

ARRANGEMENTS FOR THE GRADUATION, CLEARANCE  
AND DISPOSAL OF THE 76<sup>TH</sup> ENTRY.

1. The following arrangements are in hand for the Graduation, clearance and disposal of they 76<sup>th</sup> Entry. Starting with the final board in Workshops. The subject of this note is to give as much information as possible to all officers connected with the co-ordination of details leading up to postings of the Entry to their new Stations.
2. Final Board.  
This commenced on 24<sup>th</sup> November and continues until 6<sup>th</sup> December. Notification of any failures should be available for Wing Commanding Officers and Officer i/c graduation Parade by 10<sup>th</sup> December.
3. Postings  
Those have all been notified to CTO for clearance with Records Office. Apprentices 1<sup>st</sup> and 2<sup>nd</sup> have not been possible in many cases on account of trade allocations to Stations. A few changes can be made if there are any failures, leaving choic the Grade of alternative postings for successful candidates.
4. Clearance  
A draft copy of the whole clearance procedure to Training Administration Headquarters and will be issued as a directive, when approved, to all concerned.
5. Pay  
The 76<sup>th</sup> Entry will be paid in the Henderson Gymnasium at 0930 hours on Thursday 20<sup>th</sup> December. No casual payments will be made except in extreme cases, notified by prior application.
6. Accomodation  
As the 76<sup>th</sup> Entry is to be held after the Graduation and Prizegiving when the successful Apprentices be Junior Technicians, they are to be accommodated w.e.f. Monday 17<sup>th</sup> December in a special block on their own in each Wing. Failures are not to move to this block.
7. Parents Day  
Parents or guests of the 76<sup>th</sup> Entry and those of the remaining apprentices in No. 2 (A) Wing are being invited to visit the Station for he Graduation Parade and inspection of apprentice training facilities on 19<sup>th</sup> December 1956. All arrangements have been made and are going according to plan. Returns should be available of acceptances by 1<sup>st</sup> October 1956.
8. Guard of Honour  
If required a Guard of Honour will be provided for the Reviewing Officer, by 50 apprentices of the 78<sup>th</sup> Entry with a guard commander from the 77<sup>th</sup> Entry. The whole of the Guard of Honour will be selected from No. 2 (A) Wing and will be trained by that Wing GSTO.
9. Duties on Graduation Day  
Officer i/c Graduation day: Co-ordination: Wg. Cdr.F.H. Stubbs.  
Officer i/c Parade & Prizegiving Ceremony: Sqn. Ldr. N. Kingshott.  
Officer i/c Snow Plan: Fly. Lt. C. Ecclestone.  
Officer i/c Seating and Rugs: Flt .Lt. S.C. Collier.  
Officer i/c Police: Flt. Lt. A.D.Curniam.  
Officer i/c Queen's Colour: Plt. Off. Pennel.  
Officer i/c Trophies: Fg. Off. N.E.C. Dear.  
Officer i/c Parents Lunches: Plt. Off. G.H. Smith.  
Officer i/c Official Guests: Flt. Lt. J. Bowcock.  
Officer i/c Car Parks and Road Blocks: W.O. A.G. Carter.  
Officer i/c Press Arrangements: Sqn. Ldr. W.E. Okoa.  
Officer i/c Officers Mess Arrangements: Wg Cdr. F.H. Stubbs (for President Mess Committee)  
Officer i/c Medical Arrangements: Wg. Cdr. J. Reade.  
Officer i/c Graduation Dance: Sqn. Ldr. H.G.M. Walker.
10. Graduation Parade  
The parade will take place on 19<sup>th</sup> December 1956, the Reviewing Officer arriving at 1030 hours. Rehearsals are proceeding according to plan, now greatcoats have been issued to the entire entry.
11. Time Check  
Watches are to be synchronized at 0930 hours on 19<sup>th</sup> December 1956.
12. Bad Weather Decision  
Officer i/c Graduation Day Co-ordination and Officer i/c Parade are to meet in the Commandant's Office at 0830 hours on the 19<sup>th</sup> December 1956.  
Officer i/c Parade is to have latest weather forecast from Dunstable in writing together with an actual report from the Station Aircraft which is to be airborne at 0800 hours.
13. Graduation Dance  
This will be held on the evening of 19<sup>th</sup> December 1956 in the Station Concert Hall. This will be an airmen's dance for successful graduation. Apprentices failing to graduate will not be allowed to attend as they will not be Junior Technicians. No apprentices may attend this function. Arrangements are in hand and all concerned will be notified.

14. Burnett Gymnasium  
The SDFO is to see that the air conditioning in the gymnasium is off and that all windows are cleaned and closed.
15. ATC Contingent  
PETLO is to arrange for any ATC contingent to be marshaled on the balcony in No. 2 (A) Wing Headquarters overlooking the parade ground.
16. Officers Mess  
The menu and wine lists will be decided upon by the PMG for the Commandant. The Mess Secretary is to arrange for a notice to be displayed in the mess to the effect that ALL officers using the mess that morning are to be in No. 1 Home Dress.
17. Co-ordination Meeting  
A meeting will be held in the office of the Officer Commanding No. 2 (A) Wing at 0930 hours on Monday 10<sup>th</sup> December 1956. The Officer i/c Graduation Co-ordination will report to the Commandant after this meeting.

F.H. Stubbs  
Wing Commander  
Officer Commanding  
No. 2 Apprentice Wing  
Royal Air Force Halton

Ref :- HN/2AW/6/1/Air

Date:- 29<sup>th</sup> November 1956