**AIR CADET TRAINING ORDER (ACTO) 31**



AIR EXPERIENCE FLIGHT

Amendment Sheet

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| **Date** | **Amendment** | **Amended By** | **Version No** |
| 07/09/2017 | Insert Front Cover and Amendment Sheet | J Stones | 7.00 |
| 05/02/18 | Include sustenance advice | A Lee | 8.00 |
| 11/07/18 | Clarification of the term Air Experience Flight.Amend numbering of AEF Programme Sheet.  | A Lee | 9.00 |
| 14/08/18 | Cadets Weight Requirements Amended. CFMO email address amended. | A Lee | 10.00 |
| 11/09/18 | Revised AEF clothing requirement | A Lee | 11.00 |
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**AIR CADET TRAINING ORDERS**

**INSTRUCTION NO 31**

**AIR EXPERIENCE FLIGHTS**

References:

A. MAA RA 2000 Series: Flying Regulations (FLY)

B. AEF Flying Guidance to AEF Cdrs – V4

C. AP 1919: Chapter 5

D. ACTO 11: Ser 1

**INTRODUCTION**

1. The regulations for flying training for Royal Air Force Air Cadets (RAFAC) are contained at the references above. This instruction amplifies those regulations.

2. Air Experience Flights (AEF) are established to provide powered flying for RAFAC cadets. AEFs are under the command and control of No.6 Flying Training School (6FTS).

3. For the avoidance of doubt these regulations relate to specific Air Experience Flights formed to provide powered flying experience solely for members of RAFAC. The carriage of passengers of any age, whether military or civilian, aircrew or non-aircrew in other military platforms will be addressed by the regulatory frameworks set up by the relevant Aviation Duty Holders (ADH). The regulations for these alternative opportunities will not be included or referenced in this document.

**AIMS**

4. Air Experience Flying is pursuant to the first aim of the Air Training Corps “to promote and encourage among young men and women a practical interest in aviation and the Royal Air Force”.

5. The aim of air experience flying is to provide the opportunity for RAFAC cadets to handle the controls of a powered aircraft, not below 1000ft, under the close supervision of the Aircraft Commander.

6. In accordance with ACTO 11: Ser 1, Air Experience Flying is endorsed as an essential core activity forming part of the RAF Air Cadets (RAFAC) Core Cadet Experience (CCE).

**AEF SORTIES FOR CADETS**

7. **Sortie No 1 – Air Experience**. Exposes cadets to flying in a cockpit environment. If cadets have previously completed the Blue Wings Aviation Training Package (Blue ATP) ground school and Part Task Training (PTT) modules at either a Volunteer Gliding Squadron (VGS) or Aerospace Ground School (AGS), cadets will be awarded the Blue ATP (A) wings upon completion.

8. **Sortie No2 – Effects of Controls Pt1 and Straight & Level.** Demonstrates the effect of main flying controls for straight and level flight.

9. **Sortie No3 – Turning.** Introduces and demonstrates a level turn at approximately 30 degrees of bank.

10. **Sortie No4 – Effects of Controls Pt2.** Introduces effects of power and trimmer. If cadets have previously completed the Bronze Wings Aviation Training Package (Bronze ATP) ground school and Part Task Training (PTT) modules at either a VGS or AGS, and have completed AEF sorties 1 – 4 inclusive, cadets will be awarded the Bronze ATP (A) wings.

11. **Sortie No5 – Aerobatics.** Shows the cadet a loop and other basic aerobatic manoeuvres.

12. **Sorties No6 – NAVEX.** Introduces pilot navigation concepts.

**CADET ELIGIBILITY**

 13. To be eligible for AEF a cadet must:

 a. Be an enrolled ATC / CCF (RAF) cadet and have attended for a

 minimum of 12 weeks.

 b. Be aged 13¼ years or over.

 c. Have the parent's/guardian's consent to fly as follows:

 (1) For ATC Certificate in RAF Form 3822 (ATC Record of Service).

