

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 NAME OF NO 2277 (CASTLE CARY & DISTRICT) SQN

2. Notice is given that with effect from 2 Oct 06, No 2277 (Castle Cary & District) Sqn became No 2277 (Castle Cary & Wincanton) Sqn.

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 - WEAPON HANDLING TESTS

4. The Competence Through Experience (CTE) qualification 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 5 - EXTENSIONS OF SERVICE

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

ORDER NO 6 - ADVENTURE TRAINING

6. 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 deliberate 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 7 - ADVENTURE TRAINING APPLICATIONS

7. 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 6 weeks in advance may not be dealt with.

ORDER NO 8 - REPRESENTATIVE SPORT AND ANNUAL CAMPS

8. 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”.

9. 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.

10. 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 9 - SOUTH WEST(SW) REGION ATC – NO SMOKING POLICY

11. In the light of overwhelming evidence of the deleterious effects of tobacco smoke, that as 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 10 - COUNTERSIGNING OF CLAIM FORMS

10. 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.

11. 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 11 - EMPLOYER’S LIABILITY INSURANCE

12. 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 12 - SW REGIONAL WEBSITE

13. 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 13 - DESPATCH OF MAIL

14. 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 14 – CADETS CONTRIBUTION TO MESSING (WEF 1 APR 07)

15. For each day that messing is provided under Service arrangements, eg 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 07 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 2007/08 at the following rate (wef 1 Apr 07):

a. **Full Day:** £1.24 + 26p VAT per cadet per day = £1.50

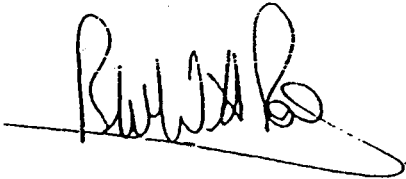
17. Officers responsible for the collection of these contributions where cadets receive messing under Service arrangements are to ensure that this rate is collected from each cadet.

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.

ORDER NO 15 – JUNIOR LEADERS COURSE

19. The following cadets have been appointed Junior Leaders after successfully passing the course.

Sgt J Winyard	13 (City of Exeter) Sqn
Sgt P Hayward	722 (Chivenor) Sqn
Sgt R F Colgan	914 (Glastonbury/Street) Sqn
Sgt S Flanary	1322 (Newton Abbot) Sqn



B W WILLS-POPE
Wing Commander
Commanding Officer

PART 2 – PERSONNEL

OFFICERS – TRANSFERS

1. Flt Lt W Hamlen, 2282 Sqn, transferred to Sqn Officer 914 Sqn, wef 5 Apr 07.

CIVILIAN INSTRUCTORS – EXTENSIONS & APPOINTMENTS

2. Mr C J Freeborn, 421 Sqn, appointed wef 31 May 06.
Miss H Cunningham, 1146 Sqn, appointed wef 17 Jun 06.
Mr W J Vinnicombe, 2469 Sqn, appointed wef 9 Mar 07.

CADETS – MARKSMANSHIP BADGES

3. Cdt B Cribb 2282 Sqn Sqn Marksman
Cdt Cainey 2469 Sqn Wing Marksman

CADETS – GLIDING

4. Cdt S Mellor, 326 Sqn, G.S. Blue Wings.

NOTICES

1. The following cadets were awarded provisional VHF/UHF certificates after attending the recent weekend course at Fremington Camp:-

Cdt M Lawson	13 Sqn
Cdt D Wright	20 Sqn
Cdt M Oldham	20 Sqn
Cdt N Hudson	299 Sqn
Cdt J Treanor	299 Sqn
Sgt F Cossens	914 Sqn
Cdt A Anstis	1031 Sqn
Cdt T Williams	1031 Sqn
Cdt A Roberts	1064 Sqn
Cdt T Wilkins	1064 Sqn
Cdt E Lloyd	1322 Sqn
Cdt C Oliver	1322 Sqn
Cdt M Boom	2019 Sqn
Cdt J Mayo	2019 Sqn
Cdt B Salter	2019 Sqn
Cdt J Adams	2401 Sqn

2. The following cadets were awarded full VHF/UHF certificates after attending the recent weekend course at Fremington Camp:-

Sgt E Elphick	20 Sqn
Cdt K Austin	299 Sqn
Cdt D Eveson	299 Sqn
Cdt J Summers	326 Sqn
Sgt L Goodwin	1064 Sqn
Cdt C Dowzell	1079 Sqn
Cpl O Deavin	1322 Sqn
Cdt M Clark	2401 Sqn

3. The following cadets are congratulated on the award of The Air Training Corps Communicators Badge following training at their squadrons and other training courses:-

Sgt R Cheyne	914 Sqn
Cpl I Stevens	1322 Sqn
F/Sgt A Northcott	1322 Sqn
Cpl O Deavin	1322 Sqn

WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<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	Summer Camp	RAF Scampton
4-11	Windermere Week	Lake District
<u>SEPTEMBER 2007</u>		
16	Battle of Britain Parade	Exeter
22/23	Wing Activities Weekend	Fremington
30	Inter-services shooting competition	Yoxter
<u>OCTOBER 2007</u>		
6	Regional Swimming Competition	
7	Regional Activities Day	RAF Lyneham
12-14	Wing Training Weekend	Fremington
14	Shooting	Yoxter
20-27	Royal Griffin	Penhale
<u>NOVEMBER 2007</u>		
Week Comm. 12	Examinations	