

**AIR EXPERIENCE FLYING PROGRAMME SHEET**

AEF No \_\_\_\_\_ AEF Telephone No \_\_\_\_\_ ATC Sqn and Wg \_\_\_\_\_  
 OR  
 Date to Fly \_\_\_\_\_ Time due to Arrive \_\_\_\_\_ CCF(RAF) Section \_\_\_\_\_

TO BE COMPLETED BY THE ATC SQN BEFORE DEPARTURE TO THE AEF								TO BE COMPLETED AT THE AEF BY THE ACCOMPANYING ADULT		
First Name and Surname of Cadet or Adult Staff to Fly (a)	Class or Rank (b)	Age (c)	Record of Service Book Complete (d)	Never Flown AEF before (e)	Flown before but not this year (f)	Already flown this year (g)	Adult Staff (h)	Pilot's Name (i)	Aircraft Tail Number (j)	Duration of Flight (Minutes) (k)
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10										
11										
12.										
Signature of OC ATC Sqn or CCF (RAF) Section _____								COMMENTS ON THE VISIT (l)		
Name and Rank _____										
								Signature of Accompanying Adult _____		
								Name _____		

(See Instructions for use overleaf)

## AEF FLYING PROGRAMME SHEET – INSTRUCTIONS FOR USE

1. OC ATC Sqn/OIC CCF (RAF) Section. The OC is to ensure the form is completed at columns a to h before it is handed to the officer or adult in charge of the party of cadets. After the form is returned to him on completion of the AEF, the OC is to feed back to the AEF any comments (good or bad) about the flying or the visit. The OC should also find out why any cadets failed to attend after having their names put on the list. The completed form is to be retained for the Annual Report and a copy is to be forwarded to the Wg HQ or CCF Liaison Officer..
2. Officer or Adult in Charge of Party. The officer or adult in charge of the party travelling to the AEF is to use the form for roll calls and is to amend it as necessary. He is to liaise with the AEF Cdr on arrival, make arrangements for completion of columns i to k during the day, collect the form on departure, and return it to the OC ATC Sqn or CCF (RAF) Section.
3. OIC AEF. The OC AEF or a deputy is to make arrangements so that columns i to k can be completed by the Officer or Adult in Charge of the Party or by another individual such as an AEF flight staff cadet.
4. Details for completing the form are as follows:

<u>Column a.</u>	Show <b><u>first name</u></b> and <b><u>surname</u></b> .
<u>Column b.</u>	Show cadet class (eg Leading Cadet) or adult rank or class (eg Fg Off/ CI/etc)
<u>Column c.</u>	Show age in years.
<u>Column d.</u>	Check that the F3822 or B/Cadets 2 (Cadet's Record of Service Book) has been signed for permission to fly, and then initial column d.
<u>Column e.</u>	<b><u>Tick</u></b> if the individual has <b><u>never had an AEF flight before</u></b> .
<u>Column f.</u>	<b><u>Tick</u></b> if the individual has <b><u>flown AEF before but not this year</u></b> . (Note – the year starts on 1 Apr and finishes on 31 Mar).
<u>Column g.</u>	<b><u>Tick</u></b> if the individual has <b><u>already flown AEF this year</u></b> .
<u>Column h.</u>	<b><u>Tick</u></b> if adult staff <b><u>and wishes to fly</u></b> .
<u>Column i.</u>	Record the pilots' name. (If Required)
<u>Column j.</u>	Record the aircraft tail number. (If Required)
<u>Column k.</u>	Record the duration of the flight in minutes. (Mandatory)
<u>Column l.</u>	<b><u>Comments on the Visit</u></b> . Provide <b><u>brief</u></b> comments, eg 'curtailed due to bad weather', or 'transport late to arrive', or 'shortage of aircraft', etc..