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**ROYAL AIR FORCE  
OFFICER TRAINING ACADEMY (RAFOTA)  
ROYAL AIR FORCE COLLEGE (RAFC) CRANWELL**



RESERVE OFFICER INITIAL TRAINING (ROIT) COURSE JOINING INSTRUCTIONS (JIs)

## Introduction

1. Following successful completion of OASC and the Familiarisation Visit (FV), you have been selected to attend the Reserve Officer Initial Training (ROIT) Course at the Royal Air Force Officer Training Academy (RAFOTA), RAF College Cranwell. The Officer Commanding (OC) and Staff of the RAFOTA have been informed of your forthcoming arrival to the RAFOTA; we look forward to meeting you.
2. These JIs aim to help you prepare for the course and navigate the first few days of your training. For the purposes of these JIs, the term SEs applies to currently serving personnel joining RAFOTA from RAF Reserve Sqns that have completed the Basic Recruit Training Course (BRTC) at their parent Sqn and RAF Halton.
3. You are reminded that ROIT is a Phase 1 training course, and it sets the standard of dress, deportment, and behaviour for the RAF. As trained RAF Reservists, you have already undertaken Military Skills training, culminating in successful completion of BRTC, and are considered as having a level of military skills and experience that affords you an exemption of the first module of Officer Training. On commencing ROIT, you must adjust to a return to the Phase 1 Training environment quickly<sup>1</sup>. Thus, all should note that, irrespective of your entry-route, branch, background, or previous experience, you will all hold the same rank and status of Officer Cadet (Enlisted Aviator)<sup>2</sup>, (off cdt)<sup>3</sup>. For the duration of ROIT, all off cdt's will be considered equals<sup>4</sup>, and there is an expectation that you will adopt a positive and appropriate attitude to training throughout.

## Obligations on joining the RAF

4. **Air Publication 1 (AP1)**<sup>5</sup>. AP1 sets out the values and standards that everyone in the Royal Air Force is expected to hold dear. It identifies the high moral and professional standards we should expect of ourselves and of each other. These values and standards underpin our ethos and form the foundation of the mutual trust, leadership and teamwork on which our Service depends. In addition to your personal commitment to these standards, it is expected that leaders at every level are engaged, authentic and relentless in upholding the exemplary standards of conduct and behaviour that are the foundation of our reputation and our operational success<sup>6</sup>.
5. **Civil Offences.** It is RAF policy not to accept into training any candidate awaiting the outcome of a civil offence. In the past, it has been found that some candidates for commissioning have not revealed such outstanding cases until the day they have reported to RAFOTA. In such cases, Attestation into the RAF cannot be completed, and the candidates have been returned home to await the outcome of any civil proceedings. Any candidate that is accused of committing a civil offence after attending OASC, or who is still awaiting the outcome of civil proceedings when due to report for training, should notify the

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<sup>1</sup> Experience has shown that some reservists that come to RAFOTA find it difficult to adjust to the Phase-1 environment.

<sup>2</sup> [PAM \(Air\) 429](#) (Revised Feb 22) - During ROIT recruits will hold the rank of Officer Cadet (Enlisted Aviator).

<sup>3</sup> Note that, regardless of rank and status before joining RAFOTA, all off cdt's hold a rank-equivalence of Aviator and hold neither commissioned officer nor non-commissioned officer authority.

<sup>4</sup> With the exception of pay and Mess charges.

<sup>5</sup> [Air Publication 1 - Royal Air Force Core Values & Standards](#).

<sup>6</sup> Abridged forward to AP1 by Air Chief Marshal Mike Wigston CBE ADC.

matter to RAFOTA at the earliest opportunity. Should you have any doubt regarding any of the above, seek advice from RAFOTA<sup>7</sup>.

6. **Drug-use Policy.** You should understand that the misuse of drugs and other substances is not tolerated within the Armed Forces. The Armed Forces define a drug as any substance which, when taken into the body, affects the individual's mental or physical capability. It is the misuse of controlled drugs and other substances such as solvents, 'legal highs', gases and anabolic steroids that produce intoxicating, stupefying or hallucinatory effects or physical side-effects that is not tolerated. All RAF personnel are subject to compulsory drugs testing from their date of enlistment; RAF Officers and Airmen found to be misusing such drugs and other substances whilst serving in the RAF will be subject to disciplinary action<sup>8</sup>.

7. **Personal Conduct – Drug use.** As well as a 'zero-tolerance' policy on the use of drugs, the RAF requires the very highest standards of personal conduct. You are expected to read and understand the tenets of the 'Wigston Review into inappropriate behaviours'<sup>9</sup> and 'Unacceptable behaviours: progress review 2020'<sup>10</sup>, before you join ROIT.

8. **Personal Conduct – Sexual activity.** You are reminded that the MoD has a zero-tolerance policy regarding its approach to sexual offences<sup>11</sup>. The Zero Tolerance policy is one of a range of measures intended to tackle unacceptable sexual behaviour in the Armed Forces. The policy sends a clear signal to everyone in the Armed Forces that these offences will not be tolerated and, where proven, personnel convicted of a sexual offence will be discharged from the Armed Forces.

9. **Financial Management.** You are reminded that the RAF views personal financial mismanagement as incompatible with Service life and that you are expected to manage your finances with appropriate responsibility.

10. **Additional Financial Liabilities Associated with Commissioned Service.** There are numerous costs associated with commissioned service. Below is a sample of those that you can expect whilst at RAFOTA but you should note that, this list is not exhaustive:

a. **Officers Mess Membership.** Membership of the Officers' Mess is compulsory for all officers<sup>[1]</sup> (of any service) and that brings with it expectations that civilian life does not have. As a member of the Officers' Mess, the payment of subscriptions to the Mess Fund is mandatory. Actual costs will vary from Station to Station and Mess to Mess. Mess membership extends to all cadets in training thus, you should expect to pay a small, but reasonable monthly charge to the College Hall Officers' Mess whilst you are in training.

b. **Social Functions.** Throughout your training at the RAF College, there are Mess and Course functions that will attract personal costs. Each MIOT Squadron has their

<sup>7</sup> The RAFOTA Duty Officer is contactable on 07976 683184.

<sup>8</sup> AP 3391 Vol 3 Lft 103B Annex B.

<sup>9</sup> [Wigston Review into inappropriate behaviours, 15 July 2019.](#)

<sup>10</sup> [Unacceptable behaviours: progress review 2020.](#)

<sup>11</sup> Zero tolerance means that every allegation of sexual offending or instructor/trainee sexual relationships will be acted upon through prompt, thorough, efficient and independent investigation. When a person is convicted of a sexual offence or an instructor is found to have engaged in a sexual relationship with a trainee, their discharge is mandatory.

<sup>[1]</sup> AP3223, Leaflet 603, Para 60302 – 'Every officer, WO and SNCO of the RAF (including members of the PMRAFNS) or the reserve Air forces, serving or on temporary duty at a station/unit, is to be a member of their appropriate mess on that station/unit'.

