

## CHAPTER 2

### DRESS AND DISCIPLINE

#### Introduction

1. The Royal Air Force is justly proud of its achievements and its members reflect that pride in their bearing, the strictest attention to personal cleanliness, appearance and dress, and above all, a willingness—which only comes of discipline—to obey orders instantly and without question. These qualities are necessary in any civilized community providing a code of behaviour to which all conform, and are particularly necessary in military services where efficiency is vital.
2. Discipline has been loosely described as “organized good manners”, and although this is by no means a complete definition, it certainly covers a large part of the subject. The type of discipline imposed depends largely on the role of the particular Service. In a highly technical service like the Royal Air Force, a high degree of self-discipline is required, and it is this same sense of individual responsibility which is fostered in the Air Training Corps. The Royal Air Force, the parent Service of the ATC, looks to each cadet to uphold its good name.
3. This chapter will help cadets to take their place in the Air Training Corps and understand the code of behaviour they must strive to achieve.

#### UNIFORM

##### Uniform—What is it?

4. Any Service uniform is an order of dress prescribed by those in authority and approved by HM The Queen. Because it is “uniform”—the same for all—deviations from or additions to, the approved patterns are forbidden. Nor is any ornament, emblem or badge to be worn unless it is officially authorized. Ornamental chains, tie pins and trinkets, if worn, are not to be visible.

##### Uniform—When to be worn

5. Members of the Air Training Corps are to wear uniform while on duty (except when authority to the contrary is given) and on such occasions as may be ordered. For cadets this means when attending, or travelling to and from, an authorized meeting or parade.
6. Cadets in uniform are therefore seen much more often by the public than are members of the Royal Air Force. They will realize, therefore, that it is essential that they behave well, wear the uniform exactly in accordance with the regulations which now follow and so uphold the good name of the Corps and the Royal Air Force. At all times the uniform is to be clean, complete and properly pressed.

**Uniform—Air Cadets**

7. Regulations concerning the wearing of uniform are subject to change and although some detail is given below, AP 1919 and/or ACP 20B should always be consulted for current regulations.

8. **Standard Dress.** Standard Dress consists of:

a. *Beret.* The beret is to be worn so that the band is horizontal round the head, 1 in (25 mm) above the eye-brow. The loose material of the crown is to be drawn down to the right side and the badge clearly displayed in a position above the left eye.

b. *Jersey.* Blue-grey jersey.

c. *Trousers.* No 2 HSD trousers, to be worn with blue-grey supporting belt (or WRAF slacks for girls).

d. *Shirt.* Collar attached dark blue work shirt, with no tie; the collar of the shirt is to be worn outside the jersey; the top button of the shirt being undone (or WRAF shirt for girls).

e. *Brassard.* A brassard for badges is worn on the right upper arm.

f. *Footwear.* Service type black, laced, ankle boots; or service type shoes; purchased by cadets privately. (May be purchased from the Royal Air Force on prepayment, if required).

g. *Socks.* Black nylon or wool socks purchased by cadets privately. (Two pairs may be purchased from the Royal Air Force on prepayment, if required).

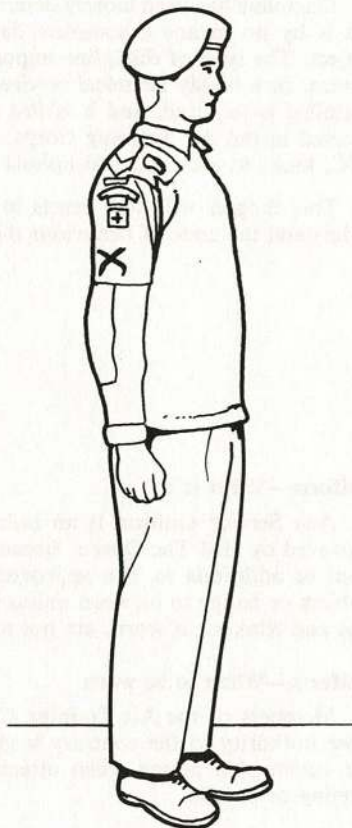


Fig 4  
Standard Dress

9. **Shirtsleeve Order.** In summer, Shirt-sleeve Order, (Fig 5) ie uniform without jersey, may be ordered. This is:

- a. Top button of the shirt undone. Sleeves are to be rolled up neatly above the elbows.
- b. No tie is worn.
- c. Badges of rank are worn on the shoulder straps of the shirt.
- d. The brassard is worn with appropriate badges. Staff Cadets wear the lanyard around the left shoulder, as usual, and button the end to the button of the left breast-pocket of the shirt.
- e. Flying Scholarship, Cadet Navigator Gliding and Duke of Edinburgh's (D of E) Award badges are not worn.



