

**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 1 Apr 07, Flt Lt B Davies assumes command of 876 (Brixham) Sqn vice Flt Lt C Perkins.
3. With effect from 1 Apr 07, Flt Lt C Perkins transfers to 200 (Torquay) Sqn – Sqn Officer.
4. With effect from 1 Apr 07, Plt Off D Eke is appointed Officer in Charge of 421 (Totnes) Sqn vice Flt Lt B Davies.
5. With effect 13 Jan 07, Flt Lt K Jenkins assumed command of 1146 (Barnstaple) Sqn vice Flt Lt C Haywood.
6. With effect from 13 Jan 07, Flt Lt C Haywood transfers to 1146 (Barnstaple) Sqn – Sqn Officer.

**ORDER NO 3 – THE DEFENCE DISCOUNT DIRECTORY**

7. Following an enquiry regarding the possibility of the ACO utilising some of the offers in the Defence Discount Directory, HQAC has confirmed that the sponsors are content that ACO personnel, including adult volunteers and cadets of all ages, may utilise the offers.
8. Further information can be found at the Defence Discount directory website **[www.forcesdiscount-mod.co.uk](http://www.forcesdiscount-mod.co.uk)**. Each advertisement is published with its own particular caveats which state clearly who may take advantage of the offers; for example some benefits may only be available to one Service. The website requires a registration under particular categories; the options are “Regulars”, “Reserves”, “MOD Civil Servants”, “Veterans” or “Cadets”; adult volunteers should register under “Reserves” and cadets under “Cadets”.
9. Owing to the number of units within the ACO the sponsors are not able to provide copies of the Defence Discount Directory booklets, however, access is available through the website highlighted in paragraph 2 above. The ACO Website will be updated to include a link to the Defence Directory homepage in due course and the information will be the subject of a CRO 6 monthly repeat order.

#### **ORDER NO 4 - APPLICATIONS FOR RAFVR(T) COMMISSIONS AND SNCO APPOINTMENTS**

10. It is Wing policy that Squadron Commanders wishing to nominate candidates for RAFVR(T) commissions or SNCO appointments should, in the first instance, **consult their appropriate Wing Staff Officer**. Wing HQ will only issue Form 1459 when requested by the Wing Staff Officer.

#### **ORDER NO 5 - CASUALTY PROCEDURE**

11. Personnel are reminded that any accident which results in death or injury to ATC adult personnel, Honorary Chaplains or cadets and occurring in the course of ATC duty, approved sporting or social activity is to be reported immediately in accordance with ACP 20B Instruction 202.

#### **ORDER NO 6 - CHAIN OF COMMAND**

12. Unlike in the strict hierarchical environment of the regular Service, it can be particularly difficult for Unit Commanders in such a disparate organisation as the ATC to staff the more difficult and sensitive business through the chain of command in a timely and accurate fashion. However, if business is not conducted in such a manner there will always remain the potential for mis-information and embarrassment, particularly where letters have been written without due thought to the possible consequences – there have been examples! Remember that a quick telephone call will often pave the way for the more formal written word.

13. Wing Staff Officers and Unit Commanders are to foster and ensure the use of the Chain of Command. Problems, or otherwise, at unit level that need to be elevated are to be done so through the WSO, the WCO, WHQ, RHQ etc. There are to be no short cuts.

#### **ORDER NO 7 - SUBMISSION OF ACCTS FORM 4**

14. Squadron Commanders are to note that the Accts Form 4 is to be submitted to Wing HQ, complete at Part A, at least 14 days before the date of the proposed journey together with estimates from a civilian hirer if applicable.

#### **ORDER NO 8 - RESIGNATION OF CIVILIAN INSTRUCTORS**

15. It is the responsibility of Unit Commanders to send a resignation form to WHQ when Civilian Instructors leave the squadron.

#### **ORDER NO 9 - CHANGE OF CIVILIAN STAFF**

16. It is the responsibility of Unit Commanders to inform WHQ of any change of chairman or treasurer, as there are forms to be filled in.

#### **ORDER NO 10 - CHANGE OF ADDRESS FOR SQUADRON STAFF**

17. It is the responsibility of Unit Commanders to inform WHQ of any change of address for squadron staff as soon as possible.

### **ORDER NO 11 - CIVILIAN INSTRUCTORS**

18. Unit Commanders are to note that Civilian Instructors should not be entered in the location statement until they have been officially cleared by HQAC, which means they have to be in receipt of their Certificate and a CIN No.

### **ORDER NO 12 - SECONDARY AND SPECIALIST DUTIES**

19. Officers and AWOs who wish to be appointed to Secondary Duties or Wing Specialist Duties, which are not directly associated with their individual Squadron are to seek authority to do so through their Commanding Officer and WSO. Personnel are reminded to use the Chain of Command when approached to take on additional Secondary Specialist Duties.

