

## **ACO ADMINISTRATIVE INSTRUCTION 01/11 RAMSTEIN CAMP 2011**

### References:

- A. ACP 237 (11<sup>th</sup> Edition).
- B. D23-5 dated 24 Jan 11 – Ramstein 2011 Pre-Camp Visit Report.

### **INTRODUCTION**

1. OC UK Joint Support Unit Ramstein has agreed to host 3 one-week camps during 2011:

Week 1:	16 – 23 Jul - L&SER
Week 2:	23 - 30 Jul – SW & CCF
Week 3:	30 Jul – 06 Aug – SNI & N

2. These camps are to be conducted in accordance with Reference A. The allocation of places is at Annex A. Staff nominated to be the Camp Comdts are also to familiarise themselves with Reference B, available from their respective ARC or Wg HQs.

### **ADMINISTRATION**

3. **Documentation.** All staff and cadets (minimum age 15 years) wishing to attend the camps are to conform to the eligibility criteria at Reference A. Wg HQs are to satisfy themselves that potential attendees are in possession of the following documentation, as appropriate, **to be taken with them to camp**:
  - a. A valid passport (with the appropriate visas if required) (See Note 1). **It is the responsibility of the passport holder to ensure that the passport is valid for the camp destination. The passport should remain valid for a minimum of 6 months after the date of return from camp.**
  - b. Inoculation certificates (if required).
  - c. European Health Insurance Card (EHIC). (See Note 3)
  - d. RAF Form 1250 or MOD F90 (RAFVR(T) officers/AWOs and SNCO's(See Note 4)).
  - e. RAF Form 3822 (Record of Service), **with recent photograph of the holder (cadets).**
  - f. NATO Travel Order for all staff members. (See Note 5)

### Notes:

- (1) Details of staff or cadets with a different name in their passports to the one they are usually known by, or staff and cadets holding a non-British passport, are to be included in the nominal roll. Holders of non-British passports are responsible for obtaining a visa for Germany, France and The Netherlands, if necessary.

(2) **Photocopies of ALL passports are to be submitted in electrical format or hard copy to HQAC 6 weeks prior to the commencement of the camp.**

(3) Only staff and cadets from The Channel Islands and the Isle of Man (not technically part of the EEA) are exempt from the requirement to possess an EHIC but they do require appropriate medical insurance in lieu. When submitting EHIC details, the serial number on the card is at section 6 and is an 8 figure number preceded by the letters 'UK'.

(4) RAF Forms 1250 are no longer issued and are being replaced by the MOD90 for all uniform staff; RAF Forms 2899 (Certificate of Credentials) are no longer issued and are invalid.

(5) NATO Travel Orders are a requirement for staff for this camp. They need to be stamped, **typed**, with 'UKSU Ramstein' as the final destination, and must be the most recent issue. Without a Travel Order, access to the Base is not possible.

4. **Driving Licences.** Due to the small size of the UK Joint Support Unit, at least 4 of the CC and staff on each camp must have D1 as one of their driving categories, be qualified to drive Service vehicles, with current FMT 600s and have successfully completed the European driving "tick test". ARCs are to ensure that a minimum of 2 of the staff nominated are qualified to drive Category D1 Service vehicles in Germany. Camp activities could be severely restricted if staff are not able to drive Service MT.

5. **Camp Commandants (CCs).** Given the unique nature of the Ramstein Camp, CC should have previous experience of the base. ARCs are to appoint their CCs asap. CCs are to be prepared to travel out in advance of their main parties; CC for Camp 1 on 13 Jul, the CC for Camp 2 on 20 Jul and CC for Camp 3 on 27 Jul.

6. **Attendees Briefing and Preparation.** Wg HQs are to ensure that OC's of sqns are aware that it is the Sqn Cdr's responsibility to ensure their staff and cadets attending the camps are briefed using the contents of this instruction. Staff and cadets are to be provided with a copy of Annexes C and D. Both Annexes are to be retained by the staff or cadet as aide memoirs; the tear-off slip at Annex C is to be completed by the attendee and returned to their Wg HQ, with their Forms CC1-3 (an 4 if applicable), **before their attendance on the camp is confirmed.** TG2 will notify the 3 MCS chefs of any dietary requirements of camp personnel, 6 weeks before the start of the camp, prior to any food purchase being undertaken.

7. **Nominal Rolls.** Wg HQs are to submit an electronic nominal roll, in the comprehensive format at Annex E; this will enable HQ AC staff to prepare the various required submissions. The nominal roll is to be headed by the i/c party; followed by other staff and cadets in alphabetical order. **No other version of the nominal roll will be accepted.** Changes to the nominal role are almost inevitable, but should be kept to a minimum and **are to be notified by email, to TG 2 as soon as possible**, copy to the relevant ACRHQ.