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own Entertainment's Committee and that committee will plan a variety of events during your time at RAFOTA. It should be stressed that attendance at social functions whilst in training is not compulsory but, Cadets are encouraged to attend, if for no other reason than to enjoy social activities with their fellow cadets & staff.

c. **Graduation Dining-in Night.** There is a Graduation Dining-in Night (DiN) held in College Hall Officers' Mess in the last week of the course. Only cadets that are to graduate will attend this event which is the first formal Officers Mess Function of your commissioned career. Whilst the total cost of the event is subsidised by the Mess (via monthly subscriptions), there remains a cost, shared out between all attendees. You should be prepared that, in the months following the Graduation DiN, a charge will be placed on your Mess Bill.

d. **Graduation Lunch.** Cadets are encouraged to invite family and loved-ones to the Graduation Parade and Graduation Lunch. Whilst numbers at the Lunch can be limited (due to the size of the Mess Dining Room), where possible, Graduating Officers can invite guests up to that imposed limit. Graduating Officers should be aware that the costs for this lunch fall upon them personally. As with the Graduation DiN, the cost of this lunch will added to the next Mess Bill.

e. **Graduation Ball.** The culmination of your journey through MIOT is the Graduation Ball. Each MIOT Squadron will form a Graduation Ball Committee that will administer all the planning for the Ball. Within a small number of constraints imposed by RAFOTA, the Graduation Ball Committee has a relatively blank canvass upon which to plan the event. However, you should be aware that all costs for the ball fall upon the cadets themselves and it can become expensive if graduating officers invite a large number of guests. The ticket cost of the function is set by the Graduation Ball Committee so cadets themselves have the ability to control costs.

11. **Personal Declaration.** During your arrival interview at the RAFOTA, you will be expected to provide assurance that:

- a. You have had no involvement with the Civilian Police, or with drugs since your attendance at OASC.
- b. You understand the standards of behaviour expected in the RAF.
- c. No financial problems exist or are anticipated.

### COVID-19 Management

12. Due to ongoing restrictions, the RAFOTA has implemented precautionary measures in line with government guidance. Should the situation change, you could be required to stay at RAFC Cranwell for prolonged periods without returning home. The RAFOTA will provide full support to every individual if this were to happen. Prior to the commencement of the course if a candidate tests positive or is displaying any signs and symptoms in

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relation to COVID-19 they are not to arrive, and they are to contact the RAFOTA Duty Officer<sup>12</sup>.

13. All candidates travelling on the Shuttle Bus to RAFC Cranwell must have a face covering available or they will be refused transport.

14. Due to restrictions on individual ability to participate in strenuous activity following COVID-19 vaccination (Defence policy) personnel are not to join the course within 72 hours of having received a vaccine. Personnel should try, where possible, to arrange for vaccination prior to attendance on the course; however, if this is not possible, they should liaise with their Flight Staff upon arrival who will be able to provide guidance.

### Arrival at the RAFOTA

15. **Emergency Contact.** In the event of any difficulties arising, or any changes to travel arrangements, you are to contact the RAFOTA Duty Officer on 07976 683184.

16. **Arrivals.** RAFC Cranwell is in Lincolnshire, off the A17 between Sleaford and Newark. The postcode for route planning is NG34 8HB. You are to arrive between 1800 hrs and 2300 hrs on Day Zero. You must first report to the Main Guardroom, just off Cranwell Avenue<sup>13</sup>, with these JIs and photographic identification to receive your cadet ID card and car pass. From there you will be directed to your accommodation. Your first meal will be provided in College Hall Officers' Mess (CHOM) on Saturday morning. You will be met by the Short Courses Directing Staff (DS) at your accommodation at 0730 on Day 1.

17. **Rail.** If you are arriving by rail into Grantham Station, Military Transport (MT) will be there to transport you from Grantham to RAFC Cranwell. A timetable and specific instructions to coordinate MT can be found at Annex B. If you require later transport times, candidates should ensure they liaise with their DS to keep them informed of arrival times and arrangements. Note that:

- a. All air, ferry and rail warrants should be booked via your Armed Forces Careers Office (AFCO). Travel costs, including taxi fares, for privately arranged passage cannot be refunded.
- b. Any unused issued rail warrants must be handed to the DS upon arrival.

18. **Car.** You are permitted to use your own vehicle, or a parent/friend may drop you off. Vehicle mileage allowance may be claimed retrospectively for the journey. If you are intending to keep a private vehicle at RAFC Cranwell, you are required to be in possession of the following documents:

- a. Vehicle Registration Document.
- b. Valid Certificate of Insurance.
- c. Current Driving Licence.

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<sup>12</sup> The RAFOTA Duty Officer is contactable on 07976 683184.

<sup>13</sup> What3Words Location - <https://w3w.co/alarming.thinkers.marzipan>

- d. MOT Test Certificate (if applicable).
- e. Road Fund Licence.

19. **Accommodation.** You will be accommodated in CHOM for the duration of the Course. On arrival in CHOM, ensure you warn-in, and read the Mess rules as soon as possible. Ensure you warn in and out of your accommodation for each phase of the course and leave your key at reception. The rooms in CHOM are single occupancy and the ablutions are single sex. There are ample laundry facilities throughout the Mess. You will be expected to keep your rooms and ablution facilities to inspection standard throughout the course. You are to leave your room clean and tidy prior to departing RAFC Cranwell on completion of each phase of training. Your accommodation may be subject to random inspections throughout the Course by RAFOTA staff. Mobile phone reception is poor throughout RAFC Cranwell and, although not reliable, is adequate.

### Appearance and bearing

20. **Dress and Equipment.** You are to arrive in smart civilian attire commensurate with the dress-standards of a commissioned officer, (lounge suits with collared shirt & tie or trouser/skirt suit with blouse). A suggested kitting list is at Annex C and details items you will find useful whilst on ROIT. This list is not exhaustive and should be considered as a minimum requirement.

21. **Dress Standards.** You will be required to adhere to a conservative dress code whilst visiting public rooms in CHOM, such as the Bar, Dining Room or Ante Room. You will wear PCS with brown boots and beret, complete with white disc behind the officers' badge on the first day of the Course. Additionally, you should bring your No1 SD hat with you, on the 1st day of the course, so that we can arrange fitting of the white cadet band. For relaxed evenings when out of uniform, shirt and tailored trousers are acceptable. If a skirt is worn, this should be below the knee, with a shirt or blouse. Outdoor coats, jeans, sportswear, and trainers are not appropriate attire in public rooms. Bags and mobile phones should be left in your room or in the cloakrooms provided; similar guidelines apply for most Officers' Messes. For further details, please ensure you read the Mess Rules and familiarize yourself with them.

### Hair and Beards – All Personnel<sup>14</sup>:

- a. **Hair - Men.** The hair of the head is to be well cut and trimmed<sup>15</sup>.
- b. **Hair - Women.** Women are to arrange their hair in a manner that permits Service issue headdress to be worn correctly<sup>16</sup>.
- c. **Hair - All Personnel.** Canerows, cornrows, twists and braids are permitted. Hair worn in this manner is to be no longer than the bottom edge of the collar of the

<sup>14</sup> Queens Regulations for the Royal Air Force: Regulations 209 & 210.

<sup>15</sup> AP 1358 Para 153 - The hair of the head is to be well cut and trimmed. Sideburns are to be short and well-trimmed and are not to extend below a line running through the mid-point of the ear. Extreme styles of haircuts and colouring are not permitted. If the hair is dyed or highlighted, the colour chosen is to be natural and in a uniform shade appropriate to the individual. The CO shall be the arbiter upon what is or not an acceptable style or length of cut.

<sup>16</sup> AP 1358 Para 156 - If worn down is to extend no longer than the bottom edge of the collar at the back of the Service jacket. Hair longer than the bottom edge of the collar must be tied back neatly in either a bun, a single plait, or a ponytail.

