

K. Dixon



WOMEN'S  
JUNIOR  
AIR CORPS

No. 81. UNIT  
ORPINGTON

P R O V I S I O N A L  
A I M S & R E G U L A T I O N S

**Commandant and Director:**  
**MISS L. EDNA WALTER, O.B.E., B.Sc.**  
**(National Founder)**  
**161 Gatley Road, Cheadle, Cheshire**

**Chairman National Executive Board:**  
**W. ROBSON BROWN**  
**Pentlands, St. George's Hill, Weybridge, Surrey**

# WOMEN'S JUNIOR AIR CORPS

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## PURPOSE

The Women's Junior Air Corps has been formed in direct response to His Majesty's call to youth; to enable the girls of the country to give practical expression to, and an outlet for their patriotism and to meet the strong national demand for such an organisation.

The Corps provides a vital contact with youth, and aims at inculcating a sense of discipline, developing the team spirit, fostering and encouraging a high moral standard and good citizenship, by useful character-building and educational activities. The knowledge and training provided will prove of special value to those girls who wish to pass into the technical branches of the women's war services.

**It harnesses the enthusiasm of the Nation's girlhood to National Service, without regimentation.**

## AIMS

1. **Pre-Entry Training for the W.A.A.F. and the other Services.** The Corps provides a parallel organisation for the women's senior services, similar to the Boys' Air Training Corps, for those older girls free to join the Forces. The guidance and direction of the women's forces is being sought so that the training shall be useful and effective.
2. **Education.** To arrange and encourage in conjunction with and with the co-operation of the local educational authorities, classes and lectures, so that the girls can continue their education in their leisure time, and the older girls can acquire specialised knowledge which will be useful in the war effort.
3. **Girls in Industry.** The Corps has a special appeal to the girls in the war factories. Its touch of uniform, drill and organised recreational and sporting activities, makes them feel they are a part of the women's military services, relieving the monotony of the daily task.
4. **National Social Service** for the younger girls who have just left school, through the Corps training and divers sporting and social activities.

5. **Good Citizenship.** The discipline, companionship and manifold opportunities for self-expression provided by the Corps will build a high sense of citizenship.
6. **Co-operation with other Youth Movements.** All units are strongly encouraged to work closely with all other youth organisations, particularly in sport, and to avoid at all times any conflict of effort.

Unit Committees and Commanders are instructed to seek the co-operation and assistance of their local youth councils, and educational authorities.

## **UNIFORM**

The official uniform consists of:—

Grey Glengarry Cap, Blue Blouse, Black Tie, Grey Skirt, Grey Stockings and Black Shoes.

Officers and N.C.Os. full uniform (same as above, but with Grey tunic).

No variation from the regulation design is permitted.

Permits to purchase uniforms from the authorised suppliers can be obtained on application to headquarters.

Metal badges can be obtained from headquarters.

## **TRAINING AND SYLLABUS**

- ✓ 1. **Simple Drill** as for members of women's forces.
- ✓ 2. **Physical Training** by qualified women instructors.
- ✓ 3. **Organised Games** are a very vital part of the training.
- ✓ 4. **First Aid and Nursing.**
5. Shorthand and typing and office orderly room procedure.
- ✓ 6. Morse Code and signalling generally. Simple wireless theory and practice.
7. Study of Electricity. Its uses and application in the home, in industry and in war. Cost and particularly economy in its use. Units should get in touch with their local electricity department officials and the Electrical Association for Women for guidance.
- ✓ 8. Care and maintenance of motor transport and aero engines. Theory of internal combustion engine. Study of road code.
9. Maps and their uses.
10. Meteorological study.
11. Simple and advanced mathematics.

12. Aircraft Recognition.
13. Simple mechanics, practical and theory, for girls in industry.
14. Theory and history of flight.
15. Elementary aircraft design—engines, frames, etc., for girls in aircraft industry.
16. Emergency cooking, Making best use of any equipment, working under any conditions and using any kind of food.
17. Organisation of teams to assist local civil defence authorities, gas courses, etc.

The above subjects are intended as suggestions, although the first four subjects should be compulsory.

It is an important duty of unit commanders to arrange suitable classes and to find the best possible instructors for each subject, taking care that the instruction is varied and interesting, realising that the girls' keenness and enthusiasm must be maintained.

## **SOCIAL ACTIVITIES**

Drills, mass P.T. and organised games, will give an opportunity for display of competence and skill.

Debating evenings.

Sewing circles.

Dramatics, etc., and concerts as entertainment and means of raising funds.

Formation of savings groups.

Assistance in all local war efforts.

Salvage drives, etc.

A.R.P. messengers, etc.

**Church Parades**—If possible, a chaplain should be appointed.

**Visits to War Factories, Aerodromes and the Women's Service Centres** should be arranged whenever possible so that the girls may see and appreciate the many sides of the women's national effort.