Fig 5  
Shirtsleeve Order

#### Optional Dress Items

10. The following items may be authorized by Squadron Commanders for wear on specified occasions or by certain cadets, as indicated:
  - a. Gloves, knitted blue grey (one pair may be purchased from RAF stores). Not on formal parades.
  - b. Gloves, black leather/leatherette (girls only, private purchase). Not on formal parades.
  - c. Stable belt, worn under the jersey, and therefore visible only in shirt sleeve order (private purchase). Informal wear by male cadets only.
  - d. Service Dress cap, to be worn by Cadet Warrant Officers or band members only (private purchase).
  - e. No 1 Service Dress (part-worn) may be issued when available from RAF sources. To be worn with SD hat by Cadet Warrant Officers and band members only, or by special appointment.

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f. Anoraks are issued for wear in cold or wet weather, but not on ceremonial parades. They are not to be worn in rough physical conditions such as rock-climbing, shooting or gliding.

g. Protective, combat or flying clothing may be worn as ordered for taking part in specified activities. Such clothing may be issued on loan or may be purchased privately.

### Badges

11. **Badges of Rank.** Cpl, Sgt, F Sgt, and CWO badges are to be shoulder rank badges, worn on the shoulder straps of either the jersey or the shirt, depending on the mode of dress.

12. **Flying Scholarship, Cadet Navigator and Gliding Badges (Fig 6).** Flying and Gliding badges are to be worn on the left shoulder patch of the jersey, as follows:

a. When more than one badge is authorized, the Flying Scholarship or Cadet Navigator badge is worn centrally 1 cm ( $\frac{1}{2}$ " ) above the Gliding badge, the bottom edge of which is to be worn 1 cm ( $\frac{1}{2}$ " ) above the lower edge of the patch.

b. When only one of these badges is worn, it is to be worn centrally, 1 cm ( $\frac{1}{2}$ " ) above the lower edge of the patch.

13. **D of E's Award Badges (Fig 6).** D of E badges are to be worn centrally on the right shoulder patch of the jersey, 1 cm ( $\frac{1}{2}$ " ) above the lower edge of the patch. Only one D of E badge is worn at a time, eg when the Silver is gained, the Bronze is taken down and replaced with the Silver, as for classification and rank badges.

14. **Badges on the Brassard.** The following badges are to be worn on the brassard which is worn on the upper right arm (Fig 7):

a. **Identification Badge.** The identification badge (Squadron Number) is to be worn centrally, 6 mm ( $\frac{1}{4}$ " ) below the top edge of the brassard and in this position covers the button hole.

b. **Distinguishing Badge.** The distinguishing badge (Air Training Corps) is to be worn centrally, immediately below the identification badge.

