minimum rank of Captain.

2.10.2.5 Once a claim is made it must be authorised before it will be paid.

2.10.2.6 The decision on whether the claim is approved or rejected by the pay administrator will depend upon guidance given to them by the Comdt. This guidance should be based upon:

- a. the limit imposed on the individual of how many VAs they can claim as detailed in published CBN;
- b. if the activity carried out, makes the CFAV eligible for remuneration in accordance with section 2.10.1.17; and
- c. the capability to remunerate the CFAV from the unit budget.

2.10.3 Accounting for Remuneration.

2.10.3.1 The Comdt is accountable for the management of the budget.

2.10.3.2 When a CFAV assists another unit, the assisted unit can have the appropriate amount of its remuneration budget transferred to the unit of the assisting

CFAV. The budget can only be transferred by a pay administrator in a unit that is superior to both units concerned, therefore transfer of budgets should be managed by:

- a. between units in the same RPoC - the RPoC Cadets Branch;
- b. between units in different RPoCs - [SO1 Cadets Policy and Personnel](#)¹; **or**
- c. from CTC Frimley Park to units - [CTC Office Manager](#)².

2.10.3.3 Income Tax. Income tax is deducted at source by Armed Forces Personnel Administration Agency (Generic) (AFPAA(G)), and is payable at the basic rate by all adults, except in the following circumstances:

- a. students - Inland Revenue Form P38(S) (Statement of Projected Earnings) will be sent out by AFPAA(G) on request for completion and return. This declaration should be renewed annually; and
- b. certain individuals, i.e. unemployed and retired personnel may be eligible to apply for a tax exemption. In such circumstances, they should contact their local Inspector of Taxes who will issue AFPAA(G) with a Form P6 "No Tax" coding. This form is renewable annually.

2.10.3.4 National Insurance. Earnings Related National Insurance Contributions (ERNIC) are payable by all adults on pay claims submitted to AFPAA(G) for one calendar month which exceed the minimum authorised by Department for Social Security (DSS). CFAVs over state pension age may be exempt from paying National Insurance contributions and must show proof of age to administration officers to enable JPA and HMRC update.

2.10.3.5 For those in receipt of Universal Credit or other state benefits the receipt of VA may have an impact upon eligibility to receive such benefits. CFAVs are responsible for informing the relevant DWP office of any change in circumstances.

2.10.4 **Travel Allowances.**

2.10.4.1 CFAVs travelling in relation to an authorised activity, may claim travel allowances as under [JSP 752 – Tri-Service Regulations for Allowances](#).

2.10.4.2 Collective Subsistence Arrangements for Cadet Travel. The following instructions will apply to collective travel arrangements: cadets (and any

¹ RC-Cdts-PolPers-Pers-SO2@mod.gov.uk

² RC-Cdts-CTC-OM@mod.gov.uk

accompanying adults) travelling in a party of four or more on a single journey of more than five hours on which food must be purchased, are authorised a refund of costs which should be made to the leader of the party against receipted bills. The refund will be limited to multiples of the five to 10 hours Daily Rate of Subsistence Allowance (DRSA) (for Majors and below) which may be claimed for each member of the party in accordance with the following:

- a. the time spent on a journey covers one or more of the three recognised mealtimes, i.e., breakfast, lunch, tea/supper, and the claim is limited to DRSA for each mealtime;
- b. the meal(s) is/are taken during the period of travel and could not reasonably have been taken before the start or after the finish of the journey; and
- c. the time spent travelling qualifies for DRSA (as defined above) in the following way: a journey of five hours but less than 10 hours, DRSA at over five hours; a journey of 10 hours but less than 15 hours, DRSA at over 10 hours; etc.
- d. no payment can be made for a journey lasting less than five hours; and
- e. accompanying Officers who do not hold appointments in the ACF are to claim Subsistence Allowance through their parent units.

2.10.4.3 These arrangements apply equally to Cadets travelling from Northern Ireland, the Channel Islands and the Scottish Islands to the mainland. Travel to and from Annual Camp and Bisley meetings are covered by this instruction.

2.10.4.4 The rules set out above also apply to parties of less than 4 or those travelling singly, except that they may claim individually instead of through the leader of the party.

2.10.4.5 Insurance. When private motor vehicles, other than solo motorcycles are used on official journeys at the standard rate of Motor Mileage Allowance (MMA), the owner must have a valid comprehensive insurance policy covering all risks normally incurred (for which the MOD will accept no liability). See 3.3.1.2

2.10.4.6 Claims for the Reimbursement of Travelling Expenses are covered in [JSP 752 – Tri-Service Regulations for Allowances](#).

2.10.4.7 Home to Duty Travel (HDT). ACF CFAVs can claim HDT allowance for travel to and from their usual volunteering location. HDT is claimed for the “normal commute” made by the CFAV to and from their ACF activity. Visits to other detachments and units are to be carried out using Service transport or by claiming MMA.

2.10.4.8 HDT Rate. The amount paid for HDT journeys is based on the HDT Distance and is defined in [JSP 752](#).

2.10.4.9 HDT Mileage. HDT Mileage is calculated by the RFCA PSS using [Google maps](#)¹ in accordance with JSP 752 and is subject to the Personal Contribution (PC) contained therein. The HDT distance may be either:

- a. a return journey from the CFAV's home address to their usual volunteering location; or
- b. a single journey from the CFAV's place of employment plus a single journey from the CFAV's usual volunteering location to their home address.

2.10.4.10 Recording. To claim HDT a CFAV must have their HDT Mileage calculated by the RFCA PSS and recorded against their Westminster record.

2.10.4.11 Claiming. CFAVs are to claim HDT through the Westminster remuneration package.

2.10.4.12 Change of journey. If a CFAV's HDT journey changes due to a change in personal circumstances, then the RFCA PSS are to be informed and the HDT Mileage is to be adjusted.

2.10.4.13 JSP 752 details the maximum distances that may be claimed in a single HDT journey.

2.10.4.14 Other than HDT, claims are to be submitted on [JPA F016](#)

2.10.4.15 ACF Operational Grant. Claims for allowances and refunds of expenses from the ACF Operational Grant for authorised journeys are made to RFCA under the local procedures specified.

2.10.4.16 Travel by rail and air and the booking of hire vehicles and hotel accommodation is subject to MOD contract processes and must be authorised and booked by PSS via the relevant contract system.

2.10.4.17 CFAVs are not to book transport or accommodation without explicit authority from their CoC.

¹ <https://www.google.co.uk/maps/>

Part 11 CFAV Transfers and Leaving the ACF.

2.11.1 Re-joining and Transferring within the Cadet Forces.

2.11.1.1 Safeguarding. When CFAVs re-join or transfer between ACF Counties, CCF/ACF or between single services, existing Comdts or COs must submit a written reference that details any existing or prior safeguarding issues. The reference should state that there are no known issues if this is the case.

2.11.1.2 Re-joining the ACF. CFAVs who re-join the ACF after a period of absence or who have previously resigned may have their Cadet Force Commissions reactivated. CFAVs may be appointed to any role for which they are qualified but will not have any right to be appointed at a previously held rank.

2.11.1.3 Transfer Between ACF counties. The voluntary transfer of CFAVs from one county to another must be agreed between the two Comdts concerned and notified to both the relinquishing and receiving RPoC¹ using form [AFE 535](#) for JPA action and audit. A uniformed CFAV is to assume the rank of the appointment to which they transfer.

2.11.1.4 CFAVs transferring between ACF counties or ACF/CCF may be appointed to any role for which they are qualified but will not have right to be appointed at a previously held rank.

2.11.1.5 To or from the NAL. CFAVs are appointed to roles on the NAL by HQ RC Cadets Branch.

2.11.1.6 On appointment. SO1 Cadets Policy and Personnel will notify CFAVs of their appointment to the NAL. The CFAV will remain with their current ACF county for administration during their time on the NAL.

2.11.1.7 At end of NAL appointment. Where a CFAV does not have a role to move to at the end of their NAL appointment, they may be appointed as a retained volunteer, be moved to the NEP or they may seek another appointment in the ACF for which they are qualified.

2.11.1.8 Between CCF(A) and ACF, or vice versa. CFAVs are to assume the rank of the appointment to which they transfer and not the rank they currently hold (where this is higher). Applications for transfer from are to be arranged as follows:

- a. from CCF to ACF. The CFAV wishing to transfer from CCF to ACF should apply to the appropriate Comdt and inform the headteacher of the CCF. If approved, the PSS will make the required changes on Westminster and JPA; or

¹ JPA action can be made at formation level if both units are in that formation, if not then RC-Cdts-PolPlans-Pers-SO2@mod.gov.uk

b. from ACF to CCF. The CFAV wishing to transfer from the ACF to the CCF should apply to the Contingent Commander who will make an appropriate recommendation to the headteacher following which Westminster and JPA action will be taken as necessary.

2.11.1.9 To a Cadet Force of another single Service. CFAVs must apply to the appropriate single Service if they wish to move to that Service’s Cadet Forces. This also applied for changes between CCF Sections.

2.11.2 **Leaving the ACF.**

2.11.2.1 General Rules. An individual may choose to leave the ACF at any time or may have their service terminated through Safeguarding or Disciplinary Action or through failure of probation. The process to be followed is the same in both cases and is outlined below.

2.11.2.2 A CFAV who is subject to an investigation procedure can apply to leave the ACF, but the investigation can continue to its conclusion. Investigations may take place without the CFAV present if they have been made aware of the investigation but have declined to participate or have failed to engage with the process.

2.11.2.3 Voluntary Request to Leave the ACF. CFAVs who wish to leave the ACF should write to the individual indicated below to state their intention to leave and agree a leaving date:

Unit	Role	Authorised by
NAL	Colonels and Lieutenant Colonels	DComd Cdts
	All other CFAVs	ACOS Cdts
ACF (including RAL)	Comdts and Deputy Comdts	RPoC Commander
	Chaplains	RPoC DACG with copy to Comdt
	All other CFAVs	Comdt

Table 2.15 Submission of request to leave the ACF.

2.11.2.4 The CEO is to arrange for the following (to be completed in order where possible):

- a. the return of all issued equipment (or follow the procedure in [ACSO 6102 – Territorial Army and ACF Clothing and Equipment Losses](#)) and 3.4.5.6.
- b. the payment of all outstanding debts owed by the CFAV;
- c. the payment of all outstanding allowances and expenses are paid to the CFAV;

- d. the CFAV is Struck off Strength on Westminster and their leaving date noted on JPA;
- e. thanking them for their time in the ACF by letter; and
- f. informing them of any eligibility to use retired rank where appropriate.

2.11.2.5 Termination of membership of the ACF. CFAVs may have their membership of the ACF terminated following disciplinary or safeguarding action. The CEO is to arrange for the following (to be completed in order where possible):

- a. the return of all issued equipment (or follow the procedure in [ACSO 6102 – Army Reserve and ACF Clothing and Equipment Management](#)) and 3.4.5.6;
- b. to the payment of all outstanding debts owed by the CFAV;
- c. the payment of all outstanding allowances is paid to the CFAV;
- d. the CFAV is Struck off Strength on Westminster and their leaving date noted on JPA;
- e. access to Westminster and other MIS systems including eDofE accounts should be terminated;
- f. when appropriate, flag the CFAV's Westminster record if their service has been terminated following either Safeguarding or Disciplinary processes.;
- g. making a referral DBS/PVG/Access NI where there are grounds to do so; and
- h. notifying the RPoC HQ that CFAVs ranked Major and above have left the ACF.

2.11.2.6 There is no requirement for officers leaving the ACF to 'resign their commission'. Officers whose membership of the ACF has been terminated due to safeguarding or disciplinary action may have their commissions removed by GOC RC.

2.11.2.7 Death of a CFAV. In the event of the death of a CFAV (even when not on CF activities) the death is to be reported on an Incident Report Form ([Annex A to LFSO 3202C](#)).

2.11.2.8 Use of Honorary (Retired) Rank on Leaving the ACF. Officers who have reached the rank of Major or above and have a total of 10 years commissioned service on retirement may use their rank as an honorific. Officers who have had their

membership of the ACF terminated by Safeguarding or Disciplinary processes are not to use retired rank.

2.11.2.9 Retired rank is only to be used in respect of CF matters, for example on an annual camp visitor's day, when attending a cadet function or when writing a reference to or for the CF. It is not to be used in any other manner.

2.11.2.10 The retired rank is the most senior rank held within the CF, even if they left at a lower rank.

2.11.2.11 The identifier (Retd) is to be added after the rank and CF after name¹ .

2.11.2.12 The wearing of uniform after retirement is subject to [Army Dress Regulations - Part 8 - ACF & CCF\(A\)](#).

¹ For example: Maj (Retd) J Smith ACF.

Part 12 Cadets.

2.12.1 General Rules for Cadets.

2.12.1.1 To be eligible to be a cadet in the ACF, a young person must:

- a. be at least 12 years old;
- b. not yet be 18 years old, unless they are required to be member of the ACF as part of their education or have been selected to be a Staff Cadet;
- c. not be a member of the Regular or Reserve Forces; and
- d. not be a CFAV in any MOD sponsored Cadet Force.

2.12.1.2 Cadets must leave the ACF upon reaching their 18th birthday. Cadets who apply and are selected as an ACF Staff Cadet may remain in the ACF until reaching their 20th birthday. Joining (or re-joining) the ACF directly as Staff Cadet is not permitted.

2.12.1.3 Any person sentenced to a term of 3 months or more imprisonment (including youth detention) is prohibited from having any firearm or ammunition in their possession for a period of 5 years from their release date. If sentenced to more than 3 years, then the prohibition is for life. The applies equally where the individual is subject of a suspended sentence. Further detail can be found in S21 Firearms Act 1968.

2.12.2 Joining the ACF.

2.12.2.1 The joining process cannot happen until the potential cadet fulfils the eligibility criteria. They should then complete the online application process. The cadet's details are then uploaded directly onto Westminster. Cadets and their parents or guardians are to be made aware that any changes of personal circumstances or details must be reporting to the Detachment Commander as soon as possible.

2.12.2.2 Transfer from Other Cadet Forces. When a cadet changes their home address or school, they should be permitted to transfer to another Army Cadet location where this is more conveniently located. Noting:

- a. any welfare concerns regarding the Cadets, or information indicating they may pose a risk to themselves or others, must be shared with the new Detachment;
- b. for transfers between ACF counties, the cadet will retain their rank and qualification;
- c. for transfers between a CCF contingent and an ACF county, the cadet's qualifications and achievements should be mapped against

the appropriate syllabus and appropriate training carried out. Where possible the cadet should retain their rank;

d. for transfers into the ACF from other CCF sections or other community cadet groups, then the RPoC HQ should be contacted for advice; and

e. for transfers between CCF contingents and ACF counties, the Westminster helpdesk should be contacted to carry out the change.

2.12.3 Parental Consent.

2.12.3.1 Guidance on who may have parental responsibility for a child can be found on the GOV.uk website¹.

2.12.3.2 Where two people have parental responsibility for a child it is not necessary to have the consent of both. However, where one person with parental responsibility makes any form of objection, CFAVs should not become involved in disputes and should seek advice through their CoC.

2.12.3.3 The online application process records the consent of the parent or guardian for the cadet to join the ACF. It will confirm that:

- a. the cadet meets the eligibility requirements;
- b. the cadet can participate in syllabus training, wider cadet experience events, sports, and travel in military/ACF transport;
- c. the cadet and their parent or guardian accept responsibility for issued uniform and equipment and that they may be charged if it is not returned in a decent state (fair wear and tear excepted);
- d. any medical or welfare conditions, disabilities and special needs, and dietary requirements have been declared;
- e. they understand that the MOD indemnity for cadet activities does not cover personal property; and
- f. the cadet's likeness can or cannot be used in photographs, websites and other ACF promotional material.

2.12.3.4 There may be exceptional circumstances where parents are not able to give consent for their child to join the ACF these may include:

- a. cared for children. Where a child has been removed from a family and a care order has been granted then the local authority will have parental responsibility for the child (up to age 18). Counties should liaise with nominated social workers or care home staff to

¹ <https://www.gov.uk/parental-rights-responsibilities>

identify the appropriate person who may give 'parental consent' in these circumstances;

b. children in foster care. Foster parents may not hold parental responsibility. Children will generally be subject of a care plan that will be overseen by the local authority. CFAVs should discuss this with foster parents and ensure that consent is authorised by the person with legal authority to do so;

c. children living alone. Children between the ages of 16 and 18 may legally leave home and live alone or with others. Parents and legal guardians continue to have parental responsibility; however, Counties should enquire into the individual circumstances of the child to establish whether it is appropriate to approach those persons with parental responsibility. Advice should be sought from RPoC staff or ACSH. At the very least a named adult must be recorded as a next of kin contact; and

d. married children. It is lawful for a person to marry between the ages of 16 and 18 with parental consent. Once legally married, parental consent is no longer required. However, a named person, either spouse or another responsible adult must be recorded as next of kin

2.12.3.5 Photo consent, where given by the parent or guardian or in circumstances outlined in 2.12.3.4 covers images of cadets appearing in Cadet Force publications, websites and news stories. Where the image is used in more enduring publications such as leaflets or training manuals, specific parental permission must be gained. Images created for one purpose must not be used for another without gaining permissions.

2.12.3.6 Where activities take place outside of the ACF detachment location or normal parade time, additional parental consent for the cadet to take part must be given.

a. for national or regional Army Cadet activities: The [Activity Consent Form](#) will be provided by the event organiser; or

b. for ACF activities outside of the detachment: The Activity Consent Form is to be used on each occasion.

2.12.3.7 Parental consent section of the Activity Consent Form must be retained either in hard copy or scanned/high quality photograph for three years after the activity.

2.12.3.8 Parental consent can be withdrawn at any time by either parent or guardians. Where one parent objects to a cadet taking part in an activity, the cadet cannot take part even if the other parent agrees. Where the cadet's legal

guardianship changes, a new consent must be obtained, and the details recorded on Westminster.

2.12.3.9 Gender identity. The ACF is committed to ensuring that all feel valued, that the skills and talents of individuals are recognised and fully developed, and that the environment in the ACF is welcoming, rewarding and fun. There is huge potential for the ACF to support young people with gender identity issues at a time when they may feel ostracised and excluded from many of the social activities that young people take for granted. Guidance on gender identity can be found on the [ACRC](#).

2.12.4 **Medical and Special Educational Needs and Disabilities.**

2.12.4.1 Many Cadet Force activities require a standard of fitness and or educational ability to ensure that cadets can take part in activities safely. [CFSO 4300](#)¹ - Inclusive Training for CFAVs and Cadets gives further detail.

2.12.4.2 While safety of cadets and CFAVs must always be the primary concern young people are not to be excluded from joining the ACF purely because they have a medical condition or require additional support, however Comdts are to ensure that an assessment is made jointly with parents/guardians.

2.12.4.3 Medical Ability Categories (AC) for cadets are the same as those for CFAVs. Details of medical policy and guidance can be found in Chapter 3 Part 7 of these Regulations.

2.12.4.4 Parents or guardians should provide sufficient information regarding any medical conditions to allow AC assessment to take place. Advice should be sought from the MSO where there is uncertainty as to the most appropriate AC.

2.12.5 **Cadet Discipline.**

2.12.5.1 Personal Conduct Cadets are always expected to adhere to the ACF values and standards and behave in an appropriate manner. However, while considering cadet discipline, CFAVs must bear in mind the age range and maturity of the cadets. This includes monitoring their behaviour for discriminatory or offensive language or bullying behaviour.

2.12.5.2 Alcohol. Regardless of age cadets are not to consume or be in possession of alcohol at any time when engaged in cadet activities.

2.12.5.3 Drugs. The possession or supply of controlled substances (drugs), which is not prescribed by a medical professional, is unlawful. If a CFAV finds or suspects any to be in possession of controlled substances, they should contact the CEO for advice. The matter should be reported to the civilian police and the cadet's parents or guardians must be informed.

¹ To be published mid 2022

2.12.5.4 Smoking. Regardless of age cadets are not to smoke tobacco products of any kind or use vaping equipment while engaged on cadet activities, nor should they be in possession of any smoking paraphernalia.

2.12.5.5 Bullying. Any form of bullying or harassment between cadets whether direct or via use of social media platforms will not be tolerated. Incidents should be discussed with the CEO. The civilian police may be informed, and parents or guardians will be informed.

2.12.5.6 Criminal behaviour. Breaches of criminal law by cadets will not be tolerated. CFAVs who become aware of such incident should report it to the appropriate authority (CEO and Civilian Police) depending on the nature of the incident.

2.12.5.7 Where there is a safeguarding concern or allegation, this must be reported to the CEO, who will share information with the ACSH. In the case of a Cadet found to be using drugs and/or alcohol, the ACSH will weigh the risks of allowing the cadet to remain and continue to improve in the ACF against the risk of them using alcohol and/or drugs more permanently if they leave the organisation. Should the risk to other cadets outweigh the benefits to the individual, the individual will not be permitted to remain in the ACF.

2.12.5.8 Disciplinary Action. All allegations must be treated seriously, and where there is concern that criminal behaviour has happened, or where there is a concern about the safety of any young person, the appropriate authority must be notified.

2.12.5.9 All cadet discipline should be fair and transparent, and delivered in a consistent and timely manner. Any cadet discipline process should involve consultation with parents or guardians as they may be able to provide additional information that the cadet has not offered. This is particularly important when suspension or removal from the ACF is being considered.

2.12.5.10 Cadets under the age of 18 years old must not be interviewed without adult representation. This should be someone with parental responsibility for the child. In exceptional cases where a delay may lead to someone being harmed then a responsible adult who can ensure the welfare of the child remains paramount may act as their representative. Any such interview should not go beyond seeking information that would negate the exceptional circumstances.

2.12.5.11 The only sanctions available for cadet discipline are:

- a. verbal and written warnings;
- b. reduction in rank for cadet NCOs;
- c. temporary exclusion from the ACF; or
- d. termination of membership of the ACF.

2.12.5.12 Any cadet discipline actions taken must be recorded on the cadet's Westminster record and the chain of command informed.

2.12.6 Cadet Ranks.

2.12.6.1 Cadets can be promoted providing they are reached the appropriate training standards and have been put forward for promotion based on their actions, behaviours and leadership potential. The ACF cadet ranks, the required training standards and who can approve cadet promotion is:

Rank	Abbrev.	Star level	Promoting Authority
Cadet Under Officer	CUO	Master Cadet (must be Staff Cadet)	Comdt
Cadet Regimental Sergeant Major	Cdt RSM	Master Cadet	
Cadet Sergeant Major	Cdt Sgt Maj	4-Star	
Cadet Staff Sergeant	Cdt SSgt		
Cadet Sergeant	Cdt Sgt	3-Star	Area Commander
Cadet Corporal	Cdt Cpl	2-Star	
Cadet Lance Corporal	Cdt LCpl	1-Star	Detachment Commander
Cadet	Cdt	N/A	

Table 2.16 Cadet Ranks and Appointments.