### **ORDER NO 13 - BADGES**

20. The only approved badge to be worn in addition to those listed in ACP 20B ACAI 204 for cadets of Devon & Somerset Wing is the Nijmegen March Bar.

### **ORDER NO 14 - JERSEY BG – FLYING BADGES**

21. The Flying Scholarship and Gliding badges are not to be “stuck” on uniform clothing but are to be neatly stitched. On occasions where these badges have been stuck on and subsequently removed when the garment was returned to stores, damage to the jersey has made it unfit for re-issue.

### **ORDER NO 15 - APPOINTMENT OF CADET WARRANT OFFICERS**

22. Squadron Commanders are reminded that the appointment of Cadet Warrant Officers is not effective until your Wing Staff Officer has presented the certificate and badges on behalf of the Wing Commander.

### **ORDER NO 16 - EQUAL OPPORTUNITIES**

23. The Air Cadet Organisation (ACO) wholeheartedly supports the principle and implementation of equal opportunities in employment and opposes all forms of discrimination on the grounds of sex (except where necessary for the maintenance of combat effectiveness), race, religion, ethnic origin, or marital status. Thus, within the framework of current legislation every possible step will be taken to ensure that individuals are treated equitably and that decisions on recruitment, selection, training, career development and promotion are based solely on objective and justifiable criteria. Furthermore, it is the clear aim of the ACO to make full use of the talents and resources of all its personnel and to provide a healthy environment which will encourage good and productive working relations within the Organisation and which will contribute to its operational efficiency.

17. Full details of the ACO’s Equal Opportunity Policy is published in ACP 20B AI No 203 and is readily accessible both from Unit and Wg HQs. It is vital that all personnel, irrespective of rank or status, understand and accept their personal responsibility towards equal opportunities and embrace the letter, and spirit, of the law. The ACO position is clear and unequivocal: discrimination, harassment or bullying and will not be tolerated. All personnel are to respect and act in accordance with this policy.

Failure to do so will be viewed most seriously and may result in formal disciplinary or administrative action.

18. Every member of staff, uniformed or civilian, has the right to submit a formal complaint if he or she believes that a breach of any aspect of the ACO's Equal Opportunities policy has taken place. However, where an incident does not amount to a serious offence and is the first such incident involving 2 parties, the complainant is urged to try to resolve the situation by informal means. Where a complainant wishes to discuss an incident 'in-confidence' before making the decision on whether to proceed with a complaint, he/she is advised to contact the HQ AC Equal Opportunities Adviser, (DPSO Ext 7639).

19. Details of how to initiate a complaint are contained in ACP 20B AI No 203. All complaints will be investigated thoroughly, impartially and in the strictest confidence.

20. Any individual who hampers an investigation, victimises a complainant, or who knowingly makes a malicious or exaggerated allegation may commit an offence and may therefore be subject to administrative and/or disciplinary action.

#### **ORDER NO 17 - TRANSPORTATION OF ARMS AND AMMUNITION**

21. Unit Commanders are to ensure that ACP 26 Chap 4 concerning orders for the transportation of arms and ammunition are meticulously adhered to. Particular attention is drawn to the need always to have a member of staff or cadet over aged 18 as escort in addition to the driver of the vehicle.

#### **ORDER NO 18 - SW REGIONAL WEBSITE**

22. The Region has a website, **WWW.AIRCADET.INFO**. This contains many courses available to adults and cadets together with new items. Please encourage all personnel to visit the site to get up-to-date information.

#### **ORDER NO 19 - DESPATCH OF MAIL**

23. Sqn Cdrs are to ensure that mail despatched from Sqns/DFs are weighed correctly and that the appropriate postage is paid. Incorrect postage results in unnecessary delays, added expense and missed deadlines.

#### **ORDER NO 20 - WEARING OF UNIFORM**

24. In accordance with AP 1919 and Queen's Regulations, members of the ATC are entitled to wear uniform only when attending an authorised meeting or parade or when specially sanctioned by the Wing CO. VR(T) Officers and AWO & ASNCOs are strongly discouraged from using Public Houses when in uniform. Cadets over the age of 18 are not to use Public Houses whilst dressed in ATC uniform.

#### **ORDER NO 21 - APPLICATION FOR COMMISSIONING OR APPOINTMENT TO ASNCO AND CI**

25. OC Sqns/DFs are to ensure that personnel who wish to apply for commissioning or appointment to ASNCO and CI meet fully the eligibility requirements set down in AP 1919 Chapter 3 and ACP 20B, ACAIs 221, 222 and 223 respectively.

**ORDER NO 22 - HEALTH & SAFETY – ANNUAL REVIEW OF ARRANGEMENTS STATEMENTS**

26. In accordance with ACP 5, a current H&S Arrangement Statement must be completed and displayed in all ACO buildings. OCs are reminded to review their statement at the beginning of March each year to ensure that it reflects the current situation, eg change of personnel.