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Service jacket if worn down and must be tied back if longer. All personnel (who chose to) may wear a turban<sup>17</sup> of approved Service pattern and colour, instead of uniform headdress.

d. **Moustaches.** If a moustache is worn, the upper lip is to be unshaven, and the moustache is not to extend below the edge of the mouth.

e. **Beards – Religious considerations.** Where a beard is grown as a tenet of adherence to faith, it is permissible for a beard not to comply with the characteristics set out in Air Publication (AP) 3392, for example:

(1) **Sikh Faith.** Sikh personnel may wear their beards, and their hair, long in the Sikh tradition. The hair of the head is to be so arranged that it is placed under a turban. Beards must be kept neat and tidy, and those who are fully practicing Sikhs and required to keep their hair, including facial hair, uncut, may keep their uncut beard open and flowing or folded and tied under the chin.

(2) **Muslim Faith.** Those of the Muslim faith may wear a full beard that may remain uncut and worn in accordance with the Islamic tradition.

(3) **Rastafarian.** Rastafarians may wear a full beard in accordance with the Rastafarian tradition.

(4) **Other faiths.** The wearing of a beard as a tenet of a faith not detailed above is permitted. Direction as to how they may be worn should be sought from the RAFOTA Duty Officer<sup>18</sup> who will contact the HQ Air Diversity & Inclusion Team<sup>19</sup>.

22. **Hairdressing.** There is a barber on station for use by off cdts.

### Arrival documentation - Requirements

23. You will be required to bring with you the documents listed at Annex D. Prior to arriving at RAFOTA, you must also hold in-date competencies, valid for a period of no less than 9 months from the start of the course, (unless otherwise stated below). A Joint Personnel Administration (JPA) printout (hard or soft copy) is required, on arrival, detailing the competencies detailed at Annex E.

### Fitness assessments

24. There are two different types of fitness assessment used at RAFOTA; the RAF Fitness Test (RAFFT) which includes a multi-stage fitness test (MSFT), press ups, and sit ups, and the RAF Swimming Test. The required standards for both tests are detailed below. In addition, you are expected to attend ROIT in-date RAFFT with a minimum of 9 months until expiry.

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<sup>17</sup> AP 1358 Para 152 - A turban in this instance is not akin to that worn by those as a tenet of adherence to Sikhism it is more akin to that worn as a tenet of adherence to the Rastafarian religion without necessarily indicating or requiring the SP's adherence to that religion.

<sup>18</sup> The RAFOTA Duty Officer is contactable on 07976 683184.

<sup>19</sup> AP 3392 Vol 4 Lft 1105 - Any faith or practice must be clearly established and not simply deemed as having been adopted to circumvent the regulations contained within this leaflet.



25. You will have put much effort into getting fit prior to being offered a commission, proving you have the requisite base-level of fitness to start the course. However, you should place much emphasis on maintaining and improving your fitness in the interim period between the BRTC and your starting ROIT. Pre-joining fitness is an essential foundation towards successful completion of ROIT. Numerous elements of the course are physically challenging and starting ROIT without a robust level of fitness will only make your progress more difficult.

26. Notwithstanding your age, previous experience, or background, ensuring that you are physically fit before you arrive at RAFOTA is entirely within your control; preparation is key to your success. Indeed, the only real preparation for the course you can make, is to attain and maintain a good level of general physical fitness. We cannot stress enough how much easier you will find the course if you have already achieved a good level of fitness before you arrive.

27. **Joining Fitness Test.** There is a RAFFT on your first day and your continuance on the course is dependent on passing at the appropriate standard for your age and gender and the testing protocols for the Joining Fitness Test are detailed at Annex E.

28. **Fitness Standard on Graduation.** All Phase 1 trainees must pass all elements of the RAFFT in order to Graduate from RAFC Cranwell and progress to Phase 2 training. You are required to demonstrate a commitment to striving for excellence by completing the RAFFT at the required standard for your age and gender. Should you fail to meet the minimum standard required to pass the RAFFT, you will be Returned to Unit (RTU) without graduating. You will be formally handed back to R&S for processing<sup>20</sup>.

## Finances

29. It is strongly recommended that you ensure your personal financial position is suitable to absorb expenses whilst at the RAFC. Any financial concerns should be addressed to flt staff on arrival.

## Vaccinations

30. **Policy.** The RAF operates a Primary Immunisation Schedule therefore, on a number of occasions during officer training all candidates who are DEs to the RAF will be required to attend the Regional Medical Centre to undergo tests and inoculations against known preventable infectious diseases.

31. **Right of Refusal.** All personnel have the right to refuse to undergo immunisation but for the following reasons, the Primary Immunisation Schedule is accepted as sound medical practice:

- a. In the RAF, large groups of people live and work in close proximity. These conditions make for easy spreading and difficult for the eradication of infectious diseases once they have been introduced into the community.

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<sup>20</sup> This course of action has been endorsed by RAF Legal.



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b. All members of the RAF must have the capability to travel worldwide and may be required to serve in countries where disease is endemic. Refusal of immunisation does not release service personnel from their duty to serve overseas and might entail compulsory immunisation by the authorities of the receiving country.

c. An unprotected person who is refused by a country's Immunisation Authority and who is then required to be immunised immediately and report for surveillance or be placed in quarantine pending the expiry of the incubation period of a disease, will have to finance personally the cost of these procedures and also the cost of treatment should they contract the disease.

d. Personnel who refuse any or all immunisations will be required to sign a certificate of refusal. The details of this refusal will be entered on the individual's medical and personal records.

32. **Certification.** Candidates who have had immunisation procedures performed recently and can produce certificates to verify this, need not undergo immunisation. If a certificate for an immunisation that has already been performed cannot be produced, candidates will be regarded as being unprotected and will be requested to undergo immunisation.

### Social Activities

33. Off cdt's can expect to pay a monthly mess bill in the region of £20 per month<sup>21</sup>. In addition, cadets will organise and participate in a variety of social activities during the course which will be funded by the cadet body. However, it should be noted that during the event's planning phase the cadets will determine the cost per head in order to make the event a success (i.e., Graduation Ball). If necessary, candidates may request deferment of payment of their first Mess Bill until the first salary payment is received from the RAF.

34. **Graduation.** Full details of the Graduation procedures will be issued nearer the day but off cdt's are forewarned that the following rules will apply:

a. Children under the age of 6 should not attend the Graduation Parade, however in extenuating circumstances in liaison with Sqn Staff there may be exceptions to this.

b. Children under the age of 12 cannot attend the Pre-Lunch Reception or Graduation Lunch.

c. Candidates are normally permitted to invite 2 guests to the Graduation Parade, the subsequent Church Service and Lunch, depending on the size of the course<sup>22</sup>. The Graduation ball will also be limited in the number of guests that can be invited.

d. For the Graduation Ball, all guests must be 18 years or over to attend.

### Contact Details

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<sup>21</sup> Any bar expenses will be in addition to normal Mess subscriptions.

<sup>22</sup> This can change depending on the number of successful cadets forming the Queens' Squadron.

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35. The following contact details are to be used:

- a. In the event of an emergency, families can contact the RAFOTA Duty Officer on 07976 683184.
- b. Your postal address, whilst on ROIT is as below.

Rank, Initials, Surname  
Course Number, RAFOTA  
Royal Air Force College Cranwell  
SLEAFORD  
Lincolnshire  
NG34 8HB

36. Be aware that, as with all military establishments, security is taken very seriously. As such all parcels must have the sender's details on the packaging, so that the legitimacy of all deliveries can be assured.

### General information

37. **Emergency Contact.** In the event that cadets or their families have an urgent need to contact RAFOTA staff, the RAFOTA Duty Officer's Phone Number is +44 (0)7976 683184. This number is staffed on a 24/7 basis and can be used both during and outside normal working hours. It is important that you pass this number onto your family and loved ones prior to your arrival.

