



Ministry  
of Defence

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

Ref: 2023/14080

1 December 2023

Dear [REDACTED],

Thank you for your correspondence of 19 November 2023 requesting the following information:

*"I request the following Royal Air Force Air Cadet documents and Air Cadet Training Orders (ACTOs):*

- ACP 30
- ACTO 53
- ACTO 54"

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA). I can confirm that some information in scope of your request is held.

Air Cadet Training Order (ACTO) 53 can be found at Annex A and ACTO 54 at Annex B.

With regard to Air Cadet Publication (ACP) 30, I can advise no information is held.

Under Section 16 (Advice and Assistance), it may be helpful for you to know that ACP 30 was taken out of circulation in November 2017 and to date has not been replaced.

Section 40 (Personal Information), I can advise that some of the information in scope of your request falls entirely within the scope of the exemption provided for at Sections 40 (Personal Data) of the FOIA and has been redacted. Section 40(2) has been applied to some of the information in order to protect personal information as governed by the Data Protection Act 2018. Section 40(2) requires the Department to conduct a balancing exercise, this exercise involves balancing the rights and interests of individuals against the legitimate interests in disclosure, this is not the same as carrying out the public interest test associated with certain exemptions in FOIA. The balancing exercise is carried out in order to decide whether the exemption in section 40(2) is engaged. In particular, there is no assumption of disclosure in the legitimate interests test, as there is with qualified exemptions. The outcome of the balancing exercise lay in withholding the third-party personal data identified in the attached information.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact us in the first instance at the address above. 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 (e-mail: cio-foi@mod.uk). Please note that any reason for an internal review must be made 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 take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal 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 Commissioners website at <https://ico.org.uk/>.

Yours sincerely,

[Signed electronically]

Air Command Secretariat

Enc:

Annex A ACTO 53

Annex B ACTO 54

# **AIR CADET TRAINING ORDER (ACTO) 53**



## **THE INTERNATIONAL AIR CADET EXCHANGE**

Amendment Sheet

Date	Amendment	Amended By	Version No
19/09/2017	Insert Front Cover and Amendment Sheet	██████	5.00
04/12/18	General Information Update and Age Limits	██████	6.00
14/05/2019	Update Link	██████	7.00

## AIR CADET TRAINING ORDER

### TRAINING ORDER NO 53

#### THE INTERNATIONAL AIR CADET EXCHANGE

##### GENERAL

1. International Air Cadet Exchanges under this ACTO are MOD authorised exchanges where foreign and UK cadets/adult escorts are afforded reciprocal status in their host countries. Visitors to the UK have entitled, on duty status as cadet/adult members of the RAFAC. Standing exchanges exist and authorised exchanges are arranged by HQ RAFAC on an opportunity basis. The current standing exchanges are:

a. **The International Air Cadet Exchange (IACE).** IACE links air minded youth organisations across the world on a 15-day exchange visit each Jul/Aug, the host nations/numbers being decided at a Conference of IACE Association Members the previous Sep. The first such exchange was in 1947 between the ATC (UK) and the Royal Canadian Air Cadets. The Association is currently 18 nations (see Annex A), exchanging some 550 cadets/adults annually, with English as the common language. Member nations agree on reciprocal numbers with others, some nations exchanging as few as 6 cadets. The UK exchange is around 68 cadets and 8 staff with up to 15 nations. Visits must have an aviation theme with a cultural, adventurous and entertaining programme. Details of the IACE procedures are in succeeding paragraphs.

##### IACE PROCEDURES

2. **General.** At the annual IACE Planning Conference the exchange numbers are decided and adult escorts nominated to give guidance during distant visits and in unusual environments; all escorts have international status as supervisors. Host countries pay for all travel, meals, accommodation and attendance at programmed events from the time the participants arrive until their final departure from the host country. Insurance is the responsibility of participants or their parent organisation. A standard IACE dress for the participants of each nation, for formal and informal occasions is encouraged, but, preferably not military uniform. Small gifts with a national link are given and exchanged during the visits to repay hospitality or an individual kindness. HQ RAFAC (TG Branch) co-ordinates UK participation in IACE. A UK Assembly Centre (currently at Brunel University in Uxbridge) is set up under a Camp Commandant, and civilian air travel (mostly from Heathrow) is used for transit to and from overseas destinations. Those transiting to long haul destinations, including: Australia, New Zealand and Hong Kong, are usually asked to report directly to the designated airport, rather than the UK Assembly Centre.