**Annual Camps** and farmers' help schemes.

## **ORGANISATION (National)**

Commandant.

Adjutant to Commandant.

Corps Secretary.

Area or County Commandants.

Group Commandants—3 or more local units.

Unit Commanders—2 or 3 squads form a unit.

Local Committees—1 or more local units.

Control and Direction by the National Executive Board.

The following are the official W.J.A.C. titles, and departure therefrom is not permissible.

## RANKS

(Ages 14 to 20)

Volunteer .....

### N.C.O.s

Lance Corporal .....	1 Blue Chevron .....	Each 30 volunteers
Corporal .....	2 Blue Chevrons .....	Each 30 volunteers
Unit Sergeant.....	3 Blue Chevrons .....	1 per unit

Warrant Officer can be appointed if suitable person is available.

### OFFICERS

Squad Leader..... (over 18)	1 Silver Stripe (on shoulder) .....	1 each 30 volunteers
Unit Adjutant .....	2 Silver Stripes .....	1 per unit
Unit Commander .....	3 Silver Stripes .....	1 per unit
Group Commandant	1 Silver Star .....	Local group of 3 or more units
Area or County Commandant	2 Silver Stars .....	All units in area
Chief Commandant .....	3 Silver Stars	

## FINANCE

**Board of Finance.** Responsible for the general administration of the finance of the Corps and elected by the executive board.

**General Finance.** The Corps is entirely voluntary. Finance largely depends upon the activities of the various units to raise funds for their own purposes and to contribute to the cost of the national administration of the Corps. The local honorary treasurers are expected to give a certified return to the national honorary treasurer half-yearly of the finances of the unit.

## ADMINISTRATION OF LOCAL UNITS

The local units are administered by the commandant and executive board through the local committees—the local committees consist of not less than 5 members, including a chairman, the honorary secretary and treasurer. The committee should, wherever possible, contain a representative from the local youth committee, or be represented on that committee.

*Chairman*  
*Hon Sec.*  
*Treas.*

The local committee shall be expected to provide the local support necessary to maintain the unit and to raise and control its finances and to forward to the board all recommendations for appointments of officers. These appointments to be acting appointments until ratified by the commandant after the applicant has been interviewed by a member or members of the selection board. This ruling applies also to recommendations for promotion.

All unit commanders and other officers are directly responsible to the area commandants and through them to headquarters.

Any controversial questions must be referred to and decided by the area commandants or headquarters.

The unit commander and the adjutant are members of the local committee. The local committee should meet regularly at least once each calendar month and forward copies of their minutes to the area commandant.

## **AREA COMMANDANT**

The main duties of the area commandant are to advise on the formation of new units, to work closely with the local committees and the unit commanders, assisting them with regard to recruiting and administration. To promote the utmost co-operation and friendly competitive spirit among the units. Also to enlist the co-operation of any of the local women's organisations.

## **GROUP COMMANDANTS**

are generally unit commanders who have raised and organised three or more local units, or have been recommended by a group committee controlling three or more local units, or may be appointed by Headquarters.

## **UNIT COMMANDANTS**

The success of a unit largely depends on its unit commander. She should be a good organiser, able to maintain discipline, and by carefully arranging its training and social activities maintain the keenness and enthusiasm of the unit.

## **UNIT OFFICERS**

All unit officers must have or take steps to acquire a good knowledge of simple drill and procedure, and train to be able to give instruction in at least one subject.

## **INSTRUCTORS**

The local committees must obtain qualified instructors in all special subjects, such as first aid, physical training, etc., such instructors shall have no executive authority and their duties shall be to instruct the volunteers in the subjects in which they are qualified.

On the recommendation of the local committee each instructor will receive a certificate of appointment.

## **UNIT FORMATION**

Applications to form a unit of the W.J.A.C. must be made to the general secretary of the executive board for approval together with the enrolment fee of £2 2s. 0d.

Every unit, on having its application passed by the general executive board shall be advised of its distinctive name and number, which shall thereupon constitute its official title.

Application for and acceptance by the executive committee shall imply loyalty to the W.J.A.C. and adherence to its rules and regulations and the payment of the annual subscription.

## **ENROLMENT AND DISCHARGE OF W.J.A.C. VOLUNTEERS**

1. The commanding officer of a W.J.A.C. unit is authorised to enrol volunteers, from the age of 14 to 20.
2. Volunteers upon enrolment, will be required to sign an enrolment form which must be fully explained to them before signature, as well as to their parents or guardians, whose signature is also required.
3. Before signing the above-mentioned form, the regulations as to uniform and any local rules in regard to the payment of subscriptions must be read and explained to them as well as the Volunteer Promise, which the volunteer will be required to sign.
4. Any volunteer desirous of leaving the W.J.A.C. must give due notice to the commanding officer of her unit, who will recover her uniform and give her a receipt for it.
5. The commanding officer may dismiss any volunteer from her unit for serious misconduct or for continued absence from parades without satisfactory reason.
6. Transfer to another unit is within the decision of a volunteer, but she should produce a satisfactory transfer from the previous unit commander.