38. **Pre-arrival uniform fitting - Contract Tailors.** Turner-Virr currently holds the contract for providing an initial issue of No 1 and No 5 dress uniforms to Phase 1 trainees at RAFC Cranwell and RAF Halton. Once you have received formal notification that you have passed OASC, you must arrange and attend an initial fitting with Turner-Virr. This appointment should be booked as quickly as possible. The 'first fitting' MUST be at least 13 weeks prior to the anticipated graduation date of your allocated ROIT course. When you have established which station best suits your geographic needs, the onus is on you to arrange an appointment in good time. Experience has shown that delays in this process result in uniform not being available for Graduation Parade and/or Graduation Ball. Once you have had an initial fitting, you should give instructions for your uniform to be sent to Turner-Virr at RAFC Cranwell in preparation for your 2nd fitting towards the end of your ROITC. You can make an appointment by contacting any of the Clothing Stores at:

- a. RAF Benson
- b. RAF Brize Norton
- c. RAF Cosford
- d. RAF Cranwell
- e. RAF Halton
- f. RAF High Wycombe

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- g. RAF Honington
- h. RAF Leeming
- i. RAF Lossiemouth
- j. RAF Marham
- k. RAF Northolt
- l. RAF Odiham
- m. RAF Waddington
- n. RAF Wittering

39. **Arrival Interview.** During your first week at RAFOTA you will receive an Arrival Interview with your DS. This will be your opportunity to discuss any issues that have the potential to affect your journey through ROIT. You are encouraged to be candid with your Flight Staff as they are best placed to assist should you need additional support.

40. **Weekend and Public Holiday (PH) working.** Be advised that the timetable is such that you may also work over PHs. In order to avoid disappointment at home, you must advise your family & loved ones that there are no guarantees that you will be free to leave the College at weekends or PHs.

41. **Mobile Phones – Normal weekday working.** Whilst off-duty and away from the working environment, there is no restriction on the use of mobile phones by off cdt's. However, during the working day (including working weekends & PHs), you are not to bring mobile phones into Whittle Hall, or to any other formal training lesson undertaken at the RAFOTA; you are to leave your mobile phones in your room. In the event that family or loved ones need to contact you urgently, they should contact the RAFOTA Duty Officer<sup>23</sup>.

42. **Sports Facilities.** The sports facilities at RAF College Cranwell are excellent; besides extensive playing fields, there is a swimming pool, an athletics stadium, a riding centre, 2 well-equipped gymnasia, a sports hall and numerous outdoor sports pitches.

43. **Banking.** The nearest bank facilities are in Sleaford, 5 miles away. The nearest cash point facilities are in the MGR which is free from charge.

44. **Prescription Eye Correction.** If you wear spectacles or contact lenses, you are strongly advised to make adequate insurance provision to cover damage and should consider it prudent to keep a spare pair as some forms of service involve a risk of damage. Photo-chromatic spectacles are not permitted unless specified by a doctor's certificate<sup>24</sup>.

45. **Sports Bra Advice**<sup>25</sup>. It is strongly recommended that those requiring sports bras have them professionally fitted prior to starting ROIT. Ill-fitting bras are associated with

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<sup>23</sup> RAFOTA Duty Officer on +44 (0)7976 683184

<sup>24</sup> If you have a Doctor's Certificate specifying that you need to wear Photo-Chromatic spectacles, please bring it with you and show it to the DS on arrival.

<sup>25</sup> Direction from SO1 Force Health, Health Directorate, 29 Mar 22.

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several preventable health problems, particularly amongst those who engage in regular physical exertion such as running, military training and military activities. Ill-fitting bras and insufficient breast support can lead to the development of musculoskeletal pain, while professionally fitted bras have been shown to reduce breast movement by 80% and to reduce reported back pain. Several sports and clothing companies offer military discounts on sports bras and these discounts can be accessed through the Defence Discount Service App<sup>26</sup>.

46. **TV Licence.** A personal Television Licence is required for any device used for television/online television service.

47. **Tailoring.** There are 2 military tailors at RAF College Cranwell. Candidates will visit one of the tailors (MOD Contract) during the initial kitting phase of training for the issue of Nos 1 and 5 uniforms.

48. **Personal possessions' insurance.** You should consider insuring your personal possessions against loss and damage while you are in training.

49. **Shopping facilities.** There is a small village shop adjacent to the Families Quarters' site available for use by off cdt's. The range of stock is limited to the essentials and there are numerous military-related items available (shoe polish, coat-hangers, cleaning materials etc). There are also a number of supermarkets in Sleaford.

L Clarke  
Wing Commander  
Officer Commanding RAFOTA

- A. Map of the Local Area.
- B. Transport Timetable from Grantham Station to RAFC Cranwell.
- C. Clothing and Equipment List.
- D. Arrival Documentation.
- E. Fitness testing protocols.

Enclosure:

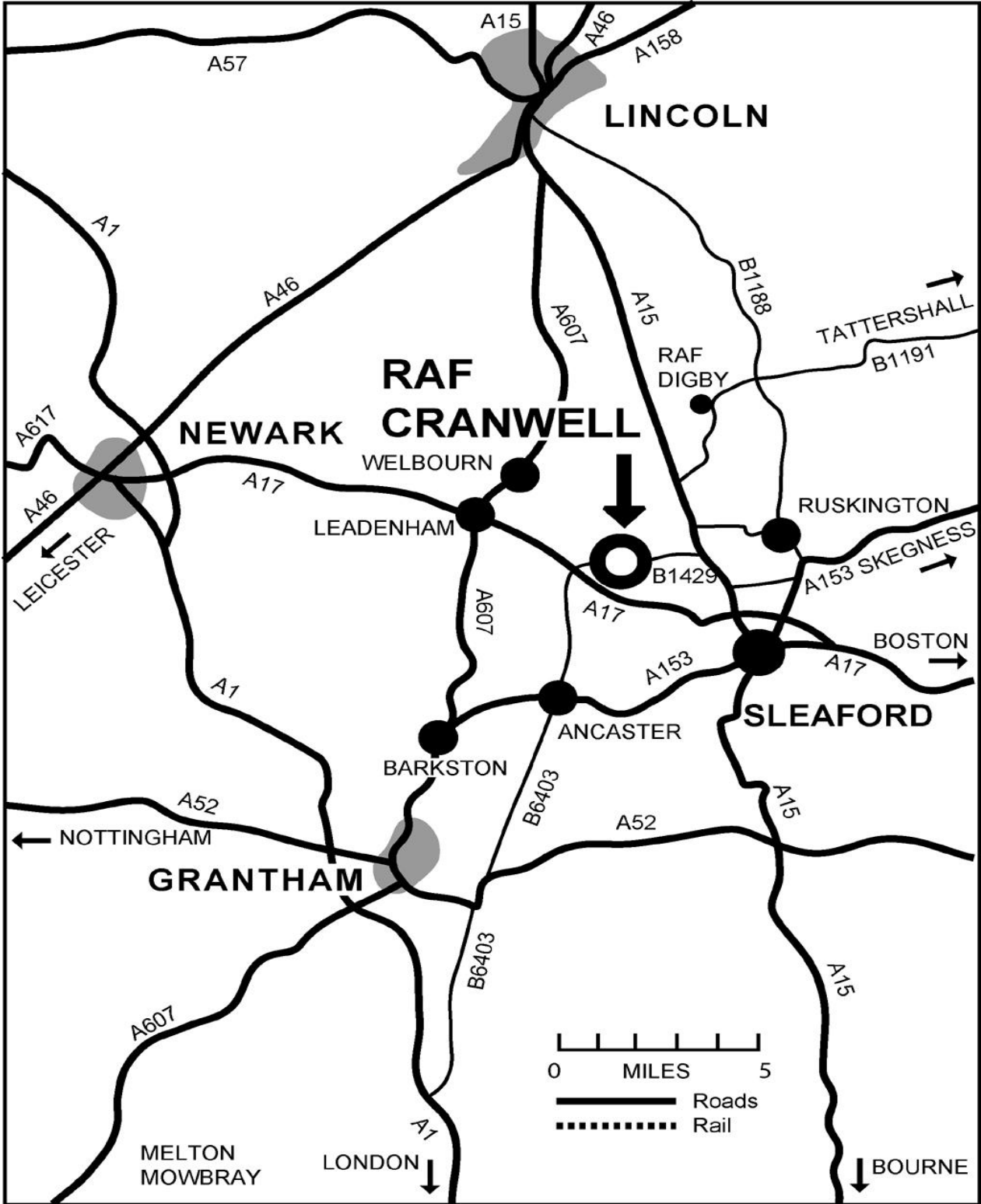
1. ROIT Course Details, (To be issued by RAFOTA at a later date).