 (2) For CCF (RAF), in RAF Form 7537D (ID/Consent Card).

 d. Meet the medical standard laid down at Annex A.

 e. Hold a completed [RAFAC Av Med Form 1](https://sharepoint.bader.mod.uk/QM/Controlled%20Documents/ACO%20Av%20Med%20Form%201%20%28Electronic%29.xlsx?Web=1) in accordance with Annex A.

 f. Additionally, where aviation medical fitness is in doubt, hold a completed and countersigned [RAF Form 6424](https://sharepoint.bader.mod.uk/QM/Forms/Flying%20Form%20-%20RAF%20Form%206424.doc) in accordance with Annex A.

**AVIATION TRAINING SELECTION**

14. ATC Sqn OC/CCF (RAF) Section Cdr should take into account the following guidelines when recommending a cadet for AEF. These should be discussed with the cadet before selection:

 a. **Motivation.** The cadet must have a genuine wish to undertake AEF. It is a mistake to pressure a cadet who is not keen. Lack of interest makes aviation training difficult and is a de-motivator for AEF staff and other cadets. Selection for flying must be based primarily upon motivation and ability and not as a ‘reward’ for expertise or commitment in other disciplines.

 b. **Mental and Physical Limitations.** The cadet must have sufficient command of the English language and be competent enough to absorb flying instruction, bearing in mind that verbal communication in the air, due to ambient noise and alien environment, can be difficult. Aviation Safety can be compromised if the cadet is unable to understand and act upon instructions in an emergency. Therefore, cadets who pose an Air Safety hazard due to their mental or physical limitations should not be selected for AEF. A list of conditions requiring further medical investigation can be found in RAFAC Av Med Form 1.

15. **Cadet Weight Requirements.** Passengers flying in the Tutor must comply with certain weight restrictions in order for the parachute to work satisfactorily. Escorting officers should note that cadets who are too heavy or too light will not be allowed to fly. At most sites, the weight of a fully clothed cadet (without flying clothing and helmet) must be between 28 kg and 110 kg. At sites where a life jacket is worn (Glasgow International Airport, Leuchars Station, MoD St Athan, RAF Woodvale and Cornwall Airport Newquay), the cadet should weigh between 25 kg and 107 kg.

16. **Sustenance.** Flying hungry or dehydrated could constitute a potential air safety risk; consequently, prior to AEF flying, cadets should follow normal dietary habits and should commence a flight hydrated and with sufficient energy reserves to enjoy the experience.  Cadets should have breakfast if they normally have it and should continue to eat and drink normally until approximately one hour before take-off.

17. **Noise Exposure Limitations.** Due to noise exposure limitations, cadets will normally be restricted to one AEF sortie in any 7 day period.

**AEF VISIT PREPARATION**

18. **Bookings.** AEF personnel will liaise directly with Wing HQs and CCF (RAF) Sect Cdrs to programme attendance. The AEF flying programme is a combination of bringing the serviceable aircraft, volunteer pilots, cadets, their escorts and suitable weather together at one time. Any failure of one of these factors can result in lost flying opportunities at considerable expense. Once arrangements are made, ATC Sqn OCs must inform Wing HQs if places cannot be filled, or the AEF Cdr by telephone if the shortfall is at short notice. CCF (RAF) Sect Cdrs are to inform the AEF Cdr directly. Conversely, AEF Flt Cdrs will inform all parties concerned if flying has to be cancelled. ATC Sqn OCs should then liaise with Wing HQs and CCF (RAF) Sect Cdrs with the AEF Cdr to make further visit arrangements.

19. **Summary of Previous Air Experience.** Cadets are to record their AEF experience in their Record of Service (ROS) book and discuss with the briefing officer any requests prior to flight.

**RECORD OF TRAINING**

20. The progressive aviation training packages are modular allowing cadets to complete ground school, PTT and AEF exercises independently. This allows greatest use of limited AEF and Volunteer Gliding School (VGS) resources for the cadet’s benefit. It is therefore vital that cadet’s aviation training is recorded accurately.

21. Individuals are to print and insert in their F3822 the Progressive Aviation Training Sheet - [2FTS Form 007](https://sharepoint.bader.mod.uk/QM/Forms/2%20FTS%20Form%20007.doc), to record aviation training activity completed. It should be noted that this is intended to act as a short-term solution until full F3822 amendments can be issued.

