

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 RANK TITLES FOR ATC NON-COMMISSIONED ADULT VOLUNTEERS

2. Comdt AC has directed that the rank titles for ATC non-commissioned adult volunteers be changed with immediate effect. ATC non-commissioned adult volunteers will now be known as:

<u>Previous Rank Title</u>	<u>New Rank Title</u>
AWO	WO ATC
AFS	FS ATC
ASgt	Sgt ATC

WSOs, Sqn Cdrs and WWOs are to implement this change with immediate effect and amend their records accordingly.

ORDER NO 3 - WEAPON HANDLING TESTS

3. The Competence Through Experience (CTE) qualifications 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 4 - EXTENSIONS OF SERVICE

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

ORDER NO 5 - ADVENTURE TRAINING

5. 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 deliberately 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 6 - ADVENTURE TRAINING APPLICATIONS

6. 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 3 weeks in advance may not be dealt with.

ORDER NO 7 - REPRESENTATIVE SPORT AND ANNUAL CAMPS

7. 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”.

8. 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.

9. 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 8 - SOUTH WEST (SW) REGION ATC – NO SMOKING POLICY

10. In the light of overwhelming evidence of the deleterious effects of tobacco smoke, that has 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 9 - COUNTERSIGNING OF CLAIM FORMS

11. 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.

12. 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 10 - EMPLOYER'S LIABILITY INSURANCE

13. 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 11 – CADETS CONTRIBUTION TO MESSING (Wef 1 Apr 07)

14. 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.

15. 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

16. 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.

17. 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 12 – 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 act 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.**"

ORDER NO 13 – CHANGE OF NAME

22. With effect from 9 Jan 08, Fg Off A Warr has changed her surname to Brown. All areas are to amend their records accordingly.

ORDER NO 14 – ATTENDANCE AT ATC DUTIES DURING PERIODS OF CERTIFIED SICK LEAVE

23. 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.



B W WILLS-POPE
Wing Commander
Commanding Officer

PART 2 – PERSONNEL

OFFICERS – EXTENSION OF SERVICE

1. Flt Lt J Lowe, 2019 Sqn, extended to 25 June 09.
WO ATC M Vooght, 1322 Sqn, extended to 12 Feb 11.

SERGEANTS ATC – RESIGNATIONS & TRANSFERS

2. Sgt ATC L M Blackburn transferred from 1955 Sqn to 290 Sqn wef 19 Nov 07.
Sgt ATC W J Hayes transferred from 2401 Sqn to 2469 Sqn wef 11 Oct 07.
Sgt ATC C Green transferred from 722 Sqn to 1146 Sqn wef 1 Oct 07.

CHAPLAINS – APPOINTMENTS

3. Rev A Sheath, 1064 Sqn, appointed wef 26 Oct 07.
Rev K Brown, appointed Wing Chaplain wef 5 Dec 07.

CIVILIAN INSTRUCTORS – EXTENSIONS & APPOINTMENTS

4. Mr R M I Shaw, 2282 Sqn, appointed wef 30 Jul 07.

CIVILIAN INSTRUCTORS – RESIGNATIONS & TRANSFERS

5. Mr M J Boyle, 421 Sqn, resigned wef 7 Jan 08.

CADET WARRANT OFFICERS – APPOINTMENTS & RELINQUISHMENTS

6. R Cheyne, 914 Sqn, appointed wef 12 Nov 07.
A Clapp, 290 Sqn, appointed wef 24 Oct 07.
W Murley, 299 Sqn, appointed wef 28 Oct 07.
L Elliott, 2277 Sqn, appointed wef 28 Oct 07.
P A Bond, 1322 Sqn, relinquished wef 28 Dec 07.

J Williams, 326 Sqn, relinquished wef 14 Dec 07.
 J Stevenson, 1079 Sqn, relinquished wef 23 Jan 08.
 J Welch, 41F Sqn, relinquished wef 22 Jan 08.

