

GENERAL

1. Please be aware that all Cadet Publications/Pamphlets, **including JSP 535 Cadet Training Safety Precautions**, have now been moved, along with all the Army AC 70,000 Series, to Corporate Documents Services (CDS) Aylesbury. Copies can be obtained by ringing Glen Williams on 01980-615057 or 94-344-5057. The Warrant Officer CCF Admin Assistants remain the single point of contact for CCFs and they contact Glen on the school's behalf.
2. DSDC(L), Llangennech, will close in June 2008 but the future provision of the Cadet Forms that they control has yet to be decided. In the meantime, continue to bid for Forms through DSDC(L); if there are any problems with these or any other publications, please contact the SO2 Publications at CTC by e-mail at so2publications@ctcfrimleypark.mod.uk or on 01276-65155 Ext 211.
3. The Print Centre (DSDC(PC)) at Endsleigh, who typeset all Cadet pamphlets and Forms has now also ceased to support us, however, alternate arrangements have been made with HQ AG. Please be aware that the pressures faced by Army budgets and changes in structure may have long-term ramifications for all cadet publications.

PUBLICATIONS UP-DATE (see Annex A)

4. **Forms.** Electronic versions are available of all Cadet Force Forms see Appendix 1; many have also been updated. These will be available on WESTMINSTER and are now downloadable from the CTC website. **Note:** The printed versions, which are being updated in line with the above, will still continue to be issued for the moment. Particularly, please note the new version of AFE 7572; this refers to AI's 'Terms of Service', rather than 'Terms of Employment'. A new updated insert for AFE 629, the Enrolment Form is being produced to fit in with the information being requested for WESTMINSTER, continue to use the current Form for the moment but please be aware the age group information on this Form needs amendment, the 12 years old limit needs the words "and in Year 8" added.
5. **Pamphlets.** Electronic versions – see para 9 below. In summary:
 - a. **AC 14233 - ACF Manual.** Further copies of the new Manual can be ordered through Glen Williams – see para 1 above; Amendment 1 due early 2008.
 - b. **JSP 535 - Cadet Training Safety Precautions.** Jan 2006 Edition was issued, **without Binders**, to Counties, SCC and ATC. Further copies can be ordered through Glen Williams – see para 1 above. Amendment 1 is currently being staffed. There is no funding available for binders.
Counties remain responsible for ensuring that this publication is recovered from those individuals who leave the Cadet Forces so binders can be re-used.
 - c. **AC 71101 - ACF (APC) Syllabus.** Currently being revised and updated by the Training Committee. An amendment to Expedition Training has been issued as a download both to this and to the AC 71462, the ACF Training Manual Vol I.
 - d. **AC 71462 - ACF Training Manual Vol I.** Rather than waiting for amendment

work to be completed, a further 4,000 copies of the current issue (incorporating amendments 1-6) were printed and distributed to Counties as a one-off issue. At the request of Counties, a further 3,000 are currently being printed; **bid for what you need but look after them and get them back when people leave.**

- e. **AC 71588 - Cadet Signal Training Syllabus.** 2007 Edition distributed.
- f. **AC 62073 - ACF LOCSTAT.** 2007 Edition 15 issued. Electronic version available; now issued annually as at 1 Apr, with an electronic version distributed in October with returns asked for in early September. Latest version nearly complete.
- g. **AC 71847 - Cadet Target Rifle Pamphlet.** 2007 Edition issued. All previous versions of this pamphlet are to be destroyed.
- h. **AC 71849 - Army Cadet Adventurous Training Handbook.** This is a new pamphlet. It is essentially the new Chapter 8 from the Instructor's Handbook. Amendment 1 in progress.
- i. **AC 71310 - Customs of the Service 2007.** The ACF Colonel in Chief, H.R.H The Duke of Edinburgh, has just written and signed off the Foreword for this completely re-written publication and it has gone to print. Sufficient copies will be issued to allow one to be issued to each ACF adult and for one to be given to each new adult when they enrol in the ACF. **Issued mid-September.**
- j. **AC71855 – Pamphlet 21.** The April 2007 version was not issued to the Cadet Forces as a new version, Pamphlet 21C (Cadets) in process hopefully by December. As this will not be produced for several months a limited emergency issue has been sent to Counties for centralised use during Annual Camps. In addition Cadet Training Teams have been issued a further 20 each.

