



Ministry  
of Defence

Air Command Secretariat  
Spitfire Block  
Headquarters Air Command  
Royal Air Force  
High Wycombe  
Buckinghamshire  
HP14 4UE

Ref: 2018/11797

[REDACTED]

15 October 2018

[REDACTED]

Thank you for your e-mail of 17 September 2018, which has been considered to be a request for information under the Freedom of Information Act 2000 (FOIA).

In your e-mail you requested the following:

*Please provide me with the total number of Cadet Forces Adult Volunteers in RAFAC who had not signed the Pers Form 1-19 Adult Volunteer agreement at the point the decision was made that if the form was not signed and without a good reason they would be dismissed from 15 October 2018. If you cannot confirm the date please provide the numbers as of 10 September 2018.*

*Please also provide copies of the decision to dismiss for not signing the volunteer agreement and any supporting emails or meeting minutes.*

A search for the information has now been completed within the MOD and I can confirm that information in the scope of your request is held.

The policy in this area is emerging, however I can confirm that no decision has been taken to dismiss Cadet Forces Adult Volunteers (CFAVs) from 15 October 2018 if they have not signed the Personnel Form 1-19 Adult Volunteer Agreement. The current position is that CFAVs that have not signed the form may be suspended on 15 October 2018, pending further consideration. It has not been possible to identify when this decision was reached, however according to

the BADER records as of the 10 Sep 18, 5415 active CFAV required to sign the Volunteer Agreement had not.

With regards to your request for copies of the decision to dismiss, please find attached a series of emails detailing the emerging policy around the signing of the Volunteer Agreement. Please note that we hold no minutes for meetings in scope of your request.

Under Section 40(2) of the FOI Act (third party personal data), the names and contact details contained in the documents have been withheld. As this is an absolute exemption, there is no requirement to carry out a public interest test.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance Team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (email [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must come within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the FOIA. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

Air Command Secretariat

[REDACTED]

Kind regards

[REDACTED]

**From:** [REDACTED]  
**Sent:** 12 September 2018 23:54  
**To:** [REDACTED] McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt) [REDACTED]

[REDACTED]

**Subject:** RE: Volunteer Agreement [REDACTED] reply

All,

I have sent it on to my WExOs - a couple of responses so far have identified that it is something individuals can record and upload in SMS (identified by [REDACTED] initially), so it should be relatively straightforward to pull a report and at least establish the scale of the problem. They will take that forward.

I confess I had not taken sufficient note of the deadline, so as [REDACTED] identified, we haven't been applying the stick to date. I agree there should be a graduated response, the current proposal is a bit 'trip-wire'.

Regards,

[REDACTED]

**From:** [REDACTED]  
**Date:** Wednesday, 12 Sep 2018, 6:01 pm  
**To:** McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt) <[Dawn.McCafferty741@mod.gov.uk](mailto:Dawn.McCafferty741@mod.gov.uk)>, [REDACTED]

[REDACTED]

**Subject:** RE: Volunteer Agreement [redacted] reply

Ma'am

Thank you for the reply, and I hope that reality can be relayed appropriately.

For consistency therefore – given your comments below, can we say that will look to suspend from 15 Oct, with a view to dismissal thereafter? [redacted] back to all RCs...??)

They were all tasked in the new year on this, but without any stick, momentum waned. I have heard a few who haven't signed as they don't feel it's right, or others feel it could be a better worded agreement. I have since viewed the IBN and it doesn't explain the rationale and reasoning – that would be useful for consistency. I haven't managed to upload the RAFAC1-19 but will see one when in office.

I have spoken to each OC Wing tonight, individually, to warn them and to gather their thoughts on the stats and vibe – and it varied from 100% done, through to no more than 50%, and comments of 'legal view' of the wording..... Interesting few weeks ahead I suspect.

Shame we didn't talk about this last week. (?)

I note to that [redacted] and now [redacted] are on leave, so hope their boxes are monitored or that their [redacted] are covering...

[redacted]

Regards,

[redacted]

[redacted]

[redacted]

Now is the time to Manage your data in preparation for MOD<sup>NET</sup>, Delete or Declare as a record.

**From:** McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt)

**Sent:** 12 September 2018 21:40

[redacted]

**Subject:** RE: Volunteer Agreement

In reality, I think the process will take us well beyond Oct but suspension wef that date pending an AR to dismiss, plus associated appeal, will set the tone and hopefully there are only a minority who are actually refusing to sign on principle - but we won't know how many until all the stats are in. If the requirement has not been relayed and your staff have only just got round to implementing this policy, that is not the volunteers' fault and they will be given time to sign and avoid the suspension and dismissal. But your team need to grip this if they haven't managed to do so to date.