**ORDER NO 23 - COMPLETION OF RAF/ACCTS F1771**

27. In order to reduce the collective burden involved with returning RAF/ACcts Form 1771 to originators, it is essential that as much relevant information as necessary is annotated on the forms to HQAC Accounts for processing. Although not an exhaustive list, the following are common causes for the return of claims and may be used as a quick checklist of items to consider:

28. Motor mileage – if there is a diversion and the route taken is affected whereby greater mileage is incurred, write this on the claim form. Include pertinent factors such as new by-passes or impassable roads in poor weather, which may increase the mileage claimable. Any “camp running” mileage should be identified as far as possible. Ensure annotation of dates and times of journeys claimed.

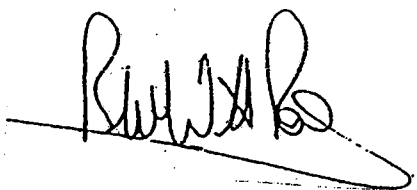
29. Define the nature of the duty – i.e. RAF F1771 is not to be used for Home to Duty Claims. Name all ACO passengers on the duty journey; if this involves additional mileage during their collection, describe the route and the estimates mileage involved.

30. Remember to ensure original signatures by the claimant and the countersigning officer are completed and correction fluid is not used on claim forms.

31. Please attach receipts where applicable.

**ORDER NO 24 - REVISED PROCEDURES FOR THE PAYMENT OF ACO UTILITY INVOICES.**

32. All squadron treasurers and OC's are reminded that ACO has transferred the responsibility and attendant funding for the payment of Utility invoices (electricity, gas and water) to Reserve Forces and Cadets Associations (RFCA's) for all invoices relating to the period since 1 Apr 06. Accordingly, such invoices should be forwarded with a covering headed letter to the Finance officer at the appropriate RFCA. Remaining invoices covering a period prior to this date, which will continue to decline in volume, should continue to be presented to HQAC Accounts for processing via Defence Bills Agency (DBA). Any invoices covering the period after the start of FY 06/07 misdirected to HQAC will be forwarded as required, but will incur an unnecessary delay as a result. Any queries should be directed in the first instance to Org 2 (Ext 7881) or Accounts staff on Exts 7780 or 7634.



**B W WILLS-POPE**  
Wing Commander  
Commanding Officer



## **CADETS – MARKSMANSHIP BADGES (Cont'd)**

Cdt F/Sgt S Pitman	2277 Sqn	Sqn Marksman
Cdt O Yoosefinejad	2277 Sqn	Sqn “
Cdt O Veryard	2277 Sqn	Sqn “

## **CADETS – GLIDING**

9. Cdt F/Sgt M Jeffery, 2277 Sqn, Advanced Gliding Standard, Gold Wings.  
Cdt Cpl s Thomas, 290 Sqn. G.S., Solo, Silver Wings.  
Cdt F/Sgt E Cresswell, 41F Sqn, G.S., Blue Wings.

## **CADETS – DUKE OF EDINBURGH AWARD**

10. H Trayler-Clarke 299 Sqn Gold

## **NOTICES**

1. The following cadets from 326 (Hartland) Sqn have been awarded Provisional VHF Certificates following training at their squadron and satisfactory completion of a written examination and a practical test in operating radios:-

F/Sgt T Stowell  
Cpl J Dawkins  
Cpl S Mellor  
Cpl D Slee  
Cdt M Harding  
Cdt L Reynolds  
Cdt S Toase  
Cdt C Teague  
Cdt M harding

2. The following cadets from 1079 (Tiverton) Sqn have been awarded provisional VHF certificates on completion of a weekend course:-

Cdt C Dowzell  
Cdt T Hill  
Cdt J Norris  
Cdt I Graham  
Cdt J Moyle  
Cdt L Johnson  
Cdt J Pike  
Cdt N West

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## WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<b><u>MARCH 2007</u></b>		
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
<b>24</b>	<b>Wing Dinner</b>	<b>RNAS Yeovilton</b>
<b><u>APRIL 2007</u></b>		
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
<b>29</b>	<b>Inter Squadron Athletic Championships</b>	<b>Exeter Arena</b>
<b><u>MAY 2007</u></b>		
11-13	Ten Tors	Dartmoor
13	Shooting	Yoxter
Week Comm. 14	Examinations	
18-20	Wing Training Weekend	Fremington
<b><u>JUNE 2007</u></b>		
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
<b><u>JULY 2007</u></b>		
17-18	Inter Cadet Competition	Piers Cellars
21-28	Summer Camp	RAF Brize Norton
28 Jul – 4 Aug	Summer Camp	RAF Brize Norton
<b><u>AUGUST</u></b>		
1-8	Germany Camp	Rheindahlen
4-11	Summer Camp	RAF Brize Norton
4-11	Windermere Week	Lake District
<b><u>SEPTEMBER 2007</u></b>		
16	Battle of Britain Parade	Exeter
22/23	Wing Activities Weekend	Fremington
30	Inter-services shooting competition	Yoxter

## WING DIARY (Cont'd)

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