

**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 – ATTENDANCE AT ATC DUTIES DURING PERIODS OF CERTIFIED SICK LEAVE**

2. 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 3 - RAF CLUB - LONDON**

3. Officers who are members of the RAF Club London have until 14<sup>th</sup> December to inform the Membership Secretary that they are still serving VRT Officers, to claim the reduced subscription.

**ORDER NO 4 - WEAPON HANDLING TESTS**

4. The Competence Through Experience (CTE) qualification for conducting Weapon Handling Tests was discontinued in 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**

12. 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.

13. 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**

14. 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 – 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:** £1.28 + 22p 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 £1.28. 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 13 - INTRODUCTION OF PROBATIONARY SERVICE FOR RAFVR(T) OFFICERS**

19. As decided by the Air Cadet Management Board, with effect from 1 Oct 07, RAFVR(T) officers will be required to complete an initial period of probationary service. This period will run from the date of appointment until satisfactory completion of the Officers' Initial Course (OIC) at the ATF. On commissioning RAFVR(T) officers will be promulgated in the London Gazette, as now, in the rank of pilot officer, but will be known within the Corps as Officer Cadets RAFVR(T); they will be considered to be under training and will wear white shoulder tabs, without pilot officer braid, to signify this. Notwithstanding this, they are RAFVR(T) officers and are to be paid the normal compliments to which their commission entitles them. The white tabs will be replaced by pilot officer rank braid on completion of the OIC.

20. White tabs have been issued to Wing HQs and additional arrangements for the introduction of Officer Cadet RAFVR(T) service will be promulgated as necessary and also detailed in early amendments to Administrative Instructions in ACP20B. Probationary service and the wearing of white tabs will not apply to officers who, because of previous service, are permitted to enter in the rank of flying officer.

## **ORDER NO 14 – WING WEBSITE**

21. 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 – UNAUTHORISED/UNOFFICIAL ACTIVITY**

22. It has become increasingly apparent that some sqns are conducting activities without proper approval being in place, in the mistaken belief that the activities are acceptable if parental consent has been obtained and the activity's unofficial status has been drawn to their attention. All staff are reminded that only correctly authorised activities are permitted within the ACO. The consequences of an accident happening outside the protection of the MOD and ATC insurance cover would be potentially catastrophic for the adult in charge. If the activity meets the ethos of the ATC, is correctly risk assessed and supervised by an appropriately qualified person in the correct ratios, and is included in the ATC Insurance Schedule, then it can be authorised. Activities which do not meet these conditions carry no assurance that they are safe. Therefore, the duty of care responsibilities of the adult leading the activity may be difficult to defend in court.

23. Some extant ACO instructions specify a number of conditions in which unauthorised or unofficial activities may take place. As this implies implicit approval from the ACO for these activities to take place, these instructions are being removed. Whilst this is being done, all references to unauthorised or unofficial activity are not to be taken as permission to undertake activities that have not been properly approved.

## **ORDER NO 16 – KENDALL TROPHY WINNER**

24. The winner of the Kendall Trophy for the Best Cadet in Devon & Somerset Wing ATC for 2006/2007 is:-

CWO Cunningham

41F (Taunton) Sqn



B W WILLS-POPE  
Wing Commander  
Commanding Officer

## **PART 2 – PERSONNEL**

### **OFFICERS – TRANSFERS & RESIGNATIONS**

1. Flt Lt G Clapp, 299 Sqn, resigned wef 12 Aug 07.

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

2. Flt Lt R Bagnall, 299 Sqn, extended to 4 Dec 11.  
Fg Off R Blake, 1032 Sqn, extended to 28 Sep 11.

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

3. N Tolson, 2277 Sqn, trans to 1031 Sqn wef 15 Sep 07.  
P Goddard, 299 Sqn, resigned wef 6 Sep 07.  
J P Read, 2282 sqn, temp transfer to 1955 Sqn wef 1 Oct 07.

### **CHAPLAINS – APPOINTMENTS & EXTENSION OF SERVICE**

4. Rev C Y Jones, 1032 Sqn, appointed wef 8 Sep 07.  
Rev. B L Morris, 2277 Sqn, extended to 31 Dec 08.

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

5. Mr S P Broadhead, 290 Sqn, extended to 24 Jul 11.  
Mr K J Regan, 722 Sqn, appointed wef 23 Jan 07.  
Mr A J Davies, 876 Sqn, appointed wef 18 Apr 07.  
Mr A J Law, 722 Sqn, appointed wef 12 Dec 06.