2.12.7 Wearing of Uniform by Cadets.

2.12.7.1 All cadets must wear uniform in accordance with the [Army Dress Regulations \(all ranks\) Part 8 – Dress Regulations for Combined Cadet Force \(Army Sections\) and the Army](#) Cadet Force. Cadets are entitled to receive a free issue of certain items of uniform clothing and equipment, which may only be worn and used when on ACF activities and must be returned to the ACF when they leave.

2.12.7.2 In the early stages of training, an ACF Detachment Commander will know if the cadet is sufficiently interested and suitable to remain in the ACF. At this time, they may request that uniform is issued to the cadet.

2.12.7.3 Cadets may wear uniform when travelling to and from training or activities at the direction of their Comdt.

2.12.8 Cadet Administration.

2.12.8.1 Collection of Personal Data. On joining the ACF, the following personal details will be held on Westminster. Cadet details should be checked and where necessary updated at least annually using the update form or when the cadet's personal circumstances change including:

- a. next of Kin contact details;
- b. any disability, medical condition or special educational needs;
- c. any dietary requirements; or
- d. recording achievements, qualifications and training

2.12.8.2 ACF counties must properly record all cadet achievements, qualifications and training on Westminster, as this forms the basis of assessing the cadet for future training or promotion, as well as generating the Cadet's Record of Achievement. All cadets can request their Record of Achievement at any point during their time in the ACF. The Record of Achievement can be used by the cadet when applying for further or higher education, or when applying for employment.

2.12.8.3 Cadets should also be presented with any certificates and badges as soon as possible, and by an appropriate individual to the level of the achievement.

2.12.9 Cadet Appointments.

2.12.9.1 Her Majesty's (HM) Lord-Lieutenant's Cadet. The appointment recognises outstanding cadets. Each Lieutenancy will have their own criteria, with the process being managed by the RFCA but in general the process is:

- a. candidates are nominated by their Comdt in accordance with RFCA issued instructions;
- b. appointments are agreed by the Lieutenancy office;
- c. the appointment is for one year, and the Lord-Lieutenant will agree the events the cadet will attend with the RFCA, Comdt and cadet; and
- d. Lord-Lieutenant's Cadets are issued No 2 Dress for the duration of their appointment.

2.12.9.2 Master Cadets. Master Cadets are appointed in the ACF at the discretion of the Comdt having successfully completed the Master Cadet Course. They will wear the Master Cadet Badge and should be presented with their Master Cadet Certificate by a notable dignitary arranged by the ACF county. Master Cadet Certificates are obtained from HQ RC Cadets Branch (RC-Cdts-0Mailbox@mod.gov.uk). To qualify as a Master Cadet, the cadet must:

- a. have achieved the ACF 4-Star complete qualification;
- b. hold the minimum rank of cadet sergeant;
- c. be at least 16 years old;
- d. have passed the senior cadet instructor's cadre;
- e. be recommended by their Area Commander; and
- f. be recommended by Cadet Training Centre Frimley Park by passing the master cadet course.

2.12.9.3 Staff Cadets:

- a. may remain in the ACF until the day before their 20th Birthday;
- b. must be subject of DBS or equivalent devolved check;
- c. may not be enrolled as a CFAV at same time; and
- d. must wear specific Staff Cadet badges of rank.

2.12.9.4 Further information on Staff Cadet training can be found in [CFSO 4101](#) The Conduct of Army Cadet Training.

2.12.9.5 Staff Cadets are aged over 18 and therefore adults, they should not be accommodated with cadets aged under 18 years. They should be accommodated separately, including ablutions, where possible. If this is not possible then they may be accommodated with CFAVs ideally in separate rooms within the same building or part thereof. The following are permissible in order of preference:

- a. over 18 cadets accommodated separately from under-18 cadets and CFAVs; or
- b. over 18 cadets accommodated within same accommodation as CFAVs.

2.12.9.6 Other Appointments. From time to time, ACF counties may be approached by other civic dignitaries or civil organisations to appoint cadets to representational positions. Authority to approve these appointments is with the RPoC HQ and they must consider the views of the appropriate HM Lord-Lieutenant before approving any appointment.

2.12.9.7 Cadets may also be allowed to provide an ad hoc representational role for specific or high-profile civic events, especially where cadets and volunteers may also be present. For example, one or more cadets at Remembrance or Armed Forces Day parades could be nominated to assist the mayor or other dignitary on a one-off basis. These must be agreed on a case-by-case basis by the Comdt.

2.12.10 Honours and Awards.

2.12.10.1 Several honours and awards programmes exist that **cadets** can be nominated for. Details of these programmes and how to submit nominations are in the [Army Cadets Recognition Manual](#) on the Defence Gateway.

2.12.11 Leaving the ACF.

2.12.11.1 When a cadet leaves, either through choosing to leave the ACF or by having their membership removed because of discipline or a safeguarding risk, they should (to be completed in order where possible):

- a. return all issued uniform and equipment, and reasonable steps should be taken to recover these items in accordance with ACSO 6102 and 3.4.5.5;
- b. be asked if they wish to have a copy of their Record of Achievement;
- c. where a cadet moves to another Cadet Force, the Westminster Helpdesk should be contacted to arrange movement of the cadet's record; and
- d. be struck off strength and Westminster record updated appropriately.

2.12.11.2 When a cadet's membership of the ACF is ended on safeguarding grounds, the ACSH will decide if any flags should be placed on Westminster.

CHAPTER 3 LOGISTICS FINANCE AND MEDICAL

Part 1 General.

3.1.1 Introduction.

3.1.1.1 The purpose of this chapter is to ensure that the general principles of responsibility for the provision, care, maintenance and disposal of Ministry of Defence and Army resource is exposed to all members of the ACF, especially those officers and instructors at area and detachment level, and their cadets, who use this resource on a regular basis.

3.1.1.2 The term 'resource' includes:

- a. volunteer allowance;
- b. uniform;
- c. weapons;
- d. ammunition;
- e. rations;
- f. radios and other communication equipment;
- g. IT equipment;
- h. travel allowances;
- i. vehicles and fuel;
- j. buildings and training areas; and
- k. any resource funded by the taxpayer which enables ACF activity.

3.1.1.3 Governance. In most cases the Comdt, the county CEO, and their HQ staff will implement and manage all governance matters which relate to resource. CFAVs require a basic understanding of the policies and procedures which underlie these Regulations; when signing for an object in the ACF, an individual becomes its custodian on behalf of the taxpayer.

3.1.1.4 For all allowances, acquisitions and losses the ACF must comply with the regulatory and proprietary direction contained in the MOD Financial Management Policy Manual, which is, in turn, based on the contents of ['Managing Public Money'](#) published by HM Treasury.

3.1.1.5 Other national and international laws which the MOD, the Army and its Cadet Forces must follow, cover subjects such as transport and the movement of hazardous goods, such as pyrotechnics the storage and carriage of weapons and ammunition, and the issue, use and storage of items such as electronic equipment.

3.1.2 Health, Safety and Environment Protection.

3.1.2.1 The ACF is subject to Health Safety and Environment Protection (HS&EP) legislation, the Health and Safety at Work Act 1974 (HSAW) being the primary legislation from which many Regulations are drawn. The principal document in Defence which applies to the ACF is [JSP 375 - The MOD Health and Safety Handbook](#) the contents of which form the foundation of HS&EP management within the County. Specific Regulations are contained within relevant Joint Service Publications (JSP) and the Defence Logistics Framework (DLF).

3.1.2.2 There is a distinction between training safety, which is directed and implemented by the military chain of command, and health and safety, which is directed and implemented on behalf of the Army by Regional Command through the RPoCs and RFCAs.

3.1.2.3 Training Safety. See Training 4.1.7

3.1.2.4 HS&EP. The County Comdt receives advice and guidance from the County CEO/CQM who answer to the Chief Executive of the RFCA, who is in turn tasked by a Service Level Agreement signed by Army HQ and the Council for RFCAs.

3.1.2.5 The Comdt has overall duty of care responsibility for the safety and welfare of all CFAVs and cadets in a County, while Area Commanders, Detachment Commanders and the CFAVs in charge of activities are responsible to the Comdt for the duty of care and wellbeing of the CFAVs and cadets in their charge.

3.1.2.6 Health and Safety Policies. Two Health and Safety Policies are to be displayed in each building used by the ACF:

- a. The Secretary of State for Defence HS&EP Policy. A standard policy which is the government's declaration of HS&EP standards and practise within a Defence establishment such as a Joint Cadet Centre or ACF detachment; and
- b. The County Comdt's HS&EP Policy. The Comdt will issue a HS&EP statement that must be reviewed annually. It must be displayed in every detachment and training centre within the County, alongside the Secretary of State for Defence's HS&E Policy Statement.

3.1.2.7 The Comdt will also publish and circulate an annual HS&EP action plan, which will be implemented through Regular meetings of the County HS&EP Committee. The HS&EP Committee will include:

- a. the County Training Officer;
- b. the Area Commanders; and

c. the CEO and CQM.

3.1.2.8 The CEO will manage the annual HS&EP audit as part of the standard reporting system agreed between the RFCA and HQ RC Cadets Branch.

3.1.3 **HS&EP Incidents.**

3.1.3.1 All HS&EP incidents no matter how minor should be reported in accordance with [CFSO 4500](#) – Occurrence Reporting in Army Cadets.

3.1.3.2 In the event of a HS&EP incident, the management procedure detailed in [AC72008 Cadet Training Safety Precautions](#) should be carried out followed by the reporting procedure in LFSO 3202 C.

3.1.4 **The Management of HS&EP at Defence Sites.**

3.1.4.1 It is essential that every individual member of the ACF, including cadets, understands the HS&EP arrangements, which apply to them when operating at all Defence infrastructure and accommodation sites.

3.1.4.2 Those CFAVs running the activity must understand them fully and ensure that all other participants are briefed on them. These arrangements are detailed in [JSP 375 - The MOD Health and Safety Handbook](#) and in [AC72008 Cadet Training Safety Precautions](#).

Part 2 Financial Resource Allocation.

3.2.1 The Cadet Force Activity Resource Plan.

3.2.1.1 The Cadet Force Activity Resource plan is based on the activity that will attract resource in any one year. The plan will consider the numbers of cadets attending the activity and the number of adult volunteers of all ranks who will be needed to deliver that activity.

3.2.1.2 The Plan (a bid for resource) will be submitted to the RPoC SO2 Cadets in August, for implementation in April the following year, who, with the RPoC Comd and Regional Col Cadets will screen the resource bid. The County Resource Plan will be collated within an RPoC cadet resource bid, which will in turn be screened in November or December by HQ RC DCOMD Cadets and CIVSEC.

3.2.1.3 When the National Plan has been approved, the resource allocation for the RPoC will be populated with the resource needed to deliver the year's activity for the ACF and Westminster will be updated so that CFAVs can draw down VA and travel allowances for the new training year.

3.2.1.4 The plan will be drafted at the start of each training year by the following personnel:

- a. County Training Officer;
- b. Area Commanders;
- c. Comdt; and
- d. CEO & CQM.

3.2.1.5 The resources that will be considered for each area and county weekend and extended activity (of a week or more):

- a. VA;
- b. ball ammunition;
- c. blank ammunition;
- d. pyrotechnics;
- e. operational ration packs (ORP);
- f. ORP Cookers;
- g. ORP Fuel;
- h. on camp catering;
- i. CILOR;

- j. transport funding including coaches, minibuses, cars, combi-vans, fuel and flights; and
- k. travel allowances including MMA.

3.2.1.6 Data tables will be incorporated into the plan by HQ RC. These tables will include the cost of each resource element per cadet and CFAV and the quantity of resource needed per person to deliver that resource in line with ACS 21.

3.2.2 Annual Public Grants.

3.2.2.1 Each ACF county will receive a public grant, the sum of which is based on the average number of active cadets that have been recorded on Westminster over the space of a year. This sum is called the ACF Operational Grant, and its purpose is to procure items essential for the delivery of ACF Activity which are not generally available through the Defence supply chain.

3.2.2.2 The ACF Operational Grant is disbursed to the RFCAs by HQ RC and can be used, within constraints (cons), by the CEO, under the direction of the Cadet County Comdt to fund the items outlined in the table:

Symphony Level 5 Code	Item
Cons General Administration	Postage, Stationery, Printing and office consumables.
Cons Office Equipment	Maintenance and hire.
Cons Telephone	Land and mobile.
Cons IT	Provision of Broadband at CTCs, support to pre-existing IT suites and specialist help to fix IT issues if necessary. County IT equipment (not Project Haldene 2) consumables.
Cons CTC Expenses	Televisions, DVD players, overhead projectors, toilet rolls, cutlery, kitchen utensils and equipment, cleaning materials, hot/cold boxes and boilers. Maintenance of accommodation stores - various small items including lock repairs, key cutting, touch up paint and the use of a glazier. The provision of bedding, mattresses and sleeping bags.
Cons Uniform	Uniform tailoring. Provision of uniform accoutrements not provided through the G4 system such as officers' caps. Badges (such as Lord Lieutenants badges) – Chevrons.
Cons Laundry	Laundry costs (bedding, uniforms, sleeping bags, liners).

Symphony Level 5 Code	Item
Cons Fees & Training	Expenses of unit training (excluding the cost of travelling) such as the provision of Projectors and First Aid training equipment not available through the system. Payment of entry fees (Sport and Activity/Competition). Payment of activity related affiliation fees (such as NGB registration). County competitions medals, trophies and engraving. Maintenance, inspection and repair of shotguns, traps and air rifles. Shotgun and air rifle consumables. Maintenance, inspection, repair and insurance (public liability) costs for mobile climbing tower and inflatable obstacle course.
Cons Subsistence	Payment to civilians for expenses incurred with the training and administration of adults and cadets (to include the provision of AT instructors where necessary). Buffet refreshments for parents/visitors' days/open evenings/Lord Lieutenant presentations. Payments to ACF PSS for travel and subsistence related to attendance at courses, conferences etc.
Cons ACF Band	Performing rights fees, provision of sheet music, repairs and maintenance to instruments. Repairs and tailoring of band uniforms.
Cons AT and Expedition Equipment	Replacement, maintenance and repairs to AT and Expedition equipment holdings (to include mountain bikes, paint ball and archery provision). Purchase of minor items of equipment.
Cons Annual Camp	The establishment of Officers' and Sergeants' Messes. Supply of cleaning materials and toilet rolls not supplied by DIO. Sun block/cream and after sun. Dongle access to the internet where no provision has been made by DIO. Office equipment hire and support.
Cons Non DIO DAS	Occasional skip hire (more than waste disposal for written off items). Non DIO supplied cleaning equipment and consumables. Furniture and accommodation stores (until provision through DAS is secured)

Symphony Level 5 Code	Item
Trg Vehicle Fleet Maintenance	MOT, Repairs, Servicing etc. There should be no insurance or road tax costs or costs related to ACF Non-Public vehicles.
Trg Fees	Miscellaneous payments such as toll bridge fees etc.
Trg Additional Coach Hire	This should be minimised where possible.
Trg Fuel	Fuel for the ACF vehicle fleet.
Trg Breakdown Cover	Only where provision already exists.
Trg Trailer Costs	All trailer maintenance/repair costs etc.

Table 3.1 Description of Symphony codes and items.

3.2.3 **Service (Non-Public) Funds.**

3.2.3.1 Non-public funds must be used for many of the activities which members of the ACF undertake outside of ACS 21 or do not meet the aims and objectives of the ACF Charter.

3.2.3.2 Non-public funds are managed at, county, area and detachment levels. At County, Area and Detachment level they are the responsibility of Comdts in partnership with the RFCA, which delegates day to day management of non-public fund accounts to the CEO.

3.2.3.3 An account of the receipt and expenditure of money received from private sources, either for general or specific purposes is to be kept in a suitable form and duly audited in accordance with the policy laid down by RFCA, through the CEO.

Part 3 Indemnification, Insurance and Claims for Compensation.

3.3.1 General.

3.3.1.1 Direction and guidance on MOD indemnities and third-party insurers can be found in [JSP814](#) Part 13.

3.3.1.2 Indemnification, compensation and/or insurance cover for the ACF is provided in one or other of the following ways:

- a. by MOD indemnity for authorised cadet force activities;
- b. by the MOD insurance policy for third party liability in respect of MOD vehicles used by the ACF and vehicles provided by RFCA for the use of the ACF;
- c. by third party insurers including the ACCT UK collective insurance scheme for authorised training and activities; or
- d. insurance cover arranged privately by ACF Counties for overseas travel and for vehicles, property and equipment privately owned by the County, Area or Detachment.

3.3.2 Authorised activity.

3.3.2.1 The MOD requires each of the MOD sponsored cadet forces to identify authorised activities.

3.3.2.2 HQ RC Cadet Branch publish an annual list of authorised activities which can be found on the [ACRC](#). Additional activities may be authorised by HQ RC Cadet Branch where any doubt exists regarding whether an activity is authorised or covered by MOD indemnity then Counties should contact HQ RC Cadet Branch for direction and guidance,

3.3.2.3 Statement of MOD Indemnity.

- a. the MOD hereby undertakes to fully and effectively indemnify MOD-Sponsored Cadet Forces, the Cadets, Adult Volunteers, Uniformed Volunteer Staff, Civilian Instructors and employees of the Cadet Forces or MOD, against all liabilities, claims, actions, proceedings, demands, costs, charges or expenses which may be incurred in respect of sickness or personal injury (including injury resulting in death) or loss of or damage to property by reason of or arising out of any negligent act or omission by, or on the part of a Cadet, Adult Volunteer, Uniformed Volunteer Staff, Civilian Instructor and employee of the Sponsored Cadet Forces or MOD while in the course of Authorised Activities.

- b. the MOD will accept liability for loss or damage to publicly owned property and equipment procured using public funds

3.3.2.4 The MOD will indemnify all members of the MOD Sponsored Cadet Forces while engaged in authorised activities. All Cadet Force activities must be conducted in accordance with the Safe System of Training and Safety Management Systems procedures set out in the relevant MOD and single Service publications.

3.3.2.5 The MOD indemnifies all members of the Cadet Forces and will meet any claims for compensation brought by members of the Cadet Forces or by Third Parties where there is a legal liability to make payment. This indemnity applies to claims arising from negligent actions or omissions of the MOD, its personnel, servants, or agents when engaged in authorised Cadet Force activities, including activities abroad.

3.3.2.6 The MOD will normally indemnify all members of the ACF involved in authorised Cadet Force activities, including those abroad, provided that the following conditions are met:

- a. the activity is authorised and recorded on [Westminster](#) and approved by a Comdt as part of ACS 21 or by meeting the aims and objectives of the ACF Charter.
- b. the activity is overseen and tutored by qualified instructors and delivered using best practice guidelines which have been laid down by the appropriate national body in the relevant publications.
- c. appropriate risk assessments have been carried out.
- d. the appropriate protective clothing or personal protective equipment is worn for the activity being undertaken.
- e. it is on Defence Estate or Training on Private or Public land outside of the Defence training estate has been authorised by the appropriate MOD authority.

3.3.3 **Third Party Insurance Schemes.**

3.3.3.1 Although the MOD accepts, in principle, liability for authorised Cadet Activities and will normally indemnify members of the ACF who participate in them Comdts are encouraged to arrange Personal Accident and Contingent Public Liability insurance cover for their entire ACF county¹.

¹ ACCT UK can facilitate both through a Collective Insurance Scheme, details of which including costs can be obtained by contacting insurance@acctuk.org.

3.3.3.2 Such insurance must be arranged by each ACF county individually and the premiums must be met by non-public funds. Funds derived from public grants or allowances must not be used to pay for insurance premiums.

3.3.3.3 Evidence of Cover. The equivalents of Employer's Liability Certificates may be provided by insurers. However, this certificate will not be provided by the MOD. When asked for proof of insurance cover for an ACF activity being conducted away from MOD property, the ACF County which directed and arranged that activity must have authority from their insurers to issue a "Letter of Comfort" Or equivalent.

3.3.4 Overseas Travel.

3.3.4.1 When participating in overseas exchange programmes, the Host Nation's Defence department may provide medical facilities for visiting UK Army Cadets, however, it should be noted that in certain countries these facilities will not be made available to cadets if they sit outside of a UK Status of Forces Agreement or international Defence MOU.

3.3.4.2 MOD indemnity does not provide the level of cover associated with travel insurance therefore Comdts must ensure that all members of the ACF travelling overseas on ACF activities are correctly covered by the appropriate travel insurance, which will include medical cover.

3.3.4.3 For EU countries, all members of the group travelling must apply for and carry a UK Global Health Insurance Card – GHIC (previously European Health Insurance Card (EHIC)). HQ RC Cadets Branch will not authorise any overseas training, or visits, by members of the ACF unless adequate travel insurance, including medical cover, has been arranged beforehand. Details on the GHIC and former EHIC schemes are available on the [NHS UK website¹](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/) including details of countries excluded from the scheme.

3.3.4.4 Vehicle insurance requirements for overseas trips vary from country to country. Before taking RFCA supplied vehicles overseas, ACF counties should consult their RFCA transport manager first. Separate Regulations exist for overseas movement using vehicles hired through the MOD white fleet contract. The regional RPoC transport manager should be consulted before including MOD White Fleet in the overseas activity movement plan.

3.3.5 Personal Effects and ACF Owned Property.

3.3.5.1 Liability will not be accepted by MOD, for the loss of, or damage to, personal effects. Comdts should advise that all members of their county should

¹ <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

possess adequate insurance for any personal effects that they intend to use during ACF events.

3.3.5.2 The same applies to non-public property, owned by ACF Counties, Areas and Detachments, which will be used for ACF activities and/or stored in MOD or RFCA accommodation. Comdts are advised to arrange an “All Risks” insurance policy to cover all non-public ACF property through third party insurers.

3.3.5.3 Personal Liability and claims against third parties. Individual CFAVs are encouraged to secure insurance cover in respect of personal liability and third-party claims made against them¹.

3.3.5.4 Indemnities When the ACF uses facilities, which are not owned by MOD or RFCA, it is essential that, before any form of indemnity or hiring agreement is signed, that the wording of the agreement is submitted to third party insurers for approval. Examples of facilities to which this condition applies, include:

- a. buildings, huts, rifle ranges, swimming pools, recreation areas, canals etc in civilian ownership; and
- b. Local Authority, County Council or Education Department owned premises, or those owned by schools, public bodies such as utilities and private companies.

3.3.6 **Claims for Compensation.**

3.3.6.1 Individuals may make claims through the MOD indemnity and any third-party insurance cover. If the ACF member has cause to such a public liability claim it should be made, in the first instance, against the MOD.

3.3.6.2 When compensation claims are submitted to the MOD section for judicial engagement, they are considered by the claim handlers based on whether the MOD has a legal liability to pay compensation. Where there is a legal liability to do so, the MOD will pay. The amount of compensation paid is determined in accordance with Common Law principles, these consider such factors as an individual’s pain and suffering, the degree of injury, long term prognosis, past and future financial losses (i.e., loss of earnings) and the level of any care required.

