

Women's Junior Air Corps

**HANDBOOK OF RULES
AND REGULATIONS**
(CONFIDENTIAL)

General Headquarters :
19 BERKELEY STREET, LONDON, W.1

WOMEN'S JUNIOR AIR CORPS

Rules and Regulations

1. **MEMBERSHIP** cards must be produced on demand.
2. **DISCIPLINE.**--A member shall obey promptly the orders of her superior Officer. Every Member has the right of appeal but complaints must be made in every case through the Officer next above the complainant, who is bound to forward them if asked to do so.
3. **TERMINATION OF SERVICE.**--A Member desirous of being released from the Corps will make application to her Commanding Officer who will forward the same to her County or Group Commandant for approval. No Member may leave until she has been released. A County or Group Commandant shall have the right to call upon any Member to terminate her service without giving a reason but she must first obtain the concurrence of General Headquarters. A Member leaving the Corps is required to surrender her badges, buttons and cap which are Copyright.
4. **UNIFORM.**--Uniform shall be of the approved pattern and may be bought only on production of a special form of Authority (GHQ/4) from General

Headquarters. Uniform must at all times be correctly worn—smartness can only be obtained if all Members wear uniform in the same way.

The following rules must therefore be observed :—

- (a) Cap worn slightly tilted to the right.
- (b) Tie to be secured by the Corps badge.
- (c) Bags and umbrellas may not be carried with uniform. If papers and books are required they can be carried in a despatch case or regulation haversack.
- (d) The correct length for the Uniform skirt is 15 ins. from the ground. Overcoats should be 14 ins. from the ground.
- (e) Make-up is allowed but should be discreet.
- (f) Nail varnish is allowed provided it is a natural shade.
- (g) Smoking is not permitted in Uniform except indoors with hat off.

5. **MOURNING.**—In the event of official mourning being worn by H.M. Forces the Corps will follow the rule laid down for the Services. In cases of private mourning Members are permitted to wear a black band 2 ins. in width on the left arm for a period of six weeks.

6. **SALUTING.**—Members in Uniform will salute as follows :—

- (a) When passing Royalty.
- (b) Troops carrying colours (uncased).
- (c) All ceremonial parades wherever held.

- (d) When addressing or being addressed by, or passing a superior Officer on parades or on duty.
- (e) When reporting for duty or instructions to Officers of the Services of the rank of Captain or over.
- (f) The National Anthem :
- (1) N.C.Os. stand to attention whether indoors or outdoors.
 - (2) Officers salute.

7. **FORM OF ADDRESS.**

- (a) **Verbal.**—All officers will be addressed as "Madam." Officers will be referred to in conversation by their Civil titles.
- (b) **Correspondence.**—Letters will be headed with name, number and address of Unit, followed by the name and address of the Officer or Unit addressed; and will end with signature and rank of writer.

8. **NOTE.**—All Members will endeavour to foster a spirit of loyalty to the Corps. If they are aware of Members behaving in a manner likely to bring the Corps into disrepute it is their duty to report it. Officers will at all times maintain discipline in their own Commands.

RANKS

OFFICERS.—

DIRECTOR AND COMMANDANT :

Four Silver stripes edged blue, 1st stripe double width, on both epaulettes.

ASSISTANT COMMANDANT AND CHIEF OF STAFF :

Three Silver stripes edged blue, 1st stripe double width, on both epaulettes.

COUNTY COMMANDANT :

Two Silver Stripes edged blue, single width, on both epaulettes.

ASSISTANT COUNTY COMMANDANT :

One Silver stripe edged blue, single width, on both epaulettes.

GROUP COMMANDANT :

Four Silver stripes, single width, on both epaulettes.

UNIT COMMANDER :

Three Silver stripes, single width, on both epaulettes.

UNIT ADJUTANT :

Two Silver stripes, single width, on both epaulettes.

SQUAD LEADER :

One Silver stripe, single width, on both epaulettes.