### **CADET WARRANT OFFICERS – RESIGNATIONS & APPOINTMENTS**

6. CWO Stephens, 299 Sqn, relinquishes 11 Nov 07.  
ICWO J Lain, 722 Sqn, appointed wef 9 Sep 07.  
ICWO P Hayward, 722 Sqn, appointed wef 9 Sep 07.  
ICWO S Allen, 2469 Sqn, appointed wef 23 Sep 07.  
ICWO J W Hutchings, 1032 Sqn, appointed wef 28 Sep 07.

### **CADETS – MARKSMANSHIP BADGES**

- |    |                 |          |              |
|----|-----------------|----------|--------------|
| 7. | Cpl A Barrett   | 914 Sqn  | Sqn Marksman |
|    | Cdt M Harvey    | 1064 Sqn | “ “          |
|    | Cdt T Kingswell | 1064 Sqn | “ “          |

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

- |    |              |          |        |
|----|--------------|----------|--------|
| 8. | C Tanner     | 290 DF   | Bronze |
|    | R J Williams | 1182 Sqn | Silver |
|    | J Chambers   | 1322 Sqn | “      |
|    | I Stevens    | 1322 Sqn | Bronze |

### **NOTICES**

1. The following cadets completed a provisional VHF/UHF course at the recent training weekend held at Fremington Camp. They have been awarded Provisional VHF/UHF Certificates.

Cdt a Cousins	914 Sqn
Cdt K Harper	914 Sqn
Cdt H Saunders	914 Sqn
Cdt A Tolson	914 Sqn
Cdt T Plowman	20 Sqn
Cdt R Davis	2381 Sqn
Cdt R Francis	2381 Sqn
Cdt J Honeybun	2381 Sqn

Cdt L Evans	421 Sqn
Cdt L Evans	421 Sqn
Cdt I whitney	421 Sqn
Cdt M Hughes	13 Sqn
Cdt L Hunt	13 Sqn
Cdt W Stokes	13 Sqn
Cpl E Hunt	722 Sqn
Cdt D Orman	1031 Sqn

2. The following cadets completed a full VHF/UHF course at the recent training weekend held at Fremington Camp. They have been awarded Full VHF/UHF Certificates:-

Cdt J Bolt	2469 Sqn
Cdt L Cainey	2469 Sqn
Cpl J Paddon	1146 Sqn
Cdt S Hughes	722 Sqn
Cdt G Cook	290 Sqn
Cdt J Morgan	290 Sqn
Cdt J O'Shaughnessy	290 Sqn
Cpl K Stopford	290 Sqn
Cdt D Guest	1064 Sqn
Cdt A Roberts	1064 Sqn
Cdt J Trenchmann	1064 Sqn
Cdt K Willsdon	1064 Sqn
Cdt J Rice	421 Sqn
Cdt H Squire	421 Sqn
Cdt R Williams	421 Sqn
Cdt C Davis	2381 Sqn

3. The following cadets completed the Technical Skills module towards their Communicators Badge during the recent training weekend held at Femington Camp:-

Cdt C Cocker	13 Sqn
Cpl C Dowzell	1079 Sqn
Cdt V Johnson	1079 Sqn
Sgt E Elphick	20 Sqn
Sgt S Farrant	20 Sqn
Sgt T Oldham	20 Sqn
Sgt L Goodwin	1064 Sqn
Sgt H Johnson	1064 Sqn

## WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<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>DECEMBER 2007</u></b>		
9	Inter-Wing Cross Country Champs	RAF Lyneham
9	Regional Sports Council Meeting	RAF Lyneham
<b><u>JANUARY 2008</u></b>		
5-6	Wing Conference	Fremington Camp
13	Sports Trials Junior Rugby	Norton Manor
13	Sports Trials Junior Netball	Norton Manor
13	Sports Trials Senior Football	Norton Manor
13	Sports Trials Senior Hockey	Norton Manor
<b><u>FEBRUARY 2008</u></b>		
10	Inter-Wing Junior Rugby	RAF Lyneham
10	Inter-Wing Junior Netball	RAF Lyneham
<b><u>MARCH 2008</u></b>		
2	Inter-Wing Senior Soccer	RAF Lyneham
2	Inter-Wing Senior Hockey	Marlborough College
<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