WEB-SITE www.ctcfrimleypark.army.org.uk

6. The 2008/09 CTC Courses Programme has been issued and is on the CTC web-site, with a downloadable Year Planner in colour, showing all our Courses.
7. Keep up to date with our Latest News and short-notice Course vacancies which are advertised here.
9. Cadet Pamphlets are no longer available as downloads from the ACFA website at www.armycadets.com. It was hoped that they would become available on WESTMINSTER, however, until work is done to provide a Publications or Library area, this will not be possible. Electronic versions of all publications are available from the SO2(Publications) at the Cadet Training Centre; please be aware some are very large files.

Warning: Publications are increasingly expensive to replace – units must ensure that they have procedures in place to properly account for them and to recover them from individuals when they leave or change role.

CADET FORCE PUBLICATIONS UP-DATE (as at 14 Nov 07)

Serial	AC No.	Title	Date	Amdts	Sponsor	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	JSP 313	CCF Manual	1994	AL1 10/95. AL2 3/ 96. AL3 4/02	DRFC	Superseded CCF Regulations 1980. Being rewritten by a working group from DRFC, SCC, HQ Land and ATC.
2.	AC 14233*	ACF Manual	2005 Edition	Reprinted	SO2 (P) - CTC	Printed version issued 7 Apr 06. Amdt 1 due this year/early 2008; suggestions to SO2(P).
3.	AC 62073	ACF Location Statement	2007	Issue 15	SO2 (P) - CTC	Reprinted annually. 2007 version (Issue 15) issued, Oct 07 electronic edition being compiled now.
4.	JSP 535*	Cadet Training Safety Precautions	2006 Edition	Complete reprint	DRFC thro' SO2 (P) - CTC	This is available through Glen Williams (see below) as it is no longer stored at Llangennech. Amdt 1 currently being staffed.
5.	AC 70789*	Cadet Signal Training Pamphlet	1995	Nil	RO3 (P) HQ RSS	Being rewritten by Royal School of Signals (RSS).
6.	AC 71588*	Cadet Signal Training Syllabus	2007	Nil	RO3 (P) HQ RSS	Updated by RSS – 2007 edition now printed and distributed.
7.	AC 71101*	APC(ACF) Syllabus	1999	Nil	SO2 (P) - CTC	Amendments currently being finalised by Trg Committee. Expedition Training amendment issued as a download.
8.	AC 71294*	CCF (Army Sections) Training Syllabi	1990	AL1 Feb 96	SO2 (P) - CTC	Draft issued to all CCFs electronic version available from SO2(P). Special-to-Arm element being finalised.
9.	AC 71310*	ACF Customs of the Service	2007 Edition		SO2 (P) - CTC	Issued mid September. There are sufficient copies distributed to allow one to be issued to each ACF adult and for one to be given to each new adult when they enrol in the ACF.
10.	AC 71429 - AC 71432*	Cadet GP Rifle Posters (Set of 4)			SO2 (P) - CTC	A one-off A3 reprint of each of the 4 Posters issued in Jan 07.
11.	AC 71462*	Cadet Training Manual Volume 1	1990	AL1-5 AL6 Nov 00	SO2 (P) - CTC	A further 3,000, incorporating Admts 1-6, being printed in addition to the 4,000 copies already distributed. Minor amdts in hand following Syllabus review. Expedition Training amendment issued as a download. LSW A2 amdt available from CTC.
12.	AC 71463*	Cadet Training Manual Volume 2	1989	AL1 May 95	SO2 (P) - CTC	New version in hand, to be called 'The Instructors Handbook'.
13.	AC 71468*	ACF & CCF Badges Posters. (Set of 2)			SO2 (P) - CTC	A3 versions printed and distributed as a one-off issue.
14.	AC 71590	ACF Chaplains Booklet	1996		SO2 (P)	Being rewritten. by Chaps Branch, Up Avon. Aimed at recruiting Chaplains for the ACF.
15.	AC 71798	Cadet Safety & Training Manuals CD	Feb 2003	Nil	SO2 (P) - CTC	First issued in 2003 – Next issue now due in 2007.
16.	AC 71847	L81A2 Cadet Target Rifle Pamphlet	2007 Edition	Nil	DLO	New 2007 version has been printed and issued. All previous versions of this pamphlet are to be destroyed.
17.	AC 71849	Army Cadet Adventurous Training Handbook	2007	Nil	SO2 (P) - CTC	New pamphlet printed and distributed - essentially Chapter 8 of the Instructor's Handbook
18.	Forms	All Cadet Forms are now available electronically (see list at Appendix 1)	Apr 06	-	SO2 (P) - CTC	Printed versions updated and will still be issued by Llangennech. Downloads available on CTC website.