3.3.6.3 A member of the ACF who dies as the result of an injury received, or illness developed, while attending an ACF activity, or other authorised course of training while training with a Regular Army or Army Reserve unit, is entitled to a funeral at public expense. The funeral can take place where the death occurred, or if

¹ ACCT UK can facilitate such cover for existing and retired ACF adult volunteers. Further information is available by emailing insurance@acctuk.org.

the deceased is to be returned to their family, for a funeral made under family arrangements.

3.3.6.4 Procedure for Claiming Common Law Compensation by Members of the ACF. Claims for compensation arising out of accidents/injuries or illness sustained due to service in the ACF are to be forwarded to Directorate of Judicial Engagement Policy, Common Law Claims and Policy (DJEP CLCP), Level 1, Zone I, MOD Main Building, Whitehall, London. SW1A 2HB.

3.3.6.5 Claims should be made in the form of a letter describing, in full, the circumstances and explaining why the claimant considers that there has been negligence on the part of the MOD. Claims should be accompanied by any relevant supporting documents, which may include:

- a. copy of the official MOD injury reporting form which was completed immediately after the incident.
- b. copy of an official road traffic incident report.
- c. any Board of Enquiry proceedings or proceedings of any other unit investigation into the incident including witness statements.
- d. any findings of a court of law or coroner's court.
- e. the findings of any incident investigation including that of the Civil Police, Health & Safety Executive or Defence Accident Investigation Branch (DAIB).
- f. doctor's certificate confirming claimant's inability to work.
- g. employer's letter confirming loss of earnings.

3.3.6.6 Claims for compensation should be made by the individual claimant and not by the ACF county. For the ACF, procedural guidance may be given by the CEO to individual adult members of the county, or to parents/guardians of Cadets wishing to make a claim, but no liability should be acknowledged on behalf of the MOD. When necessary, the CEO should seek advice directly from DJEP CLCP (Tel: 020 7218 1842 (Mil: 9621 81842).

3.3.6.7 Claims for common law compensation are governed by the Rules and Practice Directions set out in the Civil Procedure Rules introduced by the Lord Chancellor in 1999. The rules specify the format and timescales for submitting claims and for completing the necessary actions. Whereas it is not essential to consult or instruct a solicitor when claiming compensation, in view of the complexity of the rules, members of the ACF may do so at their own expense.

3.3.6.8 Handling Correspondence ACF units receiving individual claims for compensation from a member of the ACF or their legal representative must refer the claim to DJEP CLCP immediately and must not under any circumstances

acknowledge receipt or communicate with the claimant. It is for the MOD to acknowledge receipt of the claim and, under the Civil Procedure Rules, must do so within twenty-one days, any written or spoken response even a brief acknowledgement will curtail that timeframe. This triggers a further period of three months in which the MOD must state its position regarding liability. Failure to comply with the Civil Procedure Rules will result in sanctions being taken against the MOD by the courts.

3.3.6.9 Employer liability and third-party motor claims are handled by an appointed MOD claims handler. Any requests for information and assistance made by the claim's handler, DJEP CLCP or solicitors representing the MOD must be dealt with promptly. Failure to do so may result in the MOD being held in contempt of court.

3.3.7 Reporting, Investigating and Recording Incidents.

3.3.7.1 Any Incident involving the ACF that may attract a claim for compensation is to be entered in the unit Accident Register and reported to the Army Reporting Cell (ARC). The ARC Group Mailbox is ASCen-ARC-Mailbox@mod.gov.uk.

3.3.7.2 The severity of the incident will dictate the type of investigation or inquiry which is needed following the event. Full details of how to conduct this are contained in [JSP 375 - The MOD Health and Safety Handbook](#). An incident resulting in death or serious injury, or which may have significant health or safety implications, is likely to be subject to an external investigation – either civil or military. The Comdt may be directed to hold a Board of Inquiry or other form of investigation by the RPOC Commander, or the CEO may be directed to conduct an occupational equivalent by the Chief Executive of the regional RFCA.

3.3.7.3 As a minimum, in all circumstances where an injury occurs, the appropriate injury report form must be completed. Claims for compensation will inevitably be influenced by the findings of such investigations. When there is no external or directed enquiry, the Comdt is to hold an internal unit investigation into the circumstances of the accident or incident. The findings of which may be used by MOD to accept or deny any subsequent claim for compensation or public liability claim for damages.

3.3.7.4 Copies of all documents which could be relevant to a future claim should be retained on file by the ACF unit concerned. As well as those listed at 3.3.6.5, other documents which may be called for by any subsequent investigation, may include unit standing orders, training/activity instructions relating to the incident, including risk assessments, details of adults supervising the activity concerned and details of participants. In accordance with the Limitations Act, a legal action for personal injury should normally be initiated within three years of the incident.

3.3.7.5 In practice this means that investigations into some incidents may not begin until well after the event. Even cases submitted promptly can take a

considerable time to process and MOD is often asked to produce documents five or six years after the event with those cases which reach court. Consequently, ACF units will retain copies of documents, relating to claims for compensation, for a period of ten years.

3.3.8 **Public Liability Claims.**

3.3.8.1 Any public liability claim received by the ACF from a third party in respect of personal injuries arising from an ACF activity will be immediately passed to the DJEP CLCP for consideration and action as necessary. The claim will be accompanied by a report describing the incident and stating if the activity was authorised. The existence of a writ, summons or threat of legal proceedings arising from any such incident must be notified immediately to the DJEP CLCP by telephone. The ACF county involved in the case will not acknowledge receipt of the claim or enter any form of communication with the claimant or their legal representative. The obligations under this paragraph are not affected by any action which is being taken to process any claims for compensation.

3.3.8.2 When the Chief DJEP CLCP does not accept a public liability claim as arising from authorised training, the claim will be referred to third party insurers provided that a policy is in place. All public liability claims for damages to property by third parties arising from authorised ACF must be passed to the RPoC Secretary for the region in which the damage occurred.

Part 4 Clothing.

References for Part 4:

- a. [Army Dress Regulations \(all ranks\) – Part 8 – Dress Regulations for Combined Cadet Force \(Army Sections\) and the Army Cadet Force.](#)
- b. [Defence Logistics Framework](#)
- c. Westminster Stores Package (Accounting and Cadet Force Main Equipment List)
- d. [ACSO 6102 – Army Reserve and Cadet Clothing & Equip management](#)

3.4.2 General.

3.4.2.1 The Army will issue on loan, certain items of uniform and equipment so that CFAVs and cadets can successfully deliver, or participate in, the ACS 21. The authoritative publication about dress in the ACF is Ref A. This publication gives not only the scales of clothing and personal equipment authorised for the ACF but also detailed instructions on the wearing of uniform and embellishments. The process for proposing changes is contained in that document. The scale of issue of Load Carrying, Personal Protection and Training equipment (including arms) is detailed in Ref B.

3.4.2.2 A CFAV and/or Cadet are issued their initial Clothing entitlement as per Ref A and in the table below on the following criteria:

3.4.2.3 For CFAV, uniform is to be issued, once all sizes have been submitted to County HQ G4 Staff, on the completion of the familiarisation event.

3.4.2.4 For cadets, once they have been Taken on Strength (TOS) onto Westminster IS.

3.4.3 Initial Clothing Scaling Issue

Item	Qty Entitlement		Remarks
	CFAV	Cadet	
Regimental Badge, Cap	1	1	As per Cap Badge affiliation
Badge, Rank	1	1	
Belt, Green Working	1	1	
Belt, Buckles	1	1	

Regimental Head Dress	1	1	As per Regt affiliation
Smock Combat MTP	1	1	With Blanking Plates
Jacket Combat MTP	2	2	With Blanking Plates
Trouser Combat MTP	2	2	
T-Shirt	2	2	
Combat Thermal undershirt	1	1	
Socks GS	2	2	
Boots Combat	1	0	

Table 3.2 Initial clothing scales and issue.

3.4.3.1 All clothing received from MOD supply are to be accounted for utilising Ref D.

3.4.3.2 All clothing issued to any member of the ACF will be issued on an Army Form 7767. These forms will be used as Clothing Records for individuals. The following procedure is to be adhered to:

- a. cadet – Sign all three Copies, one retained in the Detachment Clothing Folder, the other two are returned to County HQ G4 to be retained by the relevant CAA and the CSA.
- b. detachment CFAVs – Sign all three copies, one retained in the Detachment Clothing Folder, the other two are returned to County HQ G4 to be retained by the relevant CAA and the CSA.
- c. county/Coy HQ CFAVs – Sign both copies, both returned to County HQ one retained by the Area CAA and the second retained by the CSA.

3.4.3.3 All CFAV and Cadets are entitled to exchange Uniform clothing due to fair, wear and tear and due to change in sizes.

3.4.3.4 The paperwork required to be submitted will be in accordance with County SOP's. The clothing item subject for exchange must accompany the relevant paperwork to the County PSS G4, so the relevant action can be taken. If the item of Clothing has been lost or cannot be returned for exchange a statement explaining the issue must accompany the exchange paperwork to the County PSS G4, so the relevant losses action can be taken.

3.4.3.5 The procedure in 3.4.3.2 also applies to clothing exchanges.

3.4.4 No 2 Dress.

3.4.4.1 Commandants are entitled to be issued No 2 Dress on appointment. This must be returned to G4 staff upon completion of the appointment as per 3.4.4.8

3.4.4.2 The in year selected Lord Lieutenants Cadet is entitled to be issued full-No 2 Dress and accoutrements for their tenure in post.

3.4.4.3 CFAVs and Cadets who have been confirmed as attending Exercise Oak Leaf to Canada, are entitled to a limited issue of No 2 Dress and accoutrements for this event.

3.4.4.4 CFAVs who have been confirmed as a student attending the All-Arms Drill Course are entitled to be issued No 2 Dress and accoutrements in accordance with their Regimental Dress Regulations for the attendance on the Course.

3.4.4.5 For any Special events where CFAV and/or Cadets require No 2, such as Lord Lt Awards, Remembrance, evidence of this requirement will be required to be sent to the County G4 PSS

3.4.4.6 All requirements for No 2 dress, will be the responsibility of the individual to provide County G4 PSS the sizes required and evidence of the requirement, such as Joining Instructions, Official invitations.

3.4.4.7 County G4 PSS will the demand the required No 2 dress on Westminster for the individual.

3.4.4.8 All No 2 dress is issued to the individual as per the procedure in 3.4.3.2. On completion of the tenure, post, course, exercise or event, all issued No 2 dress is to be returned complete to the County G4 PSS to be brought to account and used for other requirements. All non-return or losses will be investigated by the County.

3.4.5 Clothing and Equipment Losses.

3.4.5.1 ACSO 6102 - Army Reserve and ACF Clothing and Equipment Losses directs units in the safeguarding of MOD assets, prevention of further losses and management of loaned clothing and equipment. It states the procedure to be followed in the event of non-return of loaned clothing and/or equipment.

3.4.5.2 PSS will obtain guidance from HQ RC Cadets Branch before legal action is taken to repossess stores including clothing and personal equipment from ex-members of the ACF.

3.4.5.3 All Clothing issued to members of the ACF still belongs to the MOD. When an individual leaves the ACF they are to return all Clothing, they were issued in accordance with Ref D. It is the responsibility of the County to ensure every effort is made to recover all issued clothing.

3.4.5.4 In accordance with Ref D the following procedure is to be adhered to. County SOP's will highlight the relevant individual(s) responsible at each point of the procedure:

3.4.5.5 Cadet non-attendance:

- a. after one month of not parading the Detachment are to contact the Cadet and/or parent/guardian to determine the exact reason for non-attendance. This is to be documented and sent to their CAA.
- b. if the cadet no longer wishes to be a part of the ACF, they are to be informed of the requirement to return the issued clothing.
- c. if no contact and after two months of non-attendance, the County are to send letter one from ACSO 6102 to the parent/guardian of the cadet.
- d. if no contact and after three and four months of non-attendance, the County are to send letters two and three from ACSO 6102 to the parent/guardian of the cadet.
- e. if reason for non-attendance is exams and/or Injury/Illness these are acceptable and note the period of absence. At the end of the period start the procedure again.

3.4.5.6 CFAV non-attendance:

- a. detachment – Detachment Commander (or Area Commander if appropriate) to contact CFAV to establish reason for non-attendance, this is to be documented with the Relevant CAA. If no response, then letter one from ACSO 6102 is to be sent to the CFAV.
- b. area - Area Commander to make contact this is to be documented with the Relevant CAA. If no response then letters two and three from ACSO 6102 to be sent to the CFAV.
- c. county – CEO or Comdt to make contact as per 3.3.1.2.,, a, 1). Again, this is to be documented with the CSA. If no response then the process to terminate the CFAVs membership of the ACF should commence.

3.4.5.7 All documented evidence that every effort has been made, must be provided to the County Quarter Master to carry out the relevant losses action.

3.4.6 **Mandatory Clothing to Be Worn.**

3.4.6.1 When in uniform all ACF personnel must indicate that they are members of the Cadet Forces by wearing the following text on their uniform:

- a. CFAVs – the letters “ACF” embroidered on rank slides in MTP/working dress;
- b. cadets – “Cadets” in **RED** lettering embroidered on rank slides in MTP/ working dress; or
- c. metal “ACF” shoulder titles on No 2 dress

3.4.6.2 All rank Slides and shoulder titles are available to demand through MOD supply. Counties may authorise rank slides containing the county title e.g. ‘Blankshire ACF’ to be worn by CFAVs, these should be in the standard MOD style and must have ACF annotated on the rank slide. Any such rank slides must be procured as private purchases only

3.4.6.3 All CFAVs are to wear the ACF diamond Red Badge on their right Blanking plate. NO other badges such as TRF’s are to be worn.

3.4.6.4 CFAVS and Cadets may wear a county flash on their left blanking plate, below the Union Emblem. No other badges are to be attached to the left arm blanking plate. These are to be purchased with Non-Public funds.

3.4.7 **Non-Issued Clothing.**

3.4.7.1 The wearing of Non-Issued Clothing is not approved in accordance with Ref A and will not be supported through the MOD supply.

3.4.7.2 Cadets are entitled to wear ACSC Qualification badges; these are to be purchased with Non-public funds.

3.4.8 **Transfer from Another Cadet Force.**

3.4.8.1 Both CFAVs and/or Cadets are permitted to move to a Detachment within the same County or transfer to another County that is local to them.

3.4.8.2 If the transfer is within the same County, the receiving Detachment CFAVs are to inform their relevant CAA, who will arrange the transfer of all relevant documentation.

3.4.8.3 If a cadet transfers out of the ACF County, the following clothing procedure is to be adhered to:

- a. receiving County Detachment CFAV is to inform their CAA of the transfer occurring providing the relevant details of the transferee and previous County/Detachment details;
- b. receiving County HQs are to contact the previous County HQ to confirm the individual is now parading as part of their County and request all relevant documentation G4 are posted to them;

- c. losing County HQ are to ensure all the relevant 7767's for Clothing held are posted to the receiving County QM; and
- d. receiving County HQ are to arrange the transfer on Westminster by contacting the Westminster Helpdesk.

3.4.8.4 If a CFAV transfers out of the ACF County, the following clothing procedure is to be adhered to:

- a. receiving County to inform losing County the transferee is now parading with them; and
- b. losing County are to ensure all relevant clothing records are transferred to the receiving County.

3.4.9 **Laundry.**

3.4.9.1 The laundering of certain items is included in the Service Level agreement with the RFCA. The following items may be laundered or dry cleaned and funded from the County Consolidated Grant or a specific laundry fund:

- a. MTP Uniform items being returned from leaving CFAV/Cadets that have been conditioned to A2 by the CQM;
- b. No 2 Dress (Jacket, Trousers and Shirt) if being issued to another individual;
- c. bed & table linen if being used at a county weekend training centre; and
- d. sleeping systems if used as a pool item only. Individual issue is not included.

Part 5 Non – Service Equipment.

References in part 5:

- A. [Defence Logistics Framework](#)
- B. Westminster Stores Package (Accounting and cadet force Main Equipment list)
- C. JSP 770, ch4

3.5.1 General.

3.5.1.1 There are two types of non-service equipment that maybe in use:

- a. public funded – This is equipment that is not available to be supplied through the MOD supply chain, and has been procured with MOD Funds (Public) from an external source that organisations are entitled to and must be accounted for in accordance with Ref A. For example, Scorpion air rifles and cadet training vests; and
- b. non-public funded – This is equipment that is not available through MOD supply chain, that MOD are not willing to support and is procured with Private Funds such as Detachment banners, irons, training aids and shotguns.

3.5.2 Accounting.

3.5.2.1 All public funded equipment will be accounted for in accordance with Ref A and utilising Ref B. This equipment is to receive all the relevant managerial checks and accountability as for service equipment where applicable.

3.5.2.2 All private funded equipment will be accounted for in a County, Area or Detachment property book or in accordance with County SOP's.

3.5.3 Support and Replacements.

3.5.3.1 Some public funded equipment has a lifetime support, such as Scorpion Air Rifles and all damages and faults are reported to County G4 PSS. Equipment such as cadet training vests, have no support although all damages and faults are reported in the same way. Counties must apply for replacement equipment with appropriate justification to RC Cadet Branch. All private funded equipment will be supported by the fund line it was purchased from as per County SOP's.

3.5.4 Entitlement.

3.5.4.1 There are no lines of entitlement of non-service equipment. All public funded equipment is procured in support of ACS 21, where a justification exists, and the MOD cannot supply.

Part 6 Service Equipment.

References in part 6:

A. [Defence Logistics Framework](#)

3.6.1 Accounting.

3.6.1.1 Accountability. Materiel (including equipment) Accounting provides information that underpins the responsibility and accountability through the Chain of Command (CoC) to the permanent Under Secretary of State as the Government Accounting Officer. This in turn provides the assurance to both the Treasury and National Audit Office (NAO), that the Unit complies with Government Accounting Regulations.

3.6.1.2 Policy and Process. Ref A (DLF) provides details of all policies and process for materiel accounting.

3.6.1.3 Defence Inventory (DI). The DI is defined as materiel encompassing all service equipment, stores, spares, supplies, equipment obtained by contract or low value purchase procedures and any stock owned by contractors but used or held by the ACF. It is all allocated a materiel account classification code of permanent(P), limited (L) or consumable (C).

3.6.1.4 Logistic Information Systems (Log IS). Materiel held within the ACF is currently accounted for utilising two Log IS's;

- a. Management of the Joint Deployed Inventory (MJDI). Which is utilised to account for Light Weapons (LW) and Mercury Tactical Communication Information Systems (TacCIS) for ACF's. This is managed by the relevant Cadet Training Team (CTT), distributed to ACF in an Articles in Use (AinU) and managed within the ACF by a member of the PSS (AinU custodian); and
- b. WESTMINSTER G4 Package. Which is utilised to account for all other materiel within the ACF less Ordnance, Munitions and Explosives (OME). WESTMINSTER G4 Package is managed by the Cadet Quartermaster and members of the ACF PSS.

3.6.1.5 Materiel Accounting Roles and Responsibilities. Across the ACF, Materiel Accounting roles and responsibilities must be clearly defined. Further information on the roles and responsibilities can be found in the DLF-Roles, brief description:

- a. MOD Materiel Account Owner (MAO). A recognised authority appointment (County Comdt) of a unit who is responsible and accountable for the supervision and control of all materiel and stores within the unit. Delegation of supervisory duties to the Materiel Account Holder does not relieve responsibility;

- b. MOD Materiel Account Holder (MAH). The MAH (CQM) is responsible and accountable for the custody of materiel and stores. This is to ensure that materiel and stores are used in an appropriate manner and solely for ACF activity, in accordance with Ref A. Any delegation of duties to Materiel Accounting PS does not relieve this responsibility;
- c. MOD Materiel Accounting Staff (MAS). MAS (CSA, CAA) are the prime transactional users of the Materiel Accounts within the ACF. They will use both manual and WESTMINSTER Log IS to place demands, check progress, receipt or issue materiel and conduct stocktaking in accordance with Ref A. MAS are responsible to the MAH; and
- d. MOD Materiel Custodian (MC). MC's (Cadet Force Adult) is responsible to the CoC for materiel and stores while in the individual's possession or on charge. The holder is responsible for ensuring that all reasonable precautions are taken to safeguard and maintain the serviceability of equipment held on charge. This is to ensure the security, care and use of ACF inventory.

3.6.1.6 Suitable Materiel Custodian (MC). The CoC must ensure before any Materiel is taken on charge by an MC the following is taken into consideration:

- a. the suitability of the proposed custodian.
- b. the value and range of the items on charge.
- c. the amount of control the holder would be able to exercise over the items in their charge.

3.6.1.7 Guidance for MC. The following notes are provided as a general guide to MCs; they are not exhaustive and should be used together with any other guidance issued by the MAH to meet the requirements of the model of materiel on loan and local circumstances. On taking over MCs must physically check each item - never accept a signed Loan Card as proof of an item being present. Be careful not to count the same item twice. Ensure that all surpluses and deficiencies identified at the time of hand over/Take over are reported and recorded. When conducting any hand over, take over or muster attention should be paid to:

- a. items with a security classification of Official Sensitive or above;
- b. high value items;
- c. items classed as Attractive to Criminal and Terrorist Organisations (ACTO);
- d. serial numbered items;

- e. all items classified as attractive; and
- f. equipment that has been or is likely to be used on operational and training deployments.

3.6.1.8 CFAVs may be required to distribute items held on charge within detachments. This will take the form of items which have to be available in situ for use or items that are issued to individuals for short periods. Examples are equipment and clothing loaned to an individual to carry out a specific task or equipment issued for training. CFAVs are required to use processes (further signed out on a form or register) to demonstrate that all reasonable steps to safeguard the items for loss or damage have been taken.

3.6.1.9 Loans Internal. Although items may always need to be in situ, it is incumbent on MCs to conduct additional physical checks as necessary to ensure that the loss, damage or misuse is identified at the earliest opportunity. These checks need not be a formal muster or conducted by MCs, but a record needs to be maintained to prove that a check was carried out. There will be occasions when materiel held on charge will be required to be loaned to individuals within the Detachment. All such loans are to be authorised as an internal loan within the Detachment approved by the MC or CFAVs delegated by the MC and for less than 21 days, manual records can be maintained on:

- a. MoD Form 3352A (Loan Record Card);
- b. MoD Form 3352B (Loan Record Book); and
- c. [MoD F7767](#) issue & receipt voucher.

3.6.1.10 It is recommended that items are only loaned to individuals within the direct chain of command or control. When loaning items MCs must ensure that items are returned when due and any loss is reported and investigated. Checks of Loan Records should be carried out Regular intervals to ensure that the individual still has custody of the items on loan.

3.6.1.11 Daily Issue Register. May be used if authorised by the MAH (CQM) for the temporary issue of individual weapons for activities lasting no longer than 24 Hrs and includes:

- a. weapon cleaning;
- b. weapon training; and
- c. ranges.

3.6.1.12 Internal Demands/Replenishment. Detachments requiring replenishment items are to prepare a MOD F 2251 (Defence Materiel Request) or County locally produced Replenishment List for the stores needed within entitlement. The list is to be signed by the MC or CFAV with delegation and submitted to the MAH (CQM)

Supply Staff in duplicate. The MAH (CQM) is to organise the issue of available items from stock, obtain the signature of the sub-unit representative (MC) on the original Replenishment List, and return the duplicate copy. When a replacement or exchange item cannot be supplied, the relevant unit demand number is to be recorded on the Replenishment List, and the list retained by the MAH (CQM) and MC until the demand is satisfied.

