



4. **Correspondence and Forms.** This is probably one of the most important aspects of the Adjutant's duties. In an organization composed of so many units manned by volunteers the only common method of communication is by the written word in some form or other. The receipt, actioning and writing of letters is an essential function of an efficient squadron. The Royal Air Force has an efficient filing and indexing system which can be used, at least in part, by squadrons. It is not the purpose of this document to teach it in detail, but the materials for it – the filing cabinet (RAF surplus equipment), the files (RAF Form 329D) and the minute sheets – are available from wing headquarters as described in ACTI No 4. Files when opened are numbered and the numbers are listed in a File Index made up at the squadron so that they can be easily found when wanted. There are many other Forms – either RAF Forms or special Air Cadet Forms – which are required by squadrons and these, too, are usually held in the filing cabinet, and indexed in such a way that they are easily found. Most of the ones that a squadron will need are listed at ACP 20B. Other RAF Forms are listed in Book 1 of the series known as AP 113, Catalogue of Publications and Forms, held by wing headquarters. The correct treatment of correspondence is a valid indicator of an efficient squadron and Staff cadets could do work of great value for a squadron by undertaking some responsibility for correspondence.
  
5. **Records.** All efficient units keep records because the Commanding Officer needs to know the facts about his squadron. These facts also provide the practical evidence needed by each headquarters in the chain of command up to the MOD in the planning and control of Corps activities. For example, the Attendance Register (RAF Form 4258) is an important record in many ways. The important squadron training records are listed in ACTI No 4 and staff cadets should know these and how to keep them up to date.
  
6. **Transport.** Transport is a very important matter since all activities away from squadron headquarters involve travel. Some squadrons have their own transport. All forms of transport require much administrative work, including forward planning and the 'rules' should be common knowledge. The first important rule is to know the difference between 'individual' and 'collective' travel – collective travel rules comes into force when 3 or more cadets travel in a party. Chapter 10 in AP 1919 is the general authority, but much has changed in recent years and so it may be best to use Instruction No 304 in ACP 20B. The overriding rule nowadays for collective travel is that a wing may not exceed a certain amount of money allocated for the year. So, when collective travel is required, the first thing to do is to find out whether the wing HQ has funds available. In fact the wing has 2 funds, one for travel on general training syllabus matters, and a separate one for travel on adventure training expeditions. The second important rule is to note that collective travel may be allowed only when the travel is in connection with the authorised training syllabus and the easiest reference for this is Annex B to ACTI No 1. The third important rule is to use the right Form and to use it in advance. Up-to-date Accounts Section Proformae are listed at the end of Annex E to ACTI No 4 in ACP 20A. Instruction No 304 in ACP 20B tells you how and when to use:

Accts 4 Application to Travel at Public Expense (Collective Unit Travel)  
Accts 7 Camp Travel Costs (Easter/Summer/Windermere/Llanbedr)

7. **Recruitment.** Many cadets join and leave a squadron throughout the year and so recruitment of new cadets is an on-going task for the Adjutant. Naturally, the most common form of recruitment is for cadets to bring along their friends. Some squadrons have lists of young men and girls waiting to join. Leaflets and posters designed to encourage recruitment are available from wing headquarters (see ACTI No 4, paras 10-16). These posters should be displayed by squadrons in any public place at which authority can be obtained, e.g. in local schools, shop windows and cinemas. Staff cadets should be able to suggest which places are suitable. Sometimes the local Royal Air Force Careers and Information Officer (CIO) can help if a major recruiting programme for the squadron is planned. In addition, all cadets interested in a career in the Royal Air Force should be advised to visit the CIO, and ATC squadrons should hold and issue some of the Royal Air Force leaflets available. Staff cadets should know the address of the nearest CIO.
  
8. **Welfare.** 'Welfare' is the squadron's concern for the well-being of its cadets and includes the provision of games and sports equipment, canteen and recreational facilities. We have already mentioned the important part played by the Civilian Committee in this aspect and will do so again, but the Adjutant has an essential part to play in assessing the needs of cadets and passing on the requirement to the Civilian Committee. He supervises the squadron HQ activities such as canteen and games facilities and, perhaps most important of all, he collects the regular cash contributions made by cadets (part of which goes towards squadron welfare expenses) and passes on the money to the Civilian Committee.