Note: *All 70,000 Series Army Code (AC) publications, the ACF Manual and CTSPs (JSP 535) were moved from DSDC(L), Llangennech (in order to speed up demands and distribution) to Astron Document Services Ltd who have been replaced by CDS. Ring Glen Williams at DGD&D to obtain copies of these publications on 01980-615057 or 94-344-5057. All CCFs obtain their publications through their Warrant Officer CCF Admin Assistants, who work within the Brigade structure.

CADET FORCE FORMS			
Serial	Army Code No.	Title	Remarks
(a)	(b)	(c)	(d)
1	AB 140	ACF Detachment Roll Book	Issued as a Booklet only
2	B/Cadets/2	Record of Service (CCF)	Issued as a Booklet only
3	AFB 153B	Biennial Inspection Report (CCF)	
4	AFE 525	Claim for Cadet Forces Medal/Clasp	
5	AFE 529	ACF Enrolment Form	<i>New version to be issued shortly</i>
6	AFE 617A	Clothing and Equipment Record (CCF)	
7	AFE 617B	Clothing and Equipment Record (ACF)	
8	AFE 673	Accident Claim Form (CCF and ACF)	Updated
9	AFB 7130	Application Form: Appt of SSIs and Als	Updated
10	AFB 7131	Referees Letter: Appt of SSIs and Als	
11	AFE 7502	ACF Detachment Inspection Report	
12	AFE 7548	Account Sheet (CCF)	
13	AFE 7549	Stocktaking Voucher (CCF)	
14	AFE 7550	Accounting Instructions (CCF)	
15	AFE 7551	APC 4 Star Certificate	
16	AFE 7552-1	APC 1 Star Certificate	
17	AFE 7552-2	APC 2 Star Certificate	
18	AFE 7552-3	APC 3 Star Certificate	
19	AFE 7553	APC (for Attendance)	
20	AFE 7554	APC 1 Star Training Record	
21	AFE 7555	APC 2 Star Training Record	
22	AFE 7556	APC 3 Star Training Record	
23	AFE 7557	APC (ACF) Mark Sheet	
24	AFE 7558	APC (ACF) Results of Testing Board	
25	AFE 7559	List of ACF Cadets Awarded Stars	
26	AFE 7561	APC Basic Training Record	
27	AFE 7562A	Application for Course Vacancy at CTC	Updated
28	AFE 7562B	Allocation of Course Vacancy at CTC	CTC only
29	AFE 7564	Cadet's Branch Strength Return	Spreadsheet
30	AFE 7568	CCF APC (Certificate)	
31	AFE 7569	CCF Army Proficiency Certificate - Advanced	
32	AFE 7571	ACF ID Card for Als & CAs	Issued by Llangennech only
33	AFE 7572	AI's Terms of Service	Updated
34	AFE 7578	CCF ID Card (AI)	Issued by Llangennech only
35	AFE 7579	Master Cadet Certificate	Issued by CTC only
36	AFE 7580	NR of Achievements in the ACF	Updated
37	AFE 7584	CCF/ACF Sigs Radio Users Certificate	PDF copy only
38	AFE 7585	CCF/ACF Sigs Classification Cse Certificate	PDF copy only
39	AFE 7586	APC Basic Training Certificate	
40	AFE 7587	Cadet Range Conduct Qualification Record	
41	AFE 7588	Annual Revision Certificate	Updated
42	MOD Form 492	Report on Injuries, Accidents & Death	Updated
43	-	ACF Certificates of Good Service	Issued by HQ Land only

These Forms are downloadable as Electronic Forms, Spreadsheets or as PDF files (which are for printing off only). Any queries contact SO2 (Publications) at CTC Frimley Park (01276-65155 Ext 211). Llangennech will still continue to issue the printed versions, which are currently being updated.