

**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 - APPOINTMENT OF DEPUTY D OF E OFFICER**

2. AWO D J Tonks is appointed Deputy D of E Officer, Devon & Somerset Wg ATC with effect from 11 Jul 07.

**ORDER NO 3 – CHANGE OF WGLO 621 VGS**

3. Fg Off A Warr is appointed Wing Gliding Liaison Officer for 621 VGS with effect from 1 July 07.

**ORDER NO 4 – ATTENDANCE AT ATC DUTIES DURING PERIODS OF CERTIFIED SICK LEAVE**

4. 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 5 - WEAPON HANDLING TESTS**

5. 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 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 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 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 6 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.

11. 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**

12. 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 11 - COUNTERSIGNING OF CLAIM FORMS**

13. 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.

14. 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**

15. 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 - WING WEBSITE**

16. For technical reasons it is necessary to change the address of the Wing Website to **atcdevsom.org**. This may only be a temporary measure.

## **ORDER NO 14 - SW REGIONAL WEBSITE**

17. 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 15 - DESPATCH OF MAIL**

18. 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 16 – CADETS CONTRIBUTION TO MESSING (Wef 1 APR 07)**

19. 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.

20. The rate of contribution has been set for the Financial Year 2007/08 at the following rate (wef 1 Apr 07):

a. **Full Day:** £1.28 + 22p VAT per cadet per day = £1.50

21. 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.

22. When Cash in Lieu of Rations (CILOR) is issued, the cadet element is £1.28. 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 17 - USE OF PUBLIC TELEPHONE SYSTEMS**

23. There has been much speculation recently about the use of Public Telephone Systems for the transmission of information at Restricted level and below using

Telephones, Faxes and Video/Tele Conferencing, the directive for which is set out in 2007DIN08-011.

24. The revised policy is as follows:

25. With immediate effect, the use of any Public Switched Telephone Network (PSTN), including the GTN (for inter-government department communications) and Mobile Telephones, is not to be used for RESTRICTED conversations or the transmission of fax data protectively marked RESTRICTED as defined in JSP 440 Part 5 Section 1 Chapter 1, except in cases where there is a pressing business need. In these cases, both parties need to accept that there is a risk of compromise. When taking a decision to communicate RESTRICTED information in this way, they should be aware of the impact of disclosure. This link may help with deciding the class of data  
<http://defenceintranet.diiweb.r.mil.uk/NR/rdonlyres/A3B28D2E-4459-422D-ABB8-51EBAD2160F4/0/DIN02103.pdf>

26. This change is summarized in the table below:

Transmission	Application		
	Voice	Video/Tele Conferencing	Fax
MOD TELEPHONE NETWORKS (using DFTS internal dialling codes only)	RESTRICTED (excluding NATO RESTRICTED)	RESTRICTED (excluding NATO RESTRICTED)	RESTRICTED (excluding NATO RESTRICTED)
PUBLIC TELEPHONE NETWORKS (including GTN and Internet/Fax Mailboxes)	UNCLASSIFIED/PROTECT	UNCLASSIFIED/PROTECT	UNCLASSIFIED/PROTECT
COMMERCIALY AVAILABLE MOBILE TELEPHONES	UNCLASSIFIED		

27. DATO's are to ensure that mobile phone orders are amended to reflect this change and re-issued to all current mobile phone holders to ensure that they are aware of the new policy.

28. A link to the DIN is below:

<http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/BrowseDocumentCategories/SecurityAndIntelligence/CommunicationsSecurity/TelephoneSecurity/Din2007din08011.htm>

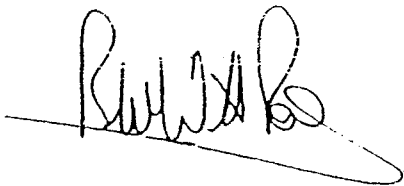
## **ORDER NO 18 - CHEQUE PAYMENTS TO DEVON & SOMERSET WING ATC**

29. Squadron Treasurers and OC's are reminded that all payments by cheque must bear the correct 'PAYEE' details "DEVON AND SOMERSET WING ATC WELFARE FUND."

