

STANDARD OPERATING PROCEDURE

RESERVATION OF RETIRED AIR FORCE OFFICERS (RAFOA) HOLIDAY HOME AT AIR FORCE ACADEMY CHINA BAY

1. Reservation of RAFOA holiday home can be done exclusively by the current members of the Retired Air Force Officers' Association (RAFOA) only for a maximum period of three (3) days.
2. In the event the RAFOA member holds a foreign citizenship, it has to be specifically declared and proper authority obtained from the Ministry of Defence (MoD) through the Air Secretariat, AFHQ prior to occupying the holiday home. In order for the Air Secretariat to obtain such permission from the MoD, Secretary RAFOA will submit necessary details at least fourteen (14) days before the 01st day of occupation.
3. Reservations are to be done by submitting a duly completed Application Form which can be downloaded from the RAFOA Website. Application forms are to be submitted to the Secretary RAFOA through the e-mail address given as; rafoa@live.com
4. Secretary, RAFOA after verifying the details shall submit the application to Commandant, SLAF Academy China Bay through one of the following means;
 - a. Fax No:
 - b. E-mail Address:
5. At the same time, the Secretary, RAFOA will take action to keep the applicant informed of the approval/availability or non-availability of RAFOA Holiday home, as the case may be.
6. The checking-in-time will be 1200 hrs while check-out-time on the day of vacating is 1000 hrs.
7. The Principal Applicant shall declare the identity of all accompanying guests including him/herself at the Main Guard Room before occupying the home.
8. The retired Officer who reserves the holiday home is to inform the Academy Officers' Mess of their meal requirements either directly or through the Caretaker available. The internal telephone extension available at the Holiday home is 36040 (China Bay).
9. The payments due in respect of meals/beverages obtained from the Officers' Mess are to be settled by cash to the Treasurer Officers' Mess Fund prior to departure.
10. The reservation charges as indicated in the Application Form are to be paid to Treasurer Service Institute Fund (SIF) before vacating the facility.
11. Persons who have been dishonourably discharged from any service or persons of unacceptable character should not be invited as guests.