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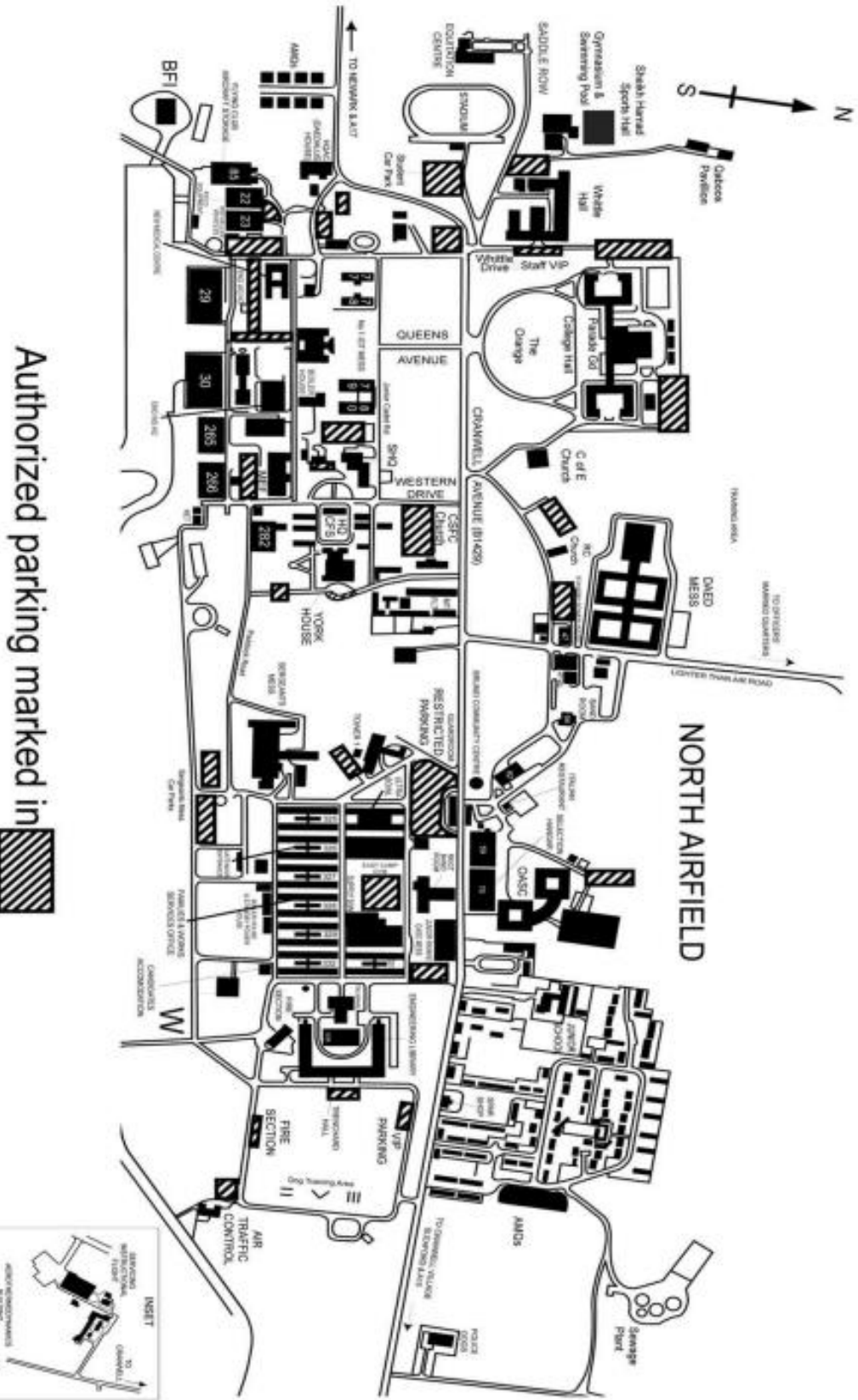
<sup>26</sup> A draft policy is currently being staffed at HQ 22 Gp regarding the reimbursement of costs incurred in the purchase of sports bras for Phase 1 Training. (Details on this policy will be updated in due course).

Annex A to  
RAFOTA - ROIT Joining Instructions (JIs)  
Dated 19 Jan 23

Map of the Local Area



Map of the RAF College Cranwell



ROYAL AIR FORCE COLLEGE CRANWELL

Authorized parking marked in 

RAF/C Graphics 13.140

**Annex B to  
RAFOTA - ROIT Joining Instructions (JIs)  
Dated 19 Jan 23**

**Transport Timetable from Grantham Station to RAF College Cranwell**

1. All candidates travelling to RAFC Cranwell by rail to Grantham Station must:
  - a. E-Mail: [CRN-CTR-MT@mod.gov.uk](mailto:CRN-CTR-MT@mod.gov.uk) prior to the day of their journey and state their estimated time of arrival at Grantham Station.
  - b. Candidates are to telephone **01400 267349** (MT) if their train is delayed and they will arrive outside the designated times.
2. Candidates are to note that if the above actions are not carried out, MT to RAFC Cranwell cannot be assured.

**COACH TIMETABLE**

**THIS COACH IS OPERATING ON SPECIAL REGULAR BASIS**

**ROUTE - RAF CRANWELL - GRANTHAM BR & RETURN**

**DEPARTURES FROM CANDIDATES MESS RECEPTION**

MON	TUES	WED	THU	FRI	SAT	SUN
1040	1040	1040	1040	1040		
1330	1330	1330	1330			
1545	1545	1545	1545	1640		
1715	1715	1715	1715			
1830	1830	1830	1830			

**DEPARTURES FROM GRANTHAM RAIL STATION**

MON	TUES	WED	THU	FRI	SAT	SUN
1125	1125	1125	1125			
1425	1425	1425	1425			1425
1630	1630	1630	1630			1555
1755	1755	1755	1755			
1915	1915	1915	1915			1830