3.6.1.13 Ammunition. The County ammunition allocation is made at HQ RC level. Ammunition issues to Detachments are controlled by the MAH (CQM). For reasons of safety, security and operational significance, ammunition is always to be subject to full accounting procedures.

3.6.1.14 All life dates of materiel are calculated using the first day of the month, as the Service Life Expiry Dates (SLED).

3.6.1.15 Ammunition provided by the County for holding by a detached unit is to be accounted for in accordance with the DLF: Storage of Munitions.

3.6.1.16 Demands for ammunition should be submitted by the QM or their staff through UAMS.

3.6.1.17 Detachments are to ensure that bans, constraints and limitations applied to OME is always adhered to. All OME bans, constraints and limitations are published on the [Joint Services Munitions Control Register](#)

3.6.1.18 The procedures for storage of ammunition are contained in the Storekeeper SAA (Cadets) Course Instructions.

3.6.1.19 Ammunition Storage. All ordnance, munitions and explosives (OME) must be stored in accordance with the publications on this site:

<http://assert.bmtdsl.r.mil.uk/DOME/Library/>. Note that JSP 482 is no longer extant.

3.6.1.20 Ammunition Security. All OME physical security must be stored, transported and used in accordance with JSP 440 Leaflet 5 Firearms; Ordnance, Munitions and Explosives (OME) & ACTO¹ or other local security instructions such as Northern Ireland Standing Orders (NISOs).

3.6.1.21 Operational Ration Packs (ORP). Issue of stocks is controlled by Defence Procurement. ORP will normally be issued for training exercises in accordance with annual authorised allocations and operations on instructions from ACF HQ or RC.

3.6.1.22 Requests for ORP are to be submitted to ACF County HQ. All requests should include:

- a. exercise Instruction (including feeding plan);

¹ [JSP 440: Defence Manual of Security, Resilience and Business Continuity](#)

- b. nominal roll of CFAVs and cadets attending; and
- c. CASP including authority in principle as per ACSMS

3.6.1.23 DFS produce several 24-hour variants to meet the dietary needs of cadets and CFAVs, including cultural and religious requirements. Full information regarding the types of Operational Ration Packs (ORP) available, including contents are detailed in JSP 456 Pt2 Vol 1.

3.6.1.24 The Operational Ration Heater (ORH) is designed for individual use in field conditions and consists of a folding stove and a detachable windshield. Each 24-hour fuel pack contains 6 fuel tablets; additional fuel tablets can be demanded separately.

3.6.1.25 ORP and their open components that have not been consumed must be returned to stores and taken back onto account cross-referenced to the original issue voucher.

3.6.1.26 Storage and Turnover Procedures. Although ORP is produced and packaged to a very high standard, care still needs to be taken in its storage. Exposure to extremes of temperature will dramatically shorten its shelf life and the products will become unpalatable. Ideal storage conditions are in a temperature range of between 10C and 20C in a store protected from the elements and safe from pests and vermin. Units holding ORP are to ensure that stock they are holding is stored in the optimum conditions, issued in the correct date order and used before its consumption date. To ensure that ORP stocks are turned over, earlier pack dates are issued for consumption during training exercises.

3.6.1.27 Before consumption of ORP units are to check the most recent [ORP Status Report](#) for the latest re-examination and consumption advice by ORP Pack Date (PD)

3.6.1.28 Stores Maintenance. MAO's are to manage compliance assurance checks of the storage areas, records of the results of these checks should be recorded in a register to ensure that materiel is being stored and accounted for in the correct manner.

- a. storerooms are to be clean and compliant with appropriate hazard Regulations;
- b. security checks are to be conducted on all store's offices and stockholding areas;
- c. the stores are to have adequate labelling, signage and layout to allow easy location of stock. Access to storage areas is to be restricted to personnel required to work in the area;
- d. stock is to be routinely inspected to ensure that it remains fit to issue. The following points should be noted:

- (1). dangerous goods. Stores which are hazardous are to be handled and stored in accordance with the guidance on the Safety Data Sheet (SDS).
- (2). life materiel. 'Shelf-life' materiel is to be managed so that, where possible, items are used before their shelf life has expired and the principle of 'issue oldest stock first' applied;
- (3). suspect stock. Stock that is suspect, is to be physically segregated from fit stock, preferably by moving it to a new location or an issue restriction imposed while the investigation is carried out. Suspect stock is not to be used until authorised; and
- (4). packaging. Packaging is to be in accordance with DLF: Packaging, Handling, Storage and Transport. Packaging in storage is to be sufficient to avoid deterioration of the materiel.

3.6.1.29 Items Found. When items are found outside of normal supply working or storage areas, they are to be investigated to reveal the cause of the apparent surplus. Items valued below £2000 should attract the minimum level of investigation, but must include:

- a. a check of all outstanding Discrepancy reports, both in and out;
- b. a check of all outstanding or completed Materiel Loss Reports; and
- c. a check of all managerial check differences.

3.6.1.30 Conditioning. Conditioning is the examination for condition and classification of materiel to determine whether it is:

- a. serviceable;
- b. repairable;
- c. unserviceable (salvage); or
- d. unserviceable (valueless).

3.6.1.31 Code C and L items may be conditioned by the appropriate competent individual nominated by the MAH(CQM). Items that cannot be repaired by PSS are to be recorded as unserviceable (BR/EO) and replaced, unserviceable equipment will be disposed of IAW DLF-Policy-Disposal of Materiel.

3.6.1.32 Disposal. Disposal information/direction will be produced by the MAH(CQM).

3.6.1.33 If C Class materiel is declared and identified as "Dispose Locally" Defence Equipment Sales Authority (DESA) is the delegated authority to dispose of all MOD

owned materiel except the disposal of domestic waste; including surplus food, paper, cans, plastic and general office and domestic waste.

3.6.1.34 "Treat as Waste instruction": Materiel with no value is to be treated as waste.

3.6.1.35 Unserviceable P & L items are to be returned to the MAH(CQM) or individual delegated by the MAH(CQM).

3.6.1.36 Miscellaneous Stores Account. The Miscellaneous Stores Account (MSA) is designed to incorporate into one accounting procedure all accountable items held by a unit which are not covered by special to commodity accounting systems (NATO Stock Number, NSN). All MSA items are accountable and as such are to be held on the MSA account. Normal accounting procedures apply. The loss, damage or destruction of Public Stores is to be dealt with in accordance with DLF: Losses. Where the value of the item concerned is not known by the unit, the matter is to be referred to the appropriate formation HQ for valuation.

3.6.1.37 Stores Purchased from ACF Operational Grant. Articles purchased via Operational Grant (OG) are to be treated as public property, and stores or equipment, other than consumable items are to be brought on charge and accounted for as such, and in accordance with DLF, it is to be accounted for via the current MOD Log IS (WESTMINSTER). Individuals seeking funds from the OG are to ensure that the County PS are provided with the appropriate invoice and a Receipt Voucher (RV) is obtained confirming receipt onto their accounts. Subsequently a copy of the RV and original invoice and OG application is to be submitted to the County HQ at the time payment is requested, or immediately after the purchase is made.

3.6.2 **Stocktaking and Losses.**

3.6.2.1 Stocktaking. The MCs are to conduct stocktaking in line with the County Annual Stocktaking Program. The CQM will provide WESTMINSTER stocktaking documentation for the MC's. A register is to be retained and maintained to record all Programmed and Non-Programmed Stocktakes. The following documentation to be retained:

- a. WESTMINSTER Stocktake; and
- b. MOD Form 2294

3.6.2.2 Non-Programmed stocktakes include the following:

- a. management snap checks - Directed by the CoC to meet requirements in accordance with materiel requiring extra accounting to support Physical Security, Defence Munitions instructions and Land Equipment User Maintenance Standards;

- b. audit sample stocktakes – may be randomly requested by officers of the Front-Line Command (ACF)/Organisational Headquarters, Defence Equipment & Support (DE&S) and National Audit Office (NAO); and
- c. handover stocktakes are carried out when there is a change of Materiel Account Owner (MAO) / Head of Establishment (HOE), Materiel Account Holder (MAH) or primary Account Holder. When a Handover Takeover stocktake is conducted, a MOD Form 2294 - Handover/Takeover Stocktake Certificate for Change of Command or Materiel Account Owner/Holder (available from the SEOC Form Bank) is to be completed.

3.6.2.3 Losses. All Losses are to be reported immediately through the CoC to the MAO as soon as discovered.

3.6.2.4 A full internal investigation must be conducted, even if an external one has been required, unless otherwise directed by the external investigator to ensure all the circumstances of the loss have been logged and any lessons learnt identified. Internal loss investigation is to be conducted by the MAH(CQM) or as nominated by the MAO (County Comdt).

3.6.2.5 An investigation is to be conducted to identify the circumstances of the loss, to establish the cause and initiate remedial action.

3.6.2.6 Where a preliminary investigation suggests there is a possibility of criminal activity or involves items that are Attractive to Criminal or Terrorist Organisations (ACTO), refer to DLF: Losses-Criminal Activity. When there is no sign of criminal activity, investigations are to be conducted to determine:

- a. that physical security afforded to the materiel was sufficient;
- b. the name of the custodian where known;
- c. if the loss resulted from any defect in or misunderstanding of, existing procedures or control systems and that stock control methods were appropriate;
- d. claim action and discrepancy reporting were initiated within the permitted time limits for loss in transit;
- e. health and safety and security instructions were observed while reasonable weather protection was afforded to the materiel;
- f. circumstances warrant proceedings being taken under the Armed Forces Act 2006;
- g. the gross value of the loss, the value of any recovery or expected recovery, and the net value loss;

- h. whether the loss forms part of a larger loss or of a group of losses;
- i. whether the loss reveals weakness in design, packaging, handling and stowage characteristics or safety of the items, which should be reported to the owning Project Team; and
- j. action taken to prevent a recurrence.

3.6.2.7 Value of Loss. The value of the loss is the financial value which an item is deemed to possess at the time the loss occurred, which included any disposal or replacement costs, as well as any receipts. The following is to be applied when valuing a loss case:

- a. all prices, except those involving food and fuel, are to be VAT inclusive;
- b. the following adjustments are to be applied to the Basic Materiel Price (BMP) to determine the Value of Loss:
 - (1). serviceable stores in use: apply 25% reduction;
 - (2). stores categorised/conditioned as scrap or surplus to Service requirements prior to discovery of the loss: apply 90% reduction (or disposal value if known); and
 - (3). items produced for sale: use the current selling price.
- c. where it is not possible to determine the materiel condition at the time of the loss, serviceable prices are to be used; and
- d. unserviceable stores and part worn clothing and textiles not attributed to MLC 8 or MLC 9 (including item out of shelf life) apply 50% reduction (except Adventurous Training equipment where the full BMP or like for like commercial cost of replacement should be used).

3.6.2.8 The following items require special valuation action:

- a. food. The full commodity price is to be applied (excludes ORP); and
- b. Defence Accommodation Stores. The value of loss is to be assessed in accordance with JSP 384: Management of Defence Accommodation Stores (DAS).

3.6.2.9 Loss File Creation. A registered file (MOD Form 329D) is to be created for each loss case and should include all relevant documents in chronological order relating to the loss. All case files should include:

- a. a full explanation of circumstances surrounding the loss;
- b. appropriate supporting papers, e.g. NSI Reports etc;
- c. details of implementation and subsequent monitoring of measures to prevent a recurrence;
- d. where there is negligence, evidence that appropriate disciplinary or legal action has been/is being taken;
- e. two copies of the MOD Form 2260 (where applicable);
- f. a schedule of events detailing important dates in progressing the case; and
- g. letter of Delegation (LoD) showing that the authorising officer has authority to write-off, (if no LoD is held or loss is not within delegated authority loss must be submitted to higher authority) or showing it outside their delegated authority.

3.6.2.10 Loss Process Flow Diagram. A flow chart guide to managing the loss process can be found on the DLF site via the following link: [Losses](#)

3.6.2.11 Equipment Care (EC). This is defined as the process employed to ensure that their equipment achieves the highest levels of availability in the most cost-effective manner. EC includes all the routine cleaning, maintenance, forecasting, testing and inspection by the user. EC is a function of the command and enhances operational effectiveness.

3.6.2.12 The basic principles of effective EC are:

- a. command led. Total commitment to EC by the chain of command, starting with the Comdt. All personnel must take responsibility for ACF equipment with the chain of command leading the unit approach;
- b. culture. EC is an intrinsic part of achieving and maintaining operational readiness and effect; it contributes to saving lives and achieving mission success. It must be ingrained in the ethos of every County ACF;
- c. competence. All personnel must be competent to undertake their EC responsibilities. They must also have a good working knowledge of the EC processes and procedures employed within the County;
- d. capability. All equipment, from simple tools to complex platforms, is designed to do a specific job; operating equipment outside of its design parameters may endanger the operator or result

in equipment failure. Good EC requires personnel to operate equipment in accordance with the AESP and within the limits of the equipment's safety case; and

e. compliance. JAMES, JSPs, AESPs and other systems or policy exist to ensure good EC; their use and upkeep, together with unit compliance with policy and Regulations are fundamental requirements.

3.6.2.13 County Equipment Management. The County Comdt must define their commitment to EC by publishing an EC Policy Statement (ECPS) and must appoint a Unit Equipment Manager (UEM). The UEM (normally the CQM) is responsible for writing and applying the Unit EC Directive (UECD) and implementing a system that ensures EC is conducted to the standard set out in Land Equipment User Maintenance Standards 0200-A-093-013 publication. Chapter 2 sets out the basic standard to be achieved in EC Management Procedures and gives examples of how this might be met. The ECPS and UECD must be communicated through the chain of command.

3.6.2.14 Kings's Regulations (KRs), Chapter 4, Unit Command, Control and Administration, mandates that the unit commander is responsible for the condition and security of all public equipment and stores on charge to the unit. QRs also state:

a. "Every officer, even if the appointment which they hold is only temporary in nature, is aware that they are responsible for the equipment and stores appertaining to the appointment and is accountable for them to the CO".

b. "At all times, articles are to be held on charge by nominated individuals, who shall hand the equipment over to another individual whenever the holder is absent from the unit".

3.6.2.15 All ranks are directly responsible for the care, security and maintenance of equipment on their charge for the unit commander. All officers within the chain of command must ensure that all equipment is held on the charge of a nominated individual.

Part 7 Catering Support and Messing.

References in part 7:

- A. JSP 456 Ch 14
- B. [Daily Messing Rate published Quarterly](#)
- C. [JSP 456](#) Vol II Ch5
- D. [JSP 754](#) Ch 6

3.7.1 General.

3.7.1.1 The authoritative publication about Catering in the ACF is Ref A. This publication gives the entitlement for the ACF. Ref B provides the quarterly defence messing rates throughout the MOD.

3.7.2 MOD Sponsored Cadets.

3.7.2.1 All Cadets when attending cadet official activities at either a NTEP/DTE Site or at any County Weekend Training Centre (whether the County provides their own catering facilities or it is provided by a Short-Term Catering Contract, or on ORP are required to pay 40% of the Daily Food Charge known as the “Cadet Contribution to Messing” for each 24-hour period or part thereof of the Cadet activity. The only exception is for cadets who receive free school meals. **CBN 22 037 Recording Cadets Eligibility for Free School Meals gives direction and guidance on how units should manage and account for those cadets in receipt of free school meals allowances.**

3.7.2.2 The cost of this can be found in the daily messing rate published table on the ACRC, Westminster published each quarter for a set period.

3.7.3 Cadet Force Adult Volunteers.

3.7.3.1 All CFAVs and PSS, who are in receipt of the Volunteer Allowance (VA) during any Cadet training/activity at certain facilities are to be charged the entitled rates for messing for each 24-hour period or part thereof, the charge may not be abated to take account of absences from individual meals, however for periods of absence of 24 hours or more, no messing charge is to be raised. These Charges do not include extra messing.

3.7.3.2 If CFAVs are not in receipt of VA no matter where the activity is located, then there is no charge for the meals, however if a CFAV retrospectively receives VA they will be required to pay for meals taken if applicable

3.7.3.3 Non ACF personnel involved in support of any cadet activity will be required to pay the entitled rate when located at certain facilities.

3.7.3.4 The locations where food charges are to be applied using the rules in 3.7.3.1 and 3.7.3.2 are at Table 3.3, this includes all RPoC and national run activities.

Location of Activity	Cadets	Cadets (in receipt of benefits and /or free school meals)	Adult claiming VA	Adult not claiming VA	Non ACF personnel in support
Any County CTC/RFCA owned where catering provided by CFAVs	YES	NO	YES	NO	YES
Any County CTC/RFCA owned where catering provided by STCC	YES	NO	YES	NO	YES
Any DTE site catering provided by NTEP contractors	YES	NO	NO	NO	NO
Any DTE site catering provided by STCC	YES	NO	YES	NO	YES
ORP on Field exercise or NTEP/DTE site	YES	NO	NO	NO	NO
Where CILOR has been claimed	YES	NO	YES	NO	YES

Table 3.3: Adult & Cadet Messing Charges

3.7.4 Cadet Exchange Visits.

3.7.4.1 International Cadets who are a member of a Cadet Exchange visit made under MOD approved reciprocal arrangements are entitled to feeding.

3.7.4.2 Food charges, including cadet daily messing contributions, may be waived for international cadets, such a waiver is to be granted on the understanding that it is to be equally applied between the countries involved.

3.7.5 **Dietary Restrictions.**

3.7.5.1 All dietary restrictions can be catered for by NTEP/DTE catering Contractors or Short-Term Catering Contractors on the Hot Plate and 'troops in transit'. The restriction of provision is when ORP or Container Meals are required.

3.7.5.2 Container meals for specific dietary restrictions are not always possible especially gluten free/ceciac, consultation with the Catering Contractor is to be carried well in advance of the cadet activity start date, so all options are explored, and a complete feeding plan is created for all attendees.

3.7.5.3 ORP is provided for Vegetarian (general not specific), Halal & Sikh/Hindu. There is no ORP provided specifically for nut allergy or gluten free/ceciac. For nut allergy some ORP contain nut trace and this is a unit's responsibility to check the ingredients of the ORP for trace of nut.

3.7.5.4 Alternatively, CILOR¹ can be claimed for CFAVs and cadets who have a nut allergy, ceci disease or who require gluten free foodstuffs instead of ORP. The daily rate is published quarterly in the DMR. This is to be applied for at least six weeks prior to the event. These are the only circumstances where CILOR is allowed with ORP. This is authorised by Food Services Directorate Army HQ.

3.7.5.5 Detachment CFAVs are to ensure any dietary restrictions for CFAVs, and cadets are always up to date on Westminster to assist the planning of cadet activities.

3.7.6 **Travelling to and From Activities.**

3.7.6.1 There is no entitlement to feeding during any journey to a cadet training/activity.

3.7.6.2 'Troops in transit' meals may be provided for homeward journeys, more than five hours only, unless part of the activity feeding plan.

3.7.7 **Authorised Exercises.**

3.7.7.1 When CFAVs are deployed on an authorised exercise they will be deemed entitled to be fed at Crown Expense for the duration of the exercise when conducted under the following conditions:

- a. When they are deployed on an exercise at a NTEP Site; or
- b. When they are deployed on a unit exercise that is conducted 'out of barracks' Out Of barracks means in the Field without facilities of a DTE Site.

¹ Cash In lieu of Rations (CILOR)

3.7.8 **Field Conditions Food.**

3.7.8.1 Field Conditions Food (FC(F)) are very specific and tightly controlled by HM Treasury and may only be officially declared by the Commandant in accordance with Ref D. Any unit believing it has a requirement to declare FC(F) and does not meet the criteria in Ref D, for which the costs are expected to be funded by the DFV are to provide full justification to Defence Logistics via the appropriate Front-Line Command (FLC) for approval.

3.7.9 **Short Term Catering Requirements.**

3.7.9.1 Short Term Catering Requirements (STCR) is now a Programme Hestia contract wide enabling service funded through the Front-Line Commands (FLC) but enabled and delivered with support of the DIO. As detailed in Hestia Booklet 3 and where the unit is unable to support themselves, there may be a requirement to provide STCR for certain short-term military training and exercise commitments. This requirement may also arise for all Tri-Service Reserves, University Officer Training Corps (UOTC), Cadet Forces annual and weekend training camps and Regular Forces commitments.

3.7.9.2 The Contractor shall only be required to provide one of the following two levels of service for STCR which are either a Combined Mess as a single facility capable of feeding all ranks with a cafeteria self-service system, a central beverage area and a separate table clearance point. The second level of service delivery is also for a Combined Mess, but with segregated area for Officers and Senior NCOs for dining. This would also be a single facility capable of feeding all ranks with a cafeteria self-service system, a separate beverage area and with Officers and Senior NCO tables to be laid with placemat and cutlery.

3.7.9.3 The STCR is not applicable to Private Finance Initiative (PFI), Her Majesty's Naval Base Contracts (HMNB), National Training Estate Prime (NTEP), Next Generation Estate Contract (NGEC-Module H) but is applicable to certain RFCA Cadet Weekend Training Centres and the County G4 PSS can advise on the requirement.

3.7.9.4 The following roles are responsible for the actions listed below:

- a. unit. The unit is responsible for the completion of the STCR Request Form, sourcing of Top-Level Budget (TLB) funding (if not within the DIO HESTIA contract) and submission of this documentation to the relevant Estate Facilities Manager (EFM)/Senior Estate Facilities Manager (SEFM). On receipt of STCR approval the Sponsor is to confirm the Feeding Plan and on completion of the STCR event complete the STCR Certificate of Satisfaction;

- b. EFM/SEFM. The EFM/SEFM is responsible for validating the request and forwarding the STCR Request. They will then send this to the Soft Facilities Management (SFM) Area Office for further processing;
- c. area SFM office. The Area SFM Office is responsible for providing budget authorisation and approval within five working days of receipt of the STCR Request Form. This authorisation is only applicable to those STCR that are to be funded from the HESTIA Contract as an enabling service. On completion of the STCR and upon receipt of the Payment Notice and Certificate of Satisfaction they are to be receipted on CP&F and updated on Forecast of Outturn (FOO);
- d. DIO finance. The Budget Manager is responsible for providing budget authorisation and approval within five working days of receipt of the STCR Request Form. This authorisation is only applicable to those STCR that are to be funded by the TLB UIN; and
- e. contractor. The Contractor is responsible for providing a STCR costing and on receipt of authorisation and approval and are then required to deliver the stated STCR service. On completion of the STCR event they are to prepare and submit a Payment Notice together with the supporting documentation and signed Certificate of Satisfaction to the Area SFM Office.

Part 8 Medical Support.