D

Sent with BlackBerry Work  
(www.blackberry.com)

**From:** [REDACTED] (ACO [REDACTED])  
**Date:** Wednesday, 12 Sep 2018, 6:28 pm  
**To:** [REDACTED]  
**Cc:** McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt) <Dawn.McCafferty741@mod.gov.uk> [REDACTED]  
[REDACTED]  
**Subject:** RE: Volunteer Agreement

Crikey! I am chasing the stats with some urgency, but I think we are way off.

Dismissal on 15 Oct? that's a hell of a jump when the consequences weren't previously explained to them. Maybe restriction and non-claims of VA, escalating to suspension, and then dismissal if 'refusing'....?

Regards,

[REDACTED]

Now is the time to Manage your data in preparation for MOD<sup>NET</sup>, Delete or Declare as a record.

**From:** [REDACTED] (RAFAC [REDACTED])  
**Sent:** 12 September 2018 11:37  
[REDACTED]

[REDACTED]

**Cc:** [REDACTED] McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt)  
<Dawn.McCafferty741@mod.gov.uk>; [REDACTED]  
[REDACTED]

**Subject:** Volunteer Agreement  
**Importance:** High

The Volunteer Agreement was issued on 15 Dec 17 under IBN 11/17. The IBN asked for the Agreement to be signed by all officers, WO/SNCOs, CI/CGIs, Padres and Registered Civ Com members by the end of May 2018 and a list of individuals to be sent to HQ RAFAC (Pers) by the end of Jun 2018 of those who had failed or refused to sign. After allowing a further 2 month period of grace, Pers have only received 2 responses – Gtr Manchester and Staffs Wg. I am now writing to you to ask for your support in getting wgs and CCF staffs to feedback to P staff on the numbers who have not signed the agreement. Please could you ask your wgs/TEST/2FTS staffs to collate the names of those who have not signed the agreement and submit to HQ RAFAC Pers by 15 Oct 18. Any outstanding CFAV should be encouraged to sign by this date or be advised that they will be dismissed for reasons which I explain below.

After consultation with [REDACTED] and the Comdt RAFAC, we are now in a position to confirm that individuals who have failed/refuse to sign the Agreement will be dismissed. Any individual who has not signed the Agreement by 15 Oct, without good reason (ill/NEP/not been asked), will be dismissed from the RAFAC. Clearly, refusing to sign the Agreement shows a lack of intent to abide by RAFAC/MoD regulations and accept the terms and conditions of volunteering in the Mod-sponsored cadet forces; therefore, they leave us no other option but to remove them from the RAFAC. The Army have taken this stance with their CFAV and, after a period of allowing extended deadlines, they dismissed those who refused to sign. The engagement of senior Line Managers in explaining why the Agreement was necessary and the likely consequences of not signing helped reduce the loss of CFAV to the absolute minimum and I would hope that senior CFAV and [REDACTED]/RCs/[REDACTED] where appropriate would engage with anyone refusing to sign to see if we can persuade them to stay. As a further incentive to sign, I suggest that all CFAV who have currently not signed the Volunteer Agreement should be restricted to Sqn/Section activity only, and should not be permitted to attend any external RAFAC activity such as training courses, camps and expeditions until they do so.

Further information on the method and mechanism for dismissal will be sent out in the forthcoming weeks. We are currently in consultation with the lawyers to determine the dismissal mechanism.

Many thanks.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

Kind regards

[REDACTED]

**From:** [REDACTED] RAFAC [REDACTED]  
**Sent:** 13 September 2018 09:53  
**To:** [REDACTED]  
McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt)

[REDACTED]

**Subject:** RE: Volunteer Agreement [REDACTED] reply

Sirs, Ma'am,

Just to clarify, any dismissals will have to run through due process using an AR which will take time and will need to be completed for each individual. Albeit there will be a template of words that will be provided. However, everyone not signing will get a chance to respond in writing through the AR. We are working with the lawyers on this. The first step is to find out the scale of the issue, which we should have by the 15 Oct. I apologise my wording wasn't clear no one will be technically dismissed on the 15 Oct for not signing the agreement, that will not be possible as an AR needs to be raised and they will get a right to reply etc. We cannot dismiss anyone without going through our process in ACP 20. Suspension on the 15 Oct while dismissal proceedings are administered is the actual reality.

Regards.

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 13 September 2018 06:50

McCafferty, Dawn Air Cdre

[REDACTED] <Dawn.McCafferty741@mod.gov.uk>

**Subject:** RE: Volunteer Agreement [REDACTED] reply

All (Ma'am),

Attached is [REDACTED] approach – went yesterday pm. I don't particularly relish the thought of a follow-on amend/walk back.....24 hrs later = mixed messages, confusion and draws scorn. With that said, will work with whatever but would ask that if there is an amend (a day later), then HQ RAFAC send it out. Would something like this have been worth pre-ventilating at the ACMB, or out-of-committee? First I'd heard of a problem.

