

**HQ DEVON & SOMERSET WING ROUTINE ORDERS**

**BY**

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

**ORDER NO 1 - DISSEMINATION OF HQ DEVON & SOMERSET WING 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 - TRAINING VISITS**

2. Sqn Cdrs wishing to arrange visits to Service units by parties or individuals are first to obtain approval in principle from WHQ. Where a Service unit subsequently indicates that a visit may be accepted, the Sqn Cdr is to obtain a visit authority through WHQ. ACP 20A, ACTI No 1 Annex B para 15 states the level of authority needed, according to the Service involved and the length of the proposed visit.

**ORDER NO 3 - CONTACTING STAFF OUT OF WORKING HOURS**

3. There have been occasions when staff were telephoned late in the evening for what turned out to be only routine business. This can have a deleterious effect on people's private lives as they could worry about what bad news such a late call might bring. Furthermore, there is the potential for disturbing someone's sleep pattern or that of their children.

4. Staff and other personnel are not to make telephone calls to each other after 21.00 hours or before 08.00 hours unless the call is for an emergency.

**ORDER NO 4 - AIR EXPERIENCE FLYING – CADET ELIGIBILITY**

5. ATC Sqn Cdrs are responsible for:-

- a. Ensuring that cadets selected for AEF meet the eligibility rules detailed in ACP 20A, ACTI 31.
- b. Arranging to provide confirmation to the AEF Cdr that the selected cadets meet the eligibility rules. A written entry in F3822, Cadet's Record of Service Book, is recommended as a method of achieving this.

6. If eligibility is not confirmed, or if the F3822 does not include the parental consent to flying, cadets will not be flown.

**ORDER NO 5 - CLEARANCE OF ADULTS FOR SERVICE WITH THE AIR TRAINING CORPS**

7. Candidates for officer, SNCO or civilian instructor service with the ATC are in the first instance, to provide proof of identity, complete a CRB, Basic Check and must meet

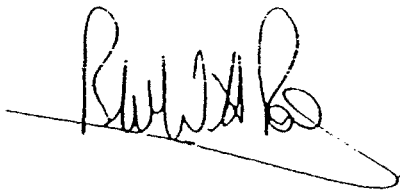
specific nationality rules. The necessary documentation is available on request from Wing Headquarters. It is stressed that until clearance is received potential staff are not to be responsible for supervising cadets.

**ORDER NO 6 - THE DUKE OF EDINBURGH'S GOLD AWARD – DRESS AT PRESENTATION CEREMONIES AT ST JAMES'S PALACE**

8. The dress Guidelines issued by the Award HQ for Gold Award Presentation Ceremonies give formal civilian attire as an alternative to uniform. This makes sense given the absence of changing facilities at St James's Palace and the possible need to travel by public transport. Nevertheless, it is important that the Corps, as the top Operating Authority, should demonstrate a strong 'light blue' presence to our Air Commodore-in-Chief and the numerous celebrities and dignitaries who also attend these ceremonies. Consequently, Award Recipients should be strongly encouraged to wear uniform at Gold Award Presentations.

**ORDER NO 7 - DRESS REGULATIONS – GENERAL PURPOSE JACKET**

9. The following rules apply to the wearing of the General Purpose Jacket (GPJ).
- a. The GPJ is an outer garment and is not to be worn in public rooms or offices.
  - b. Identification is to be confined to badges of rank only – brevets and other qualification badges are not to be displayed.
  - c. When worn with collar and tie, the GPJ is to be fastened at all times. The distance from the top stop for the zip fastener is to be 10cm for males and 8cm for females.
  - d. When worn with the short sleeved shirt, the jacket is to be fastened to the neck, thereby fully covering the shirt (this applies to the Jeltex jacket also).
  - e. The GPJ is now to be worn with warm weather clothing.



B W WILLS-POPE  
Wing Commander  
Commanding Officer

## **PART 2 – PERSONNEL**

### **ADULT SERGEANTS – RESIGNATIONS & TRANSFERS**

1. A/Sgt N Hughes, 20 Sqn, transferred to 2381 Sqn wef 1 June 07.

### **ADULT SERGEANTS – EXTENSION OF SERVICE**

2. AWO S R E Parsons, 421 Sqn, extended to 20 Oct 10.

### **CIVILIAN INSTRUCTORS – EXTENSIONS & APPOINTMENTS**

3. Mr E J Horder, 1064 Sqn, extended to 10 Jun 11.  
S K Remick, 1031 Sqn, appointed wef 19 Sep 06.  
M J Reece, 200 Sqn, appointed wef 17 Jan 07.  
J M Lee, 1031 Sqn, appointed wef 5 Oct 06.  
M J Coombe, 1079 Sqn, wef 14 Mar 07.  
S P Toomey, 299 Sqn, wef 16 Mar 07.

### **CIVILIAN INSTRUCTORS – RESIGNATIONS & EXTENSIONS**

4. Mr W G A Shepherd, 1013 Sqn, relinquished wef 10 Apr 07.

### **CADET WARRANT OFFICERS – APPOINTMENTS**

5. A Dacre, 1064 Sqn, appointed wef 25 May 07.

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

A Webb	1322 Sqn	Bronze
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## WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<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	Summer Camp	RAF Scampton
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
<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	
<b><u>JANUARY 2008</u></b>		
5-6	Wing Conference	Fremington Camp
<b><u>MAY 2008</u></b>		
9-11	Ten Tors	Dartmoor
23-25	Inter Services Cadet Pentathlon	HMS Raleigh