3.8.1 General.

3.8.1.1 The Army Cadets is an inclusive organisation. The aim of this section is to:

- a. ensure that all members of the Army Cadets with medical conditions, disabilities and Special Educational Needs (SEN) are well supported;
- b. ensure that information about a person's needs is shared appropriately; and
- c. ensure that there is clarity around the holding and administering of medication at Army Cadet events

3.8.1.2 For the purposes of ACF Regulations and activities the definitions are:

- a. medical condition includes any disease, illness, or injury; any physiological, mental or psychological condition or disorder;
- b. disability is where a person has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities;
- c. Special Educational Needs/Special Educational Needs and Disabilities is where a person finds it harder than others to make progress. This may be due to a specific learning difficulty, a recognised disability such as hearing impairment, emotional or social difficulties, or speech and language difficulties. They likely to need extra or different support from that given to another person of their age;
- d. substantial is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed; and
- e. long-term means 12 months or more, e.g. a breathing condition that develops because of a lung infection.

3.8.1.3 Medical Standards – CFAVs.

- a. all CFAVs need to be able to provide a proper duty of care to cadets, other CFAVs and the wider community always, and often in demanding conditions. Many Cadet Force activities require a standard of physical fitness, mental capacity and resilience and/or educational ability to ensure that the cadets can take part in the activities and that CFAVs are able to safely deliver the cadet

experience, whilst discharging their safeguarding and supervisory responsibilities;

b. on applying to join the Army Cadets, all applicants are required to provide a declaration relating to their general fitness and health, and to declare any medical conditions, disabilities or SEN that might affect their ability to carry out this duty of care, or any other cadet activity;

c. medical conditions, disabilities or SEN are not automatically a bar to someone being a CFAV, but Comdts should risk assess individuals for their suitability to join the organisation. Where appropriate, they should make reasonable adjustment to allow a CFAV to discharge their proper duty of care on cadet activities;

d. where it is not practicable to make reasonable adjustment, or where the medical status of a CFAV changes for whatever reason, then the CFAV may leave the ACF as appropriate;

e. CFAVs completing risk assessments on other CFAVs may seek advice from that individual or from the Medical Support Officer. Information can be sought from a medical professional, external to the organisation, in exceptional circumstances (see 3.8.1.11); and

f. risk assessment findings are to be recorded. Assessments involving individuals (including medical information) is to be handled sensitively and in accordance with medical in confidence and Data protection Regulations for medical notes.

3.8.1.4 Medical Standards cadets. Many Cadet Force activities require a standard of physical fitness, mental capacity and resilience, and educational ability to ensure that cadets can take part in activities safely. While safety of cadets and CFAVs must always be the primary concern, young people are not to be excluded from joining the Army Cadets purely because they have a medical condition, disability or require additional support, however Comdts are to ensure that an assessment is made (jointly with parents/guardians) covering the following:

a. duty of Care. Consideration must be given to cadets with any conditions which may give rise to a requirement for special care or specialist support. It should be noted that CFAVs are not trained carers, medical professional or mental health specialists and therefore the cadet may not be able to attend certain activities if they require specialist care that CFAVs cannot provide; and

b. training. Certain activities may be unachievable for the cadet. The Comdt is empowered to make reasonable adjustments to the

syllabus conditions if the effort required to pass is seen to be equivalent to that put in by other cadets.

3.8.1.5 Medical Declaration. On enrolment, in addition to the other documentation, all CFAVs and cadets are to declare their general fitness and health using a [Detail Update](#) Form which can be found on the ACRC.

3.8.1.6 This form must be updated on the following basis:

- a. cadets under 18 years. By the registered parent, guardian annually or on change of circumstances (if sooner)
- b. cadets over 18 years and CFAVs. Completed on change of circumstances.

3.8.1.7 Temporary changes. If CFAV or cadet has an injury or condition that would temporarily place them into a lower AC but is likely to last less than two months (e.g. broken bone) then a new declaration does not need to be submitted and Westminster does not need to be amended. They should however bring their temporary incapacity to the attention of their Comdt in order that a risk assessment is completed, their individual needs are catered for, and training plans can be adjusted.

3.8.1.8 All CFAVs and cadets must be declared to be in one of the following Ability Categories (AC):

a. AC 1. Able to take part in all Cadet Force activities unhindered because either:

- (1). no current disability/medical condition/SEN; or
- (2). minor disabilities/medical condition/SEN that will not affect their performance in cadet activities and does not place them at risk; or

b. AC 2. Able to take part in all Cadet Force activities but with disabilities/medical condition/SEN the activity organiser should be aware of because either:

- (1). their participation in the activities may be limited; or
- (2). their condition means they are slightly more at risk than a CFAV in AC1; or

c. AC 3. There are specific Cadet Force activities that they will be unable to take part in due to disabilities/medical condition/SEN.

3.8.1.9 Westminster recording. Everyone will have their medical information recorded on Westminster. However, specific information will only be seen by people who require the information. The information will be recorded in the following areas:

- a. AC 1, 2 or 3. Recorded (with no further information) in the Read Only Section. This allows any person with the correct level of access to see a person's Ability Category; or
- b. details of medical conditions and limitations. Recorded in the Read Only Extended Section. This area, which contains a personal specific medical information, can only be seen by certain appointments in the Chain of Command. It is also visible to the organiser of an activity that CFAV or cadet is attending.

3.8.1.10 When allocating a role or task to a CFAV or cadet with an AC other than 1 it is important to ensure they can carry out that role effectively. The limitations will be recorded in the Read Only Extended Section of their Westminster Record, or the activity organiser can discretely discuss the individual's capabilities with them.

3.8.1.11 Chain of Command Responsibility

- a. all CFAVs must keep in mind that the safety and wellbeing of cadets and other CFAVs is their primary concern. Therefore, they must ensure that if they become aware of a cadet, or another CFAV, who has recently injured themselves then they must ensure that it is declared appropriately;
- b. if the chain of command has reason to doubt the medical information presented on the Details Update Sheet or are unsure of the implications of the symptoms declared, then an appropriate person in the chain of command should have a private discussion with the individual to clarify the situation; and
- c. in some circumstances the Comdt may wish to refer the individual to their GP or other medical professional to ascertain fully the individual's limitations. This should be as a last resort if discussion with the CFAV has not reassured the Comdt.

3.8.1.12 A full medical examination may also be recommended for specific qualifications such driving licences.

3.8.1.13 Where practicable medical examinations will be performed without incurring any extra charge against public funds. If this is not possible then approval must be sought in advance from the RPoC HQ who will arrange for the fees to be paid or reimbursed.

3.8.2 Conduct of Regulated Activity.

3.8.2.1 The Care Quality Commission (Registration) Regulations 2009 and the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 require all organisations providing Medical and Nursing Care to register as a Healthcare Provider and to meet all the requirements of the associated legislation. Failure to

comply with the legislation can result in severe financial penalties for an organisation and in some cases criminal prosecutions. Although these publications do not legally apply outside of England, they are the standard applied to the Army Cadets.

3.8.2.2 The implication for the Army Cadets of this legislation is that while professionally qualified medical, nursing and allied health professionals such as paramedics may be members of the organisation or there may be healthcare professionals employed by a third-party provider in attendance at Army Cadets activities, these professionally qualified personnel are limited in actions they may undertake.

3.8.2.3 When engaged on Cadet Force activities, medical, nursing and health professionals including Medical Support Officers (MSOs) and Medical Support Assistants (MSAs), no matter how skilled or experienced, can only provide First Aid or emergency aid until the arrival of an NHS ambulance. Provision of anything above this is classed as Regulated Activity and should not be provided.

3.8.2.4 Examples of Regulated Activity that cannot be provided are:

- a. provision of sick parades/medicine parades. Provisions are to be made for cadets that are unwell to be temporary patients in local NHS primary care facilities. Cadets requiring Regular medication that has been brought from home are to receive this from the CFAVs on the activity, in accordance with the Medication Compliance section;
- b. provision of bedding down facility. If a cadet is too unwell to participate in activities and requires bedding down, then the cadet's own unit is to arrange to have that cadet returned home. Any escort is to be provided by an Officer/CFAV from the cadet's own unit. If a cadet is feeling unwell, they are permitted to return to their own sleeping accommodation for a maximum period of 24 hours and must be under the supervision of appropriately qualified welfare staff; and
- c. provision of anything other than immediate First Aid or emergency care. If anything, else other than First Aid or emergency aid is required then NHS 111 (or home nation equivalent) should be used in the first instance for non-emergencies. If it is an emergency, then 999 should be dialled;

3.8.2.5 The prime duty of care for a cadet remains with the Cadet Force unit until handed over to a parent, guardian or authorised carer. If a cadet requires emergency care an adult representative of their Cadet Force unit is to accompany them to the local Emergency Department. Should hospital admission be required, an adult representative of their Cadet Force unit is to visit the Cadet Regularly until handed over to a parent, guardian or authorised carer. The Cadet County HQ will also remain responsible for the management of the Cadet.

3.8.3 First Aid provision in the Army Cadets.

3.8.3.1 In line with the ACSMS, all activities must be risk assessed and suitable medical plan with first aid provision put in place. These are to detail actions in the event of an injury and details of the closest hospital.

3.8.3.2 In addition to CFAVs holding Emergency First Aid at Work and First Aid at Work qualifications, in the Army Cadet Force there are also appointed MSOs and MSAs.

3.8.3.3 The MSO and MSA are a source of support and guidance for first aiders.

3.8.3.4 An important role of the MSO is to support the County on behalf of the Comdt who has overall responsibility for duty of care by ensuring that the correct medical planning process has been followed and there are an appropriate number of first aiders, trained at the correct level, on an activity at any given time, to deal with any incident. The MSO also provides assurance to the Comdt regarding medication compliance and the governance of documentation.

3.8.3.5 The role specification for the MSO and MSA can be found on the ACRC.

3.8.3.6 MSO and MSA appointments may attract health care professionals into the post, it is important to understand the MSO and MSA are appointments within the Army Cadets. Accordingly, they are operating as a First Aider with advanced skills and not under any professional registration.

3.8.3.7 The authority to operate as an MSO or MSA within the cadets is in the capacity as an Advanced First Aider within the Army Cadets and is derived from The Health and Safety (First Aid) Regulations 1981 and Healthy and Safety Executive Regulations.

3.8.3.8 As a result, MSO and MSA are not permitted to carry out any treatment over and above that of a First Aider. However, there are additional physiological measurement tools that can be used to assist with decisions on managing uncertainty when considering cadet and CFAV welfare.

3.8.3.9 A Medical Support Set will be available for the MSO which may be used by any qualified MSA. This kit will contain all the approved equipment required for this role and must not have any unauthorised equipment added to it. Each kit has a defibrillator included. This should not be stored away but should be in a prominent location and accessible for any cadet or CFAV to use in an emergency.

3.8.3.10 Decisions of medical and welfare matters must be made with consideration to the "choose well" scheme and the 111 NHS system or home nation equivalent and recorded on the standard Army Cadet documentation.

3.8.3.11 Working outside the above scope of practice is not permitted.

3.8.3.12 First Aid Equipment. There are six First Aid sets that are available to be utilised in support of Cadet Training:

- a. detachment level – A HSE compliant First Aid at Work set is to be provided through the County stationery budget. These are First Aid sets for firm base locations where Cadets may parade and train;
- b. MSO set – To be used by CFAVs in the post of MSO and/or Medical Support Assistant (MSA) who have completed the Army Cadets Level 3 First Responder on Scene qualification and the Medicine Management courses and have been included on the Army Cadets First Aid MSO/MSA national list;
- c. module 069 (Mod 69) – These modules are to be used in accordance with Cadet Training Ranges. This is to be used by a CFAV qualified and in date of the First Aid at Work & Tourniquet (FAW & TQ) qualification. This includes all live firing ranges, blank firing training at County/Coy level and at all Detachments who have 0.22 rifle ranges;
- d. cadet activity 50 person (CA50) – This is a general FA set to cover all Cadet activities at Area/Cadre base area. This to be used by a CFAV qualified and in date of the Emergency First Aid at Work (EFAW) or FAW Qualification;
- e. cadet activity 10 person (CA10) – This is a general FA set to cover all Cadet Activities at Area/Cadre level, less ranges, that can be mobile. This to be used by a CFAV qualified and in date of the Emergency First Aid at Work (EFAW) or FAW Qualification; and
- f. general set (GS) – These are supplementary Items to be used at base area controlled by the Cadet Quartermaster (CQM).

3.8.3.13 Each set has a Local Equipment Schedule (LES) that shows what items and quantities belong to that set. The LES are available from the County G4 PSS and are the only items authorised for these sets, no additional items are permitted above the LES.

3.8.3.14 All First Aid equipment held is to be checked either monthly or quarterly and all demands are to be submitted in accordance with County G4 orders.

3.8.3.15 All First Aid equipment held, in date and serviceable is not to be used for training purposes, this is to be demanded from the County G4 PSS.

3.8.4 Medication Compliance.

3.8.4.1 This section must be read in conjunction with the County Medical Orders created by the MSO/MSA.

3.8.4.2 Whilst administration of medication while involved in Cadet Activities is prohibited, the effective management of prescription and non-prescription medication is essential to ensure the safety and well-being of cadets. This should always form part of the risk assessment when considering the specific medical needs of cadets.

3.8.4.3 The primary responsibility for the prescription and management of medication rests with the GP in consultation with other members of the primary care team and his/her patient. However, everyone involved in caring for the cadet is responsible for ensuring that his or her medication is well managed.

3.8.4.4 Medicine dispensed by a pharmacist becomes the property of the cadet to whom it has been prescribed. It must not be used for the treatment of anyone else.

3.8.4.5 Medication must be managed in a way that respects the autonomy, human rights, privacy, and cultural and spiritual beliefs of the cadet.

3.8.4.6 Consent must be obtained for the management of medication and this consent should be documented on Westminster. This is generally captured via the detail update form.

3.8.4.7 CFAVs do not have parental responsibility for cadets and accordingly, must gain the express consent from the parent or guardian prior to giving non-prescription medication (over the counter medication).

3.8.4.8 This consent can be sought from the medical information, which is gathered from several sources, including:

- a. cadet online application;
- b. Westminster records;
- c. the [detail update](#) form found on the Cadet Resources Centre which is to be completed annually for cadets and on a change of circumstances. This is a County responsibility to achieve; and
- d. the cadet [activity consent form](#).

3.8.4.9 This must be documented on the [medication compliance document](#).

3.8.4.10 CFAVs who are responsible for ensuring medication compliance at unit level should undertake the Medication Awareness module, on the DLE. CFAVs When medical information is gathered from parents or guardians via the enrolment form, Detail Update Form and/or Activity Consent Form about the cadets this should include a description of any prescribed medication and an agreement between the parent or guardian and the Army Cadet unit on how the prescription will be complied with during cadet activity.

3.8.4.11 During a cadet activity any person who is bringing prescribed medication or who receives any non-prescribed medication must have this recorded on the

Medication Compliance Document. This document ensures medication compliance is taking place.

3.8.4.12 It is critical all information is recorded on this form, ensuring that it is administered according to the prescriber's written instructions and recorded and signed each time. All documents should be stored in accordance with the data protection policy.

3.8.4.13 It is acknowledged that on occasion errors in prescription compliance may take place. It is important that any errors are reported immediately and advice from the 111 NHS system or home nation equivalent sought as to the action required should have a basic understanding and awareness of the medication they are administering and be aware of any well-known side effects, so it is important that CFAVs familiarise themselves with any medication. Guidance on this can also be sought from <https://bnf.nice.org.uk/drug/> or the MSO.

3.8.4.14 All medicines are potentially harmful if not used correctly, and care must be taken in their storage, management, control and safe disposal. The type and use of the medication will determine the type of storage required.

3.8.4.15 Some medicines need to be refrigerated. The refrigerator temperature must be monitored daily to ensure it is in line with storage requirements. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. If this situation occurs, the MSO/MSA must be able to record the temperature daily, to ensure the medication is kept within the recommend ranges. A lockable medical refrigerator should be considered if there is a need to store large quantities of medicine. The procurement of such items is a unit responsibility.

3.8.4.16 Emergency medication must be readily available to cadets who always require it during cadet activities. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline auto-injectors (pens) should be carried by the individual and not locked away.

3.8.4.17 All controlled drugs must be kept in a locked container under the control of the MSO/MSA. However, if the controlled drug is emergency medication it should be kept by the individual as securely as possible to minimise the risk of unauthorised access while also allowing quick access in an emergency. In this instance, keys should not be held personally by a CFAV. Where a CFAV administers emergency medication to a cadet, this should be recorded in the medication compliance record.

3.8.4.18 Any refusal to take medication should be recorded and appropriate advice sought from the parents or guardians in the first instance and, if required, the GP or prescribing practitioner.

3.8.4.19 CFAVs must not make clinical decisions/judgments regarding the administration of medication. Where a CFAV has any doubt about the action to take, the MSO must consult with the cadets GP and/or prescriber, and parent or guardian.

3.8.4.20 Where a cadet self-administers their own prescribed medication, and the CFAV is concerned about their ability to manage their own medication, the CFAV must report this to the Comdt via the MSO.

3.8.4.21 CFAVs should only handle medication from the original container, dispensed and labelled by a pharmacist. This includes monitored dosage systems and compliance aids. CFAVs must not accept the management of medication from family filled compliance aids or from single strips.

3.8.4.22 Pharmacy labels on medication containers must never be altered. In the event of a discrepancy advice must be sought from the GP or pharmacist prior to the cadet taking the medication.

3.8.4.23 When no longer required, medicines should be returned to parents/guardians to arrange safe disposal.

3.8.4.24 Sharp boxes must always be used for the disposal of needles and other sharp instruments and disposed of appropriately.

3.8.4.25 The disposal of Sharps boxes and/or Clinical waste bags is not a DIO Site/Landmark responsibility, the Unit will need to remove these items back to their HQ locations. The RFCA should have a contract for the disposal of these items.

3.8.4.26 Recording Treatment.

3.8.4.27 In the event a cadet is seen for any First Aid purpose, the MSO Daily Occurrence Log¹ (which is to be kept confidential) must be completed. This is in addition to AF510 which are being completed by the actual First Aider in the event of an accident or incident. This is to ensure that a suitable audit has been completed for any treatment or intervention by CFAVs.

3.8.4.28 If any of the additional physiological measurement equipment, (over and above that contained in a standard First Aid kit) is used from the Medical Support Set, this information should be recorded on the Observation Report Form, in the MSO Daily Occurrence log and on an AF510.

3.8.4.29 All documentation must be handed to CHQ for storage and audit.

3.8.4.30 Any medical information relating to an individual that is not stored on Westminster is classed as Special Category information and must be treated as such under GDPR.

¹ While this is the same form used for all daily occurrences (i.e. booking in and out of camp) a separate copy should be maintained for First Aid and/or medical matters due to the sensitive nature.

Part 9 Transport and Travel.

References in Part 9:

- E. [JSP 800 Defence Movements and Transportation Regulations](#)
- F. [Drivers Hours JSP 800 Vol5 Pt 2 COP1](#)
- G. [JSP 800 Vol 5 Pt1 Ch2](#)
- H. [JSP 800 Vol 5, Sect 3, Policy Leaflet 49](#)
- I. [JSP 800 Vol 2](#)

3.9.1 Transport.

3.9.1.1 JSP 800 (Ref A) is the authority on all information relating to travel and transport within the MOD. All road movement by the ACF is subject to the provisions of these Regulations.

3.9.1.2 The provision of transport in support of Cadet Training/Activities should always be, where possible and permitted, a MOD Vehicle. A MOD vehicle is any vehicle owned or controlled by the MOD. This includes all vehicles that are leased, loaned, sponsored, hired without a driver or provided by a Host Nation.

3.9.1.3 The activity which carries most risk of death or injury to ACF personnel is driving. It is essential - and legally necessary - that there is a clear policy for the authorisation of personnel to drive covering experience, competence and safety record.

3.9.2 Basic Principles of MOD Vehicle Use.

3.9.2.1 Authority. All use must be authorised in accordance with Ref A. Except in the case of a lifesaving emergency, MOD vehicles must not be used unless an authority to use exists and prior permission has been given in accordance with the policy and procedures set out in Ref A. A clear justification for the use of MOD vehicles must therefore exist and every journey undertaken must be authorised and be recorded in accordance with the various policy documents contained in Ref A.

3.9.2.2 Authority to drive military and/or RFCA/ACF vehicles will be granted by the Comdt only to personnel who fulfil the criteria laid down in Ref A.

3.9.2.3 Carriage of Passengers. Only authorised passengers may be carried.

3.9.2.4 Unit and Driver's Standing Orders. Every unit or establishment using MOD vehicles, or vehicles provided by MOD funding (RFCA Purchased, White Fleet/hired vehicles), must have a set of Unit Standing Orders covering vehicle management control and use, and a set of Driver's Standing Orders setting out the responsibilities of their drivers. This is to be complimented by use of the FMT 103 Drivers Certificate of Acknowledgement and an annual licence verification check.

3.9.2.5 The use of MOD vehicles must be managed and controlled through a robust system at unit level. This system must be reviewed annually through an appropriate CoC process.

3.9.2.6 Transport control staff must co-ordinate and control the use of all MOD vehicles within their area of operation/responsibility, ensuring that efficient and effective use is at minimum cost. The Comdt/CEO must ensure that PSS and CFAVs performing transport or vehicle related managerial roles are suitably qualified and experienced to perform their duties.

3.9.2.7 Licence Requirements. The driver of a vehicle must hold the correct licence entitlement to drive the vehicle, which must be in accordance with current licensing requirements for the vehicle or be based on the Maximum Authorised Mass (MAM) or passenger carrying capacity of the vehicle where doubt exists.

3.9.2.8 Drivers Duty Time. Drivers must be made aware of their permitted periods of activity and driving times, and requirements for rest and break periods which must be observed.

3.9.2.9 Reporting of Accidents. Drivers must be aware of their responsibilities to report all vehicle related accidents to the appropriate authority within 24 hours.

3.9.2.10 Vehicle Roadworthiness. The driver of the vehicle must ensure that the vehicle is fit for use and any fault identified during use is reported as soon as practicable.

3.9.2.11 Breakdown and Recovery Procedures. That all drivers are aware of the correct procedures to follow in the event of a breakdown or when recovery of a vehicle is required.

3.9.3 **Vehicle Documentation.**

3.9.3.1 All vehicles must comply with the Regulations in Ref A and must have the following documentation:

- a. an Authorised to Use Document (AUTD/FMT1001) otherwise known as a Work Ticket;
- b. A first and last parade sheet;
- c. a breakdown/recovery procedure;
- d. drivers' hours record (FMT105/FMT109); and
- e. fuel card/Eric key procedures.

3.9.3.2 Each MOD vehicle is to have MOD insurance indemnity; this only indemnifies the vehicle against risk when driven on authorised journeys. Failure to

authorise or transport in accordance with these Regulations may jeopardise the MOD legal position and potentially make the individual using the vehicle legally liable.

3.9.3.3 Each unit is to provide the correct equipment and PPE for Drivers to carry out First and Last parade checks, such as Oil, Cloths, tyre gauge.

