

HQ DEVON & SOMERSET WING ROUTINE ORDERS

BY

WING COMMANDER B W WILLS-POPE MBE RAFVR(T)

ORDER NO 1 - DISSEMINATION OF HQ DEVON & SOMERSET ROUTINE ORDERS

1. This WRO is to be distributed 1 copy for office use, 1 copy for the cadet notice board and 1 copy for the Squadron Chairman.

ORDER NO 2 – CHANGE OF COMMAND

2. With effect from 19 Dec 06, Plt Off S Walker was appointed Officer in Charge of 41F (Taunton) Sqn. Sqns/DFs are to amend their records accordingly.

ORDER NO 3 – ATTENDANCE AT ATC DUTIES DURING PERIODS OF CERTIFIED SICK LEAVE

3. In accordance with AP 1919 para 1214 all ATC staff are strictly forbidden from carrying out duties of any kind if they are on certified sick leave, irrespective of whether sick leave has been granted under ACO authority or by a civilian employer.

ORDER NO 4 - AIR CADET LEADERSHIP BADGE

4. With immediate effect, those cadets who successfully complete the ACF led Nescliffe Leadership camp will be entitled to wear the ACO leadership badge, including those who have completed the course in earlier years.

ORDER NO 5 - WEAPON HANDLING TESTS

5. The Competence Through Experience (CTE) qualifications for conducting Weapon Handling Tests will be discontinued after Dec 06. A revised course has been introduced and, once completed, will enable qualified personnel to conduct WHTs, however, the number of courses available is limited. As a result of the reduced number of courses available, with immediate effect, it is Devon & Somerset Wing policy that shooting courses to qualify personnel to conduct WHTs will take priority over all Wing and Sqn activities, with the exception of those activities prioritised by ACRHQ(SW) and Corps policies.

ORDER NO 6 - EXTENSIONS OF SERVICE

6. Unit Commanders are to ensure that Extensions of Service applications for their staff are returned to WHQ within 2 weeks of receipt.

ORDER NO 7 - ADVENTURE TRAINING

7. **Physical Contact and Capture.** During any exercise involving "Capture" by another group, cadets are not to be tied up in any fashion or subjected to interrogation, either physically or mentally. Direct and deliberately physical contact is to be avoided at all times. "Capture" exercises are to end when a cadet is found or captured. Prisoner handling techniques, conducted after capture and/or resistance to interrogation in any form, are strictly forbidden.

ORDER NO 8 - ADVENTURE TRAINING APPLICATIONS

8. Adventure Training applications should be received at WHQ six weeks in advance of the date the training is to take place. Anything received less than 3 weeks in advance may not be dealt with.

ORDER NO 9 - REPRESENTATIVE SPORT AND ANNUAL CAMPS

9. **Sport.** The age conditions for cadets to participate in the various sporting activities of the Corps are detailed in ACTI 66. The same ACTI dictates that all participants must also be "bonafide enrolled cadets".

10. **Camps.** Eligibility for attendance at camps is clearly laid out in ACP 237 para 3.27. Cadets must be at least 13 years 3 months, be enrolled and at least a First Class Cadet. For attendance at an overseas camp they must be at least 15 years old and must have attended at least 1 UK camp.

We have recently been guilty of offending against the regulations in both areas. Unit Cdrs are responsible for checking the eligibility of all cadets (and staff) before submitting their names for consideration.

ORDER NO 10 - SOUTH WEST (SW) REGION ATC – NO SMOKING POLICY

11. In the light of overwhelming evidence of the deleterious effects of tobacco smoke, that has both primary and secondary effects, and in the interest of setting a good example to juniors, smoking in the SW Region, in offices controlled or administered by the ATC is forbidden. This should ensure, within the smoking context, a healthy and risk free environment for cadet activities.

ORDER NO 11 - COUNTERSIGNING OF CLAIM FORMS

12. Unit Commanders are to note that Section 3 of RAF Form 1771 (Revised) – the Countersigning Officer's Certificate – is only to be signed by the Wing Admin Officer, as the Wing budget holder, and **NOT** by the Unit Commander. It is incumbent on Unit Commanders, however, to check all claims to ensure that they are fully completed including car model and cc, nature of duty and that in no circumstances are they to sign their own claims. The Unit Commander's initials near Section F would suffice to indicate his endorsement of the claim.

13. From a regularity point of view Sqn Cdrs who are related to other personnel on their Sqns or within the Wg cannot authorise/sign their claims. The solution to this within Devon & Somerset Wg which has been authorised by HQAC is as follows. A Sqn Cdr is to sign and certify on the claim that he/she confirms that the duty took place and the duty has not been claimed before. The claim is then sent to the WAdO, WHQ for

countersignature/authorisation. Claims that do not contain the above certification will be returned to Sqns.

ORDER NO 12 - EMPLOYER'S LIABILITY INSURANCE

14. Sqns/DFs are to note that Employer's Liability Insurance is no longer provided by the ATC Insurance Scheme. Those units employing staff using their own welfare funds, i.e. cleaner/canteen staff etc, are to ensure that suitable cover is in place.

