

AC/16863/4/P2

SERIAL NO 3
DATED 1 FEB 08

HEADQUARTERS AIR CADETS ROUTINE ORDERS

BY

AIR COMMODORE G MOULDS MBE RAF

COMMANDANT AIR CADETS

ROYAL AIR FORCE CRANWELL

OUR VISION

To ensure that the Air Cadet Organization (ACO) continues to flourish and to remain true to the ideals laid down in its charters, particularly the provision of adequate aviation and other challenging activities to enable it to attract and retain membership and thereby provide example and leadership for the country's youth.

OUR MISSION

To facilitate a modern, dynamic, sustainable air-minded youth organization of choice that offers fun and challenging opportunities.

ORDER NO 1. DISSEMINATION OF HQ AC ROUTINE ORDERS - E-MAIL/HARD COPY

1. This CRO is to be distributed by Wings to all Squadrons. Sufficient hard copies are provided by HQ AC to those who are not on e-mail.

ORDER NO 2. CHANGE OF COMMAND

2. Gp Capt M G Evans RAFR assumes command of HQ Air Cadets vice Air Cdre G Moulds RAF for the period 18 Feb – 2 Mar inclusive. (Leave)

ORDER NO 3. NEW COMPUTER INPUT NUMBER

3. As advised at the recent Wg Ad O's conference, with the advent of JPA, it is necessary to change the system of allocation of computer input numbers for new adult appointments within the Air Cadet Organization. This is because all service numbers are now issued by JPA and they are unable to issue them to us because we are not, as yet, subject to their procedures.

4. With immediate effect, therefore, new recruits into all forms of adult volunteer service will be allocated a computer number from the batch of numbers that we have previously been issued for the use of RAFVR(T) officers. Ex-Service personnel will no longer retain their service number on appointment but presently serving adult volunteers will retain their current service or CIN number.

5. The new computer input number will not include a "check letter."

ORDER NO 4. ACRHQ (S&NI) MOVE

6. Due to the phased move of ACRHQ (S&NI) to RAF Leuchars, the office will be closed from Wed 30 Jan – Wed 6 Feb 08. All are requested to minimise traffic to SNI during this time; however, in case of urgent need, staff may be contacted via D&CS Wg.

ORDER NO 5. AMENDMENT TO CRO-1 – ORDER NO 4

7. The Corps Aircraft Recognition Competition was held on 24 Nov 07 at the RAF Museum, Hendon. The performances in both the team and individual competitions were of a high standard. The competition results were:

Team

1st – 110 (City of York) Sqn representing North Region.

2nd – 1344 (Cardiff) Sqn representing W&W Region.

3rd – 38F (Perth) Sqn representing S&NI Region.

Individual

1st – CWO R Armstrong, 110 (City of York) Sqn.

2nd – FS A Roberts, 1344 (Cardiff) Sqn.

3rd – Cdt I Pirie, 379 (County of Ross) Sqn.

ORDER NO 6. OFFICERS' INITIAL COURSE

8. The following VR(T) officers recently completed their Officers' Initial Course with ATF at RAF Cranwell. On the Course these officers registered for ILM accreditation. As a result of post-course work, they have now successfully achieved the ILM Introductory Certificate in First Line Management, a Level 3 Management qualification.

Plt Off	V T	Baynes	2279 Sqn	No 2 Welsh Wg
Plt Off	H S	Brodden-Knight	241 Sqn	London Wg
Plt Off	D	Davidson	1141 Sqn	Edinburgh & S Scot Wg
Plt Off	T	Dolley	1189 Sqn	Hants & IOW Wg
Plt Off	C	Fairbrother	451 Sqn	West Mercian Wg
Plt Off	H J	Gibson	5F Sqn	S & E Midlands Wg
Plt Off	E J	Grey	---	Cowes High School CCF
Plt Off	J M	Hayes	1092 Sqn	No 3 Welsh Wg
Plt Off	T	Holroyd	250 Sqn	S & W Yorkshire Wg

Plt Off	R	Hughes	---	St Brigid's School CCF
Plt Off	C	Kelly	1206 Sqn	Staffordshire Wg
Plt Off	K	Owens	2415 Sqn	Staffordshire Wg
Plt Off	E J	Pinches	579 DF	No 2 Welsh Wg
Plt Off	P M	Reid	1461 Sqn	S & E Midlands Wg
Plt Off	S C	Robinson	211 Sqn	Thames Valley Wg
Plt Off	O R	Tomlinson	1875 Sqn	Herts & Bucks Wg
Plt Off	A	Thrower	152 Sqn	C & E Yorkshire Wg
Plt Off	S M	Walker	41F Sqn	Devon & Somerset Wg
Plt Off	M A	Ware	649 DF	Bristol & Glos Wg
Plt Off	S A	Woodburn	1262 Sqn	East Lancashire Wg
Plt Off	C F	Wrigley	1330 Sqn	EC & SM Wg

ORDER NO 7. END OF YEAR CLOSURE OF ACCOUNTS OFFICE

9. Accounts Office, HQ Air Cadets, will close to carry out essential end of year duties (P60, P14/35 production etc) at close of play Friday 14 March 2008. Please note that any claims for Easter Camp advances required must reach this office at least a fortnight before this date. Subsequently received pay claims cannot be processed for payment until after the start of the new tax year (6 April).