3.9.3.4 Authorisation for all Journeys on the AUTD/FMT1001 is to be completed by County G4 PSS and annotate on Routine Orders every quarter. NO CFAV can authorise their own Journey.

3.9.4 **Driver Documentation.**

3.9.4.1 All ACF drivers of MOD Vehicles must comply with the Regulations in Ref A and must have the following documentation:

- a. an FMT600 issued to an individual as the MOD authorised driving permit, that records the individual holds the correct licences, has been familiarised on the relevant vehicles to drive and has completed the relevant Matrix test (every five years) for UK and/or abroad and completed the Hazmat awareness training for the transport of ammunition if applicable. This must be carried by the individual during all driving details;
- b. every ACF driver is to have an individual driver training record, controlled and managed at County level, this record will include annual FMT103 compliance, annual licence checks, all familiarisation carried out, licence acquisition and any training on vehicle documentation; and
- c. occupational driver certificate.

3.9.4.2 As well as the documentation above, some of this information can be placed on the individuals Westminster record but does not replace the need for the manual records at present.

3.9.5 **Drivers Hours.**

3.9.5.1 It is the responsibility of every ACF Driver to complete their Drivers' Hours Record whether it be the [FMT105](#) or [FMT109](#) in accordance with Ref B and County MT Standing Orders.

3.9.5.2 All CFAVs who drive occasionally for the ACF and it is not their full-time employment as a civilian are to complete the [FMT105](#). All CFAVs whose full-time employment is as a driver are to complete [FMT109](#).

3.9.5.3 All Drivers are to complete a drivers' hours record for any Cadet training/activity that is over 12 hours in duration, whether they are only driving for one hour during that activity or more. It is the Cadet training/activity that determines the requirement, not the driver's amount of driving.

3.9.5.4 All ACF units are to use the following Normal Operating Standards (NOS) according to Ref B:

- a. scheme A for all drivers of MOD vehicles which are under 3.5 tonnes MAM or vehicles with eight or fewer passengers; or
- b. scheme B for all drivers of MOD vehicles over 3.5tonnes (MAM) or vehicles with more than eight passengers.

3.9.6 **Vehicle Requests.**

3.9.6.1 All vehicle requests in support of Cadet Training/activities whether to transport CFAV and/or Cadets or the conveyance of Stores must be submitted to the County G4 PSS using the Cadet Activity Safety Plan (CASP). All requests are to have the relevant information provided, such as Pax No's, Drivers names, pick up points, stores to be conveyed.

3.9.6.2 The County G4 PSS will allocate the vehicle requirement firstly from their pool of vehicles (Minibuses/Vans/Trailers) or may request additional information to submit an FMT1000 request through the appropriate contractor system` to ensure the provision is supported.

3.9.7 **White Fleet Vehicles.**

3.9.7.1 All contracted self-drive white fleet vehicles supplied in support of Cadet training/activities are classed as MOD vehicles and are to have all the relevant documentation and authority as in the previous sections, whether they are from a hire company.

3.9.7.2 These vehicles are to have a proper take over and hand over on arrival and departure at the Unit. They are to be first and last paraded as per MOD vehicles with any damages/scratches/dents identified on the parade sheet, annotated on the hire company paperwork and reported and to the RPoC Clarity system for accountability. The breakdown/recovery procedures for these vehicles will be provided by the hire company.

3.9.7.3 Documentation for any white fleet provided through RPoC Transport Support Units (TSU's) will be provided by the TSU.

3.9.7.4 All coaches/white fleet supported by a driver, although classed as a MOD vehicle for the journey do not need any documentary support as mentioned.

3.9.8 **Fuel.**

3.9.8.1 Only MOD vehicles are entitled and authorised to use fuel at public expense. There are 3 ways to refuel MOD vehicles:

- a. MOD fuel Card – These are accountable documents and can be used at petrol stations for the purchase of Fuel for MOD vehicles during authorised details;
- b. POL Points – Fuel can be procured utilising the Visitor ERIC Key; or
- c. POL Points – Fuel can be procured utilising the County ERIC Keys allocated to a specific VRN or UIN for all vehicles.

3.9.8.2 All Fuel procured by MOD fuel card are to have receipts & fuel card passed onto the MT office for audit without fail on completion of the detail.

3.9.8.3 All fuel quantities drawn (card or ERIC Key) are to be annotated on the ATUD, at the point of refuelling, not after the event.

3.9.9 **Vehicle Insurance.**

3.9.9.1 MOD vehicles. Ref C is the definitive guidance for claims and insurance issues relating to the use of MOD vehicles. MOD vehicle insurance cover includes all MOD vehicles including vehicles issued to the ACF by RFCA. It covers only the MODs legal liability to pay compensation to third parties. ACF occupants of the vehicle who may be injured are in the same position regarding compensation as they would be if injured during any other ACF activity. MOD insurance cover does not apply:

- a. if a MOD vehicle is used for private purposes or purposes not associated with the ACF activity. (It is incumbent on Comdts to ensure the MOD vehicles are only driven on authorised journeys);
- b. where drivers are not authorised by the Comdt to use a motor vehicle or do not hold a full DVLA licence valid for the category of vehicle being driven;
- c. in the event of carriage of passengers who are not travelling in the performance of an official ACF activity. The carriage of unauthorised passengers in MOD vehicles is absolutely forbidden;
- d. where drivers are injured through their own negligence, they are not entitled to common law compensation from the MOD;
- e. where a MOD employee claims against third parties it is the individual's own responsibility to pursue a claim for compensation if they suffer injury or damage to property caused by acts of negligence by a third party; and
- f. MOD will not compensate for personal possessions or ACF owned equipment lost or stolen from a MOD vehicle or damaged as the result of a vehicle accident.

3.9.9.2 MoD Spot Hire and Project Phoenix vehicles. A motor insurance policy to cover these vehicles, as commercial vehicles, in respect of third-party liability including theft has been arranged in the same way as service vehicles. Subject to certain provisos, authorised passengers and drivers are included in the cover and this extends to both personal injury and damage to property. The policy excludes loss of, or damage to, the vehicle itself, and this risk is borne by the MOD.

3.9.9.3 RFCA vehicles. The RFCA are to ensure that their vehicles are included in a policy and are to pay the necessary premium from the annual ACF Operational Grant. They are to ensure that if any accident or occurrence arises from the use of the vehicle whereby it seems likely that a third-party claim of any sort may be made, notice in writing is given to the company immediately that there is no admission of liability or any other concession which could prejudice the company's action, and that any third-party claim received is immediately sent to the company.

3.9.9.4 Vehicles owned privately by the ACF. It is the responsibility of the ACF County to insure any vehicle owned privately by the ACF. Such vehicles are not covered by the MOD vehicle insurance policy.¹

3.9.9.5 Private owned vehicles (POV) Used for ACF Activities. POV are normally only authorised for use on MOD business if a MOD vehicle is not available, and it is the most cost-effective option of travel. The financial Regulations detailing the use of POV are detailed in [JSP 752](#) and for Civil Service in the appropriate Policy, Rules and Guidance (PRG) document. Prior to authorising personnel to use their private vehicle on MOD business, the line manager must ensure that the certificate ([FMT 102](#)) has been completed by the vehicle user. Ref D is the policy.

3.9.9.6 Vehicles owned personally by individual members of the ACF and authorised to be used for ACF activities or to transport other members of the ACF are not covered by any form of MOD or ACF insurance, and nor are the occupants. It is the responsibility of the owner of the vehicle to ensure that the vehicle, driver and all passengers are adequately covered by insurance. Members of the ACF should be made aware by their unit that some insurance companies consider journeys made on ACF activities to be of a business nature and are not covered therefore by an insurance policy taken out for domestic and pleasure purposes. ACF members should check with their insurance company before using their vehicle for ACF activities or for transporting other members of the ACF to and from ACF activities.

3.9.10 **Conveyance of Stores.**

3.9.10.1 The conveyance of all MOD issued equipment in support of cadet activities including County/RFCA owned stores such as AT equipment etc can utilise MOD Vehicles.

¹ ACCT UK may be able to help in securing insurance quotes.

3.9.10.2 The conveyance of gifted or privately purchased equipment such as furniture, is not permitted to be transported in MOD Vehicles and must be transported at private expense.

3.9.11 **Discipline and Safety.**

3.9.11.1 All parties of cadets travelling by rail or in MOD transport are to be accompanied by an appropriate number of CFAVs.

3.9.11.2 The supervision of parties of cadets in transit is the responsibility of the CFAV nominated in to be in charge.

3.9.11.3 Service pattern vehicles should be so marked as to make clear they are carrying cadets. Escorts are to be seated in the rear of the vehicle with the cadets. A risk assessment is to be carried out prior to use to consider the use of escorts in any Personnel Carrying Vehicle (PCV). Escorts are to:

- a. ensure that cadets embark and disembark in a controlled manner; that they remain seated for the duration of the journey and that they do not distract the driver or other road users;
- b. ensure that, where seat belts are provided, these are always worn, and that baggage is securely stowed; and
- c. control cadets when they leave the vehicle both during planned and unplanned halts.

3.9.12 **Public Service Vehicles.**

3.9.12.1 The operation of Public Service Vehicles (PSV) is governed by the Public Passenger Vehicles Act 1981, Section 1. In outline, A PSV is defined as a motor vehicle other than a tramcar which is used to carry passengers as part of a commercial activity or for hire or reward either by collecting individual fares or using a collective charge. There are two categories:

- a. small buses. Vehicles adapted to carry between eight and 16 passengers (e.g. minibuses); and
- b. large buses. Vehicles adapted to carry 17 or more passengers. ACF Counties are to register and operate small buses only.

3.9.12.2 MOD vehicles including MOD spot hire are not to be operated on Section 19 Permit.

3.9.13 **Large Goods Vehicles.**

3.9.13.1 A large goods vehicle (LGV) is defined as any goods vehicle, inclusive of trailer if towed, the maximum permitted weight of which exceeds 3.5 tonnes, and any articulated vehicle of any weight. The minimum age for driving an LGV is 21 years.

3.9.13.2 Restrictions: County Comdts are responsible for ensuring that all such vehicles are driven only by qualified drivers holding a vocational LGV licence. ACF CFAVs may be trained and tested to qualify for LGV licences under Service arrangements if they have a valid licence for Category B and a valid provisional LGV licence. The cost of LGV licences may be born at public expense.

3.9.14 **Seat Belts.**

3.9.14.1 All members of the ACF are required to wear seat belts, where fitted, when travelling in vehicles.

3.9.15 **Seating Capacities.**

3.9.15.1 The maximum seating capacities of vehicles are not to be exceeded.

3.9.15.2 When equipment or baggage is carried or when personnel are in marching order, proportionate reductions will be made. If, for example, half the body is taken up with light baggage/equipment, only half the permitted number of passengers may be carried. If the baggage/equipment is heavy for its bulk then the permissible weight, allowing 180 lb for each person, is not to be exceeded.

3.9.15.3 Passengers are not to be carried in trailers.

3.9.16 **Speed Limits.**

3.9.16.1 The drivers of all types of vehicles being driven during authorised ACF activities are required to comply with the speed limits imposed by the civil law. Although the driver remains responsible, under the law, for their actions, the member of the ACF most senior in rank travelling in the vehicle is to ensure that the driver remains within the law.

3.9.16.2 For certain vehicles, because of their construction and design, lower speed limits are imposed by the Services on technical grounds. Where lower limits are imposed, they will be shown in the Service-produced user handbooks.

3.9.17 **Travel by Members of the ACF.**

3.9.17.1 As a general principle all journeys in the UK will be completed by the cheapest method except when this would contravene the rules of duty of care or entail serious delay or other marked inconvenience. Entitlement to travel is detailed in Ref E. Standard class of travel is the only class authorised.

3.9.17.2 Bookings for commercial air, rail and sea travel are to be made using the defence transport Electronic Booking Interface System (EBIS) and the associated Travel Service Provider (TSP). Bookings are to be made by Admin Officers, on behalf of CFAVs, using the online tool. Comdts may authorise journeys for members of the ACF after which an F Mov 562 should be forwarded to the RPoC for approval. RPoC are authorised to approve bids up to £400, anything higher should be forwarded by the RPoC to RC CivSec. Journeys by members of the ACF located in Northern

Ireland, the Isle of Man, the Shetland and Orkney Islands and the Outer Hebrides, are the subject of special arrangements. When required, details of these should be obtained from the transport/ movement office at the appropriate RPoC HQ.

3.9.17.3 Travel costs for members of the ACF may be paid:

- a. direct from public funds;
- b. from public funds out of grants allotted to RFCA referred to as the "ACF Operational Grant"; or
- c. from non-public funds where appropriate.

3.9.17.4 Comdts are entitled to authorise CFAVs and cadets to travel using public funds for any of the MOD indemnified cadet activities carried out within the UK. The costs to participate in these recognised activities must be met from within the allocated budget held by their RPoC SO2 Cadets

3.9.17.5 Although it is not guaranteed, CFAVs and cadets may be authorised to travel using public funds outside of the UK when taking part in an activity approved by HQ RC Cadets Branch. During the approval process HQ RC Cadets Branch will confirm whether there is an entitlement to travel using public funds. Units bidding for permission to use white fleet or hired transport must state the predicted cost (i.e. white fleet fuel cost, or coach hire).

3.9.17.6 Travel to the National Inter Services Cadet Rifle Meeting is paid from a special grant or from non-public funds, but a contribution from HQ RC Cadets Branch may be provided. Travel to ACCT UK sponsored sports events may be met by a grant from ACCT UK arranged on a central or regional basis.

3.9.17.7 Before submitting any application for passage, the applicant or traveller is to be satisfied that:

- a. the journey is being undertaken for valid reasons and by the most economical means available;
- b. the necessary approval has been obtained, including financial approval for temporary visits and / or travel by commercial means where applicable;
- c. authority has been obtained for excess baggage where required in accordance with Ref E; and
- d. action has been or will be taken to recover any costs due to be paid by the passenger(s), or the organisation responsible for the passenger(s).

3.9.17.8 Responsibility for checking the propriety of bookings rests with budget managers/holders and sponsors/authorisers and not with the MOD booking agencies.

3.9.17.9 Travel to and from Annual Camp by Rail

3.9.17.10 RPoC HQ (Log Sp) Transport and Movement branch is responsible for arranging rail movement as follows:

- a. movement of ACF counties in formed bodies to and from camp by the RPoC HQ (Log Sp) Transport and Movements branch in which the County HQ is located; and
- b. movements from camp of ACF County's dispersing to separate destinations by the RPoC HQ (Log Sp) Transport and Movements branch in which the camp is located. Movement by individuals is arranged by the ACF County HQ.

3.9.17.11 In arranging ACF travel to and from Annual Camp, the RPoC HQ is to consider whether travel by rail or road would be the less expensive and less inconvenient method and plan accordingly. Journeys by members of the ACF located in Northern Ireland, the Isle of Man, the Shetland Islands, Orkney Islands and the Outer Hebrides are the subject of special arrangements.

3.9.17.12 A Cadet travelling independently, may travel at public funds expense from the normal place of parade of their Detachment to Annual Camp and back to their normal place of parade.

3.9.17.13 If a Cadet is a member of a Category (R) Detachment at a boarding school, the cost of their travel from camp to home, but not to any other place, may be borne by public funds when their home is in the UK or the Irish Republic. If their home is outside the UK or the Irish Republic, travel at public expense will be permitted only for movement within the UK and the Republic of Ireland.

3.9.17.14 The cost of private car transportation between Great Britain, Northern Ireland and islands off the coast of Britain will not be chargeable to public funds.

3.9.18 **Provision of Packed Meals/Refreshments.**

3.9.18.1 Packed meals and refreshments on air, rail and sea journeys are not provided from public funds. If required, they should be arranged with catering services of the train operating company. They may be paid for from non-public funds and the retail messing rate may be claimed.

3.9.19 **Use of Sleepers.**

3.9.19.1 Provided that the use of a sleeper train is the most economical method of travel, considering the nightly rate of subsistence allowance, an ACF Officer or AI may use a sleeper on a rail journey. The cheapest berth available appropriate to the entitled class of travel must be used.

Part 10 Accommodation.

3.10.1 Responsibilities.

3.10.1.1 Accommodation. The RFCA is responsible for the provision and maintenance of all ACF accommodation including miniature ranges. At County level, the CEO is to provide and maintain a site risk assessment for each property. The format for compiling site risk assessments is contained in the Land Command SHE Directive. The condition and serviceability of property and ranges is to be subject to Regular inspection by RFCA staff and Detachment Commanders. Faults and defects are to be reported to the RFCA. RFCA staff must ensure that miniature ranges are also Regularly inspected, faults are corrected and range orders, range logs and lists of authorised users are maintained.

3.10.1.2 Detachment Commanders, who are responsible to the Comdt and/or the Head of Establishment for the safety and welfare of their cadets in all their activities, should contribute to the management of accommodation at their Detachment by:

- a. planning and conducting activities in accordance with the site risk assessment;
- b. inspecting for and reporting faults and defects including structural, furnishings and fittings, doors and windows, mains services, lighting, heating, ablutions and external areas;
- c. holding Regular SHE and safety briefings;
- d. maintaining a first aid kit and providing at least a first aid appointed person for all activities;
- e. maintaining an accident and incident log (anything significant should also be reported to parents and guardians);
- f. supervising visitors (visitors must not be left alone with cadets);
- g. storing all equipment and stores securely and keeping accommodation clean and tidy; and
- h. site specific induction training.

3.10.1.3 Accommodation Hand Over/Take Over (HO/TO) CFAVs nominated to be responsible for HO/TO of accommodation are to ensure that:

- a. site specific orders for the process are adhered to;
- b. 100% of inventory is checked;
- c. all surplus and deficiencies are recorded and reported;
- d. all damages and faults are recorded and reported;

- e. all fire appliances present and serviceable;
- f. accommodation should always be kept clean; and
- g. access and egress to accommodation must be checked for security and emergencies.

3.10.2 **Fire Safety.**

3.10.2.1 The overall responsibility for fire safety in standalone ACF detachment locations rests with the Comdt, who is assisted by the CEO as 'Safe Place Adviser'. Where cadet detachments are co located with Regular or Reserve units it is the Head of Establishment (HOE) responsibility. For the purposes of these Regulations the following applies equally to HOEs and Comdts.

3.10.2.2 Fire Safety Organisation at MOD Establishments. HOEs are responsible for the management of fire safety on their establishments in accordance with the relevant legislation and policy. They shall ensure that effective fire safety arrangements and organisational structures are in place to appropriately protect lives and critical Defence capability including the planned response in the event of a fire emergency.

3.10.2.3 HOEs may delegate their authority for fire safety down their management chain; however, such delegation does not absolve them of their responsibility. They shall ensure that personnel appointed to undertake specific fire safety activity or actions are suitably trained and competent and have adequate direction.

3.10.2.4 HOEs shall have a Fire Safety Committee or similar forum, chaired at senior level and with representatives from the different areas of the establishment, to review establishment fire precautions and fire safety at periodic intervals. Alternatively, fire safety matters may be a Regular agenda item for discussion by the establishment Safety Committee. HOEs shall ensure that the functions and scope of their fire safety organisation are clearly defined and that there is no confusion with other safety arrangements, for example for Health and Safety.

3.10.2.5 HOEs shall appoint:

- a. an Establishment Fire Focal Point (EFTP). Such personnel, if not qualified fire professionals, shall be given appropriate training to enable them to meet their responsibilities. They should be responsible for the oversight of and advice to management for the day-to-day upkeep of fire safety measures throughout the establishment;
- b. building or Facility Fire Focal Points (BFFP). Such personnel shall be given appropriate training to enable them to meet their responsibilities. They should be responsible for the oversight of and advice to management on the day-to-day upkeep of fire safety

measures throughout their Building or Facility. They shall be responsible for fire safety and fire precautions;

- c. other 'Appointed Persons' (as necessary) to undertake responsibilities or actions to maintain the fire safety measures or action in the event of fire; and
- d. personnel to act as deputies for the above and to assume responsibility in the event of absences.

3.10.2.6 The CoC is Responsible for Appointing Persons to ensure that arrangements are in place covering:

- a. suitable fire orders;
- b. suitable contingency plans, liaising with appropriate external emergency planners and responders and nearby MOD Establishments;
- c. effective management and recording systems in respect of the periodic inspection, testing and maintenance of passive and active fire safety measures;
- d. effective management systems for the assessment of risk, control of contractors and 'hot' working; and
- e. suitable arrangements for the reporting of fires and the notification of new builds, refurbishments and change of use of buildings to the appropriate DFSR office.

3.10.2.7 Responsible or Appointed Persons shall have in place and carry out:

- a. suitable and sufficient fire safety training;
- b. building evacuation plans including, where appropriate, personal escape plans for disabled personnel; and
- c. fire evacuation exercises.

3.10.2.8 Further details are contained in DSA 02 and DSA 03

Part 11 Assurance and Inspection.

References for Part 11:

- A. [ACSO 9001](#) – The Army Policy for Audit and Inspection.
- B. [ACSO 9013](#) (MODNet users)– The Army Policy for the Protective Security Audit.
- C. [ACSO 9014](#) – The Army Policy for the Logistic Support Assurance Framework.
- D. [ACSO 9015](#) – The Army Policy for the Land Equipment Assurance.
- E. [ACSO 9016](#) – The Army Policy for Army Safety and Environmental Management System Audit (ASEMSA).
- F. [ACSO 9021](#) – The Army Policy for Army Musical Technical Compliance.

3.11.1 General.

3.11.1.1 The overarching Army Assurance policy that affects Cadets is found at Ref A. These references will be reviewed annually, and the current year will be in the title. The Assurance process is only applicable for key personnel within the management of the ACF mainly the CEO, QM and other PSS members.

3.11.1.2 The Annual Assurance Estimate (AAE) must be completed by each ACF HQ in accordance with the decision matrix available in Ref A and the information at Sect 11.10. The information is to be submitted onto Regional Command Audit & Inspection Co-ordinating Authority booking Form. If access to RC A&I Booking Form is not possible then assistance is to be requested to the relevant RPoC SO2 Cadets.

3.11.1.3 The following regimes apply to the Army Cadets on an Annual basis, but the levels and necessary involvement of individuals depend on the Regime.

3.11.1.4 Protective Security Audit. Protective Security Audit (PSA) is found at Ref B. This policy dictates the necessity of the Security of the HQ ACF's and Detachments. This must be conducted every ten years unless a specific issue is identified. The following guidance applies:

- a. application. All Army TLB Regular/reserve and Army Cadet units are subject to a Protective Security Audit which must not be longer than 10 years apart;
- b. frequency. An Establishment Security Self-Assessment (ESSA) is to be conducted annually NLT 31 Mar. A Protective Security Audit (PSA) is required at least once every five years;
- c. cadet ESSA. A cadet establishment security self-assessment (Cadet ESSA) is to be used to identify security risks and the level of audit required for the following year and may also be used to support business as usual (BaU) activity. The cadet ESSA findings are to be recorded on ARMS II (Army Reporting Management System II); and

d. levels of audit intensity. The levels of audit intensity provided for by this Audit that may be requested on the demand signal are LIGHT or FULL. Regardless of audit intensity, the findings of this audit are to be recorded on ARMS II.