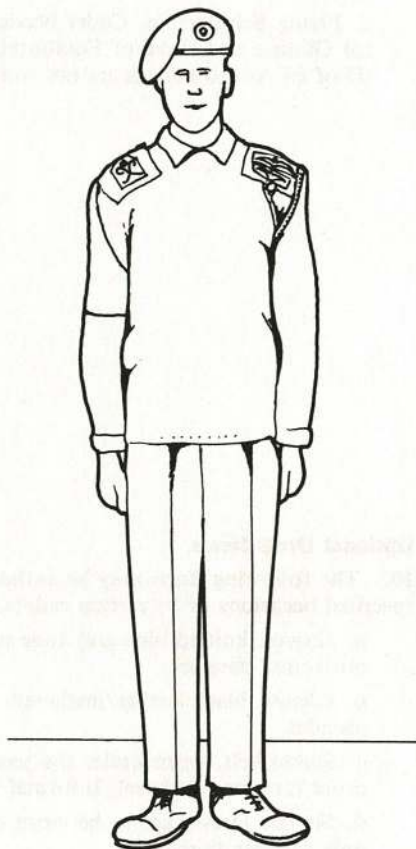
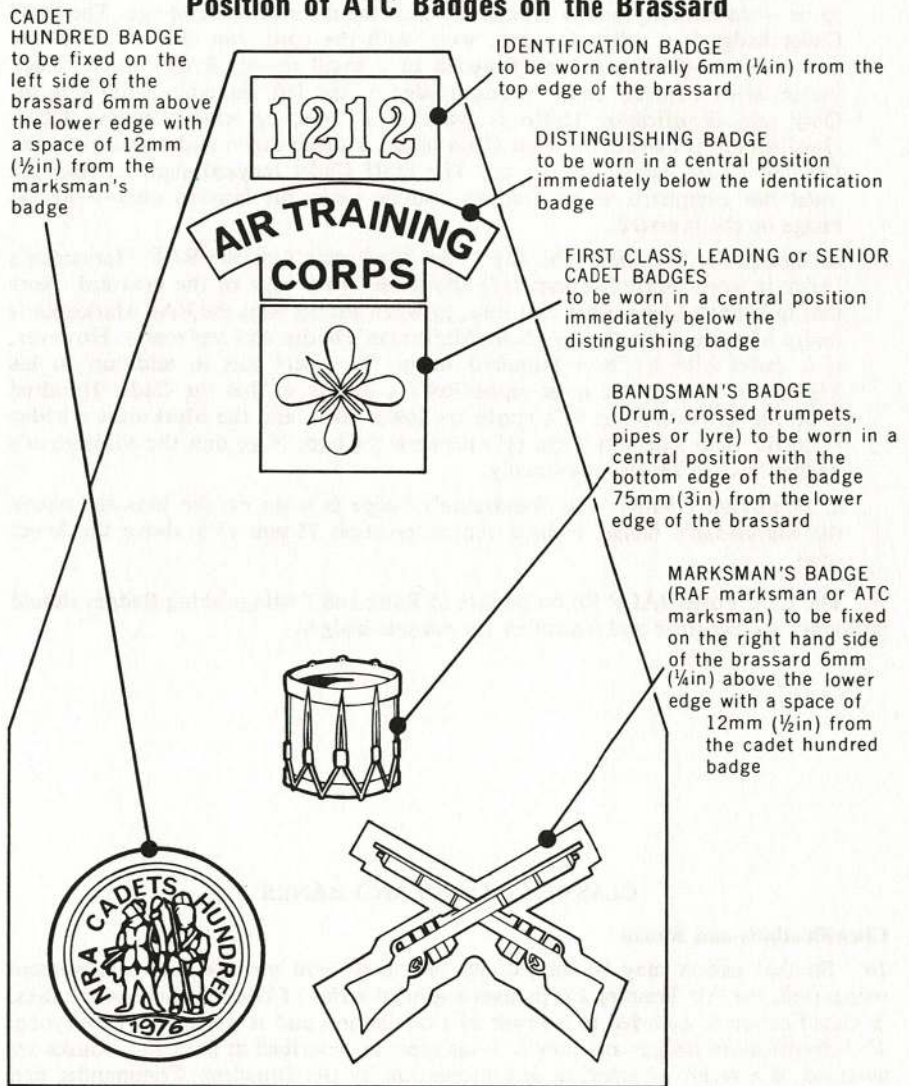


Fig 6  
Flying, D of E Badges and  
Staff Cadet Lanyard

**Position of ATC Badges on the Brassard**



**NOTES**

- 1 Where only the RAF or Air Cadet marksman's badge is worn this is to be affixed centrally 6mm (¼in) above the lower edge
- 2 The Duke of Edinburgh's Award badge is to be worn centrally on the right breast patch of the jersey
- 3 Flying & gliding badges are worn on the left breast patch of the jersey