Regardless, colleagues may wish to note our direction to staffs iro 'the fix'. I'll copy this (separately) to [REDACTED]

**From:** [REDACTED]  
**Sent:** 12 September 2018 23:01

**To:** McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt) <Dawn.McCafferty741@mod.gov.uk>

**Subject:** RE: Volunteer Agreement [REDACTED] reply

Ma'am

Thank you for the reply, and I hope that reality can be relayed appropriately.

For consistency therefore – given your comments below, can we say that will look to suspend from 15 Oct, with a view to dismissal thereafter? [REDACTED] back to all RCs...??)

They were all tasked in the new year on this, but without any stick, momentum waned. I have heard a few who haven't signed as they don't feel it's right, or others feel it could be a better worded agreement. I have since viewed the IBN and it doesn't explain the rationale and reasoning – that would be useful for consistency. I haven't managed to upload the RAFAC1-19 but will see one when in office.







accept the terms and conditions of volunteering in the Mod-sponsored cadet forces; therefore, they leave us no other option but to remove them from the RAFAC. The Army have taken this stance with their CFAV and, after a period of allowing extended deadlines, they dismissed those who refused to sign. The engagement of senior Line Managers in explaining why the Agreement was necessary and the likely consequences of not signing helped reduce the loss of CFAV to the absolute minimum and I would hope that senior CFAV and [REDACTED] /RCs [REDACTED] where appropriate would engage with anyone refusing to sign to see if we can persuade them to stay . As a further incentive to sign, I suggest that all CFAV who have currently not signed the Volunteer Agreement should be restricted to Sqn/Section activity only, and should not be permitted to attend any external RAFAC activity such as training courses, camps and expeditions until they do so.

Further information on the method and mechanism for dismissal will be sent out in the forthcoming weeks. We are currently in consultation with the lawyers to determine the dismissal mechanism.

Many thanks.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

**From:**

**Sent:**

12 September 2018 16:52

**To:**

**Cc:**

**Subject:**

FW: Volunteer Agreement

**Importance:**

High

Colleagues,

The below has been received by [REDACTED] and as a result he has asked me to set out his direction on this matter.

Any CFAV (officers, WO/SNCOs, CI/CGIs, Padres and Registered Civ Com members) who haven't signed and uploaded their volunteer agreement by COP 30 Sep will be restricted to Sqn activity only, and **will not be permitted to attend any external RAFAC activity** such as training courses, camps and expeditions until they do so.

Any CFAV who haven't signed and uploaded their volunteer agreement by COP 14 Oct, are to feature on your list which is to be sent to HQ RAFAC on 15 Oct (copied to the undersigned), and **will be dismissed from the RAFAC WEF 15 Oct.**

I have just checked Bader SMS and you are able to run a report using 'fields' to determine, by wg, who has and hasn't uploaded their volunteer agreement. Finally, all of the background information on this matter is set out below by [REDACTED] - please read it before responding with any questions that you might have.

Don't hesitate to contact me direct if any of the above is unclear or you need to discuss. Thanks.

[REDACTED]

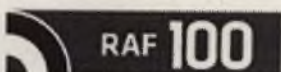
[REDACTED]

Kind regards,

[REDACTED]

[REDACTED]

\*\* For Regional Aviation Officer business please use [go.ce@aircadets.org](mailto:go.ce@aircadets.org) \*\*



From: [REDACTED]

Sent: 12 September 2018 11:37

[REDACTED]

McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt)

<Dawn.McCafferty741@mod.gov.uk> [REDACTED]

**Subject:** Volunteer Agreement  
**Importance:** High

Sirs,

The Volunteer Agreement was issued on 15 Dec 17 under IBN 11/17. The IBN asked for the Agreement to be signed by all officers, WO/SNCOs, CI/CGIs, Padres and Registered Civ Com members by the end of May 2018 and a list of individuals to be sent to HQ RAFAC (Pers) by the end of Jun 2018 of those who had failed or refused to sign. After allowing a further 2 month period of grace, Pers have only received 2 responses – Gtr Manchester and Staffs Wg. I am now writing to you to ask for your support in getting wgs and CCF staffs to feedback to P staff on the numbers who have not signed the agreement. Please could you ask your wgs/TEST/2FTS staffs to collate the names of those who have not signed the agreement and submit to HQ RAFAC Pers by 15 Oct 18. Any outstanding CFAV should be encouraged to sign by this date or be advised that they will be dismissed for reasons which I explain below.