**Annex C to  
RAFOTA - ROIT Joining Instructions (JIs)  
Dated 19 Jan 23**

**Advised Clothing and Equipment List**

**1. Personal Clothing List**

<b>Personal Clothing (Male)</b>	<b>Personal Clothing (Female)</b>	<b>Remarks</b>
Waterproof Jacket	Waterproof Jacket	
Dark Lounge Suit Dark blazer or Sports Jacket	lounge suit, skirt, or trousers	Evening wear and some Mess functions.  Jacket (male)/collared blouse with smart trousers/skirt (female) minimum required for evenings in Public Rooms.
Collared long sleeve shirts	Blouses/sweaters	Conservative Colours
Ties		Conservative styles, darker colour than shirts
Pair smart, black leather shoes	Closed toe shoes or pumps to compliment suit/skirts.	Please ensure they are broken in prior to arrival, due to large amount of walking during first few days when civilian dress is worn.
Polo Shirts, jumpers, tailored trousers/chinos, and belt (conservative style).  <b>Of a style commensurate with the standards of an Officers' Mess.</b>	Polo Shirts, jumpers, tailored trousers (conservative style).  <b>Of a style commensurate with the standards of an Officers' Mess.</b>	For off-duty use in public areas of the Mess.  Public areas include the Dining Room, all Anterooms and all Bars.  Note that extremes of fashion e.g., leather or suede jackets, denim material or jeans or white or brightly coloured socks and outdoor-style fashion boots (e.g., Dr Martins) are not appropriate forms of dress and may not be worn in the Mess Public Rooms.  Any form of dress is acceptable in Candidate's own room and accommodation corridors only.
Jogging/Tracksuit Trousers	Jogging/Tracksuit Trousers	For use during cleaning of blocks.
Sports Clothing, dark coloured swimming trunks, goggles, and equipment for personal use.  A 'rash vest' to cover your torso if desired. These items must be dark in colour and plain.	Sports Clothing, one-piece dark coloured swimming costume, swimming cap, goggles, and equipment for personal use.  Swimming shorts over your swimming attire and a 'rash vest' to cover your torso if desired. These items must be dark in colour and plain.	

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Personal Clothing (Male)	Personal Clothing (Female)	Remarks
	It is strongly recommended that you have a sports-bra professionally sized and fitted before arrival.	
T-Shirts	T-Shirts	
Pairs of Trainers (1 x indoors and 1 x outdoors)	Pairs of Trainers (1 x indoors and 1 x outdoors)	Invest in a good pair of running trainers. Please ensure they are broken in, prior to arrival.
Running/Compression tights or equivalent base layers including long sleeve top.	Running/Compression tights or equivalent base layers including long sleeve top.	Dark colour. Only required for use in cold weather under issue PT kit.
	Tights	15 Denier 'Barely Black' - not 'Sheer', also require 'Natural' for civilian Mess attire.
	Hair bands. Nets and grips	
Good quality walking socks	Good quality walking socks	

## 2. Personal Equipment List

Equipment	Remarks
Suit carrier (Qty as required)	
Good quality iron and Ironing board.	7 x [Wooden] Jacket hangers. 4 x trouser hangers (Double clip type not fold-over type).
Washing tablets for washing machine	Not powder – liquid or gel capsules only
Laundry Bags	
Wash kit	
Flip Flops	For communal shower areas
Towels	Towels for sports/shower.
Black shoe polish Tan boot polish Boot-Brushes x 4	<b>Polish:</b> Haix (boots) = Kiwi Dark Tan/Brown Altberg (boots) = Kiwi Dark tan, Brown / Medium Tan Brown No1 and No2 issues shoes = Kiwi Black polish
Shoe boxes/copier paper boxes	For tidy storage of equipment. Alternatively, plain plastic boxes may be used.
SELVYT cleaning cloth/cotton wool.	For highly polishing shoes.
Old toothbrush/nailbrush.	For removing mud from boots.
Small sewing kit.	Green, black, and blue thread.
Small first aid kit.	Including zinc oxide tape.
'Scotch brite' or Brillo pads	To clean mess-tins.
Head torch and spare batteries.	Small size with red filter / red light capability.
Waterproof notebook.	Pocket sized
Household cleaning products	-Surface cleaning wipes -Bathroom / shower cleaning products -Hand held hoover / dustpan and brush -Furniture polish and duster
Lint Roller	To remove fluff and hair from clothing
1inch (2-3cm) Stencil and White Tip-Ex Pen	For naming Physical Training Clothing
Laundry Marker pen	
Cash	Small amount for bar / incidental expenses
Stationery and baggage labels	

### Appendix 1

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RAFOTA Dress Guide

**Appendix 1 to  
Annex C to  
RAFOTA - ROIT Joining Instructions (JIs)  
Dated 19 Jan 23**

**RAFOTA Dress Guide**

- 1. Introduction.** This guide is intended to provide practical direction during the initial phase of your new career as a Royal Air Force Officer, whether you are joining from civilian life or from non-commissioned service. It is designed to help you understand and acquire appropriate clothing to ensure you are suitably attired for any functions that you attend.
- All professions have a code of conduct, set of rules and a standard of dress. As an Officer in the Royal Air Force, your superiors and subordinates will expect you to be suitably dressed in order to uphold the standards of the Service, and set an example to others. Whether you are in, or outside the service environment, you represent the Royal Air Force and will be expected to dress and behave accordingly. The characteristic dress of an officer falls within well-defined limits. You are reminded that the Officers Mess is not akin to a public bar or an extension of university halls. Entry to the Mess is a privilege that only a few will enjoy; it is neither a right, nor an entitlement. Thus, the dress and behaviour standards expected of its members are correspondingly high in comparison to civilian life. Members are expected to uphold those high standards at all times.
- As you progress through Officer Training you will attend numerous different training functions, each designed to introduce you to the standards and etiquette required of a Junior Officer. The type of function will determine the dress-code required, ranging from less-formal Quiz Nights to a more formal dinner or reception. Although the standards of dress still need to conform to the ethos of military service and be of the highest quality it is possible to adopt a more contemporary look that still meets the desired standard. Extremes of fashion should always be avoided, but by following advice from this section of the JIs there is no reason as to why you cannot achieve a modern style, which will not be out of place in the mess, or in civilian life.
- There is also a need for you to understand both the Male and Female dress codes in order that you can brief your partners and guests of the requisite standards when they attend mess functions. This advice is as important when you leave ROIT and attend functions at your new units, as it is while you are here in training. When you leave RAFC Cranwell, or visit another Mess, you will also need to read and understand the relevant Mess Rules to see if there are any particular requirements peculiar to that Mess. As a rule of thumb, when visiting other messes, it is better to be prepared to be over-dressed initially, and 'dial-down' if appropriate, that to find yourself under-dressed and subject to the scrutiny of the Mess President.
- The lounge suit (men).** Traditionally, the colour of gentleman's suits will be blue, dark or mid-grey and black. They will have a 2 or 3 button single-breasted jacket<sup>27</sup> with trousers made from matching fabric and colour. The trousers can have a pleated front, or they can be plain, and they may have turn-ups; crucially though, your trouser length should

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<sup>27</sup> Double-Breasted style is an appropriate alternative.

always be exactly right. If they just break on your shoe, the length is correct. One or 2 inches hanging over the shoe does not create a tidy impression. The shirt worn with the suit should be collared; a tie is always worn. **The lounge suit (women).** Female lounge suits should be of equivalent quality and style to that of the male suit., with the exception that a skirt may be worn in lieu of the trousers. If trousers are worn, they should ideally be straight-legged and fall on the ankle. Skirts should be straight and finish at or below the knee and above mid-calf. Both the jacket and the skirt/trousers should be of the same material and colour and the jacket should only ever be long-sleeved. A shirt with collar, or fitted tailored top, must be worn<sup>28</sup>. Shirts and tops must not expose the stomach or cleavage, and underwear should not be visible through the shirt/top. A smartly fitting dress may also be worn, with a matching jacket<sup>29</sup>.

