

General

This chapter contains all the fine administrative details for the Award.

Log Book Supply

Log Books and other Award produced Guides and publicity collateral is available for purchase through Wing Headquarters. A price list of available items will be published regularly.

Monitoring Progress

It is essential that Unit DEA Officers monitor the progress of Cadets through the Award. Not only will this help in maintaining movement through the award but it will also assist in the production of the Annual Report required by the Wing DEA Officer.

Cadet Planner

An excellent "Virtual" Award Planner is supplied on CD-ROM with new Log Books. To get the maximum benefit from this planner, it should be used on a PC connected to a printer and ideally to the internet. A paper version, along with other useful resources, can be found at Chapter 8.

Planners are available for individual Cadets (a useful way of recording Cadet choices and progress – could be kept on file) and for Squadron/Detached Fights (a good way of seeing overall progress at a glance).

Insurance

There are 2 types of insurance covering DEA Activities:

- **DEA Insurance:** Covers Record Book Holders, Leaders, Instructors, Supervisors, Assessors or Supervising Adults in connection with an Award activity. There are exclusions and the financial benefits are low. Full details are available from DEA HQ.
- **ATC Insurance:** All Award activities (including expeditions) performed as part an authorised ATC Duty are covered by the ATC Insurance Scheme. Where doubt exists, the matter should be raised with the Wing DEA Officer who will consult Wg Cdr TG at HQAC.

Expedition Approval

Expedition approvals must be made to the following:

- Wing Adventure Training Officer – an Adventure Training Approval application for the expedition and a copy of the Expedition Notification Form (Chapter 8) should be made to the Adventure Training Officer to ensure the party is covered by the ATC Insurance Scheme.
- Wing DEA Officer – units should send a further copy of the Expedition Notification Form to the Wing Awards Officer for information.
- Ventures in Wild Country will also require the completion of a DEA “Green Form” – Expedition Notification Form for Ventures in Wild Country – this is available from the Wing Awards Officer or from the Award Web Site. On completion send the form to the Wing Awards Officer.

Approved Instructors and Assessors

Although Qualified Staff/independent assessors must assess some Sections/Levels of the Award, accredited ATC Staff and CWO’s, over 20 years of age, can be approved by the Wing DEA Officer to act as Instructors/Assessors.

Helpers	Assists the Award Leader in administration, organisation and operation of a particular aspect of the Award	Cadet or NCO with DEA experience – ie Award Holder, Adult Staff
Mentor	Supports individual Cadets in progressing through the Award, acting as a “sounding board”	Cadet or NCO with DEA experience – ie Award Holder, Adult Staff
Instructor	Helps participants improve skills in an activity.	Adult Staff or Cadets over 18 years of age – must be approved by Wing DEA Officer
Supervisor	Responsible for the safety and well being of Cadets during activities, practice and qualifying Ventures.	Adult Staff or Cadets over 18 years of age – must be approved by Wing DEA Officer
Assessor	Confirm whether Cadets have fulfilled the conditions and requirements of a practical aspect of the Award.	Adult Staff - must be approved by Wing DEA Officer.
Award Leader	Co-ordinates, monitors and advises Cadets on their Squadron/Detached Flight. In Thames Valley Wing these are called Unit DEA Officers (UDEAO).	This is the Unit DEA Officer - Adult Staff or Cadets over 18 years of age – must be notified to the Wing DEA Officer
Award Officer	Designated by Operating Authority to be responsible for all aspects of the Award by and within their Organisation – In Thames Valley Wing this is the Wing DEA Officer.	Appointed by OC Wing.

The Award Officer will maintain a log of all accredited Instructors and Assessors.

Adult Service Recognition

Meritorious adult service of at least 10 years to the DEA can be recognised by the issue of certificate bearing Prince Philip's signature.

Nominations should be made in the first instance to the Wing DEA Officer in the form of a citation stating how the DEA objectives and philosophy have been advanced in some special way.

Finance

The Award is not an "official" activity and therefore does not attract public finance.

However, activities undertaken within the "official" training syllabus can be counted towards the various Sections of the Award.

For the Expedition Section, allowances (travel, ration + pay) can be claimed using the Adventure Training Approval.

Financial support for the Award may be requested by Units from either Squadron Civilian Committees or in exceptional cases from the Wing Executive Committee.

Double Tripping

Unit DEA Officers must be aware that Cadets do not accidentally undertake one activity and gain credit for 2 or 3 components.

Cross Agency Awards

Successfully completing the higher levels of the Award may require completing sections with other agencies. For example to complete the Service Section may require involvement with the Local Authority or another organisation such as the Red Cross or St John Ambulance.

Please note - only one operating authority can sign off the completed Log Book.

Annual Report

HQAC require an annual report of all Award activities. Annually at the end of March Units will be requested to complete a short report on their award activity for compilation by the Wing Awards Officer.