

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 – AREA WARRANT OFFICER

2. FS P R Ell has been appointed Acting Area Warrant Officer for the Southern Six.

ORDER NO 3 - APPLICATIONS FOR RAFVR(T) COMMISSIONS AND SNCO APPOINTMENTS

3. It is Wing policy that Squadron Commanders wishing to nominate candidates for RAFVR(T) commissions or SNCO appointments should, in the first instance, **consult their appropriate Wing Staff Officer**. Wing HQ will only issue application packs when requested by the Wing Staff Officer.

ORDER NO 4 - CASUALTY PROCEDURE

4. Personnel are reminded that any accident which results in death or injury to ATC adult personnel, Honorary Chaplains or cadets and occurring in the course of ATC duty, approved sporting or social activity is to be reported immediately in accordance with ACP 20B Instruction 202.

ORDER NO 5 - CHAIN OF COMMAND

5. Unlike in the strict hierarchical environment of the regular Service, it can be particularly difficult for Unit Commanders in such a disparate organisation as the ATC to staff the more difficult and sensitive business through the chain of command in a timely and accurate fashion. However, if business is not conducted in such a manner there will always remain the potential for mis-information and embarrassment, particularly where letters have been written without due thought to the possible consequences – there have been examples! Remember that a quick telephone call will often pave the way for the more formal written word.
6. Wing Staff Officers and Unit Commanders are to foster and ensure the use of the Chain of Command. Problems, or otherwise, at unit level that need to be elevated are to be done so through the WSO, the WCO, WHQ, RHQ etc. There are to be no short cuts.

ORDER NO 6 - SUBMISSION OF ACCTS FORM 4

7. Squadron Commanders are to note that the Accts Form 4 is to be submitted to Wing HQ, complete at Part A, at least 14 days before the date of the proposed journey together with estimates from a civilian hirer if applicable.

ORDER NO 7 - RESIGNATION OF CIVILIAN INSTRUCTORS

8. It is the responsibility of Unit Commanders to send a resignation form to WHQ when Civilian Instructors leave the squadron.

ORDER NO 8 - CHANGE OF CIVILIAN STAFF

9. It is the responsibility of Unit Commanders to inform WHQ of any change of chairman or treasurer, as there are forms to be filled in.

ORDER NO 9 - CHANGE OF ADDRESS FOR SQUADRON STAFF

10. It is the responsibility of Unit Commanders to inform WHQ of any change of address for squadron staff as soon as possible.

ORDER NO 10 - CIVILIAN INSTRUCTORS

11. Unit Commanders are to note that Civilian Instructors should not be entered in the location statement until they have been officially cleared by HQAC, which means they have to be in receipt of their Certificate and a CIN No.

ORDER NO 11 - SECONDARY AND SPECIALIST DUTIES

12. Officers and WO ATC who wish to be appointed to Secondary Duties or Wing Specialist Duties, which are not directly associated with their individual Squadron are to seek authority to do so through their Commanding Officer and WSO. Personnel are reminded to use the Chain of Command when approached to take on additional Secondary Specialist Duties.

ORDER NO 12 - BADGES

13. The only approved badge to be worn in addition to those listed in ACP 20B ACAI 204 for cadets of Devon & Somerset Wing is the Nijmegen Badge, as issued.

ORDER NO 13 - JERSEY BG – FLYING BADGES

14. The Flying Scholarship and Gliding badges are not to be “stuck” on uniform clothing but are to be neatly stitched. On occasions where these badges have been stuck on and subsequently removed when the garment was returned to stores, damage to the jersey has made it unfit for re-issue.

ORDER NO 14 - APPOINTMENT OF CADET WARRANT OFFICERS

15. Squadron Commanders are reminded that the appointment of Cadet Warrant Officers is not effective until your Wing Staff Officer has presented the certificate and badges on behalf of the Wing Commander.

ORDER NO 15 - EQUALITY & DIVERSITY POLICY

EQUAL OPPORTUNITIES

16. The Air Cadet Organisation (ACO) wholeheartedly supports the principle and implementation of equal opportunities and opposes all forms of discrimination on the grounds of sex, race, religion, ethnic origin, sexual orientation or marital status. Thus, within the framework of current legislation, every possible step will be taken to ensure that individuals are treated equitably and that decisions on recruitment, selection, training, career development and promotion are based solely on objective and justifiable criteria. Furthermore, it is the clear aim of the ACO to make full use of the talents and resources of all its personnel and to provide a healthy environment which will encourage good and productive working relations within the Organisation and which will contribute to its operational efficiency.