8. **Activities Consent Forms/ Health & Fitness Declaration (Forms CC 1-4).** These new forms have now replaced the ACF 13 and can be found on Bader. Staff are to ensure that they fully complete the appropriate Activities Consent Form (CC2) and the Health and Fitness Declaration (CC3), completing the Health Questionnaire (CC4) if required. Cadets should complete the Cadet Activities Consent Form (CC1) and the CC3

(and 4 if required) in particular identifying pre-existing medical conditions and identifying any course of prescribed drugs they will be taking to camp. Each individual must be certain that they are medically fit to undertake the challenging activities which will be on the camp programme. **Staff and Cadets are to ensure that they take with them sufficient quantities of prescribed drugs to last the duration of the camp.** To prevent potentially serious problems, prescribed drugs should be in their original containers, not pill dispensers, to ensure that medical staffs can identify the type of drugs administered. One copy of the appropriate CC Form 1-4, attached to the return slip of Annex C, is to be retained by Wg HQ and one copy is to be taken to camp for retention by the CC for the duration of the camp. **Additional copies of the CC Form 3 (& 4 if required) are to be forwarded to TG2 for insurance purposes. It is imperative that CC Forms 3 & 4 are completed accurately and honestly in order to comply with insurance requirements.** The CC is to advise the Station Medical Officer and the Station Catering Officer, respectively, of any medical or dietary considerations for any of the staff and cadets attending camp

9. **Dress.** Details of the dress expected of staff and cadets are contained in Reference A; a kit list of items to be taken is at Annex D. Staff and cadets are to travel in civilian clothes; no garish or offensive tee shirts are permitted. There are few section visits likely during the camp and activities are mainly 'field' activities, therefore cadets should not take No2 (blue uniform) with them. Instead they should take DPM clothing and boots. Civilian clothing should be taken to be worn when off duty, with a shower proof jacket and a sweater; remember the weather can be cold in Germany in early April. If there is a fieldcraft activity which requires camouflage clothing, a dark t-shirt should be worn. Air Cadet t-shirts/polo shirts may also be worn for non-military visits. Individuals should take no more than one suitcase or holdall, as well as one small day bag.

10. **Travel Details.** Travel to Ramstein will be by coach; all arrangements are at Annex F. Detailed timings and coach collection points will be forwarded to Regions in the forthcoming weeks. Staff and cadets are to arrive at the coach pick up point (tba) **at least 1 hour before the scheduled departure time.** It is the responsibility of the Wgs to arrange transport to/from the collection points. All staff and cadets are to report to a designated member of staff on arrival at the coach pick up point. HQAC will provide details of the collection points well before the camp departure dates.

11. **Accommodation.** Staff and cadets will be accommodated in temporary, high quality, USAF inflatable tentage in the Construction Training Squadron (CTS). CTS is self-contained and situated outside the perimeter of Ramstein AFB. HQAC will provide sleeping bags for both weeks of the camp.

12. **Support.** Due to the small size of the UK Support Unit, it is essential that the camp is supported by Catering personnel. TG2 has requested support from 3 MCS. The Daily Messing Rate (DMR) (£1.65 is insufficient to allow sufficient food to be purchase on the local economy for the period of the camp. TG2 will therefore apply for Operational Ration Packs (ORP) (10-man) for 4 days of the camp and CILOR for the balance of the period; this will allow for the purchase of a fresh ration supplement to the OPR. OC 3 MCS is requested to arrange for the ORP to be sent from RAF Wittering.

## **FINANCIAL DETAILS**

13. **Coach fares and Camp Levy.** The cost of the coach fare will be £125 for all attendees; this figure includes air cadet travel insurance, camp levy and the daily food charge. Details of payment procedures are at Annex C. Staff and cadets are to pay the relevant fare to their Wg HQ/Sqn Ldr CCF when advised. Sqn Ldr CCF/Wg HQ is to send

a single cheque, covering the total airfares for their staff and cadets plus the Camp Levy, to HQAC (TG 2) **at least 6 Weeks before the date of departure**. Cheques are to be made payable to "ATC General Purposes Fund (**Germany**)".

14. **Additional Costs.** The minimum amount of money required by each cadet is €80 for known camp costs (to be collected by the CC on arrival at Ramstein). Each cadet is advised to bring an additional €80 and US \$35 for additional spending money. The amount needed by each cadet will, of course, depend on how much they spend on additional recreation and entertainment. Any funds not required for the camp will be refunded to the cadets

## **CONCLUSION**

15. The success of the overseas camps depends largely upon communication and all staff/cadets understanding the administrative and financial details of the camp, well in advance. Although it is the responsibility of the Wg HQ to arrange transport to and from the point of departure, it is the responsibility of those attending to ensure they attend the pre-camp briefing and take, and retain, notes about reporting times and costs of the camps.

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HQAC TG2  
for COS AC

Annexes:

- A. Staff and Cadet Allocation.
- B. Camp Comdt Nomination.
- C. Confirmation of Camp Briefing.
- D. Notes from Sqn Briefing.
- E. Alphabetical Nominal Roll (excel spreadsheet).
- F. Travel Details.
- G. Kit List.

Distribution:

External:

Information:

HQ Air (CACLO)\*  
OC UK SU (Flt Lt Edgington)\* - via Ramstein ACLO  
RAF Wittering (OC 3 MCS)  
RAF Cranwell (OC Catering Flight)  
Ramstein ACLO and DACLO

Internal:

Action:

ARC : S&NI  
L&SER  
SW  
N

Sqn Ldr CCF\*

Information:

Wg Cdr Logs\*  
TG Admin\*