N. C. Os.—

UNIT SERGEANT (*one to each Unit*) :

Three Blue Chevrons on both sleeves.

SQUAD SERGEANT (*one to each Squad*) :

Three Blue Chevrons on right sleeve.

CORPORAL (*one to each squad*) :

Two Blue Chevrons on right sleeve.

LANCE CORPORAL (*one to each Squad*) :

One Blue Chevron on right sleeve.

(Squad = 30 Volunteers; Unit = 4 squads).

MANNER OF APPROACH:

1. VOLUNTEERS to N.C.Os.
2. N.C.Os to Squad Leaders.
3. SQUAD LEADERS to Unit Adjutants.
4. UNIT ADJUTANTS to Unit Commanders.
5. UNIT COMMANDERS to Group Commandants.
6. GROUP COMMANDANTS to Assistant County Commandants.
7. ASSISTANT COUNTY or COUNTY COMMANDANTS to Chief of Staff (through the Chief of Staff's Adjutant).

In the case of UNIT COMMANDERS, these will approach as "7" when no Group Commandant, Assistant County Commandant or County Commandant has yet been appointed.

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UNIFORM.

The approved Uniform is :

OFFICERS.—Plain grey Service or Forage Caps. Grey tunic with buttons of approved pattern. Initials of the Corps (W.J.A.C.) to be worn at the top of the sleeves. Grey plain skirt, blue shirts, black tie, grey stockings, black shoes, haversack.

The Cap, Tunic and Skirt may be purchased from Horne Brothers or Simpson's; or other authorised tailors; the Corps metal badge and the haversack

from General Headquarters; other items from a local shop or store *but the shade of the shirt must be "air-force" blue.*

No Uniform or Equipment may be purchased without written Authority from General Headquarters on Form GHQ/4.

N.C.Os and VOLUNTEERS.—Grey Forage Cap, plain grey skirt, blue shirt, black tie secured by Corps' metal badge, grey stockings, black shoes, haversack.

The Cap may be purchased from Horne Brothers or Simpsons; the skirt may be purchased from Horne Brothers or a local shop or store. If the skirt is purchased locally it must be made to the approved pattern and be of the correct shade of grey and length. The metal badge and haversack may be purchased from General Headquarters. Other items may be purchased from a local shop or store *but the shirt must be the correct shade of blue.* (Units may purchase cloth in bulk for skirts and shirts to be made up by a local tailoress or by the Volunteers themselves but in every case the approved shade and pattern must be adhered to.)

Volunteers should obtain hat and badge on enrolment but may acquire remainder of uniform by degrees. Whilst awaiting full uniform volunteers should wear a plain dark skirt, blue shirt and dark tie.

STATIONERY, LITERATURE, Etc.

Group Commandants, ranks above, and Committee Secretaries, on application to General Headquarters on Form GHQ/6, can obtain

supplies of Notepaper (stamped in left-hand top corner with Corps' badge); Enrolment and Oath cards; Progress cards; Posters and other Literature; Badges; Haversacks; W.J.A.C. "flashes"; etc.

Unit Commanders should apply to their Group Commandant for supplies but may apply direct to General Headquarters in cases where no Group Commandant has yet been appointed.

CONSTITUTION

(From County Committees to Squad Leaders. See publication GHQ/5 for Constitution of National Executive Board and National Council).

COUNTY COMMITTEES (five members shall form a quorum).

MEMBERS :

County Commandant (*see* item "1" under "Duties").

Chairman.

Assistant County Commandant.

Group Commandant.

The Secretary of each Group Committee.

Other suitable persons.

DUTIES :

1. To submit, after the first meeting, the name of a suitable person as County Commandant, to the Selection Board, General Headquarters, for ratification.

2. The co-ordination of the activities of the Groups within the County with regard to Finance, Displays, Publicity, Training Courses for Officers and N.C.Os.

(The Group Committee, as follows, shall act for the County Committee until such time as sufficient Units have been formed in the County to justify the formation of a County Committee.