22. **Air Experience Flying Programme Sheet.** The ATC Sqn OC or CCF(RAF) Sect Cdr are to raise an Air Experience Flying Programme Sheet on proforma 2FTS Form 012, ensuring that columns (a) to (h) are completed before it is handed to the escorting officer in charge of the party of cadets.

**PASSENGER BRIEF**

23. **The Tutor Passenger Safety Brief.** This covers the basic procedures and

emergencies for flight in the Tutor aircraft. The video will be shown as a matter of

routine during the AEF visit. This brief is subject to amendment and should not be

shown at ATC Sqn/CCF (RAF) section prior to AEF flying opportunities.

**CLOTHING REQUIREMENTS**

24. **Flying Clothing**. Due to the potential for burns injury cadets should report for AEF flying wearing No.2 uniform with long cotton socks to be worn under the issued flying suit. In particular, female cadets are to wear No.2 trousers or combat trousers for the flight and are not to wear tights and the No.2 skirt. Cadets must also wear suitable lace-up footwear when flying.

25. **Hair Styling Products.** Because styling products (gel etc.) stick to the inside of flying helmets, cadets will not be permitted to fly if wearing hair styling products.

**ESCORT DUTIES**

26. General. Cadets must be escorted by a fully appointed RAFAC Cadet Force Adult Volunteer (CFAV) or Staff Cadet who has signed PERS Form 5-01A (Staff Cadet Service Agreement Declaration) with valid DBS clearance whilst attending air experience flying. Those escorting are responsible for the welfare and discipline of the cadets whilst at the flying unit and should ensure that all cadets are fit to fly in terms of their physical and mental well-being. Each visiting unit are to provide a suitable escort for the duration of their cadets training. AEF staff assume responsibility for cadets during the operational phase of training (embarkation to disembarkation). Where escorts are related to cadets attending air experience flying it is recommended that an alternative non-related escort also attends. Escorts are eligible for air experience flights provided the achievement of the cadet flying programme will not be affected.

27. **Before Flying.** Escorts are to countersign the Air Experience Flying Programme Sheet (2FTS Form 012). By signing the escort is assuring that each cadet:

a. Is eligible for the flight.

b. Has Parent's or Guardian's Consent to fly as follows:

 (1) For ATC Certificate in RAF Form 3822 (ATC Record of Service).

 (2) For CCF (RAF) in RAF Form 7537D (ID/Consent Card).

c. Is in possession of completed and authorised RAFAC Av Med Form 1.

 d. Is fit for the flight. Annex A to ACTO 31 action should be complete. Cadets must be alert, and not dizzy, listless, or over-tired. Sinuses should not be blocked as the result of a cold. The current use of medication, bandage or plaster should be brought to the attention of the AEF Cdr who will make the final decision on fitness for flying.

28. **During Flying.** Escorts are to:

a. Pass RAF Forms F3822/F7537D to the AEF Cdr for signature after

cadets have flown.

b. Complete Air Experience Flying Programme Sheet (2FTS Form 012),

columns j-l.

29. **After Flying.** Escorts are to return the completed Air Experience Flying Programme Sheet – 2FTS Form 012 to the CCF (RAF) Sect Cdr for retention or the ATC Sqn Cdr who is then to forward a copy to the Wing HQ.

**COMPLETION OF TRAINING**

30. **Badges and Certificates.** Upon successful completion of Blue and Bronze ATP courses, cadets become eligible for the award of the brevet and certificate appropriate to their course. As ATP are modular (Ground School / Synthetic / Air) and can be completed at a number of separate locations in a variety of configurations, the actual physical award of badges and certificates at the point of delivery may not always be possible. In these circumstances certificates must be requested by ATC Sqn/CCF (RAF) Section CFAV via [2FTS Form 008](https://sharepoint.bader.mod.uk/QM/Forms/2FTS%20Form%20008.doc). HQ 2FTS will in turn provide brevets to WHQ and CCF (RAF) sections for presentation to their cadets.

