

From:- Headquarters Nottinghamshire Wing, A.T.C.

To:- Headquarters Air Cadets.

Date:- 18th. April, 1962.

Ref:- NAWOT/220/1/2/Org.

A.T.C. Hut - Wilford Lane

With reference to your letter AC/17202/209/Org dated 11th. April, 1962, herewith two copies of R.A.F. Form 2 as requested.

AS

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ROYAL AIR FORCE

PROCEEDINGS OF BOARD OF OFFICERS, BOARD OF INQUIRY, etc.

NOTES

Foolscap, single sheet paper only to be used. Small documentary exhibits to be pasted on foolscap paper.

Use a separate page for the recording of evidence of each witness. Full signature of each witness must be inserted at foot of each page of his evidence, and at end of his evidence, as close to the last line as possible to prevent unauthorised insertions.

(iii) All alterations and erasures in record of evidence must be initialled by the witness.

(iv) Q.R. 1269 to be complied with whenever adverse comments are made by a witness about another.

(v) When the proceedings are complete, assemble them securely in following order:—

- (a) Diary of Action, showing day to day progress of the Board.
 - (b) Form 2 completed as to convening authority, terms of reference, composition of the Board.
 - (c) List of Witnesses.
 - (d) List of Exhibits.
 - (e) Narrative of Events.
 - (f) Record of Evidence (check that Q.R. 1269 has been complied with).
 - (g) Findings.
 - (h) Recommendations.
 - (i) Statements from Witnesses under Q.R. 1269.
 - (j) Remarks by Unit and Station Commanders.
 - (k) Remarks by A.O.C. and A.O.C.-in-C.
 - (l) Exhibits lettered "A" to "Z".
- Then number pages consecutively.

(vi) The Board, etc., is to study Q.R., Chapter 17.

PROCEEDINGS of a Board of Officers
convened at Wilford Lane, West Bridgford, Nottingham.
on the 18th. February, 1962.
by order of Wing Commander
Officer Commanding, Nottinghamshire Wing, A.F.C.
for the purpose of Taking over and inspecting the new Hut and
Headquarters for No. 209 (North Notts) Squadron.

PRESIDENT

Flight Lieut. [REDACTED] Wing Adjutant.

MEMBERS

Flight Lieut. [REDACTED] Officer Commanding, No. 209 Sqd
Flying Officer [REDACTED] Adjutant of No. 209 Squadron.

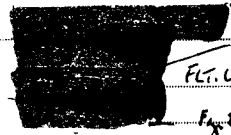
IN ATTENDANCE

THESE PROCEEDINGS ARE TO BE PASSED THROUGH EACH STAGE WITHOUT DELAY

TO BE USED FOR FINDING ONLY

The Board is satisfied that the building is suitable for the purpose for which it is required.

Date 18th. February, 1962.



FLT. LT.

Fly. Sq.

Wing Adj.
Flt. Lt. President
Officer Commanding,
No. 209 Squadron.
Members
Adjutant of No. 209
Squadron.


REMARKS by UNIT COMMANDER

Unit Signature
Date

WING
REMARKS by ~~SECTION~~ COMMANDER

Concur in finding.

Station R.A.F. Newton.
Date 18th. April, 1962.

Signature 
Wg. Comdr.
Officer Commanding
Nottinghamshire Wing
Air Training Corps

REMARKS by UNIT COMMANDER

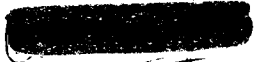
Unit.....
Date.....

Signature.....

REMARKS by ^{WING}~~SECTION~~ COMMANDER

Concur in finding.

Station R.A.F. Newton.
Date 18th. April, 1962.

Signature  Wg. Cmdr.
Officer Commanding
Nottinghamshire Wing
Air Training Corps