17. Full details of the ACO's Equality and Diversity Policy are published in ACP 20B AI No 203 and is readily accessible both from Unit and Wg HQs. It is vital that all personnel, irrespective of rank or status, understand and accept their personal responsibility towards equal opportunities and embrace the letter, and spirit, of the law. The ACO position is clear and unequivocal: discrimination, harassment or bullying is unacceptable and will not be tolerated. All personnel are to respect and act in accordance with this policy. Failure to do so will be viewed most seriously and may result in formal disciplinary or administrative action.

18. Any adult member of staff, uniformed or civilian, has the right to submit a formal complaint if he or she believes that a breach of any aspect of the ACO's Equality and Diversity policy has taken place. However, where an incident does not amount to a serious offence and is the first such incident involving 2 parties, the complainant is urged to try to resolve the situation by informal means. Where a complainant wishes to discuss an incident 'in-confidence' before making the decision on whether to proceed with a complaint, he/she is advised to contact the HQAC Equal Opportunities Adviser.

COMPLAINTS

19. Details of how to initiate a complaint are contained in ACP 20B AI No 203 Annex C. All complaints will be investigated thoroughly, impartially and in the strictest confidence.

20. Any individual who hampers an investigation, victimises a complainant, or who knowingly makes a malicious or vexatious allegation may commit an offence and may therefore be subject to administrative and/or disciplinary action.

ORDER NO 16 - TRANSPORTATION OF ARMS AND AMMUNITION

21. Unit Commanders are to ensure that ACP 26 Chap 4 concerning orders for the transportation of arms and ammunition are meticulously adhered to. Particular attention is drawn to the need always to have a member of staff or cadet over aged 18 as escort in addition to the driver of the vehicle.

ORDER NO 17 - SW REGIONAL WEBSITE

22. 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 18 - DESPATCH OF MAIL

23. 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 19 - WEARING OF UNIFORM

24. In accordance with AP 1919 and Queen's Regulations, members of the ATC are entitled to wear uniform only when attending an authorised meeting or parade or when specially sanctioned by the Wing CO. VR(T) Officers and WO & SNCO ATC are strongly discouraged from using Public Houses when in uniform. Cadets over the age of 18 are not to use Public Houses whilst dressed in ATC uniform.

ORDER NO 20 - APPLICATION FOR COMMISSIONING OR APPOINTMENT TO SNCO ATC AND CI

25. OC Sqns/DFs are to ensure that personnel who wish to apply for commissioning or appointment to SNCO ATC and CI meet fully the eligibility requirements set down in AP 1919 Chapter 3 and ACP 20B, ACAIs 221, 222 and 223 respectively.

ORDER NO 21 - HEALTH & SAFETY - ANNUAL REVIEW OF ARRANGEMENTS STATEMENTS

26. In accordance with ACP 5, a current H&S Arrangement Statement must be completed and displayed in all ACO buildings. OCs are reminded to review their statement at the beginning of March each year to ensure that it reflects the current situation, eg change of personnel.

ORDER NO 22 - COMPLETION OF RAF/ACCTS F1771

27. In order to reduce the collective burden involved with returning RAF/ACcts Form 1771 to originators, it is essential that as much relevant information as necessary is annotated on the forms to HQAC Accounts for processing. Although not an exhaustive list, the following are common causes for the return of claims and may be used as a quick checklist of items to consider:

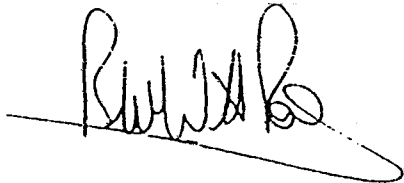
28. Motor mileage – if there is a diversion and the route taken is affected whereby greater mileage is incurred, write this on the claim form. Include pertinent factors such as new by-passes or impassable roads in poor weather, which may increase the mileage claimable. Any “camp running” mileage should be identified as far as possible. Ensure annotation of dates and times of journeys claimed.

29. Define the nature of the duty – i.e. RAF F1771 is not to be used for Home to Duty Claims. Name all ACO passengers on the duty journey; if this involves additional mileage during their collection, describe the route and the estimates mileage involved.

30. Remember to ensure original signatures by the claimant and the countersigning officer are completed and correction fluid is not used on claim forms.
31. Please attach receipts where applicable.

ORDER NO 23 - REVISED PROCEDURES FOR THE PAYMENT OF ACO UTILITY INVOICES.