30. This Fund is not only for the receipt of D of E Scheme Packs/Badges, BTEC Aviation and other services under the control of the Wing Treasurer, but acts as a 'Post Office' for the collection of Overseas Air Fares, Camp Levies, contributions to the ATC GP Fund and other items and therefore acts as a record of both receipts and payments.

31. Incorrect 'Payee' details give rise to cheques being refused by the bank and therefore make unnecessary work for the Wing Treasurer.

32. Full details of the 'Payee' are as follows **"DEVON & SOMERSET WING ATC WELFARE FUND."**



B W WILLS-POPE  
Wing Commander  
Commanding Officer

### **PART 2 – PERSONNEL**

#### **OFFICERS – PROMOTIONS**

1. Fg Off W Stephens, 2282 Sqn, to Flt Lt wef 2 Jul 07.

#### **OFFICERS - TRANSFERS**

2. Fg Off L Pell, No1 (overseas) transferred to 326 Sqn wef 1 May 07.

#### **OFFICERS – EXTENSION OF SERVICE**

3. Flt Lt A March, 1031 Sqn, extended to 4 Mar 11.  
Fg Off D Toomey, 299 Sqn, extended to 29 Oct 09.

#### **ADULT SERGEANTS – APPOINTMENTS**

4. A/Sgt J P Read, 2282 Sqn, appointed wef 13 Jun 07.

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

5. Sgt W J Hayes, 2469 Sqn, trans to 2401 Sqn wef 7 May 07.  
WO W J Draper, 65 Sqn, trans to 290 DF wef 2 Mar 07.

## **ADULT WARRANT OFFICERS – EXTENSION OF SERVICE**

6. AWO N Slater, 1182 Sqn, extended to 25 Jun 11.  
AWO W Draper, 290 DF, extended to 18 Dec 09.

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

7. Miss N Jade, 1322 Sqn, appointed wef 22 Feb 07.  
Mr N Beresford, 2469 Sqn, appointed wef 16 Jan 07.  
Miss G L Portsmouth, 1013 Sqn, appointed wef 5 Jun 07.  
Mr R C Goddard, 722 Sqn, appointed wef 1 Dec 06.  
Miss A E Miller, 1182 Sqn, appointed wef 14 Feb 07.

## **CIVILIAN INSTRUCTORS – RESIGNATIONS & TRANSFERS**

8. S R Davidson, 2401 Sqn, relinquished wef 25 Feb 06.  
K P Witchell, 1344 Sqn, trans to 2282 Sqn wef 1 May 07.

## **CADETS – GLIDING**

9. Cdt Cpl S Grana, 1032 Sqn, G.S., Blue Wings.  
Cdt Cpl B Hann, 1032 Sqn, “ “ “  
Cdt Cpl L Tapp, 1079 Sqn, “ “ “

## **NOTICES**

1. Piers Cellars. The Resource and Initiative Challenge Competition between Devon & Somerset Wing, Plymouth & Cornwall Wing and the Area Sea Cadets took place in Cornwall last week. The weather was perfect and the event was well managed and stimulating. After 2 days of competition, the winning team was from Redruth Squadron ATC, and the Challenge Trophy was won by Plymouth & Cornwall Wing for the 3<sup>rd</sup> year in a row. The team from 299 (Exmouth) Sqn were 4<sup>th</sup>.

## WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<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	
24	South West Region Dinner & Dance	Exeter
<b><u>JANUARY 2008</u></b>		
5-6	Wing Conference	Fremington Camp
<b><u>APRIL 2008</u></b>		
20	Wing Athletics	Exeter Arena
<b><u>MAY 2008</u></b>		
9-11	Ten Tors	Dartmoor
23-25	Inter Services Cadet Pentathlon	HMS Raleigh