3. **UK Hosting Procedures.** The UK programme includes a 4-day tour of London, 4 days at RAFC Cranwell and up to 8 days of hosting by HQ RAFAC at a number of UK locations. Regions and HQ CCF(RAF) will receive exchange information by Dec each year and will also be tasked to provide RAFAC Conducting Staff and Conducting Cadets for the UK programme.

4. **UK Participation Overseas.** The number of cadet places is based as closely as possible to the number of cadets recorded in each ATC Region and CCF(RAF). Where possible, the allocation of male/female places will also be based on the number of recorded cadets. A GVCAC cadet can also be included as part of the UK allocation. Adult escorts are to be RAFAC uniformed staff and selection is to be based on the follow criteria:

- a. No previous participation in an overseas IACE, except for adult escorts who may have participated as cadets.
- b. Cadets must be at least 18 years of age by the start of the exchange and under 20 years of age by the last day of the Exchange.
- c. Adult escorts must be a minimum of 25 years of age. RAFAC SNCOs must hold the minimum rank of FSgt and RAFAC Officers must hold the minimum rank of Fg Off.
- d. Ability to participate for the full period of the Exchange programme with the written consent of the person with parental responsibility or self. This written consent will be required during preparation by nominated participants as part of the completion of IACE Information Forms (example at TG Form 030 ) to HQ RAFAC in March.
- e. Fitness for the demands of the Exchange visit which vary from country to country but invariably involve long, arduous journeys and, sometimes, hot uncomfortable conditions.
- f. Intelligent, confident and sociable with a proven record of excellent Cadet or RAFAC adult service.
- g. Knowledgeable about world/current affairs and the RAFAC.
- h. Deserving of this prestigious award to represent the RAFAC and country internationally.
- i. Ability to pay the mandatory contribution required for the transport, insurance and IACE dress items, with assistance where available, and to take sufficient money for incidentals on the visit. These sums will be advised each year before the selection.
- j. Willingness to provide the compulsory items of IACE dress not in the IACE package (see Annex B).
- k. Eligible to hold a passport and have a visa issued (where required) for the country to be visited. Passport must be valid for 6 months after the end of the exchange.

Annexes:

- A. IACE Association - Member nations and their Organisations.
- B. IACE Dress Requirements.

**IACE ASSOCIATION - MEMBER NATIONS AND THEIR ORGANISATIONS**

Australia	The Australian Air Force Cadets, in cooperation with the Royal Australian Air Force.
Belgium	Cadets de l'Air de Belgique, in cooperation with the Belgian Air Force.
Canada	The Air Cadet League of Canada in cooperation with the Canadian Armed Forces.
China	Shandong Aviation Industry Association.
France	The Aero-Club de France.
Germany	Deutsche Gesellschaft für Luft-und Raumfahrt, in cooperation with the German Air Force.
Hong Kong	The Hong Kong Air Cadet Corps.
Israel	Gadna Avir, in cooperation with the Israel Air Force.
Japan	The Aerospace Scouts Association, in cooperation with the JAL Foundation.
Luxembourg	Fédération Aéronautique Luxembourgeoise.
Netherlands	The Royal Netherlands Aeronautical Association in cooperation with the Royal Netherlands Air Force.
New Zealand	The Air Training Corps Association of New Zealand, in cooperation with the New Zealand Cadet Forces.
The Philippines	Aerospace Cadets of the Philippines supported by the Philippines Air Force
Rep of Korea	The Young Falcons of Korea supported by the Republic of Korea Air Force.
Switzerland	The Aero Club of Switzerland, in cooperation with the Swiss Government.
Turkey	The Turkish Aeronautical Association, in cooperation with the Turkish Air Force.
United Kingdom	The United Kingdom RAF Air Cadets, in cooperation with the Royal Air Force.
United States	The Civil Air Patrol, in cooperation with the United States Air Force.