ORDER NO 13 – CADETS CONTRIBUTION TO MESSING (WEF 1 APR 06)

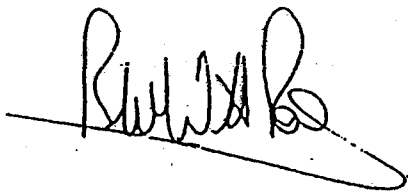
15. For each day that messing is provided under Service arrangements, e.g. annual camps, cadets pay a standard contribution towards messing. There has, however, recently been a change to the regulations regarding cadet contribution towards messing. With effect from 1 Apr 06 for each day, or part day, that messing is provided by a Service mess, cadets pay a standard contribution towards messing for the full day only. This includes VAT as a service has been provided. The previous system of half-day contributions by cadets has been discontinued. The new single rate is promulgated below.

16. The rate of contribution has been set for the Financial Year 2006/07 at the following rate (wef 1 Apr 06):

a. **Full Day:** £1.14 + 20p VAT per cadet per day = £1.34

17. Officers responsible for the collection of these contributions where cadets receive messing under Service arrangements are to ensure that this rate is collected from each cadet.

18. When Cash in Lieu of Rations (CILOR) is issued, the cadet element is £1.14. VAT is not collected as no service is deemed not to have been provided. The amount of CILOR due is paid by HQ AC less the cadet's contribution. Therefore, staff are to collect the appropriate cadet contribution stated above and when added to the CILOR paid by HQ AC, the full CILOR allowance is achieved.



B W WILLS-POPE
Wing Commander
Commanding Officer

PART 2 – PERSONNEL

COMMISSIONS

1. Fg Off J C Sharp, 1064 Sqn, wef 27 Nov 06.
Plt Off G Tame, 1064 Sqn, wef 4 Dec 06.

OFFICERS – PROMOTIONS

2. Plt Off to Fg Off, C J Chelley, 2381 Sqn, wef 8 Dec 06.

OFFICERS – TRANSFERS & RESIGNATIONS

3. Fg off T J Huckstep, 1146 Sqn, terminated wef 21 Nov 06.
Flt Lt R Hendry, 65 Sqn, resigned wef 25 Oct 06.

OFFICERS – EXTENSION OF SERVICE

4. Flt Lt D Shaddick, WHQ, extended to 22 Sep 10.
Flt Lt G Clapp, 299 Sqn, extended to 28 Jan 11.
Flt Lt F C White, 914 Sqn, extended to 9 Aug 10.

ADULT SERGEANTS – APPOINTMENTS

5. A/Sgt M G H Burnell, 290 DF, appointed wef 7 Dec 06.
A/Sgt D K Harratt, 1013 Sqn, appointed wef 7 Dec 06.

ADULT SERGEANTS – RESIGNATIONS & TRANSFERS

6. A/Sgt Z Hill transferred from 20 Sqn to 2401 Sqn wef 1 Nov 06.

CHAPLAINS – EXTENSIONS

7. R Brown, 65 Sqn, extended to 4 Oct 09.

CIVILIAN INSTRUCTORS – EXTENSIONS & APPOINTMENTS

8. Mr P R J Kelly, 200 Sqn, appointed wef 27 Jun 06.
Miss L M Blackburn, 1955 Sqn, appointed wef 29 Jul 06.
Mr L M Magee, 13 Sqn, appointed wef 9 May 06.
Mr C B Watkins, 1955 Sqn, extended to 27 Mar 11.

CIVILIAN INSTRUCTORS – RESIGNATIONS & TRANSFERS

9. Mr A D Heath, 200 Sqn, resigned wef 6 Sep 06.

WARRANT OFFICERS – APPOINTMENTS, RESIGNATIONS & TRANSFERS

10. M S Doman, 2282 Sqn, relinquished wef 31 Dec 06.
Toomey, 299 Sqn, relinquished wef 24 Jan 07.
G hilsdon, 326 Sqn, appointed wef 5 Dec 06.
A Cairns, 2277 Sqn, appointed wef 5 Dec 06.

CADETS – MARKSMANSHIP BADGES

| | | | |
|-----|-----------------|----------|-------------------|
| 11. | F/Sgt A Bowden | 20 Sqn | Sqn Marksman |
| | Sgt Green | 65 Sqn | “ “ |
| | Cdt Back | 65 Sqn | “ “ |
| | Cdt Parsons | 65 Sqn | “ “ |
| | Cdt Partridge | 65 Sqn | “ “ |
| | Cdt A Symons | 326 Sqn | Corps “ |
| | Cdt N Shepherd | 326 Sqn | “ “ |
| | Cdt A Slee | 326 Sqn | Wing “ |
| | Cdt A Porter | 326 Sqn | Sqn “ |
| | Cdt M Lang | 326 Sqn | Wing “ |
| | Cdt C Metherell | 326 Sqn | Regional Marksman |
| | Cdt Miles | 1013 Sqn | “ “ |
| | Cdt N White | 2282 Sqn | Sqn “ |
| | Cdt T Shaw | 2282 Sqn | “ “ |
| | Cdt K Gibbs | 2282 Sqn | “ “ |
| | Cdt C Harris | 2282 Sqn | “ “ |
| | Cdt B G Grub | 2282 Sqn | “ “ |
| | Cdt T Whittock | 2282 Sqn | “ “ |

