

624 Volunteer Gliding Squadron

Royal Marines Barracks Chivenor, Barnstaple, Devon. EX31 4AZ.
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JOINING INSTRUCTIONS FOR POTENTIAL FLIGHT STAFF CADETS

- LOCATION** 624 VGS is located at RMB Chivenor, West of Barnstaple on the A361.
- TRAVEL** Cadets must travel in civilian clothes. There is a rail station at Barnstaple and a local bus service stops at Chivenor.
- ARRIVAL** Report to the senior officer present at 0830hrs latest. Departure is normally 1 to 2 hours after sunset or around 1900 hrs. There is also the option of staying on Friday night.
- ACCOMMODATION** There is overnight accommodation available at Chivenor for staff cadets but only with prior agreement with the Adjutant or Commanding Officer.
- SECURITY** Security at all MOD establishments is very high. Cadets must be in possession of their record of service books (RAF Form 3822 / CCF ROS Books) at all times, whilst on station. All baggage must be clearly labelled with name and unit. Cars must be registered at the guardroom on entering and exiting the base.
- MESSING** Bring your own food sufficient for the whole day. Meals may also be taken in the Main Galley on station at approximately £1.50 per day, which includes Breakfast, Lunch and Dinner. Payment should be made to the Squadron Messing Officer.
- DOCUMENTATION** Bring your record of service books with consent to fly and all relevant certificates, correctly signed.
- CLOTHING** Boots or shoes with deep tread, nails or studs **must not** be worn near aircraft. If you have button less coveralls bring them with you. Soft trainer type footwear is to be worn whilst flying. Sunglasses are advisable and rank slides **are not** to be worn, until you appointed as an official Flight Staff Cadet. This will entitle you to wear both the Flight Staff Cadet badge along with your cadet rank tapes. Should, during the weekdays, you need to wear uniform on station (including coveralls/flying suit), berets must be worn.
- ATTENDANCE** Regular attendance is an essential requirement for staff cadets. You are expected to attend at least 3 out of 4 weekends. If absence becomes unavoidable then contact one of the senior members of staff or phone the squadron between 0835 and 0900 hrs on the day of absence. There is also an attendance calendar on the 624 VGS website, for more details contact the Adjutant. Unexplained absences cause great difficulty to other staff and will not be tolerated.
- DUTIES** In addition to flying, a staff cadet will be trained, under the supervision of gliding school staff, on many tasks including: cleaning and refuelling aircraft, moving hangar doors, and dealing with aircraft documentation. It can often prove to be a long and tiring day so ensure you have plenty of sleep the night before.
- SIGNING IN/OUT** Please ensure you sign in every morning, and out every evening for evacuation drill purposes and to allow the squadron to keep accurate records of your attendance.
- OVERNIGHT** Should you stay overnight you will need the following kit, sleeping bag, spare clothes, pillow (optional), towel and wash kit. You may also wish to bring your own food. There is a microwave and fridge at the squadron should you wish to use them.

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