CADETS – MARKSMANSHIP BADGES

7.	Cdt K Austin	299 Sqn	Sqn Marksman
	Cdt S Dixon	326 Sqn	“ “
	Cdt S Dixon	326 Sqn	Fivepenny Club
	Sgt T Tolson	1031 Sqn	Sqn Marksman
	Cdt Goudie	1031 Sqn	“ “
	Cpl Anstis	1031 Sqn	“ “
	Sgt T Tolson	1031 Sqn	Fivepenny Club
	Cdt D Halford	1064 Sqn	Sqn Marksman
	Cdt Dodge	1182 Sqn	“ “
	Cdt Witchell	2282 Sqn	“ “

CADETS – GLIDING

8. Cdt Cpl R A Bull, 200 Sqn, G.S., Blue Wings.
 Cdt Cpl J Ward, 1955 Sqn, Advanced Gliding Cert, Gold Wings.
 Cdt Cpl J Summers, 326 Sqn, Blue Wings.
 Cdt Sgt H Boon, 1146 Sqn, Blue Wings.
 Cdt C Charman, 1031 Sqn, Blue Wings.
 Cdt Cpl N White, 2282 Sqn, Blue Wings.
 Cdt H Long, 2282 Sqn, Silver Wings.
 Cdt Cpl J Ward, 1955 Sqn, Silver Wings.
 Cdt Cpl T Higgs, 1955 Sqn, Silver Wings.
 Cdt F/Sgt J Stone, 1955 Sqn, Silver Wings.
 Cdt F/Sgt R P Cheyne, 914 Sqn, Silver Wings.
 Cdt F/Sgt C Rodaway, 1955 Sqn, Silver Wings.

CADETS – DUKE OF EDINBURGH AWARD

9.	O Deavin	1322 Sqn	Silver
	J Hillyard-Smith	1322 Sqn	Bronze
	R Francis	2381 Sqn	“
	J Gilmore	2381 Sqn	“
	Dymel	2381 Sqn	“
	E Heard	2381 Sqn	“
	S Lillywhite	2381 Sqn	“
	W Newman	2381 Sqn	“
	J Tanner	2381 Sqn	“
	C Hodder	2381 Sqn	“
	M Trevorrow	1955 Sqn	“
	J Wilkins	2277 Sqn	Silver
	L Wyatt	2277 Sqn	“

INTENTIONALLY BLANK

WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<u>FEBRUARY 2008</u>		
3	Range Practice	Yoxter
10	Inter-Wing Junior Rugby	RAF Lyneham
10	Inter-Wing Junior Netball	RAF Lyneham
17	L98 Shoot	RAF Chivenor
24	139/L98 Shoot	Millpool
24	Site Specific Training Day	
<u>MARCH 2008</u>		
2	Inter-Wing Senior Soccer	RAF Lyneham
2	Inter-Wing Senior Hockey	Marlborough College
14/15/16	Cadet L98A1 Weapon Training Course	Fremington
14-16	Cadet Training Weekend	Fremington
29	Corps National Cross-Country Running	RAF Cranwell
<u>APRIL 2008</u>		
9-19	Cyprus Camp	RAF Akrotiri
12	200 Sqn Dinner	Carlton Hotel
12-19	Easter Camp	RAF Halton
13	Range Practice	Yoxter
20	Wing Athletics	Exeter Arena
26-27	Site Specific Final Assessment	Brecon Beacons
<u>MAY 2008</u>		
9-11	Ten Tors	Dartmoor
11	Site Specific Training Day	
16-18	Cadet Training Weekend	Fremington
16/17/18	Cadet L98A1 Weapon Training Course	Fremington
23-25	Inter Services Cadet Pentathlon	HMS Raleigh
<u>JUNE 2008</u>		
1	Site Specific Assessment Day	
8	Range Practice	Yoxter
14-21	Staff Adventure Training Development	Windermere
<u>JULY 2008</u>		
5-6	Hillwalking Refresher & Development Cse	Dartmoor
6	Wing Review	
6	Range Practice	Yoxter
15-16	Piers Cellars	
19-20	Site Specific Final Assessment	Dartmoor
19-26	Summer Camp	RAF Waddington
26 Jul – 2 Aug	Summer Camp	RAF Waddington

WING DIARY (Cont'd)

AUGUST 2008

2-9	Windermere	
2-9	Summer Camp	RAF Waddington
9-16	Summer Camp	RAF Waddington
16-23	Summer Camp	RAF Waddington
16-23	Summer Camp	RAF Cosford

SEPTEMBER 2008

6-7	Site Specific Final Assessment	Dartmoor
21	Battle of Britain Parade	Exeter
27-28	Wing Activities Weekend	Fremington

OCTOBER 2008

4-5	Site Specific Final Assessment	Brecon Beacons
5	SW Region Activities Day	RAF Lyneham
10-12	Cadet Training Weekend	Fremington
10/11/12	Cadet L98A1 Weapon Training Course	Fremington
12	Range Practice	Yoxter
25 Oct – 1 Nov	Griffin	Penhale