6. **Jacket & tie, (men).** The Jacket & Tie dress code comprises a jacket or blazer with non-matching trousers for men, and a jacket with non-matching trousers for women<sup>30</sup>. It is worn at less formal events such as Games' Nights, Quiz Nights and the Inter-Collegiate Games Weekend.

a. **Sports Jacket.** The Sports Jacket is so-called because it became acceptable to wear in the late-19th Century for sporting occasions, more precisely for shooting. Usually made from tweed, worsted wool and, in the summer, linen<sup>31</sup>, they are a good choice for less formal occasions.

b. **Blazers.** Blazers<sup>32</sup> are also a traditional form of informal dress. The classic navy-blue blazer is double-breasted<sup>33</sup>, bright gilt buttons and is usually dark blue or black. The blazer is usually worn at informal occasions, such as evenings in the Mess, an informal garden party, or during the Inter-Collegiate Games weekend.

c. **Trousers.** When selecting trousers, you will never go wrong with a pair of wool, (grey of any hue is good with a blazer), twill, or smart cotton in summer. Your jacket and trousers would never be of the same colour.

7. **Jacket & tie, (women).** Whilst it is a clumsy term of phrase in modern society, the term 'jacket & tie/female equivalent' appears often on invitations both within and outside service social circles. At this juncture, it's worth exploring the meaning of the phrase in relation to female dress codes. Usually, women elect to wear a tailored jacket, with a complimenting, but not matching skirt; sometimes trousers are worn in lieu of a skirt. A blazer may be worn if desired. A collared shirt or tailored top, which does not expose the stomach or cleavage, may be worn under the jacket. Whatever your choice, there are some simple rules to follow:

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<sup>28</sup> T-shirts and vest tops are unacceptable.

<sup>29</sup> Same material and colour.

<sup>30</sup> Or skirt

<sup>31</sup> Jackets made from Corduroy material are not considered appropriate within the Officers' Mess .

<sup>32</sup> The word is derived from jackets ordered for wear by the crew of HMS Blazer when Queen Victoria visited the ship in 1837.

<sup>33</sup> Although it has no military background, single-breasted is a perfectly acceptable choice depending upon personal preference.

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a. **Skirts.** Skirts should be about knee length; a longer skirt is also appropriate, but mini or micro skirts are never suitable. Skirts should be a different colour to the jacket.

b. **Trousers.** Trousers should be tailored, straight legged and fall on the ankle. As with skirts, trousers should be a different colour to the jacket.

8. **Shoes.** Shoes should complement the outfit and be closed toe. Boots are never appropriate at an evening function.**Informal Dress.** Informal dress is the most relaxed dress code and may be worn in the Mess before 19:00 and on weekends, depending on the Mess Rules. It is the minimum dress standard expected of an officer when out of uniform. Denim Jeans and t-shirts are unacceptable but, many Officers' Messes allow denim at the weekend; check the Mess Rules. It is better to be over dresses than to make assumptions. If deemed acceptable according to the Mess rules, denim jeans (or other denim clothing) should be smart and clean; fashion styles should be avoided. Torn or frayed jeans are never to be worn.

a. **Planters.** The term 'Planters' is often used to describe informal dress. Traditionally, Planters referred to the removal of the jacket whilst wearing a suit leaving gentlemen in a shirt & tie. Recently, it has become far less formal and may refer to an informal dress code. However, if Planters is specified, there is no exception to the 'no jeans' rule and women's shirts/blouses should have a collar. It is worth checking with each individual mess that you visit as to what Planters means in that Mess. Whilst at Cranwell, Planters will refer to the more formal shirt and tie. Whilst in Planters, you should follow these simple rules:

(1) Trousers should be styled more like trousers from a suit than a jeans-style [even if not denim] trousers<sup>34</sup>; chinos are acceptable. Boot cut trousers are not appropriate and should not be worn.

(2) Skirts should be about knee length or longer.

(3) Shirts and blouses should always have a collar. In some Officers' Messes, collared, 'Polo' shirts are acceptable, but an un-collared t-shirt is never appropriate. Shirts should always be tucked into the trousers (or skirt as appropriate); a belt is always to be worn with trousers whilst in Planters.

(4) Shoes should still be smart and appropriate to the Planters style. Training [sports] shoes should never be worn; this rule included trainer-style shoes. Closed-toe shoes should be worn with a skirt.

## 9. Formal Evening Dress.

a. **Men.** Black Tie (Dinner Dress) is the normal attire for civilian guests at formal Mess functions. Serving officers will also wear Black Tie in the Mess at the Christmas Draw, Burns' Night and formal dinner parties where the invitation states that the dress-code required Black Tie. The Dinner Suit is worn with a soft-fronted 'Marcella' shirt<sup>35</sup> [with studs or buttons], a bib and double cuffs (worn with cufflinks). It should

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<sup>34</sup> Jeans' style refers to patch pockets and rivets (but not necessarily denim cloth).

<sup>35</sup> The style of the marcella shirts is the same as the shirt issued with the No 5 SD (Mess Dress).

have a turn-down collar and not a winged collar<sup>36</sup>. The bowtie is traditionally a black silk or barathea, self-tie bow tie as issued with No5 SD Mess Dress. A cummerbund may be worn, and this is also traditionally black and worn with the folds pointed upwards. A waistcoat can be worn in lieu of the cummerbund<sup>37</sup>. Shoes should be highly polished or patent leather, black lace-ups worn with black socks.

**Women.** The usual formal evening attire for women is a full-length dress of ankle length or lower; shoulders should always be covered for the meal. At most functions, shoulders may be uncovered after the meal so dresses that have bare shoulders, a shawl, pashmina, or bolero jacket should be worn both prior to, and during the meal. Long splits in dresses or tight-fitting clothing would not be appropriate at a formal evening. Strappy heeled sandals are perfectly acceptable.

10. **Official Reception/Cocktail Party.** Official receptions are held annually to entertain civic dignitaries and other official guests on occasions such as the Queen's Birthday or to commemorate the Battle of Britain. For these occasions, No1 SD is worn by serving officers and guests would be expected to wear a formal [lounge suit] attire.

11. **Additional Functions:**

a. **Graduation Day.** The Graduation Parade and Service of Dedication is a unique occasion reviewed by a member of the Royal Family or another VIP. The ceremonies are followed by a formal lunch in College Hall Officers' Mess which has a specific dress code. Therefore, all guests are expected to dress appropriately. Uniform is only to be worn by the Reviewing Officer's party, the RAF College staff and the Graduating Officers. For guests that might be unfamiliar with service ceremonies, the dress code is very similar to that of a wedding, so typical dress for a gentlemen would be a dark lounge suit, and dress for ladies would be slightly more 'dressy'; hats or fascinators are encouraged.

b. **Graduation Ball.** No5 Mess Dress is worn by graduating officers at the Graduation Ball and RAF Officer Training Academy staff only. All other guests will wear civilian formal evening attire as described above<sup>38</sup>.

c. **Summer Ball.** No5 Mess Dress is worn for Summer Balls on Royal Air Force Stations, although female officers are often given the option of wearing civilian formal attire if they desire. Cadets on Initial Officer Training would not normally attend a Summer Ball at RAFC Cranwell.

d. **Christmas Draw.** On RAF Stations, you will be expected to wear Formal Evening Dress<sup>39</sup>. Cadets on Initial Officer Training would not normally attend a Christmas Draw at RAFC Cranwell.

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<sup>36</sup> Winged collars are worn with the more formal 'White-Tie' evening dress.

<sup>37</sup> Waistcoats and cummerbunds are never worn together.

<sup>38</sup> Black Tie for gentlemen, Full-Length Evening Dress for ladies.