32. All squadron treasurers and OC's are reminded that ACO has transferred the responsibility and attendant funding for the payment of Utility invoices (electricity, gas and water) to Reserve Forces and Cadets Associations (RFCA's) for all invoices relating to the period since 1 Apr 06. Accordingly, such invoices should be forwarded with a covering headed letter to the Finance officer at the appropriate RFCA. Remaining invoices covering a period prior to this date, which will continue to decline in volume, should continue to be presented to HQAC Accounts for processing via Defence Bills Agency (DBA). Any invoices covering the period after the start of FY 06/07 misdirected to HQAC will be forwarded as required, but will incur an unnecessary delay as a result. Any queries should be directed in the first instance to Org 2 (Ext 7881) or Accounts staff on Exts 7780 or 7634.



B W WILLS-POPE
Wing Commander
Commanding Officer

PART 2 – PERSONNEL

COMMISSIONS

1. Plt Off J Holden, 1031 Sqn, appointed wef 25 Jan 08.

OFFICERS – PROMOTIONS

2. Plt Off to Fg Off D L P H Waller, 1955 Sqn, wef 20 Dec 07.
Plt Off to Fg Off M S Hoole, 722 Sqn, wef 20 Dec 07.

OFFICERS – TRANSFERS & RESIGNATIONS

3. Plt Off G Portsmouth, 1013 Sqn, transferred to 41F Sqn wef 1 Jan 08.

OFFICERS – EXTENSION OF SERVICE

4. Fg Off L J Pell, 326 Sqn, extended to 24 Feb 10.
Sqn Ldr D Rolfe, WSO, extended to 19 Feb 13.
Sqn Ldr T Ancell, WSO, extended to 26 Jan 12.
Flt Lt J Heath, 1955 Sqn, extended to 28 Mar 11.

WARRANT OFFICERS & SNCOs ATC EXTENSION OF SERVICE

5. WO ATC C Goodwin, 200 Sqn, extended to 17 Jan 12.
Sgt ATC A Tolson, 914 Sqn, extended to 11 Mar 13.
Sgt ATC M Tailby, 2381 Sqn, extended to 22 Mar 13.

CIVILIAN INSTRUCTORS – EXTENSIONS & APPOINTMENTS

6. Mr A D Payne, 1955 Sqn, extended to 18 Aug 11.

CIVILIAN INSTRUCTORS – RESIGNATIONS & TRANSFERS

7. Miss J Garley, 1955 Sqn, relinquished wef 25 Jan 08.
Mr D J Garrod, 20 Sqn, relinquished wef 13 Oct 07.

CADET WARRANT OFFICERS – RELINQUISHMENTS

8. H Newberry, 1064 Sqn, relinquished wef 11 Feb 08.
D Greening, 1322 Sqn, relinquished wef 18 Feb 08.

CADETS – MARKSMANSHIP BADGES

9.	F/Sgt E Elphick	20 Sqn	Sqn Marksman
	Cdt T Benson	20 Sqn	“ “
	Cpl S Farrant	20 Sqn	“ “
	Cdt Bulmer	914 Sqn	“ “
	Cdt Harvey	1064 Sqn	“ “
	Cdt L Reid	1064 Sqn	“ “
	Cdt Ward	1322 Sqn	“ “
	Cdt Brown	1322 DF	“ “
	Cdt B Harris	2019 Sqn	“ “
	Cdt A Jackson	2019 Sqn	“ “
	Cdt Francis	2381 Sqn	“ “

CADETS – DUKE OF EDINBURGH AWARD

10.	Meekings	1322 Sqn	Bronze
	T Billing	1322 Sqn	“
	I Davidson	1322 Sqn	“
	H Zajaczkowski	2277 Sqn	“
	S Ferguson	2277 Sqn	“
	G Steel	2277 Sqn	“
	O Yoosejinejad	2277 Sqn	“
	H Newall	2277 Sqn	Silver
	H Ridley	2277 Sqn	“
	L S Elliott	2277 Sqn	“
	D Snook	2277 Sqn	“

NOTICES

1. The following cadets from 20 (Bideford) Sqn are congratulated on the award of their Communicator Badge. They were successful in six modules of the eleven available for this award:-

Sgt S Farrant
Sgt T Oldham

INTENTIONALLY BLANK

WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<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	RAF Germany Camp	RAF Rheindahlen
9-19	Cyprus Camp	RAF Akrotiri
12-19	Easter Camp	RAF Halton
13	Range Practice	Yoxter
18-20	Inter Services Cadet Pentathlon	HMS Raleigh
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
<u>JUNE 2008</u>		
1	Site Specific Assessment Day	
8	Range Practice	Yoxter
14-21	Staff Adventure Training Development	Windermere
15	CPD for Officer's and CI's	
20-22	Wing Adventure Training Competition	Woodbury Common
<u>JULY 2008</u>		
5-6	Hillwalking Refresher & Development Crse	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

NOVEMBER 2008

22	CPD for Officer's and SNCO's	
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