**Annexes:**

A. Medical Fitness for AEF Flying.

B. Cadet Medical Clearance Flowchart.

C. Progressive Gliding and Flying Path for RAFAC Cadets.

 **ANNEX A TO**

 **ACTO 31**

Reference:

1. [RAFAC Av Med Form 1](https://sharepoint.bader.mod.uk/QM/Controlled%20Documents/ACO%20Av%20Med%20Form%201%20%28Electronic%29.xlsx?Web=1)
2. [RAF FORM 6424](https://sharepoint.bader.mod.uk/QM/Forms/Flying%20Form%20-%20RAF%20Form%206424.doc)

**MEDICAL FITNESS FOR AIR EXPERIENCE FLYING**

1. **Sqn and Sect Cdr's Responsibility.** Certain medical and physical conditions are incompatible with flying as they could place the cadet at risk and compromise Air Safety. ATC Sqn OC/CCF (RAF) Sect Cdr are to ensure that cadets provide the required RAFAC Av Med Form 1 before a flying opportunity. The RAFAC Av Med Form 1 aims to identify risks regarding conditions likely to cause sudden incapacitation in flight or which might be aggravated by the flight environment. Parent/Guardian and Cadet are to complete the RAFAC Av Med Form 1 at home and present to the ATC Sqn OC/CCF (RAF) Sect Cdr for scrutiny before undertaking flying training. The RAFAC Av Med Form 1 is valid for three months from the date of signing; however it is immediately invalidated should any change in fitness or health occur. A flowchart highlighting the procedure for gaining medical clearance can be found at Annex B to ACTO 31.

 a. A list of medical conditions incompatible with flying training or which

may require further medical scrutiny can be found in RAFAC Av Med Form 1 - Conditions Requiring Medical Assessment for Flying. This form is available in both electronic and hard copy for ease of use.

b. To satisfy AEF medical requirements, cadets must be in possession of

a completed RAFAC Av Med Form 1. Failure to be in the possession of a completed and countersigned RAFAC Av Med Form 1 will invalidate the eligibility of cadets to undertake a flying opportunity. AEF staff are directed from HQ 2FTS and HQ 6FTS to refuse flying training to cadets not in possession of the relevant forms at the point of delivery.

c. If any medical conditions are highlighted on the RAFAC Av Med Form 1 which indicate further guidance is required from GP and CFMO, staff are to instigate the RAF Form 6424 (Medical Declaration & Certificate of Fitness for RAF Air Cadet Flying) process iaw Para 3 to Annex A to ACTO 31. The procedure for gaining medical authorisation for fitness in doubt can be found at Para 3 to Annex A to ACTO 31. Para 3 is to be complied with if the ATC Sqn OC/CCF (RAF) Sect Cdr is concerned about any fitness issues.

d. Cadets suffering from any medical condition which indicates a temporary bar to flying are not to attend an AEF until the condition is satisfactorily resolved.

e. ATC Sqn OC/CCF (RAF) Sect Cdr are responsible for ensuring these

actions have been satisfactorily completed prior to cadets attending an AEF for flying training. They are to place completed RAFAC AV Med Form 1 (and any associated F6424) with [2FTS Form 006](http://ntlm.sharepoint.bader.mod.uk/QM/Forms/2%20FTS%20Form%20006.doc) in a sealed envelope marked OFFICIAL – SENSITIVE – MEDICAL which should be then handed to the escorting officer. The escorting officer is to ensure that the sealed envelope is handed to the Flt Cdr AEF or Duty Instructor for scrutiny prior to flight. Please note that AEF Aircraft Commanders retain the right to refuse flight to cadets with medical fitness in doubt. It is therefore imperative that all medical conditions have been considered prior to attendance and a RAF Form 6424 completed where necessary.

f. TG Forms 21 and 23 are not required for flying training.

2. **Period of Validity.** An RAFAC Av Med Form 1 clearance lasts 3 months unless some other illness occurs in the meantime.