10. All claims for pay and allowances, and miscellaneous bills requiring payment in Financial Year 2007/08 should therefore be submitted in sufficient time to ensure payment in-year.

11. Payment of collective travel and miscellaneous bills will continue for as long as is practically possible after the afore-mentioned closure of pay and travel desks. However, as in previous years, a total closedown of the system for a limited, but unspecified, period will be required for essential end of year maintenance and re-programming by the IT Manager.

12. Please be advised that the ATC General Purposes Fund will not be affected by the above closure.

ORDER NO 8. DEFENCE HOTEL RESERVATION SERVICE (DHRS)

13. The Defence Hotel Reservation Service (DHRS) run by the Hogg Robinson Group (HRG) replaced CHBS (run by Expotel) on 1 November 2007. DHRS provides both Service and Civilian MOD personnel with a comprehensive booking service for a disparate range of good quality hotels whilst on detached duty. Full details are promulgated on the Defence Intranet.

14. There have recently been a number of occasions where either ACO Adult volunteers or MOD service/civilian personnel have not used the DHRS to book non-service accommodation. In particular, the GPC should not be used to pay for hotel bills unless specifically allowed for within the card holders' delegation. Costs incurred for hotels should be paid for by the individual and re-claimed, as appropriate, through the correct system.

15. It should, however, be reiterated that ACO Adult volunteers should only use the DHRS as a last resort, having sought the prior authority of the budget holder to do so and after obtaining a Form 95 to certify that Service accommodation is not available for the period of their duty.

ORDER NO 9. DAILY EXPENSE ALLOWANCE AT VGS

16. There have been a number of recent instances where personnel have been in receipt of pay but have additionally made claims for daily expenses allowance on Form 2970 and/or rations claims through the Wing for the same duty. The allowance is intended to recompense individuals for the cost of meals taken of necessity away from home because of ATC duty. ACP 300 Finance Instruction 316, paragraph 6 states:

“This allowance will not be issuable concurrently with pay or when personnel are fed at public expense.

17. The full details of this allowance, including daily rates and the minimum qualifying period for it, are promulgated in ACP 300 FI 316.

ORDER NO 10. THE SIR DOUGLAS BADER “WINGS” APPEAL TROPHY

18. As in previous years, the Royal Air Force Association (RAFA) “Wings” Appeal will take place during September and ATC squadrons may compete for the “Sir Douglas Bader Wings Appeal Trophy” for the year 2008. The Trophy is awarded to the ATC squadron collecting the most money on a per capita basis, using Sep 08 Stats as a baseline. The squadron achieving second place is awarded the “Sir Augustus Walker Trophy”, and the “Sir Robert Saundby Trophy” would be awarded for collecting the highest net Wings Appeal amount.

19. It is permissible to collect for the Appeal throughout the year as required and not just during “Wings Week”.

20. Each squadron wishing to enter the competition is required to obtain an official receipt from its local RAFA branch and forward it through its Wing HQ to HQ AC Accounts. Entries received after Friday 28 Nov 08 shall unfortunately be excluded from the competition.

21. It is appreciated that some squadrons who, whilst assisting their local RAFA branch to collect for the Appeal, may not wish to enter the competition. However, these squadrons are requested to inform HQ AC (Accts) through their Wing HQ of any amount they have collected for the RAFA by the end of November. This will allow an estimate to be made of the full amount collected by the Corps.

ORDER NO 11. CADET LEADERSHIP COURSES – CADET TRAINING CENTRE – JULY 2008

22. Applications are now invited for the 2008 Series of Cadet Leadership Courses – Cadet Training Centre – July 2008. These courses will be held at CTC Frimley Park on the following dates.

Course No 112:	06 – 12 Jul 08
Course No 113:	13 – 19 Jul 08
Course No 114:	20 – 26 Jul 08

23. To be eligible for these courses, cadets must have reached their 16th birthday but normally not their 18th birthday at the time of attending the course.