## IACE DRESS REQUIREMENTS

1. **IACE Dress.** UK ATC/CCF (RAF) cadet uniform is not suitable for the summer climates and tour programmes of most Exchange nations. The IACE Association has agreed Formal, Semi-formal and Casual-standard civilian-dress options which help to promote appropriate status, and national identity. The **highlighted dress items**, below, are supplied with the UK IACE pack; other clothing must be individually procured by exchange participants. The UK **minimum** dress requirements for IACE are as follows:

a. **Formal.**

Dark blue or black blazer/jacket with UK IACE badge (most countries no longer require a blazer to be worn and confirmation will be given in joining instructions)  
White shirts (long or short sleeve), dark grey/ black trousers or skirt black shoes, black socks or tights IACE tie IACE name badge.

b. **Semi-Formal.**

**IACE/UK Polo Shirt** (replaces jacket, white shirt and IACE tie but otherwise as for Formal Dress)

c. **Casual.**

**UK IACE polo shirt**, casual trousers or smart jeans. Trainer footwear is allowed.

2. **Dress Options.** When overseas, all UK participants wear one standard dress for each programmed event – after taking advice from their hosts. The possible options are as follows:

a. **Formal Dress.** IACE/UK white shirt, IACE tie, dark grey or black trousers/skirt, black socks, and black shoes – with or without jacket (as required).

b. **Semi-Formal Dress.** IACE/UK polo shirt, formal trousers/skirt, dark socks, black shoes.

c. **Casual Dress.** UK IACE polo shirt, casual trousers or other suitable casual clothes. Shorts and trainers are permitted in some countries.



3. **Other Items.** The following additional items are normally required:

Large suitcase (**Weight when packed not to exceed 23 kgs**)\*\*

Hand baggage (**Max 50 x 35 x 15 cms**)\*\*

underwear and swimwear

Lightweight waterproof

Fleece/sweater

Nightwear

Toiletries (including soap & towels)

Handkerchiefs/tissues

Personal documents/money case

Sun block

hat/sunglasses

Casual clothes, including

sportswear

Shoe-care

Sewing kit (with spare buttons)

Washing powder/liquid

Power adaptor, by country

Phone charger

Lightweight coat hangers

For **Australia** and **New Zealand**, warm clothing is needed as the IACE Exchange takes place during the **Southern Hemisphere winter**

**Footnote\*\*:** Before packing, airline luggage restrictions should be checked, online – at appropriate company website.



# **Air Cadet Training Order (ACTO) 54**



## **RAF Air Cadet Parachuting Opportunities**

Amendment sheet

<b>Date</b>	<b>Amendment</b>	<b>Amended by</b>	<b>Version no</b>
19/09/2017	Insert Front Cover and Amendment Sheet	██████	4.00
13/08/2018	Amendment at para 4 (and renumbering of subsequent paragraphs)	██████	5.00
31 Oct 18	Amendment at para 4	██████	6.00
26 Nov 18	Full Rewrite to reflect other Parachuting Opportunitites	██████	7.00
27 Nov 20	Full rewrite to withdraw opportunities parachuting camps and opportunities from Weston on the Green. Change from camps to opportunities	██████████████	8.00
20 Oct 22	Suspension of Parachuting Activity	██████████████	9.00

## **Air Cadet Training Order**

### **Number 54**

#### **RAF Air Cadet Parachuting**

1. Parachuting is not available to RAFAC at this time.
2. **Joint Service Parachute Centres (JSPC)** Currently, due to catch-up following COVID, additional safety restrictions, a lack of suitable equipment, and MoD's decision to withdraw all Cadet Forces from the remit of Military AT policy, JSPCs (Weston on the Green and Netheravon) are unable to host cadets for parachuting and consequently, the opportunities to conduct parachute camps is suspended until further notice.
2. **Civilian Parachute Centres.** RAFAC will **not** give authority for parachute jumping to take place at civilian clubs (even if they are BPA registered) unless that club has been assured by RAF HQ 22Gp. Only Regional HQ and HQ RAFAC can submit a request for HQ 22Gp to assure a civilian BPA club. The Army Parachuting Club (APC) based at Netheravon is regarded as a civilian club and currently should not be used by RAFAC (in the same way that RAF Gliding Clubs can't be used).

Work is underway to gain formal RAF assurance of chosen civilian sites so that parachuting can be reinstated as a RAFAC activity, but timescales are uncertain.

