

**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 – CHANGE OF WGLO 624 VGS**

2. Fg Off A Warr is appointed Wing Gliding Liaison officer for 624 VGS with effect from 1 Oct 07.

**ORDER NO 3 - TRAINING VISITS**

3. 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 4 - CONTACTING STAFF OUT OF WORKING HOURS**

4. 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.

5. 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 5 - AIR EXPERIENCE FLYING – CADET ELIGIBILITY**

6. 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.

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

**ORDER NO 6 - CLEARANCE OF ADULTS FOR SERVICE WITH THE AIR TRAINING CORPS**

8. Candidates for officer, SNCO or CI service with the ATC are to:
  - a. Complete a Basic Security Check, including the provision of 2 references.
  - b. Obtain CRB clearance.

Those wishing to be involved in any way with shooting (even if only assisting with the transportation of arms and ammunition) must also complete an MOD F1109.

The necessary documents are available on request from WHQ.

It is stressed that, until CRB clearance is received, no adult is to be given responsibility for supervising cadets.

**ORDER NO 7 - THE DUKE OF EDINBURGH'S GOLD AWARD – DRESS AT PRESENTATION CEREMONIES AT ST JAMES'S PALACE**

9. 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 8 - DRESS REGULATIONS – GENERAL PURPOSE JACKET**

10. 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.

**ORDER NO 9 - SUPPORTING LETTER TO EMPLOYERS OF ACO ADULT VOLUNTEER STAFF**

11. All volunteer members of adult staff are advised that a blue print letter explaining a volunteer's role in the ACO, which is addressed to employers to encourage them to accommodate a volunteer in meeting his or her commitment to ACO duties, is available

from all Wing HQs. All OC VGSs have been sent a copy for distribution to their own staff, as required. The letter is signed by Comdt Air Cadets.

#### **ORDER NO 10 - SELF-DRIVE HIRE VEHICLES – INSURANCE**

12. Motor insurance to cover self-drive hire vehicles in use for official duties under the terms of ACP 300, AI No 304, has been taken out by the Secretary of State for Defence for the Department (including the Air Cadet organisation) as a whole and **there is therefore no requirement for extra cover.**

#### **ORDER NO 11 - IMPORTANT INFORMATION FROM THE HEALTH AND SAFETY DEPARTMENT HEALTH & SAFETY WARNING**

13. The MOD, Clinical Policy, Defence Medical Services Directorate has issued the following warning “any personnel with nut, nut oils or other food allergy must not use composite ration packs without obtaining appropriate medical advice and in the case of those under 18 years, the consent of a parent or guardian.” The instruction applies MOD wide and includes adults as well as cadets.

#### **ORDER NO 12 - SQUADRON IDENTIFICATION BADGES**

14. Squadron identification badges should be ordered by Squadron Commanders direct from the contractors:

Messrs Charterhouse Embroidery Co  
49 Chestnut Grove  
Hainault  
Essex  
IG6 3AS  
(Tel: 0208 500 3319).

#### **ORDER NO 13 – TEMPORARY SQUADRON CLOSURE**

15. Sqn Cdrs are reminded that they are to inform their WSO of any temporary closure of the Sqn for whatever reason. An instance recently occurred where a WSO carried out a spot check on a Sqn only to find that the Sqn was closed on the night of his visit.

#### **ORDER NO 14 – 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 15 – HEALTH & SAFETY REVIEW 2006/2007**

17. Each squadron has been issued with a copy of the new Health & Safety Review. All OCs are requested to place the document where all staff and cadets may view it.

#### **ORDER NO 16 – CHEQUE PAYMENTS TO DEVON & SOMERSET WING ATC**

18. 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.”

19. 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.

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

21. 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 – EXTENSION OF SERVICE**

1. Flt Lt M Haywood, WSO, extended to 7 Dec 2011.

### **ADULT SERGEANTS - APPOINTMENTS**

2. A/Sgt S Keene, 1064 Sqn, appointed wef 15 Aug 07.

### **ADULT SERGEANTS - RESIGNATIONS & TRANSFERS**

3. A/Sgt D O R Cant, 1032 Sqn, resigned wef 10 Aug 07.

### **CHAPLAINS – RESIGNATIONS & EXTENSIONS**

4. Rev Allen, 876 Sqn, relinquished wef 16 Sep 06.  
Rev Martin, 421 Sqn, relinquished wef 29 Jul 05.  
Rev Milford, 1322 Sqn, extended to 7 Mar 11.

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

5. Mr C E Vidler, 41F Sqn, extended to 7 Jun 2011.

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

6. Mrs M L Spiller, 2381 Sqn, resigned wef 13 Aug 07.  
Mr O Desforges, 624 Sqn, trans to 13 Sqn wef 28 Aug 07.

## INSTRUCTOR CADET WARRANT OFFICERS

7. ICWO A J Groom, 200 Sqn, appointed wef 1 Aug 07.  
ICWO A Weeks, 1013 Sqn, appointed wef 18 Aug 07.

## CADETS – MARKSMANSHIP BADGES

8.	Cpl E Hodges	13 Sqn	Wing Marksman
	Cdt B Moore	13 Sqn	“ “
	Cpl Barker	290 DF	“ “
	Cdt C Tanner	290 DF	“ “
	Cdt Cpl Pecks	1182 Sqn	Sqn “

## CADETS – GLIDING

9. Cdt R Argyle, 1322 Sqn, Blue Wings.  
Cdt A Hart, 200 Sqn, “ “

## WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<b><u>OCTOBER 2007</u></b>		
6	Regional Swimming Competition	Portsmouth
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>		
11	Remembrance Day Service	Exeter
Week Comm. 12	Examinations	
17	Inter-Region Junior Soccer Cup Comp	DCAE Cosford
17	Inter-Region Junior Hockey Shield Comp	DCAE Cosford
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