3. **Medical Examination.** For AEF medical fitness in doubt concerns the cadet has to have been declared fit by a GP, using RAF Form 6424 (Medical Declaration & Certificate of Fitness for Air Cadet Flying). The procedure for arranging this is as follows:

a. The Wing HQ or CCF Section are to instigate the process by recording the cadet's Sqn number on Part A of F6424 and Annex A to F6424 (RAF Air Cadet Medical Declaration of Fitness for Glider Pilot Training Claim Form for Doctor’s Fee). Further, Annex A to F6424 is to be authenticated with the Wg stamp and UIN before it is sent to the cadet’s Sqn Cdr. The Sqn Cdr is to enter the cadet’s name on Part A of F6424 and Annex A to F6424 before it is handed to the cadet.

b. The form is then to be handed to the cadet together with an unsealed envelope addressed to the Sqn/Sect Cdr, and the cadet is to be told to take it by appointment to his or her GP. Current policy requires the written consent of the parent or guardian, or of the cadet personally if over 18 years of age, before a GP is allowed to discuss the cadet’s medical history with a third party. Therefore Part B of F6424 should be completed fully before the cadet attends any medical appointment.

c. The GP should normally be able to complete the F6424 by reference to the cadet’s medical records. A medical examination should not, therefore, be necessary. Where the CFMO has to be consulted, the CFMO’s comments must be annotated on the F6424. Failure to do so will invalidate the F6424. Having completed the F6424, the GP will return it to the cadet, who is to put it in the envelope and forward to their ATC Sqn CO/CCF (RAF) Sect Cdr. The ATC Sqn CO/CCF (RAF) Sect Cdr is then responsible for forwarding to the WGLO as appropriate. The GP will send Annex A to F6424 (Claim Form for Doctor’s Fee) to HQ RAFAC for payment.

d. Provided the GP has signed the form without any reservations (see

Para 5) about the cadet's fitness (other than the need to wear ordinary corrective spectacles such as would be acceptable for a vehicle driving licence), the Sqn/Sect Cdr is finally to complete the Certificate of Fitness to undergo Glider Pilot Training in the cadet's RAF Form 3822, adding if required ‘Glasses to be worn when flying’.

e. When completed, cadets should retain a copy of their F6424 with CFMO recommendations if required (see Para 3) and ensure that they present it to the AEF Flt Cdr or Duty Instructor when they attend an AEF. F6424 are not to be forwarded to HQ 2FTS, VGS or CGS unless specifically requested to do so.

4. **Period of Validity.** A F6424 clearance lasts 2 years unless some other illness occurs in the meantime.

5. **Medical Fitness in Doubt.** If the GP discloses any medical condition, other than the wearing of ordinary spectacles as mentioned above, the Sqn/Sect Cdr is to send the original F6424 to CFMO (AIR38Gp-CAM-CFMO-GpMbx@mod.gov.uk) who will then decide on the cadet’s suitability for flying training.

**IMPORTANCE OF CORRECT INFORMATION**

6 **Record of Service.** It is essential that Form 3822/F7537D is accurate and current. Sqn/Sect Cdrs are to make sure parents or guardians realise the importance of keeping the consent up-to-date and of declaring any change in the cadet's fitness level. AEF are under orders not to fly cadets with incorrect documentation or medical clearance in view of the RAF legal responsibilities and Duty of Care.

**DISPOSAL OF MEDICAL FORMS**

7. **Medical Forms.** Medical forms are to be returned to the escorting officer by the VGS. These are to be forwarded to the appropriate WHQ for archiving, or in the case of CCF (RAF) cadets to CCF (RAF) administration at HQ RAFAC. Documents will be retained for 7 years from the cadet’s 18th birthday or from the date when the individual leaves the RAFAC in accordance with Annex A to Data Protection Act Guidance Note 1 Reference CIO-3-27-1-2. The register of forms to accompany the RAFAC Av Med Form 1 is at 2FTS Form 006.

**MEDICAL REQUIREMENTS FOR FLYING ACCOMPANYING ADULTS**

8. The accompanying Adult may be given the opportunity to fly provided there is sufficient time in the flying programme and they have an Av Med 1 with no medical conditions notified.

**ANNEX B**

**CADET MEDICAL CLEARANCE FLOWCHART**



 **ANNEX C**