3.11.1.5 Logistic Support Assurance Framework. Logistic Support Audit and Inspection (LSA&I) is found at Ref C. This policy dictates the Cadet requirements of the audits for Food Services, Transport and Supply and the Assurance audit. The Auditing team will require access to Westminster. The following guidance applies:

- a. Application. The Logistic Support Audit and Inspection (LSA&I) covers the full range of Log disciplines (Transport, Supply, Movements, Food Services, Fuel and Lubricants, Ammunition and Postal & Courier), all Army TLB units are subject to an LSA&I;
- b. frequency. An LSA&I is required once per calendar year, a FULL audit must be carried out within a 36-month period;
- c. levels of audit intensity. The levels of Audit Intensity provided for by LSA&I that may be requested on the Demand Signal are SELF-ASSESSMENT, LIGHT or FULL (subject to Log Sp discipline). Regardless of audit intensity, the findings of this Audit are to be recorded on ARMS2;
- d. self-assessment. Where applicable a self-assessment may also be used to identify the level of Audit required for the following year; and
- e. some army cadet units will have the ammunition audit apply to them if ammunition is held at that army cadet unit. The EOD team conduct lone audits annually in the form of a full audit

3.11.1.6 Land Equipment Assurance. Land Equipment Assurance (LEA) is found at Ref D. This policy dictates the cadet requirement of a formal audit at ACF HQ and Detachment level. The auditing team will require access to the unit JAMES management information system. The following guidance applies:

- a. application. All army units including cadets with land equipment are subject to an LEA;
- b. frequency. An LEA is required once per calendar year; and
- c. levels of audit intensity. All cadet units will have audit intensity of FULL for every Audit. Regardless of audit intensity, the findings are to be recorded on ARMS II.

3.11.1.7 Army Cadet Safety and Environmental Management System Audit (ASEMSA). Army Safety and Environmental Management System Audit (ASEMSA)

is found at Ref E. This policy dictates the Cadet Requirement of an audit at HQ ACF and Detachment level.

- a. Application. All Army TLB units, Regular, Reserve and Cadets, are subject to an ASEMSA external audit or self-assessment;
- b. frequency. An ASEMSA external audit or a self-assessment must be conducted once per calendar year;
- c. levels of audit intensity. The level of audit intensity provided for by this audit that may be requested on the demand signal is MEDIUM. The findings of this Audit are to be recorded on ARMS II and;
- d. Self-assessment. A self-assessment may also be used as part of the Annual Assurance Estimate (AAE) or BAU activity. In such circumstances the findings of this self-assessment are to be recorded on ARMS II in the area Reserved for self-assessment.

3.11.1.8 Army Cadet Music Self-Assessment. Army Cadet Music Self-Assessment is found at Ref F. This policy dictates the Cadet Requirement of an audit at Detachment level.

- a. application. All Army TLB units, Regular, Reserve and Army Cadets, are subject to a Music self-assessment. Army Cadet Units have a Corps of Drums, Band, Pipes & Drums detachment within their County are to complete the Army cadet Music Self-Assessment audit;
- b. frequency. A self-assessment must be conducted once per calendar year; and
- c. levels of audit intensity. The level of audit intensity provided for by this audit that may be requested on the demand signal is self-assessment. The regime team will determine if a full audit is to be conducted from the self-assessment. The findings of this audit are to be recorded on ARMS II.

3.11.1.9 All Army Cadet units should have access to ARMS II. If access is not possible due to current MIS, this needs to be raised to RPoC SO2 Cadets.

3.11.1.10 All audit question sets including self-assessment (Less LEA) are located on ARMS II. A Unit must download the relevant question set, complete the question set with a response for each question even if not applicable and then download the completed question set onto ARMS II.

3.11.1.11 The executive summary will be completed by the regime audit team. This will allow RC Cadets Branch to review trend analysis.

3.11.1.12 Annual Assurance Estimate (AAE). All Army Cadet Units MUST complete the AAE and submit their AAE requirements onto the Regional Command A&I Co-ordinating Authority (CA) Booking Form. The window for this to be completed is from 01 Jul – 30 Sept each year. If access to RC A&I CA booking form is not possible Army Cadet Units are to request assistance to their relevant RPoC SO2 Cadets.

3.11.1.13 When completing the booking form all regimes MUST be completed even if not applicable. The type of audit level is below to provide guidance to units. Only to dates are to be submitted unless a self-assessment and the second date will automatically be created. The priority level MUST be 2.

3.11.1.14 Booking form guidance: The table below gives guidance on completion of ASEMSA booking form.

Common Regime	Audit Level	Dates x 2	Remarks
ASEMSA	N/A		
Cadets	Full or SA	As Required	A Full audit must be once every 3 Years
		30 Nov	If SA selected
HLB	N/A		
FHPA	N/A		
Food Safety	N/A		
G1 Audit	N/A		
LEA	Full	As required	Annually cannot be missed
LSA&I Assurance	Full or SA	As Required	A Full Audit Must be conducted once every 3 years
		30 Nov	If SA Selected
LSA&I Food Services	Full, Light or SA	As required	Only if a Kitchen in place at CTC. A Full Audit Must be conducted once every 3 years
		30 Nov	If SA Selected
Movements	N/A		
PCS (Unit)	N/A		
LSA&I	Full, Light or SA	As required	A Full Audit Must be conducted once every 3 years

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Road Transport		30 Nov	If SA Selected
LSA&I Supply	Full, Light or SA	As required	A Full Audit Must be conducted once every 3 years
		30 Nov	If SA Selected
MS Assurance	N/A		
Climate	N/A		
Physical Development	N/A		
Protective Security	ESSA	30 Nov	Select Cadet ESSA this is the SA Form
	Full	As required	Each Unit MUST have a PSA conducted every 10 Years
Whole Life Development	N/A		
Specialist Regime	Audit Level	Dates x 2	Remarks
Army Crypto	N/A		
Army Diving	N/A		
Armed Guarding	N/A		
Army Maritime	N/A		
Army Music Cadet Unit	Self- Assessment	30 Jun	
Regular Army Band	N/A		
Army Reserve Band	N/A		
Regt Music Group	N/A		
Army Parachute			

Close Protection			
EOD & Search			
LSA&I Ammo	Full or N/A	As Required	If holding Ammunition of any Nature in a Bunker.
LSA&I Fuels & Lubs	N/A		
LSA&I PCS(BFPO)	N/A		
MPGS SAAR	N/A		
Service Custody	N/A		
TECHEVAL	N/A		

Table 3.4 ASEMSA booking form.

Contact Details:

CEO & CQM as Unit Contact & Secondary Contact, Higher Formation RPoC SO2 Cadets.

CHAPTER 4 TRAINING.

Part 1 General.

4.1.1 Aim.

4.1.1.1 The aim of training in the Army Cadet Force is to fulfil the ACF Charter.

4.1.2 Definition.

4.1.2.1 Training in the ACF is defined as ‘the training delivered to CFAV for their roles in the ACF and all activity involving cadets’¹.

4.1.2.2 The term ‘training’² encompasses any training, activity, education, learning or development of an individual or collective, which is designed and delivered to meet the training objectives laid down by HQ RC Cadets Branch or the appropriate training requirement authority (TRA)³.

4.1.3 Purpose.

4.1.3.1 The purpose of training is:

- a. to provide an inspirational and safe Cadet Experience;
- b. to set people up for lifelong success;
- c. to provide opportunity and life skills to young people;
- d. to enable young people to be better citizens; and
- e. to deliver the outputs and objectives determined by RC HQ Cadets Branch or the Training Requirements Authority.

4.1.4 Permitted Scope of Training Activities.

4.1.4.1 HQ RC Cadets Branch defines the scope of training for cadets and CFAV via means of policies and documentation which outline the cadet syllabus and cadet and CFAV courses, events and activities.

4.1.4.2 Cadet activities indemnified by the MOD are communicated by means of [CFI 22-04-6-002](#).

4.1.4.3 Training that takes place outside the scope laid down by HQ RC Cadets Branch for ACF training may be undertaken only with formal prior approval. The mechanism for receiving approval is detailed in the Army Cadet Safety Management System (ACSMS) and [CFSO 4101](#) - The Conduct of Army Cadet Training.

¹ [JSP 814](#) Policy and Regulations for MOD Sponsored Cadet Forces Ch 13.1

² <https://www.gov.uk/government/publications/jsp-822-governance-and-management-of-defence-individual-training-education-and-skills>

³ TRA – The TRA represents the end-user of the trained output and is the authority for training.

4.1.4.4 Authorised ACF Training. An authorised ACF training activity is one that is authorised by HQ RC Cadets Branch, and which is also planned and conducted in line with the Army Cadet Safety Management System and extant policy. Any activity that does not conform with this is unauthorised and is not to be conducted.

4.1.5 Principles.

4.1.5.1 The three important principles of all ACF training are that it must be safe, enjoyable and achievable. Both CFAV and cadets are volunteers, and the fun element is crucial in motivating and retaining individuals, so they gain the full benefit that membership of the ACF offers.

4.1.6 Training Responsibilities.

4.1.6.1 The MOD has the overall duty of care to ensure the safety of all personnel who take part in training activities under its auspices.

4.1.6.2 The GOC RC in his role as Comd Army Cadets has the overall responsibility for all Army Cadet training. GOC RC delegates responsibility for Army Cadets training to DComd Cadets.

4.1.6.3 RPoC Comds are responsible for the oversight of all cadet activity by their Army Cadet units and for providing their Comdt with support and advice where required.

4.1.6.4 The Comdt is the Senior Activity Owner with overall responsibility for the training and safety within their unit.

4.1.6.5 Further information on training responsibilities can be found in [CFSO 3248](#) - The Governance of Army Cadet Training and [CFSO 4101](#) - The Conduct of Army Cadet Training.

4.1.7 Training Safety.

4.1.7.1 The [AC72170 - Army Cadet Safety Management System](#) directs the responsibility for all training safety in the Army Cadets.

4.1.8 Training Governance.

4.1.8.1 [CFSO 3248](#) directs the responsibility for training governance in the Army Cadets.

Part 2 CFAV Training.

4.2.1.1 All CFAVs, whether they wear a uniform or not, are required to attend formal training courses so they may acquire the knowledge, skills and confidence to act as credible safe supervisors and role models to ACF cadets and other CFAVs.

4.2.2 Aim.

4.2.2.1 The aim of CFAV training is to develop the volunteer's Knowledge, Skills, Attitudes and Habits (KSAH) to enable a safe Cadet Experience, thus fulfilling the ACF Charter.

4.2.3 Purpose.

4.2.3.1 The purpose of CFAV training is:

- a. to deliver the required ACF training outputs whilst concurrently motivating, challenging and inspiring adult volunteers; and
- b. to ensure that CFAVs have the appropriate qualifications and are competent, current and safe to conduct training or supervise activities with cadets and other CFAVs; cadet training must only be delivered by those who are suitably qualified and experienced person(s) (SQEP).

4.2.4 Scope.

4.2.4.1 The scope of CFAV training is contained in [CFSO 4101](#) Conduct of Army Cadet Training.

4.2.4.2 Mandatory tests. All CFAVs are required to undertake mandatory refresher training and tests to remain an authorised CFAV in the ACF. At a minimum these are:

- a. annual revision and testing on Cadet Training Safety Precautions;
- b. annual Safeguarding Update; and
- c. update and pass Responsible for Information (General User) (three-year validity).

4.2.4.3 Additional tests may be required for specific CFAV roles as directed by the Chain of Command and under [CFSO 4101](#) Conduct of Army Cadet Training.

Part 3 Cadet Training.

4.3.1 Aim.

4.3.1.1 The aim of cadet training is to educate, inspire and motivate young people to achieve their potential in life.

4.3.2 Purpose.

4.3.2.1 The purpose of cadet training is:

- a. to deliver the Cadet Experience;
- b. to develop life skills in young people including leadership and teamwork, a sense of responsibility, self-reliance, resourcefulness, endurance, self-discipline, self-confidence, perseverance and a sense of service to the community;
- c. to promote the values and standards of the organisation; and
- d. to stimulate an interest in the Army, its achievements, skills and values; and advise and prepare those considering a career in the Services or with the Reserve Forces.

4.3.3 Scope.

4.3.3.1 The Scope of ACF training is any activity included in either:

- a. [AC 71101 Army Cadet Syllabus 2021](#)¹;
- b. [CFI 22-04-6-002 Authorised Army Cadet Activities](#); or
- c. any activity authorised by RC HQ Cadets Branch.

4.3.4 Conduct.

4.3.4.1 All activities must be planned and conducted by a suitably qualified person in accordance with the Army Cadet Safety Management System. Further information on the Conduct of Army Cadet Training can be found in [CFSO 3248](#).

4.3.5 Supervision of Cadets.

4.3.5.1 All planned cadet training MUST fit into one of the descriptions below:

- a. supervised training;

¹ The previous APC syllabus remains extant for a period of two years from 01 Sep 2021 to allow effective transition to ACS 21

- (1). training and activity should be supervised by at least two authorised adults; this includes normal detachment parade nights and activities¹;
- (2). for specific activities, e.g. AT due to instructor ratios and the type of terrain, multiple groups may conduct multiple activities with a single adult per group as part of a larger event;
- (3). if there is only one group conducting one activity as a single event the group must have two adults present, although only one of the two adults needs to conduct the activity (usually the instructor). The other adult does not need to conduct the activity but must have communications and preferably sight of the active group²; or
 - b. unsupervised training. Unsupervised cadet activity with specific written permission from the parent or guardian. e.g. cadet conducting authorised travel to or from a training activity, authorised cadet in the community activity.

4.3.5.2 Due to unforeseen or unavoidable circumstances, there may be times where a CFAV is alone with a cadet or cadets. Every effort is to be made to avoid this but if it is unavoidable the chain of command should be informed as soon as possible. The chain of command is to:

- a. identify if an additional adult can attend;
- b. cancel the event if this is possible without creating an additional safeguarding risk; and
- c. make a record of the fact that the CFAV was alone with cadets and submit to the CEO who will log and monitor.

4.3.5.3 Cadets who are given supervisory responsibilities towards other cadets, including cadet NCOs, are to be comprehensively briefed on their responsibilities by a qualified and experienced CFAV.

4.3.5.4 Cadets, including Staff Cadets, are not allowed to be Activity Owners under the Army Cadet Safety Management System. Cadets and Staff Cadets may be Activity Assistants unless specifically forbidden by activity policy or risk assessment.

4.3.6 **Assessing supervision ratios.**

4.3.6.1 Cadet activities must have the correct level of supervision. An assessment should consider the following factors:

¹ Common sense needs to be applied, a CFAV may be alone with cadets for a short time at the start of an activity while waiting for another CFAV to arrive, or in an emergency.

² Exceptional circumstances only e.g. Rock Climbing, when taking another non-qualified adult as a participant would reduce the number of cadets participating and lessen Cadet Experience.

- a. the number of cadets involved;
- b. the maturity, experience and training of the cadets involved;
- c. the maturity, experience and training of the adults involved;
- d. the nature of the activity that is being undertaken, some activities have suggested or mandatory ratios which will be found in the guidance related to that activity;
- e. the location or environment where the activity is taking place;
and
- f. the current security and public health climate and any restrictions in place because of it.

4.3.6.2 For outdoors activity there should be at least one authorised adult for every 10 cadets notwithstanding the requirement for at least two adults being present during any activity. Therefore for one - 20 cadets a minimum of two adults required, for each additional one -10 cadets an additional adult is required.

4.3.7 **Overnight activities.**

4.3.7.1 When cadets are conducting residential activity or accommodated overnight in any location including Cadet Training Centres and during field training, the following conditions are to apply:

- a. at least one duty adult must be located overnight in a place known to all cadets, where they can be contacted by any cadets needing assistance. A member of staff must be always present in that location. They also need to be contactable by any other agency needing to contact the activity staff out of hours. Duty adults may not consume alcohol or any other intoxicating substance;
- b. Out of hours checks. Before lights out, a final check should be made to ensure that there are no safety, security, safeguarding, welfare or disciplinary issues. During the night, occasional checks should be made to ensure the sleeping accommodation is quiet and there are no obvious issues that need resolution;
- c. should buildings such as barns and sleeping shelters be used that do not have fire alarm systems installed, a fire risk assessment should be completed, and consideration be given to the use of battery-operated smoke alarms;
- d. the welfare of CFAV should be monitored by those in overall charge of the training. As well as the application of drivers' hours regulations, CFAV should have the opportunity to be suitably rested

before engaging in further training and activity, especially for higher risk activities;

- e. adults are not to enter the sleeping accommodation of cadets of the opposite sex, unless it is necessary to do so, in which case, a report of the circumstances must be made to the CEO at the earliest opportunity. At all other times an adult member of the same sex as the cadets must be present if there is a reason to enter cadets sleeping quarters;
- f. cadets of different sex should be accommodated separately;
- g. when cadets attend an overnight activity at least one CFAV of the same sex should also attend, where possible;
- h. a cadet's bed space or sleeping area should be respected by others. It is their private space and should not be entered by others without their permission, including by other cadets or during accommodation inspections; and
- i. when staying in when staying in any military, DTE camp or other third-party venue, all orders and instructions are to be complied with.

4.3.7.2 Overnight training opportunities may take place indoors or outdoors throughout the year. CFAVs planning these activities however should consider the risks; manage them appropriately for the time of year; take into consideration any additional guidance for specific activities (DofE, Expeditions, etc); the availability of appropriate equipment; and access to appropriate accommodation for the activity.

4.3.8 **Expedition training.**

4.3.8.1 Supervision of expeditions and expedition training must follow the guidance in [AC 71849 – Army Cadet Expedition and Adventurous Training manual](#).

4.3.9 **Fieldcraft training.**

4.3.9.1 During overnight fieldcraft training an authorised adult should make Regular patrols ensuring that cadets are using their sleeping systems correctly and to supervise cadets when changing the states of their weapons in addition to monitoring their welfare and morale.

4.3.10 **Annual Camp.**

4.3.10.1 A cadet must have passed the recruit's ACF Basic training test and have successfully spent at least one training weekend away from home, before they can be permitted to attend annual camp.

4.3.10.2 Annual residential camps are provided for Army Cadets only (CCF(A) and ACF).

4.3.11 Assistance to Training.

4.3.11.1 The majority of ACF training should be organised and conducted by ACF CFAVs, however appropriately qualified instructors, support staff, or subject matter experts from outside the ACF may also support and conduct training.

4.3.11.2 Assistance to deliver and support training may be obtained from several other sources including, but not limited to:

- a. cadet training team;
- b. RFCA PSS;
- c. individuals and units of the Regular Army, Army Reserve;
- d. individuals and units from the other Reserve or Regular singles services (Royal Navy, or Royal Air Force);
- e. other MOD sponsored cadet forces;
- f. third party providers;
- g. authorised civilian organisations including other youth sector groups; and
- h. international military units with appropriate authorisation through RC Cadet Branch.

4.3.11.3 Where cadets are attending a course or activity delivered by Regular or Reserve forces, ACF CFAVs are required to be in attendance to provide Safeguarding cover to cadets.

4.3.11.4 Direction and guidance on working with other parties to deliver ACF training can be found in [CFSO 4101](#) Conduct of Army Cadet Training

4.3.12 External Support Staff.

4.3.12.1 Adults who are employed to deliver support to the ACF are outside the scope of training, however for defence training delivered to adults who support the Cadet Experience, direction and guidance is contained in [CFSO 4101](#) Conduct of Army Cadet Training.

4.3.13 Training Locations.

4.3.13.1 Cadet activities can take place at several locations across the UK and overseas, on cadet, RFCA and defence estates, or on private or public land. Direction and guidance is detailed in [CFSO 4101](#) Conduct of Army Cadet Training.

4.3.14 **Training Safety.**

4.3.14.1 Training safety in the Army Cadets is governed by the Army Cadet Safety Management System (ACSMS)¹.

4.3.14.2 Army Cadet training is underpinned by a formally recognised and endorsed Safe System of Training (SST). This is the comprehensive and overarching set of policies that control cadet training and activities. When this system is in place it allows cadets and CFAV to train whilst reducing any associated risks to as low as reasonably practicable (ALARP).

4.3.14.3 Commanders at all levels have a personal responsibility for ensuring that all training and activities undertaken comply with the direction and guidance contained in the ACSMS. Whilst mechanisms for discharging this duty may be delegated, the responsibility cannot be delegated, and the legal responsibility remains with the chain of command and respective commanders.

4.3.14.4 All personnel have a legal duty of care, to both themselves and others, and may be liable to criminal or civil action if there is wilful or reckless disregard of Health and Safety and/or Training Safety requirements.

4.3.14.5 Army Cadet publications hosted on the ACRC detail the rules and Regulations for ACF activities.

4.3.14.6 Where there are not specific Army Cadets publications or Regulations for an activity then National Governing Body (NGB) Regulations are to be adhered to. Where there are both Army Cadet Regulations and NGB rules then the strictest Regulations must be adhered to. Any queries should be raised through the appropriate CoC to HQ RC Cadets Branch.

4.3.14.7 Risk Management is a fundamental and statutory requirement for the safe management of any activity. All cadet training and activity risk will be managed in accordance with the ACSMS.

4.3.14.8 In the event of an occurrence taking place, direction and guidance must be sought through [CFSO 4500](#) – Reporting Occurrences in Army Cadets. A copy of this is hosted on the ACRC.

4.3.15 **Cadet Training Safety Precautions -The Red Book.**

4.3.15.1 [AC 72008 Cadet Training Safety Precautions](#) (CTSP), known as the Red Book, provides an on-the-spot reference to the rules of safety which are to be obeyed when training cadets. All CFAVs must always carry a copy when engaged on any authorised ACF activities or training.

4.3.15.2 Cadet HQs and RPoC HQs are to ensure that instructors from Regular and Reserve Force sponsor units, who are called upon to train cadets, are made

¹ Army Cadet Safety Management System

aware that in many instances the Safety Rules differ from, and are more stringent than, the equivalent Regulations applicable to the Regular and Reserve Forces. CTSP must be made available to these instructors if they need it.

CHAPTER 5 SECURITY

Part 1 Physical Security.

5.1.1 General.

5.1.1.1 Security is the condition achieved when official information and materiel are protected from theft, loss, disclosure, espionage and sabotage; and individuals are protected against subversion.

5.1.1.2 Cadets are categorised as Defence Personnel when taking part in official activities and when in uniform the potential exists for them to be confused with members of HM Forces. The MOD has a duty of care to cadets when they are engaged in official activities, including transport to and from activity on MOD provided transport, but the responsibility for cadets under 18 years old remains with their parents / guardians at all other times, e.g. when cadets are travelling to and from cadet activities. To ensure the risk to cadets is managed in partnership between parents / guardians and the MOD, Comdts are to provide locally appropriate security advice to parents / guardians in writing, including on the wearing of uniform in public. The advice is to be agreed between the Comdt, the local police and RFCA, and align with that issued by the Service security authorities whilst allowing for reasonable variation in detail that will arise from differing local circumstances. Arrangements must also be put in place to update the advice should the security situation change. Cadets over the age of 18 should receive the advice directly.

