

SQUADRON ADMINISTRATION THE ALLOCATION OF DUTIES

1. A Squadron Commander is responsible for all aspects of his squadron – for cadet’s training in the syllabus subjects, for the well-being of all in the squadron and for its standing in the local community. Running a successful squadron is not easy and a Squadron Commander requires and deserves the loyal support and active cooperation not only of his own officers, staff and cadets but of all those other people who have some responsibility for and interest in the squadron.
2. To implement these responsibilities the Squadron Commander picks his officers and instructors and, by personality and efficiency, welds them into a team having his own enthusiasm for ATC activities and his own interest in every cadet in his squadron. He needs to know something of everything and everything of some things, something of every subject taught by his staff; and everything about ATC rules and regulations, the ATC syllabus of training, the decisions of the committees on which he represents his squadron, the orders issued by Wing, Regional and Corps Headquarters – and most important of all, everything possible about his own cadets. This knowledge enables him to order the squadron’s life within the general framework of the Corps.
3. The section on Corps structure and organisation shows that the Squadron Commander’s team will vary in size according to the size of the squadron in enrolled cadets. For instance, a D2 squadron (50-60 cadets) will have 3 other officers, one Warrant Officer and up to 12 Civilian Instructors. Fig 3 shows how their squadron duties might be arranged, although it is by no means the only effective way a squadron may be managed.
4. A smaller squadron, with a smaller establishment (i.e. less staff), has the same spread of work but there are not so many people to share it; a Squadron Commander then has no alternative but to allocate the various tasks to those officers he does have. In a large squadron more effective management may result from division into Flights. In most cases squadron officers will also instruct, since there are unlikely to be sufficient civilian instructors to cover all the subjects. Thus there is plenty of opportunity for a Squadron Commander to delegate administrative work to staff cadets because the whole essence of good organization and administration is to think of everything that has to be done and then put together the team required to do it. For a squadron to be successful, business-like methods are essential and a well-run office is a great asset.
5. Administration involves knowledge of the rules and regulations affecting the Corps because this is the framework within which the squadron must work. It is not possible to remember everything, but it is essential to remember where to look to confirm or find the answer to any question. It is therefore essential that staff and Staff cadets should know of, and be able to use effectively, these publications:

AP 1919 ‘Regulations for the Air Training Corps’. This is a Ministry of Defence publication which reflects MOD policy regarding the Corps. It is under constant review and is amended from time to time, although not as frequently as ACPs 20A or 20B.

ACP 20A Air Cadet Training Instructions

ACP 20B

Air Cadet Administrative Instructions

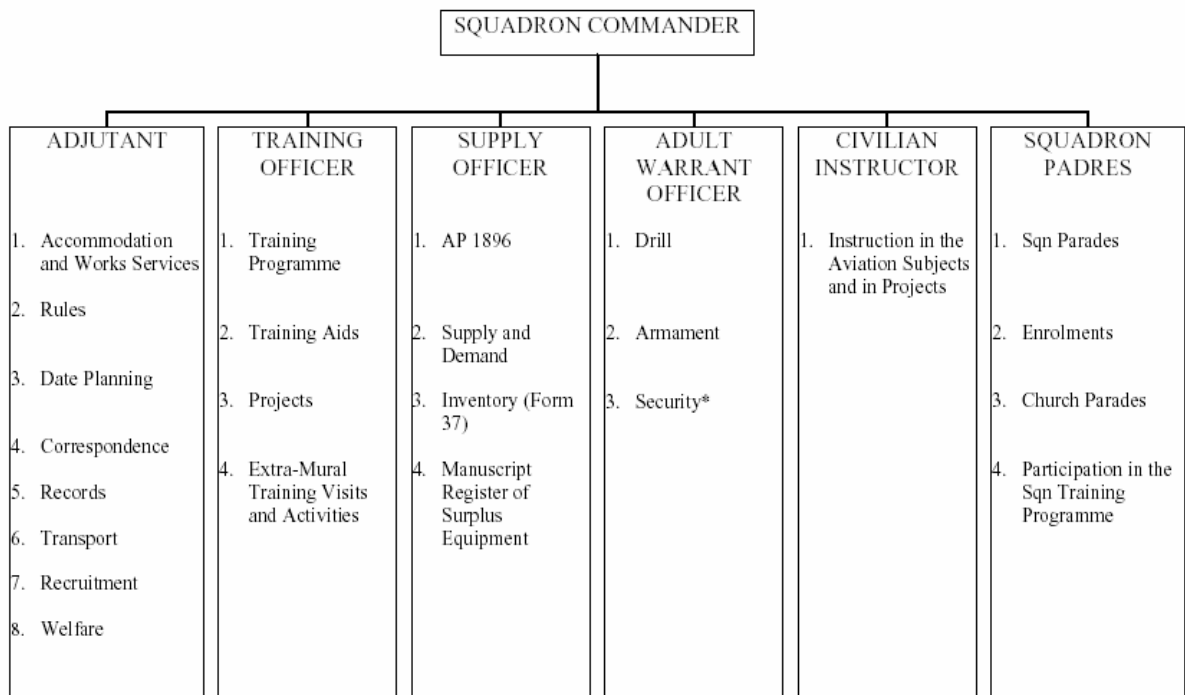
The two publications are produced by HQAC and amended regularly. More likely to be up to date than AP 1919 and certainly include greater detail

AP 1896

Scale of RAF Equipment for Air Training Corps Squadrons

6. By referring to these books you will be able to find information and guidance on all aspects of Corps administration. As a member of staff of Staff Cadet you could be allocated any of the duties listed in Fig 3 and so details of where to look for information about each are listed in the staff duties sections.

Note: Other books, forms and useful posters are listed in ACP 20B, Instruction 116, Annexes



* Security may be taken on personally by the Squadron Commander or delegated to another experienced officer

FIG 3 SQUADRON DUTIES