

NOTES

1. This claim must be made in accordance with the regulations contained in the following publications: -
 - a. AP1919 - Regulations for the Air Training Corps. Chapter 12.
 - b. ACP300 - ATC Finance Manual. Finance Instruction No. 308.
 - c. JSP 313 - CCF Manual. Part 3. Chapter 2.
 - d. ACP 22 - CCF (RAF) Staff Instructions. Instruction No. 29.
2. Ensure that the nature of duty is fully explained.
3. **Countersignature of Pay Claims.** All claims must be countersigned at Parts 2 and 3 before their submission to HQAC (Accounts), as follows:
 - a. **Squadron Personnel.** Claims on HQAC Accts Form 80 for the squadron CO and Camp Commandants are to be countersigned at Part 2 of the form by the Wing CO, unless he has delegated authority to the Wing Admin Officer. Squadron staff pay claims for camp duties are to be countersigned by the Camp Commandant at Part 2. All other Squadron staff pay claims are to be countersigned by the Squadron CO at Part 2. Part 3 is to be countersigned for Camp Commandants, the Squadron CO and Squadron staff as follows:
 - (i) HQAC for duties and courses organised by HQAC (to be submitted to the organising Branch).
 - (ii) Regional Staff Officer - for duties and courses organised by the Regional HQ.
 - (iii) Wing CO (unless authority has been delegated to the Wing Admin Officer) - for all other duties and courses.
 - b. **Wing Staff.** All claims are to be countersigned by the Wing CO at Part 2 of HQAC Accts Form 80, unless he has delegated authority to the Wing Admin Officer. All claims by Wing COs are to be forwarded via the Wing HQ to the Regional Commandant for countersigning at Part 2. In all cases Part 3 is to be countersigned in accordance with sub para 3a. above.
 - c. **Regional Staff.** All claims are to be countersigned by the Regional Commandant at Part 2 of the Form 80, unless he has delegated authority to the Regional Staff Officer. Part 3 is to be countersigned in accordance with sub para 3a. above where applicable.
 - d. **AEF Pilots.** Claims on HQAC Accts Forms 80 are to be countersigned by OC AEF at Part 2 and forwarded to HQ EFT for signature at Part 3. Claims made by OCs AEF are to be submitted to EFT2 for countersignature at Parts 2 and 3.
 - e. **Gliding Instructors.** Claims on HQAC Accts Form 80 are to be countersigned at Part 2 by OC VGS and forwarded to GL HQAC for countersignature at Part 3. Claims made by the OC VGS are to be countersigned by GL HQAC at Parts 2 and 3.
 - f. **CCF Personnel.** All claims are to be signed by the Contingent Commander at Part 2 and forwarded to Sqn Ldr CCF for authorisation. Claims made by RAFVR(T) Contingent Commanders are to be forwarded to Sqn Ldr CCF for countersigning.

WARNING

It is a serious offence to make or conspire in making any false statement on this claim or to withhold any information relevant to the claim. Such an offence could lead to disciplinary action, which in turn could lead to dismissal from the Corps.