After consultation with [REDACTED] and the Comdt RAFAC, we are now in a position to confirm that individuals who have failed/refuse to sign the Agreement will be dismissed. Any individual who has not signed the Agreement by 15 Oct, without good reason (ill/NEP/not been asked), will be dismissed from the RAFAC. Clearly, refusing to sign the Agreement shows a lack of intent to abide by RAFAC/Mod regulations and accept the terms and conditions of volunteering in the Mod-sponsored cadet forces; therefore, they leave us no other option but to remove them from the RAFAC. The Army have taken this stance with their CFAV and, after a period of allowing extended deadlines, they dismissed those who refused to sign. The engagement of senior Line Managers in explaining why the Agreement was necessary and the likely consequences of not signing helped reduce the loss of CFAV to the absolute minimum and I would hope that senior CFAV and [REDACTED]/RCs [REDACTED] where appropriate would engage with anyone refusing to sign to see if we can persuade them to stay. As a further incentive to sign, I suggest that all CFAV who have currently not signed the Volunteer Agreement should be restricted to Sqn/Section activity only, and should not be permitted to attend any external RAFAC activity such as training courses, camps and expeditions until they do so.

Further information on the method and mechanism for dismissal will be sent out in the forthcoming weeks. We are currently in consultation with the lawyers to determine the dismissal mechanism.

Many thanks.

[REDACTED]

[REDACTED]

**From:**

**Sent:**

26 September 2018 13:40

**To:**

**Subject:**

FW: Volunteer Agreement - [REDACTED] reply

1st of many for FYI

Kind regards

[REDACTED]

**From:**

**Sent:** 13 September 2018 10:58

**To:**

McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt)

**Subject:** RE: Volunteer Agreement - [REDACTED] reply

Thank you for clarifying.

Regards,

[REDACTED]

Now is the time to Manage your data in preparation for MOD<sup>NET</sup>, Delete or Declare as a record.

**From:**

**Sent:** 13 September 2018 09:53

**To:**

McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt)

<Dawn.McCafferty741@mod.gov.uk>

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Volunteer Agreement - [REDACTED] reply

Sirs, Ma'am,

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[REDACTED]  
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**From:** [REDACTED]  
**Sent:** 13 September 2018 06:50  
**To:** [REDACTED] McCafferty, Dawn Air Cdre  
(RAFAC-HQ-Comdt) <[Dawn.McCafferty741@mod.gov.uk](mailto:Dawn.McCafferty741@mod.gov.uk)> [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Volunteer Agreement - [REDACTED] reply

All (Ma'am),

Attached is [REDACTED] approach – went yesterday pm. I don't particularly relish the thought of a follow-on amend/walk back.....24 hrs later = mixed messages, confusion and draws scorn. With that said, will work with whatever but would ask that if there is an amend (a day later), then HQ RAFAC send it out. Would something like this have been worth pre-ventilating at the ACMB, or out-of-committee? First I'd heard of a problem.

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[REDACTED]

[REDACTED]

[REDACTED]

**From:** [REDACTED]

**Sent:** 12 September 2018 23:01

**To:** McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt) <[Dawn.McCafferty741@mod.gov.uk](mailto:Dawn.McCafferty741@mod.gov.uk)> [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Subject:** RE: Volunteer Agreement [REDACTED] reply

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Shame we didn't talk about this last week. (?)

I note to that [REDACTED] and now [REDACTED] are on leave, so hope their boxes are monitored or that their [REDACTED] are covering...

[REDACTED]

Regards,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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**From:** McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt)

**Sent:** 12 September 2018 21:40

[REDACTED]

**Subject:** RE: Volunteer Agreement

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([www.blackberry.com](http://www.blackberry.com))

**From:** [REDACTED]

**Date:** Wednesday, 12 Sep 2018, 6:28 pm

**To:** [REDACTED]

**Cc:** McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt) <[Dawn.McCafferty741@mod.gov.uk](mailto:Dawn.McCafferty741@mod.gov.uk)>, [REDACTED]

[REDACTED]

**Subject:** RE: Volunteer Agreement

[REDACTED]

Crikey! I am chasing the stats with some urgency, but I think we are way off.

Dismissal on 15 Oct? that's a hell of a jump when the consequences weren't previously explained to them. Maybe restriction and non-claims of VA, escalating to suspension, and then dismissal if 'refusing'....?

Regards,

[REDACTED]

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From: [REDACTED]

Sent: 12 September 2018 11:37

[REDACTED]

McCafferty, Dawn Air Cdre (RAFAC-HQ-Comdt)

<Dawn.McCafferty741@mod.gov.uk> [REDACTED]

**Subject:** Volunteer Agreement

**Importance:** High

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[REDACTED]









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