- a. The upper limit may be extended by 12 months where an otherwise eligible cadet is recommended for special consideration.
- b. In the opinion of the Sqn Cdr, have the capacity to benefit from the course.
- c. Be a Senior or Staff Cadet. Intend to remain in the Corps for at least one year after completing the course.
- d. Be physically fit enough to meet the considerable demands of this strenuous course (note: the Sqn Cdr will be required to sign a declaration on the application form).
- e. Be free from any medical condition which would prohibit their taking part in strenuous activities (The person with parental responsibility will be asked to complete a form on the cadet's medical history and forward it with the application. Not have attended a previous leadership course at Frimley Park or Stafford.

24. Selection will be made by HQ AC on the basis of the recommendations of the Sqn, Wg and Rgnl staff. Selections and reserves will be notified to Wg and ACRHQs. Closing date for applications is 28 Mar 2008.

25. Cost: £34. This covers all costs at Frimley Park including a photograph and Cadet Leadership Course badge. This fee is Non-Refundable for those who fail to arrive or are sent home on disciplinary grounds.

ORDER NO 12. AIR CADET LEADERSHIP COURSES – ADULT STAFF

26. RAFVR(T) Officers, both male and female, are required to fill positions as Directing Staff for the 3 ATC Cadet Leadership Courses to be held at Frimley Park during July 2008. Volunteers should be fit, committed and possess a sense of humour. Interested officers should contact Mrs Cathy Houghton on Tel: 01400 267621 or E-mail: tgadmin@atc.raf.mod.uk - giving the course dates during which they could be available.

ORDER NO 13. ENTITLEMENT TO FEMALE SLACKS

27. In accordance with the scales contained within AP830 Volume 3 (6th Edition), all Female personnel including cadets are entitled to 1 pair of medium weight slacks. Those Sqn's with bands in particular should ensure that all female members have this item of clothing.

ORDER NO 14. FULL-BORE SHOOTING - 2008

28. Dates for 2008 are:

- a. **Pre-Bisley (Inter-Service Cadet Rifle Meeting (ISCRM)) Competition.** This Competition runs from 1 Mar to the end of May 08. The attached Score Sheet is to be returned to Sqn Ldr Shepperd (2 Romilly Gardens, Plymouth, PL7 2FF) by no later than 30 May 08. No other score sheet will be accepted. We will telephone/email team coaches as soon as possible after 30 May to confirm whether they are in the top 55 teams and thus eligible to attend the ISCRM.

- b. **Target Rifle Coaching Course.** The Course will be held at Beckingham from 15 – 20 Mar 08. To date six individuals have applied to attend. Further details will be circulated to Wg HQs in due course.

- c. **Pre-ISCRM Shooting Camp.** The top 10 teams in the Pre-Bisley Competition will be invited to attend this Camp from 5 to 9 Jul 08 using the Beckingham Ranges.

- d. **ISCRM.** The ISCRM takes place at Bisley from 11-13 Jul 08, assembling 10 Jul.

- e. **Cadet Inter-Service Skill-at Arms Meeting (CISSAM).** The top 20 ATC teams in the First Round of the Montgomery of Alamein Competition will be invited to participate in the CISSAM at Pirbright over 3 days, from 24 to 26 Oct, assembling 23 Oct (dates TBC). The top qualifying ATC Team will be awarded the Commandant's Cup. The First Round must be completed and registered by 15 Sep 08. Details concerning the First Round of the Montgomery of Alamein Competition have previously been circulated.

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PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK AND POST/FAX/EMAIL TO BE RETURNED BY 30 MAY 08

AIR CADET PRE-BISLEY (INTER SERVICE CADET RIFLE MEETING (ISCRM)) COMPETITION 2008

SQN Wg

Date of Shoot (between 1 Mar-end of-May) Range

300 YARDS

Cadets (Initials and Name)	1	2	3	4	5	6	7	TOTALS
1.								
2.								
3.								
4.								
TOTAL								

500 YARDS

Cadets (Initials and Name)	1	2	3	4	5	6	7	TOTALS
1.								
2.								
3.								
4.								
TOTAL								
GRAND TOTAL								

Coach _____

Signed _____ Witnessing Officer appointed by Wg CO

Date _____ Unit _____

INDIVIDUAL TOTAL SCORES	HOME ADDRESS OF COACH (Including Postal Code) (for Bisley correspondence)
1.	
2.	
3.	
4.	

TEAM CAN/CANNOT ATTEND PRE-BISLEY CAMP

Tel (Mobile) _____

NB. If you do not complete the above declaration we will assume that you do not wish to attend the Pre-ISCRM Camp

Tel (Home) _____

Tel (Work) _____

E-mail _____

ANY EXPLANATORY NOTES OVER LEAF

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Original Signed

T N BOULTON (MRS)
DPSO
for Comdt AC