<sup>39</sup> Black Tie for gentlemen, Full-Length Evening Dress for ladies.



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12. **Examples of Dress Guide by function.** The following table is an example of the typical formal and informal functions that may be held during your officer training at RAFC Cranwell. The descriptions are generic but apply equally to all gender identities.

Occasion	Dress	Guest's Dress
Sqn Meet & Greet	Lounge Suit	N/A
Games' Night	Jacket & Tie	N/A
Quiz Night	Jacket & Tie	N/A
Mid-Course Function	Lounge Suit (Male) Dress (Female)	Lounge Suit (Male) Dress (Female)
Charity Night	As determined by Sqn	N/A
Training Dining-In Night	No 2A SD (With Bow Tie)	N/A
Visiting Lecturer's Dinner	Lounge Suit	N/A
Commandant's Reception	Lounge Suit	N/A
Inter-Collegiate Games	Jacket & Tie	Jacket & Tie
Graduation Dining-In Night	No5 Mess Dress	N/A

Graduation Lunch	No1 SD Uniform	Lounge Suit (Male) Dress (Female) <sup>40</sup>
Graduation Ball	No5 Mess Dress	Formal Dress
Summer Ball	No5 Mess Dress	Formal Dress
Christmas Draw	Formal Dress (Black Tie)	Formal Dress
Informal visit events in the Mess	In accordance with the Mess Rules depending on the time of day <sup>41</sup>	In accordance with the Mess Rules depending on the time of day <sup>42</sup>

13. **Suggested Wardrobe.** Given the number of functions you will attend, you will need the following wardrobe:

Male Dress	Female Dress
Formal, dark-coloured lounge suit.	Formal, dark-coloured lounge suit <sup>43</sup>
Blazer and trousers and/or sports jacket and trousers.	Blazer or jacket, with skirt or trousers.
Black leather, lace-up shoes.	Leather shoes, closed toe.
Minimum of 3 long-sleeved shirts.	Blouse or top to wear with jackets.
Ties and socks to complement each outfit outlines above	Hosiery as appropriate to the dress-standard worn <sup>44</sup>

<sup>40</sup> Shoulders must be covered.

<sup>41</sup> Informal or Jacket & Tie as directed by the Mess Daily Dress State.

<sup>42</sup> Informal or Jacket & Tie as directed by the Mess Daily Dress State.

<sup>43</sup> With skirt or trousers that match the jacket.

<sup>44</sup> Neutral colours or Barely Black.

**Annex D to  
RAFOTA - ROIT Joining Instructions (JIs)  
Dated 19 Jan 23**

**Arrival Documentation**

1. Prior to arriving at RAFOTA, Reservists must also hold the following in-date competencies, valid for a period of no less than 9 months from the start of the course, (unless otherwise stated below). A Joint Personnel Administration (JPA) printout (hard or soft copy) is required, on arrival, detailing the following competencies:
  - a. **RAFFT - CMS|Fitness Test (RAFFT)|RAF|.**
  - b. **Security Vetting:**
    - (1) NSV Security|Security Check|Joint|No and/or;
    - (2) NSV Security|Developed Vetting|Joint|No (If applicable).
    - (3) In addition to the JPA Printout stating the Clearance levels above, SE are also to present a certificate from their previous unit denoting their current security clearance status<sup>45</sup>.
  - c. **Equality & Diversity - CMS|Equality and Diversity Discussion|RAF|.**
  - d. **Human Factors and Error Management:**
    - (1) Flight Safety|Human Factors Continuation Training|Joint|.
    - (2) Flight Safety|Error Management Foundation Training|Joint|.
    - (3) Flight Safety|Human Factors Continuation Training|Joint| (if appropriate).
  - e. **IRT MOD 1.**
    - (1) CMS|IRT Mod 1|RAF|, or;
    - (2) Single Service equivalent as agreed by the RAFOTA.
    - (3) MOD Form 1921 (General Service Respirator Card).
  - f. **Weapons Handling Test.**
    - (1) CMS|Wpn Trg WHT Rifle L85 A1/A2|RAF|, with at least 9 weeks remaining on currency at the start of the course.
    - (2) RAF Form 7192 (Green Card).
  - g. **Annual Fire Training - CMS|ANNUAL FIRE TRAINING|RAF|.**

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<sup>45</sup> The Sy Sqn Vetting Clk at your current unit should be able to provide you with an In-Date Security Clearance Certificate.

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- h. **Annual Security Training** - CMS|Annual Military Security Training|Joint|
- i. **Defence Information Management Passport (DIMP):**
  - (1) Information Skills|Defence Information Management Passport|Joint|No.
- j. **Agreed vaccinations in date.** Regional Medical Centre will confirm.
- k. **Medical Exemption Certificate - Shaving**<sup>46</sup>. Those unable to shave for medical reasons are provide DS a Medical Exemption Certificate signed by the SMO of their previous unit.

2. Personnel must arrive on the first day of their allotted ROIT with JPA printouts detailing the above competencies with the end date clearly shown. Failure to arrive with the requisite duration remaining on the stated competencies<sup>47</sup> or other documents, (without specific prior agreement from RAFOTA), DS will assume that the requisite mandatory competencies are not in date. It will result in immediate removal from course and RTU.

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<sup>46</sup> AP 3392 Vol 4 Lft 1105 - Those unable to shave for medical reasons are to consult the SMO iaw AP 1269A Lft 5-09.

<sup>47</sup> ....or failure to provide printout detailing competencies.

**Annex E to  
RAFOTA - ROIT Joining Instructions (JIs)  
Dated 19 Jan 23**

**Fitness testing protocols**

3. **Reservists Joining ROIT.** Cadets that join ROIT will undertake a RAFFT on arrival. To avoid being disadvantaged during training, Joiners must be at an appropriate level of fitness. Therefore:

- a. Reservists are to arrive at RAFOTA with a minimum of 9 months RAFFT competency remaining on JPA.
- b. On joining RAFOTA, Reservists are expected to pass the RAFFT at the standard commensurate with their age & gender on arrival at RAFOTA.
- c. Reservists that fail to reach the standard required by RAFOTA on arrival, will be afforded another opportunity to take a second test within 24hrs of their previous failure:
  - (1) If the reservist subsequently achieves standard required, they will be permitted to continue on course:
    - (a) If allowed to continue on course, the reservist will be subject to Training Review Action<sup>48</sup> for presenting a poor attitude to personal fitness prior to starting ROIT.
    - (b) Any such Review Action will be reviewed by OC RAFOTA periodically during the course.
  - (2) Reservists that, on the re-test, again fail to reach the standard required by RAFOTA, will be RTU'd to their Parent Unit. R&S will be informed and the individuals directed to engage with R&S to arrange loading to a future ROIT<sup>49</sup>.
- d. Reservists that feel they will be unable to take the RAFFT on arrival due to illness or injury:
  - (1) Should contact the RAFOTA Duty Officer in the first instance<sup>50</sup>.
  - (2) Should contact R&S at the earliest opportunity to arrange a new starting date.
  - (3) Under no circumstances should they travel to RAFC Cranwell.
- e. Reservists that arrive at RAFOTA that are unable to take a RAFFT due to medical or injury reasons, will not be permitted to join ROIT and will be returned to unit pending referral to R&S for further processing.

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<sup>48</sup> CD 1024 RAF Officer Training Academy (RAFOTA) Policy – Trainee Review Process (TRP).

<sup>49</sup> This course of action has been endorsed by RAF Legal.

<sup>50</sup> RAFOTA Duty Officer on 07976 683184.