5.1.2 Instructions on Security.

5.1.2.1 The authoritative instruction on security in the ACF is JSP 440 together with associated ACSOs 2000 series and ACSO 1105.

5.1.2.2 In response to past terrorist attacks and the assessment of continuing terrorist threat posed against the Armed Forces in GB and Germany, Anti-Terrorist Security is to receive a high priority. Responsibilities, rules and recommended procedures and guidelines for Anti-Terrorist Security within HQ RC Cadets Branch, in addition to those already established can be found in Supplement 2 to JSP 440

5.1.2.3 These instructions are of primary interest to RFCA and ACF County HQ PSS and CFAVs but are to be made known to all CFAVs in the ACF.

5.1.2.4 Security of Arms and Ammunition should not be confused with Safety when Using Arms and Ammunition.

5.1.2.5 County Security Officers. The CEO is the ACF County Security Officer. The County Security Officer should attend a Unit Security Officers Course under RPoC arrangements prior to or shortly after their appointment. Duties are set out in detail in ACSO 2007.

5.1.2.6 Unit Security Officers and Unit Security Assistants. Each Comdt is to appoint a Unit Security Officer (USO) (normally the Detachment Commander) and an assistant for each Detachment (normally the CAA), who would cover several

Detachments. USO and their assistants are to receive a Cadet Force Security Awareness presentation under RPoC arrangements. G2 Sy staff should ensure that USO remain current and are kept informed of any changes in security policy.

5.1.2.7 Security Authority. JSP 440 is published under the authority DefSy. DSR responsibility for Protective Security Surveys, inspections and advisory visits in Great Britain is vested in 2 MI Bn.

5.1.2.8 Security Establishments/Units of the Intelligence Corps. A Military Intelligence (MI) Section (or equivalent) is deployed in support of RPoC. Cadet Force establishment/units should seek advice from their local MI Section on technical security matters. All security issues/queries should be sent to RPoC G2 in first instance.

5.1.2.9 Categorisation of Establishments/Units. Cadet Force establishments/units will be placed in one of the following categories:

- a. LOW. MOD establishments and buildings which do not fall into the HIGH/MODERATE categories, e.g. small Army Reserve Centres, training areas including weekend training camps, remote sites and cadet huts within LOW category sites; or
- b. MINIMAL. Cadet huts located outside of military bases, minor remote training facilities, schools which do not fall under the MODERATE/LOW categories.

5.1.2.10 Inspections. All establishments/units are inspected annually by visiting officers. In addition, the local MI Section of the Intelligence Corps will automatically undertake a Protective Security Survey on formation of the establishment/unit or on change of its location. Units must request audits in accordance with ACSO 9001/9013.

5.1.2.11 Security Clearance. All adults who require unsupervised access to arms and ammunition must be subject of Security Check (SC) vetting in addition to BPSS and DBS checks.¹

5.1.3 Security of Equipment.

5.1.3.1 Different procedures for ensuring the security of assets are needed depending on the threat level and potential consequences of loss of the assets.

5.1.3.2 The security requirements for Arms, Ammunition Explosives and Pyrotechnics are contained in JSP 440 Leaflet 5.

5.1.3.3 Carriage of Weapons at Public or Civic Ceremonial Events. The decision to carry weapons at public or civic ceremonial events rests with County Comdts, subject to the approval of the Civic Authority. Before deciding to parade with

¹ CFAVs in Northern Ireland require Counter Terrorist Check (CTC) clearance.

weapons, the unit commander must consult with the appropriate Civic and Military Authorities (as determined by single-Service policy) as care must be taken to ensure that an “armed” parade would be welcomed by the community and is appropriate for the proposed event. Detailed advice and direction are contained within JSP 440.

5.1.3.4 Detail on the requirements for Information and Information and Communications Technology (ICT) Security are contained within Part 2 of this Chapter, JSP 440 and LFSO 2008.

5.1.4 **Security of cash and accounts.**

5.1.4.1 Minimising the use of cash reduces the risk of theft or loss, therefore, the volume of cash transactions in an ACF County, should be kept as low as is compatible with efficiency, and as many of the County’s financial transactions as possible should be conducted directly through banking channels or by cheques.

5.1.4.2 Cash balances retained by County HQ/Area HQ/Detachments are to be the lowest possible consistent with immediate needs.

5.1.4.3 Whenever possible cash holdings are to be kept in a safe which is built in or firmly secured to the fabric of the building or which, by its size or weight, is not transportable. A small portable safe is not to be regarded as a secure container. Under no circumstances are cash holdings to be kept in bolt boxes or in armouries. Rooms containing safes which are Regularly used to store cash should have barred windows and stout doors which should be locked when the room is not in use. Whenever cash is held and a safe is not available in which to safeguard it, it is the responsibility of the account holder to ensure its safe custody by the best means at their disposal. Advice on arrangements for keeping cash may be obtained from the RPoC AGC Staff and Personnel Support branch or the local Crime Prevention Officer of the civil police.

5.1.4.4 When transport is used, the most suitable type of vehicle is closed van or car, the doors of which can be locked from the inside. Cash must never be left in a vehicle unattended or where it cannot be kept under observation.

5.1.4.5 The account holder is to keep their ledgers, bank passbook, cheque books and supporting vouchers under lock and key when they are not in use.

5.1.4.6 When public money is handed from one person to another, the payer is to obtain a proper receipt, signed and dated, from the payee.

5.1.4.7 Private, public and non-public funds are all to be accounted for in separate books (ledgers) and are to be held in separate bank accounts; any cash associated with these funds is to be held in separate cash boxes. Where possible, separate safes are to be used.

5.1.5 **Anti-Terrorist Security Measures.**

5.1.5.1 The USO is to be fully conversant with JSP 440 leaflet 2 and any locally directed anti-terrorist measures implemented by the RPoC.

5.1.6 **Control of Administrative Documents.**

5.1.6.1 General. Administrative documents which require specific safeguards are either “accountable” documents or those which require careful control by those responsible for using them but are not “accountable”. All officers and CFAVs responsible for these documents are to ensure that a fully visible audit trail is maintained for checking purposes.

5.1.6.2 Accountable Documents. Examples of accountable documents in the ACF are:

- a. fuel agency cards – for POL and diesel fuel;
- b. Government Procurement Cards (GPC); and
- c. prepaid cash card.

5.1.6.3 These Army forms have financial value and are to be taken on charge in the appropriate ledger in the normal way. Index letters and serial numbers of the accountable Army forms are to be recorded in the ledger (AB 598).

5.1.7 **Losses of Accountable Documents.**

5.1.7.1 Losses are to be reported to:

- a. RFCA;
- b. local civil police;
- c. parent RPoC HQ; and
- d. Defence Bills Agency (DBA), Payments 1D/73, Room 212, Mersey House, Liverpool.

5.1.8 **Agency Fuel Cards.**

5.1.8.1 Agency Fuel Cards are accountable documents which may be issued to ACF County HQ for travel to and from adventurous training, Annual Camps and other authorised activity travel, so that vehicle fuel may be obtained under the agency scheme.

5.1.8.2 The cards must always be safeguarded. The administrative procedures to be followed in their use are to be those of the issuing HQ. ACF County HQ must obtain copies of these from the appropriate HQ and ensure the procedures are followed.

5.1.8.3 All receipts are to be kept as proof of purchase and handed into ACF County HQ who are to ensure that all relevant documents are available for audit.

5.1.9 **Identity Cards, Administration Instructions.**

5.1.9.1 MOD Form 90 Entitlement. All ACF CFAVs are entitled to be issued with the Identity Card, MOD Form 90. It should only be used when taking part in cadet activities or when representing the ACF.

5.1.9.2 The CEO, on behalf of the RFCA Chief Executive, is responsible for applying for, for issuing and for maintaining a register of issues for MOD Forms 90. All MOD Form 90 for CFAVs are to be applied for using [F Ident 1024](#).

5.1.9.3 **Loss or Replacement.**

5.1.9.4 Loss. When a MOD 90 is lost an [AF B 6692 B](#) should be completed. The decision on how to deal with the loss of MOD Form 90 is a matter for the judgement of commanders, who will need to consider the circumstances of each case. The initial decision should be based on an assessment of the security consequences of the loss; the apparent degree of negligence or wilfulness involved in the loss; and the apparent degree of culpability of the individual.

5.1.9.5 Replacement. MOD Forms 90 are to be replaced when the ACF County certifies that a replacement is required under any of the following circumstances:

- a. on accidental loss;
- b. when there is a marked change in the holder's facial appearance;
- c. on change of name; or
- d. on change of rank.

5.1.9.6 Withdrawal. A CFAVs MOD Form 90 is to be withdrawn by the ACF County when they leave the ACF.

5.1.9.7 Disposal. Identity cards withdrawn from CFAVs are to be destroyed under the arrangements of the parent RFCA.

5.1.10 **Event Security.**

5.1.10.1 This section refers to CF events or activities where members of the public have access and public events with CF involvement and reflects policy from JSP 440. Events may take place on or off MOD property.

5.1.10.2 The security posture and planning process used will be influenced by the level of threat, the scale of the event, and the level of public awareness. Where CF activity can safely rely on personal security measures it should be treated as a Minor

Event¹, requiring no additional notifications (i.e. of the Police or RPoC G2). This should be the norm. Where there is assessed to be a requirement for additional security provision and/or formal coordination with the Police or other agencies then the Public Military Events (PME) process should be used.

5.1.10.3 JSP 440 requires a nominated Event Security Officer (ESO) for all activities or events in public. In most cases this will be the CFAV organising the event. The lead for the security of an event on MOD property in the UK rests with the Services, who must consider the security problems posed by events that potentially allow a terrorist or extremist to enter an establishment under the guise of a genuine visitor. The primary responsibility for security of an event outside MOD property rests with the police. If the civilian police advise that military participation in an event should not take place the military aspect of the event is to be cancelled.

5.1.10.4 Where CF are taking part alongside other Service personnel or units they are to confirm that their participation is being integrated into Service-led planning, which should be the default arrangement.

5.1.10.5 All events, either minor events (ME) or Public Military Events (PME) must be recorded on Westminster so that the RPoC HQ has visibility.

5.1.10.6 All events are the responsibility of the Comdt and the senior CFAV and ESO are to be empowered to cancel the event at any point if it is decided the risk is too high. Notifying an event as a PME does not divest the unit of any responsibility.

5.1.10.7 **Minor Events (MEs).**

5.1.10.8 When planning ME CF plan the event using the guidance at Chapter 4 remembering to consider the additional security risks of mixing with members of the public. If this risk assessment process determined that personal security procedures are adequate then the event can proceed, if it is determined that personal procedures are not enough to guarantee safety then the event should be classed as a PME (see 5.1.10).

5.1.10.9 For minor events the ESO should ensure that all participants are briefed about their personal security arrangements and that there is the ability to contact the emergency services if required.

5.1.10.10 Where possible the local police are to be informed that the event is taking place, this may be by email, phone or in person.

5.1.10.11 **Public Military Events (PMEs).**

5.1.10.12 The civilian police are to be notified at least six weeks before the event using the Notification of a PME form. CFs should send the form to the RPoC G2 in the first instance.

¹ In Northern Ireland PMEs are mandated for all events under NISOs.

5.1.10.13 If the civilian police advise that the military participation in an event should not take place, the military aspect of the event is to be cancelled.

5.1.10.14 For activity involving multiple CF units a lead unit is to be nominated responsible for coordinating with other units and communicating the consolidated information to the police

Part 2 Information and Communications Technology (ICT) Acceptable Use Policy.

These Regulations should where appropriate also be read in conjunction with the following JSPs, which provide direction and guidance on the use and security of MOD ICT systems.

References in Part 2

- A. [JSP 441 Managing Information in Defence.](#)
- B. [JSP 740: Acceptable Use Policy \(AUP\) for Information and Communications Technology \(ICT\).](#)
- C. Defence Gateway SyOps
- D. Westminster SyOps

5.2.1 Protecting Information.

5.2.1.1 It is of utmost importance that adequate protection is afforded to cadets, CFAVs and to the data held by the cadet force in the digital domain as well as in hardcopy publications. Personal and sensitive information held by the cadet force to allow the delivery of cadet activities in a safe and effective manner must be properly protected and not shared with those that do not need to know, and procedures have been put in place to provide this protection. All CFAVs are mandated to complete and pass the Responsible for Information General User training package before being granted access to [Westminster](#) and refreshed every three years thereafter.

5.2.1.2 Information must never be published (either in hardcopy or digitally) so that a third party would be able to track down an individual cadet or CFAVs personal details, such as addresses or telephone numbers. E-mail addresses may only be published with the express consent of the individual.

5.2.1.3 Images and videos of cadets, in all formats, can only be published with the permission of a parent or guardian. This is usually provided when a cadet joins the organisation and must be recorded on [Westminster](#). Permissions can be amended by a parent or guardian at any time.

5.2.1.4 Individuals CFAVs and cadets (or families of cadets on their behalf) can request access to any information that is held about them with the ACF.

5.2.1.5 It can be an offence to share personal information about an individual without their consent unless there is a justifiable reason for doing so.

5.2.2 The Use of ICT Provided to the Cadet Force and on MOD Locations.

5.2.2.1 Use of the Internet by cadets and CFAVs is encouraged where such use supports the aims and objectives of the cadet force. Within the ACF, most detachments will have access to the internet and the provision of laptops.

5.2.2.2 The following principles apply when accessing the Internet to carry out cadet force activity on MOD provided ICT or from MOD locations (including ACF locations):

- a. where cadets will have access to ICT, parental controls are to be applied;
- b. the use of ICT by cadets must be properly supervised by a CFAV at all times; and
- c. cadets should be allowed the ability to access the internet within their units to allow access to Cadet Portal and eDofE

5.2.2.3 When using MOD provided ICT or when using ICT on MOD locations (including ACF locations), it is unacceptable to:

- a. visit any website that contains obscene, hateful, extremist or other material that may be deemed as inappropriate, objectionable or offensive;
- b. make or post indecent remarks, proposals or materials on the internet, including racist or sexist jokes or language, and defamatory or extremist comments;
- c. send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person;
- d. upload, download or otherwise transmit commercial software or any copyrighted materials belonging to any other parties unless such use is covered or permitted under a commercial agreement or other such license; or
- e. connect to the internet without adequate virus protection and firewall measures on the accessing computers.

5.2.3 The Use of secure E-mail Accounts for transmitting Official Information.

5.2.3.1 ArmyMail and CadetMail are the mandated e-mailing systems to be used by all members of the ACF. Both ArmyMail and CadetMail are provided by Defence Gateway. The accounts are available so long as the account holder has been registered as an authorised user.

5.2.3.2 ArmyMail is available for all uniformed CFAVs and they require their personnel number to register.

5.2.3.3 CadetMail has been specifically developed for non-uniformed members of the cadet force, such as Non-Uniformed Volunteers or for PSS personnel who are not also members of the ACF, but still require access to a secure e-mail account when away from the County HQ, such as on annual camp.

5.2.3.4 Official-Sensitive information is not to be sent via ArmyMail or CadetMail as personal devices are not security compliant to receive or store Off Sen material, only MODNet or similar devices may be used.

5.2.3.5 If any Official-Sensitive information is required to be sent, CFAVs should make use of MODBOX which can be accessed through the Defence Gateway.

5.2.3.6 External commercial e-mail providers (for example Yahoo! or Gmail) are not to be used as they operate in an insecure environment and are therefore unsuitable for sending e-mails containing personal or sensitive data relating to cadets and cadet activity

5.2.4 The use of Westminster for Administration and Activities.

5.2.4.1 GOC RC has directed that **all** Army Cadets administration, personnel management, activity planning and resourcing, whether this is remunerated or not, is to be carried out on the Cadet MIS (Westminster). This applied for any activity involving cadets and/or CFAVs. All cadet activity is to be recorded on Westminster including parade days/nights, and as a minimum, this will record:

- a. the date and time of the activity;
- b. the location of the activity;
- c. cadets and CFAVs attending the activity; and
- d. relevant documents supporting the activity.

5.2.4.2 Failure to properly record Army Cadets activities on Cadet MIS may result in appropriate discipline being taken against the CFAV or CFAVs involved in delivering the activity.

5.2.4.3 Minimum information required for personnel records(P-Files) (cadets and CFAVs). To support the safe and effective delivery of cadet activities, personnel records are to be maintained on [Westminster](#). These may be known as P-Files. This is a mandatory requirement for all members of the ACF and CCF Army Sections; officers, adult volunteers, civilian instructors and cadets. As a minimum, the following information must be entered onto [Westminster](#) as follows:

Ser	Section	Field
1	Personal details - RO	First Names
2		Surname

3		Unit
4		Rank
5		Date of birth
6		Gender
7		Date taken on Strength
8	Contact details -ROE	Primary address
9		Name
10	Next of Kin (NOK) details	Relationship
11		Address
12		Phone number ¹
13	Medical Details	Medical conditions ²
14		Diet restrictions ³

Table 5.1 Data fields to be recorded on Westminster.

5.2.4.4 Further information required for CFAVs. In addition to the information set out above, all CFAVs are required to have the dates of the following clearances or qualifications entered [Westminster](#):

Ser	Clearance of qualification
1	Security Clearance (BPSS or SC as appropriate) ⁴
2	Background checks ⁵
3	AC 72008 Cadet Training Safety Precautions test
4	Safeguarding presentation
5	Data protection tests ⁶

Table 5.2 Qualifications and clearances to be entered on Westminster.

¹ A primary contact telephone number must be entered in the field Phone Number, even if the contact number is a mobile number.

² If there are no medical conditions given then the option 'none' should be selected. This field should not be left blank.

³ If there are no dietary restrictions given then the option 'none' should be selected. This field should not be left blank.

⁴ Any CFAVs who require unsupervised access to arms or ammunition require SC. All CFAVs require BPSS .

⁵ See 2.6.3

⁶ For the majority of ACF CFAVs the data protection training required is Responsible for Information General Users.

5.2.4.5 Qualifications. Qualifications for both cadets and CFAVs should be recorded on [Westminster](#). Safety critical qualifications must be recorded on [Westminster](#) before any CFAV is allowed to conduct an activity requiring that qualification. Where practical, and when a certificate or letter has been issued, a scan of the qualification should be attached to the individual's P-File on [Westminster](#) as reference.

5.2.4.6 Weapon Handling Tests (WHTs). WHT records for both cadets and CFAVs should be always kept up to date. However, it is recognised that at times it may be impractical to record a WHT on [Westminster](#) before conducting a shoot. In these cases, a record must be made in the instructor's notebook or similar and entered onto [Westminster](#) at the earliest opportunity.

5.2.4.7 Primary and additional appointments. All CFAVs are to have a primary appointment linked to their personnel record on [Westminster](#). Primary appointments are to be selected from the drop-down menu on [Westminster](#). CFAVs may also have an additional appointment linked to their personnel record where they undertake specific training or support activities within the cadet force. Appointments are required to access Westminster.

5.2.4.8 Adult Category. All records on Westminster must have the correct adult category assigned to the record.

5.2.4.9 E-mail addresses. All CFAVs are to have an ArmyMail or CadetMail address recorded on [Westminster](#) and these email addresses are automatically updated and loaded onto a person's record on Westminster

5.2.5 Events and Activities outside of Normal Parade Nights.

5.2.5.1 Any cadet event or activity that takes place outside of normal detachment parade night must be recorded on [Westminster](#). As a minimum, this record will include the dates (and times where appropriate) of the event or activity, the location and the nominal role of cadets and CFAVs. Where practical, the record should also include uploaded copies of the key documents supporting the event or activity.

5.2.6 Levels of Access for CFAVs on Westminster.

5.2.6.1 CFAVs are to be given access to The Defence Gateway and [Westminster](#) as soon as possible after joining.

5.2.6.2 Appointment based permissions. All Westminster permissions are linked to appointments. All users must have the relevant appointment for their role within the Cadet Forces.

5.2.6.3 Permissions are automatically granted and are mapped to the functional area within Westminster. These permissions have been mapped based on the role specifications.

5.2.6.4 Individuals may be granted secondary appointments if they hold a relevant one. Where this is the case, the individual will then be granted additional permissions depending on the specific appointment.

5.2.6.5 Individuals must not be awarded appointments in a bid to grant the user more permissions. Periodically CFAV user appointments will be audited by the Cadets Branch to ensure they are correct.

5.2.7 **Maintaining Data Integrity on Westminster.**

5.2.7.1 To ensure that cadet activities are conducted in a safe and effective way, it is important that the data on [Westminster](#) remains current and accurate. It is important to know that the information held about cadets of CFAVs is up to date, particularly when it is relied on in the case of an emergency, or when used in planning and activity and checking that individuals are qualified and competent to lead training. The currency of this information is known as data integrity.

5.2.7.2 To ensure data integrity on [Westminster](#) is maintained, it should be input and checked by those familiar with it and who can easily identify errors. Examples of how this can be achieved are:

- a. information about CFAVs being inputted or checked by the individual concerned;
- b. information about cadets being inputted or checked by someone familiar with the cadets, such as the Detachment Commander; and
- c. information about qualifications being awarded being inputted or checked by the individual conducting the testing, such as the President of the Test Board.

5.2.8 **General Data Protection Regulations.**

5.2.8.1 The Data Protection Act 2018 and General Data Protection Regulations (GDPR) provide rules on how organisations collect, retain, control, hold, protect, share and delete personal information (data). They also define types of data and roles of individuals involved in handling data in an organisation. Detailed guidance can be found on the [ACRC](#) and on www.gov.uk/data-protection.

5.2.9 **Cadet and CFAV Privacy Notices.**

5.2.9.1 The ACF publishes Privacy Notices in relation to CFAVs and Cadets that give guidance on how data is held by the organisation and on an individual's rights to access that data.

5.2.9.2 The privacy notices for [CFAVS](#) and [Cadets](#) can be found on the ACRC.

5.2.10 **Subject Access Requests.**

5.2.10.1 The Data Protection Act 1998 (DPA98) provides access for individuals to personal data held about them by any organisation. This is called a 'Subject Access Request'. They are also entitled to be given a description of the information, what you use it for, who you might pass it on to, and any other information you have about the source of the information.

5.2.10.2 The Data Protection Act 1998 does not give private individuals access to personal data about other people or non-personal data.

5.2.10.3 Direction and guidance on handling Subject Access Requests can be found on the [ACRC](#).

5.2.11 **Use of Social Media.**

5.2.11.1 Social media is a powerful tool for promoting the positive and exciting opportunities cadets and CFAVs have in the ACF. Used properly a well-run social media channel can inspire new members to join the organisation and can highlight to parents, teachers and members of the public the many opportunities for personal development on offer.

5.2.11.2 When used incorrectly social media has the potential to damage the dedicated efforts of CFAVs and cadets alike.

5.2.11.3 Direction and guidance on the use of social media platforms can be found in [ACF Social Media Policy](#) a copy of which can be found on the ACRC.

This document will be reviewed regularly, any requests for changes should be submitted via the chain of command to the sponsor.

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