

RULES
and
REGULATIONS
(VOLUNTEERS & N.C.Os.)



WOMEN'S JUNIOR AIR CORPS

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

WOMEN'S JUNIOR AIR CORPS

Rules and Regulations

(Volunteers & N.C.Os.)

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 to 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 can be obtained only on the authority of your Unit Commander. 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 to be 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 inches from the ground. Overcoats should be 14 inches 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 inches 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) By standing to attention, whether indoors or out, for the National Anthem.

7. FORM OF ADDRESS. All Officers will be addressed as "Ma'am."

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.

RANKS

OFFICERS

DIRECTOR AND COMMANDANT—

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

ASSISTANT COMMANDANT AND CHIEF OF STAFF—

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

COUNTY COMMANDANT—

2 Silver stripes edged blue, single width, on both epaulettes.

ASSISTANT COUNTY COMMANDANT—

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

GROUP COMMANDANT—

4 Silver stripes, single width, on both epaulettes.

UNIT COMMANDER—

3 Silver stripes, single width, on both epaulettes

UNIT ADJUTANT—

2 Silver stripes, single width, on both epaulettes.

SQUAD LEADER—

1 Silver stripe, single width, on both epaulettes.

N.C.Os.

UNIT SERGEANT (one to each Unit)—

3 Blue chevrons on both sleeves.

SQUAD SERGEANT (one to each Squad)—

3 Blue chevrons on one sleeve.

CORPORAL (one to each Squad)—

2 Blue chevrons on right sleeve.

LANCE-CORPORAL (one to each Squad)—

1 Blue chevron on right sleeve.

MANNER OF APPROACH. Volunteers must approach their Squad Leaders through their N.C.Os.

N.C.Os must approach their Unit Adjutants through their Squad Leaders.

UNIFORM. The approved Uniform for N.C.Os and Volunteers is :—Grey forage cap; plain grey skirt; blue shirt; black tie secured by the Corps metal badge; grey stockings; black shoes; haversack. **Your Superior Officer will tell you how to obtain the Uniform.**

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

No Volunteer is *obliged* or asked to give anything towards the Unit Funds but if she can do so, she will greatly assist the work and efficiency of her Unit.

ABILITY BADGES are 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.

Richie & Co.,
1, Bloomsbury Square,
London W.C.1
