

GUIDANCE NOTES FOR ARRIVAL AT DEFENCE COLLEGE OF AERONAUTICAL ENGINEERING (DCAE) COSFORD

1. These notes are designed primarily for students who are relatively new to the Corps and have never been to an RAF Station or Defence establishment on their own before.
2. A map of DCAE Cosford is attached for ease of reference.
3. Once you leave the M54 on the exit marked for the Aerospace Museum follow the signs for **Cosford** and drive along the Newport Road. Turn right at the traffic lights and then right again into the car park before you reach the airfield or Aerospace Museum.
4. Park your vehicle and walk to the visitors pass building, or if that is closed straight to the Main Guardroom. Once there you will need to explain that you are on a course with the ATC, two forms of ID are ideal and it is suggested that a passport and driving licence will be acceptable. Once the RAF Police are happy they will issue you with a temporary vehicle pass **which must be displayed in the windscreen of your car at all times**. If there are any problems whilst in the Guardroom ask the duty Cpl to telephone Sqn Ldr Harrison on his mobile number **07971 457179**.
5. Please do not attempt to go straight to your Mess (*unless you are an old hand*) but proceed straight to the course location, a presentation on Mess Etiquette is included early on to ensure you are familiar with procedures whilst in the Mess. An experienced WO or CI will be on hand to 'buddy' you during the first evening.
6. Any queries or questions on these procedures, please talk to your OC in the first instance who will be able to guide you, or to WHQ your WSO or Sqn Ldr Harrison.

GUIDANCE NOTES FOR DRESS & BEHAVIOUR IN THE MESS AT DCAE COSFORD

1. Prior to your arrival at DCAE Cosford ask an experienced SNCO what the procedures are. If you do not have one on your unit contact another who does.
2. Dress must be impeccable at all times, suit / jacket with a tie is the minimum standard required and an appropriate equivalent for females. This must be worn until it is evident that a temporary relaxation of dress is in operation, and even then for both sexes jeans, t-shirts or trainers should not be worn in the Mess **at any time!**
3. Staff are reminded that as ATC personnel you are visitors to the Service Messes and the use of these is a privilege and **not** a right!
4. Standards of behaviour should also be high. No shouting, swearing or unruly behaviour at any time, and Mess staff should never be approached directly with any complaint.

In the event of queries please telephone WHQ or speak to an experienced SNCO for further guidance.

M D Harrison

M D HARRISON
Sqn Ldr
WTAPO