*Fig 7 The Cadet Brassard*

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c. *Classification Badges.* The First Class, Leading and Senior Cadet badges are to be worn centrally on the brassard, below the distinguishing badge. The Staff Cadet badge is a yellow lanyard, worn with the cord over the left shoulder, under the shoulder strap and fastened to a small raised, RAF crested, black button sewn centrally on the bottom edge of the left shoulder patch (Fig 6). Only one classification badge is worn at a time, eg when Leading Cadet classification is gained, the First Class badge is taken down and replaced by the Leading Cadet badge, and so on. The Staff Cadet lanyard signifies that the cadet has completed all his training and he wears the lanyard only—with no badge on the brassard.

d. *Badges for Shooting.* The Air Cadet Marksman's or the RAF Marksman's badge is worn centrally 6 mm ( $\frac{1}{4}$ " ) above the lower edge of the brassard. Note that only one badge is worn at a time, eg when a cadet wins the RAF Marksman's badge he takes down the Air Cadet Marksman's badge and replaces it. However, if a cadet wins a Cadet Hundred badge, he wears this in addition to his Marksman's badge and must reposition the badges so that the Cadet Hundred is on the left side 6 mm ( $\frac{1}{4}$ " ) above the lower edge, and the Marksman's badge is on the right side with 1 cm ( $\frac{1}{2}$ " ) between the two. Note that the Marksman's badges have to be earned annually.

e. *Bandsman's Badge.* The Bandsman's badge is worn on the brassard above the Marksman's badge, ie in a central position 75 mm (3" ) above the lower edge.

The ATC Poster (ACP 30) on Badges of Rank and Distinguishing Badges should be studied to recognize and remember the various badges.

## CLASSIFICATIONS AND RANKS

### Classifications and Ranks

16. So that orders may be carried out efficiently and prowess and achievement recognized, the Air Training Corps uses a graded series of classifications and ranks. A classification is awarded as a result of examination and is available to everyone. The classification badges and how to wear them as described at para 14c. Ranks are awarded as a result of selection and promotion by the Squadron Commander and the number of cadets he can promote is limited—the actual number being in accordance with the Squadron size and as laid down in the MOD Regulations AP 1919. How to wear rank badges is described at para 11.

#### *Classifications*

Staff Cadet  
Senior Cadet  
Leading Cadet  
First Class Cadet  
Second Class Cadet

#### *Ranks*

Cadet Warrant Officer  
Cadet Flight Sergeant  
Cadet Sergeant  
Cadet Corporal

## SALUTING

### **The Salute**

17. The manner in which salutes are given and returned has long been recognized as a reliable indication of the morale and efficiency of a unit. It is thought that saluting had its origin in prehistoric times when the open hand may have been raised to show that it did not conceal a weapon. Later it was the custom of men-at-arms to raise the visors of their helmets, showing by this disarming movement their friendly intentions.

18. Cadets should understand that in saluting an officer they are recognizing a person in authority who holds the Queen's Commission and are giving an outward sign of their loyalty to the Queen. Similarly, the officer is required to return the salute as an acknowledgement of the compliment paid to Her Majesty.

### **How to Salute**

19. In uniform, a salute is given by smartly bringing the right hand, palm facing outwards, to a position where the first finger is in line with the right eye, the elbow being level with the shoulder and the arm in line with the body. (See Chap 1 in the Drill Section in this book.)

### **When to Salute**

20. Cadets wearing uniform are to salute all commissioned officers of Her Majesty's Forces; this includes officers wearing civilian clothes whom they recognize.

21. When carrying a parcel and the hand cannot be used, cadets are to salute giving an "eyes right" or "eyes left" carried out by turning the head and eyes smartly towards the flank on which an officer is passing.

22. A salute is not to be attempted when riding a bicycle.

## METHODS OF ADDRESS

23. All Officers, ATC Warrant Officers and Civilian Instructors are to be addressed as "Sir". Cadet Warrant Officers are to be addressed as "Warrant Officer" and all other cadets by their rank, "Flight Sergeant", "Sergeant" or "Corporal", as the case may be.

24. When referring to officers in writing, their full rank is always to be stated: "Squadron Leader A" or "Flight Lieutenant B". However, when referring to Flying Officers, Pilot Officers or ATC Warrant Officers in conversation, it is accepted practice to refer to them as "Mister .....": Flight Lieutenants and senior officers invariably being referred to by their rank.

25. Officers may also be referred to according to their position, such as: "The Commanding Officer", "The Adjutant", "The Flight Commander", and so on.

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