GROUP COMMITTEES

MEMBERS :

Group Commandants (*see* item "1" under "Duties").

Chairman.

Secretary.

Unit Commander of each Unit in the Group.

Adjutant of each Unit in the Group.

DUTIES :

1. To submit to the Selection Board, General Headquarters, for ratification, after the first meeting, the name of a suitable person as Group Commandant.
2. To ensure co-operation between the Units in the Group.
3. To ensure co-operation with other Youth Organisations.

GROUP COMMANDANT

MEMBERS :

These are the " Organisers " of Units within a prescribed " area " within a County. There is one " Organiser " to each " circle " or " area." These are appointed by the Chief of Staff.

DUTIES :

1. To organise Officers' Training Courses, within the Group, to cover instruction on :—Service Etiquette; Hygiene; Psychology and Health of the Adolescent; Drill.
2. To organise the formation of new Units within the Group.
3. To interview and recommend to the County Commandant the appointment of Unit Commanders within her Group.
4. To negotiate with Education Authorities, to apply to the Local Youth Committee, when necessary, for a Grant towards expenses, and to contact and co-operate with other Youth Movements.
5. To suggest suitable books of reference to the Unit Commanders within the Group.
6. To send a quarterly Report on Form GHQ/11 to General Headquarters of the Group's activities, together with a copy of same to the County Commandant.
7. To be responsible, in co-operation with the Unit Commanders, for the drafting of the training syllabus.

UNIT COMMITTEES (5 members shall form a quorum.)

MEMBERS :

- Unit Commander
- Chairman
- Secretary
- Treasurer.
- Unit Adjutant.
- Other suitable persons.

DUTIES :

1. To ensure that Unit is run in accordance with Corps Regulations.
2. To ensure that a good standard of discipline and training is maintained.
3. To provide local support and to raise and control the Unit's Finances.
4. Treasurer of Committee to submit a quarterly account including all items to 31st March, 30th June, 30th September and 31st December, to the Finance Officer, General Headquarters, of Receipts and Expenditure of Unit, showing Balance in Hand. This account to be submitted on form GHQ/3 (obtainable from General Headquarters) not later than the tenth day of the following month.
5. To give all possible assistance to the Unit Commander and her Officers.
6. To apply to Chief of Staff, through the Chief of Staff's Adjutant, for a ruling if the Committee are not satisfied with any Unit Officer.

UNIT COMMANDER

DUTIES :

1. To be responsible, in co-operation with the Group Commandant, for the drafting of the training syllabus for the Unit.
2. To be responsible to the Group Commandant and the Unit Committee for enrolment, discipline and the general smooth running of the Unit.
3. To be responsible to the Unit Committee for all monies.
4. To be responsible to the Unit Committee that all equipment is used for correct purposes.
5. To appoint the Unit Adjutant, the Squad Leader and the N.C.Os, and to ensure that they are of the required standard before appointment.
6. To report at each Unit Committee Meeting the Strength of the Unit.
7. To ensure that her Officers are tactful, firm and experienced in dealing with the younger Volunteers.
8. To appoint a Chaplain and to arrange :
 - (a) Church Parades at regular intervals;
 - (b) OR The attendance of the Chaplain at the Headquarters of the Unit at regular intervals.

UNIT :

All Units are financially self-supporting. They raise their funds by weekly subscriptions of a few pence from the Volunteers and by the Volunteers own efforts in promoting and supporting dances, concerts, etc.

Units may, through their Group Commandant (or through their Local Unit Committee when no Group Commandant has yet been appointed) make application, when necessary, to the Local Youth Committee or Education Authority for a Grant towards expenses but they will be required to satisfactorily prove their need and the efficiency of their Unit.

INSURANCE

Third Party Insurance to cover the Volunteers should be arranged by the Unit Commander with the Alliance Assurance Co., Ltd., Bartholomew Lane, E.C.2. Special low rates are offered.

NOTES