CADETS – GLIDING

12. Cdt Sgt s Green, 65 Sqn, G.S. Silver Wings Solo.
Cdt Cpl J Lear, 290 Sqn, “ “ “ “
Cdt Sgt A Weeks, 1013 Sqn, “ “ “ “
Cdt Cpl C Klass, 1032 Sqn, “ “ “ “
Cdt Cpl M Lusted, 1032 Sqn, “ “ “ “
Cdt Sgt H Mack, 1146 Sqn, “ Blue Wings.
Cdt Cpl D Eade, 1955 Sqn, “ Silver Wings.
Cdt Cpl S Oliver, 2019 Sqn, “ Blue Wings.
Cdt Sgt S Tolson, 2277 Sqn, “ Silver Wings.
Cdt Cpl D Feather, 2282 Sqn, “ “ “
Cdt F/Sgt E Rees-Langley, 2282 Sqn, G.S. Blue Wings.

CADETS – DUKE OF EDINBURGH

| | | | |
|-----|--------------|---------|------|
| 13. | R Murrin | 299 Sqn | Gold |
| | W Murley | 299 Sqn | “ |
| | T Stanwell | 326 Sqn | “ |
| | M Horswill | 326 Sqn | “ |
| | G Hilsdon | 326 Sqn | “ |
| | J Heard | 326 Sqn | “ |
| | M Edwards | 326 Sqn | “ |
| | L Currington | 326 Sqn | “ |
| | C Bragg | 326 Sqn | “ |

AIR CADET PILOT SCHEME

14. Cdt F/Sgt J Groom, 200 Sqn.

WING DIARY

| <u>Date</u> | <u>Event</u> | <u>Venue</u> |
|-----------------------------|--|-----------------------|
| <u>FEBRUARY 2007</u> | | |
| 11 | Inter-Wing Rugby Championships | RAF Lyneham |
| 11 | Inter-Wing Junior Netball Championships | RAF Lyneham |
| <u>MARCH 2007</u> | | |
| 4 | Inter-Wing Senior Soccer Comp | RAF Lyneham |
| 4 | Inter-Wing Senior Hockey Comp | Marlborough College |
| 4 | Somerset Inter-Cadet Orienteering | Yoxter |
| Week Comm. 5 | Examinations | |
| 9-11 | Wing Training Weekend | Fremington |
| 24 | Wing Dinner | RNAS Yeovilton |
| <u>APRIL 2007</u> | | |
| 18 Apr – 2 May | Easter Camp | Cyprus |
| 27 – 29 | Wing Adventure Training Weekend | Willsworthy |
| 28/29 | Devon Inter Service Cadet Pentathlon | HMS Raleigh |
| 28/29 | ACF South West Region Pentathlon | HMS Raleigh |
| 29 | Inter Squadron Athletic Championships | Exeter Arena |
| <u>MAY 2007</u> | | |
| 11-13 | Ten Tors | Dartmoor |
| 13 | Shooting | Yoxter |
| Week Comm. 14 | Examinations | |
| 18-20 | Wing Training Weekend | Fremington |
| <u>JUNE 2007</u> | | |
| 3 | Inter Wing Athletic Championships | Tidworth |
| 11/12 | Liaison visit to Royal Navy | Portsmouth |
| 17 | Shooting | Yoxter |
| 22-24 | Wing AT Competition | Woodbury Common |
| 30 | ATC National Athletic Championships | Cosford |
| <u>JULY 2007</u> | | |
| 17-18 | Inter Cadet Competition | Piers Cellars |
| 21-28 | Summer Camp | RAF Brize Norton |
| 28 Jul – 4 Aug | Summer Camp | RAF Brize Norton |
| <u>AUGUST</u> | | |
| 1-8 | Germany Camp | Rheindahlen |
| 4-11 | Summer Camp | RAF Brize Norton |
| 4-11 | Windermere Week | Lake District |

WING DIARY (Cont'd)

| <u>Date</u> | <u>Event</u> | <u>Venue</u> |
|-----------------------------|-------------------------------|---------------------|
| <u>OCTOBER 2007</u> | | |
| 6 | Regional Swimming Competition | |
| 7 | Regional Activities Day | |
| 12-14 | Training | |
| 14 | Shooting | Yoxter |
| 20-27 | Royal Griffin | Penhale |
| <u>NOVEMBER 2007</u> | | |
| Week Comm. 12 | Examinations | |