Copies of the appropriate forms can be obtained from headquarters.

## **HEADQUARTERS ORDERS**

From time to time orders and instructions will be issued by the commandant which should be read and circulated among officers and committee and then carefully filed.

**Ability Badges** can be awarded by unit commanders to volunteers who have:—

- (a) Six months regular attendance (90 per cent. of all parades).
- (b) Pass out in Drill.
- (c) Taken junior first aid examinations.
- (d) 75 per cent. marks in any other specialist subject.
- (e) Clean record as volunteer.

The ability badge will be a small blue "V" badge to be worn on right forearm. Other "V" specialist subject badges will be issued later.

## **SALUTING**

The Corps salute is as for W.A.A.F. Volunteers shall salute all W.J.A.C. officers when in uniform and all officers of the women's senior services.

## **CORRESPONDENCE**

Correspondence should be addressed as follows:

1. All matters relating to internal administration from Unit Commanders should be sent to Commandant.
2. New Units and recommendations for appointments to Corps Secretary.
3. All letters from committees, and general correspondence, to the Chairman of the Executive Board.
4. Finance to Hon. Treasurer.

## **SUGGESTIONS TO THOSE ABOUT TO FORM A NEW UNIT**

Once you begin, the forming of a unit is surprisingly easy—all kinds of people will readily give you help and assistance, for the work is of national importance and value.

**Hall.** The first step should be to obtain a suitable meeting-place. It is best to approach the local educational authority and obtain permission to use a school or hall for unit parades, preferably with a sports ground.

**Recruiting.** The editors of the local press and the local cinemas will usually display a notice for you free. This will recruit all the volunteers you can deal with at the beginning. Suitable slides can be obtained from Morgan Slides, Ltd., for about 4/- each.

**Uniform.** Ask the volunteers to wear a simple dark skirt and a blouse, to begin with. The uniform can be acquired gradually, starting with the glengarry cap, afterwards the blue blouse and skirt.

**Drill.** Officers and N.C.O.s of military units or Home Guards are usually ready to co-operate and instruct the volunteers in military drill and to give the unit officers coaching separately.

**First Aid.** Obtain the co-operation of the local Red Cross and St. John organisations, or the A.R.P. ambulance instructors.

**P.T. and Games.** One of the unit officers should be responsible for this. Try and get a school sports instructress interested.

**Signalling.** The local A.T.C. can advise you.

**Motor Transport.** A good garage manager can generally handle this subject for you.

With regard to many of the other subjects, the educational authorities are usually anxious to be of assistance, and in many cases will arrange suitable classes for you.

You do not need to have a full syllabus to commence, but you must have instructors for: drill, first aid, and at least one other subject. Units usually meet once or twice a week for about two hours, and on Sunday mornings.

Get in touch with the nearest unit of the W.J.A.C. If there is none near at present, contact the local A.T.C. Invariably they will help you with advice and guidance.

# The Oath

I, .....  
hereby solemnly promise on my honour to serve this unit loyally,  
and to be faithful to my obligations as a member of the Women's  
Junior Air Corps.

I further promise that I will use every endeavour to become a  
good citizen, honouring my King, my Country and its Flag.

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## Women's Junior Air Corps

**This is to Certify that**

Name .....

Address.....

is a member of the.....Unit  
enrolled under the WOMEN'S JUNIOR AIR CORPS.

.....  
.....Rank

Date.....1942

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## Parent or Guardian's Consent

I consent to my daughter (or ward).....  
joining the:—

.....unit of the WOMEN'S JUNIOR AIR CORPS

Dated this.....day of.....1942

Signed.....

No. ....

## Women's Junior Air Corps

### Application to Form a Unit of the Women's Junior Air Corps

REPLY

1. Name of proposed unit .....
2. Official address of unit. ....
3. Area covered by unit .....
4. Name and address of chairman of local committee .....

Occupation .....

5. Name and address of unit commander and unit leader .....
- Qualifications .....

6. Number of volunteers in unit .....

7. Enrolment fee of £ : s. d. sent herewith.

8. Declaration:

On behalf of the volunteers of the unit, we, the undersigned officers agree to abide by the conditions laid down in the Rules and Regulations of the Women's Junior Air Corps.

Signed (1) ..... Chairman of

Local Committee

(2) ..... Hon. Secretary of

Unit Commander

Date .....

No. ....

For head office use only.

Date .....

1. Enrolment approved.
2. Official name and number of unit .....
3. Enrolment fee of £ : s. d. received.

Signed ..... Chairman or

Executive

Secretary.