

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 – CERTIFICATE OF CREDENTIALS RAF (FORM 2899) – ACCESS TO MOD ESTABLISHMENTS BY ATC VOLUNTEER STAFF

2. Until the issue of a new tri-service ID for cadet forces volunteer staff, other than RAFVR(T) officers, all Adult SNCOs, Civilian Instructors (CIs/CGIs) and, where exceptionally required, Honorary Chaplains, are reminded of the need to carry an additional form of photographic identification such as a passport or new style drivers licence when presenting the F2899.

3. It is recognised that the RAF F2899 has been withdrawn from general Service use but until such time as the tri-Service identification card is issued, all units have been instructed by Force Protection Security Branch, Headquarters Strike Command to accept the RAF F2899 as a legal form of identification for ACO adult volunteers.

ORDER NO 3 – SELF-HELP STRUCTURES ON THE ACO ESTATE

4. In accordance with current policy, all personnel are reminded no further construction of self-help buildings or structures/containers of any type is permitted on the ACO Estate.

5. During the annual inspections of the Sqn accommodation, RFCA and Wg Ad Os have been requested to report any new structures found on the estate to Region and Wing staff. The Sqn will then be required to arrange and pay for their removal.

6. Some self-help work inside Sqn accommodation may be allowed in certain circumstances, for example, the construction of a portable air rifle range, but the consent of RFCA and HQAC must be obtained before any work starts.

7. No works on the mains electricity, water or gas systems, no alterations to the structure of the building and no storage in the loft area is permitted.

8. The AP 1919 and ACP 20B are currently being amended to reflect this policy.

ORDER NO 4 - TRAINING VISITS

9. 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 16 states the level of authority needed, according to the Service involved and the length of the proposed visit.

ORDER NO 5 - CONTACTING STAFF OUT OF WORKING HOURS

10. 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.

11. 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 6 - AIR EXPERIENCE FLYING – CADET ELIGIBILITY

12. 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.

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

ORDER NO 7 - CLEARANCE OF ADULTS FOR SERVICE WITH THE AIR TRAINING CORPS

14. 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 8 - THE DUKE OF EDINBURGH'S GOLD AWARD – DRESS AT PRESENTATION CEREMONIES AT ST JAMES'S PALACE

15. 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 9 - DRESS REGULATIONS – GENERAL PURPOSE JACKET

16. 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 10 - SUPPORTING LETTER TO EMPLOYERS OF ACO ADULT VOLUNTEER STAFF

17. 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 11 - SELF-DRIVE HIRE VEHICLES – INSURANCE

18. 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 12 - IMPORTANT INFORMATION FROM THE HEALTH AND SAFETY DEPARTMENT

HEALTH & SAFETY WARNING

19. 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.

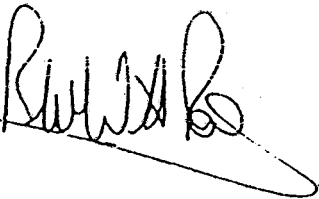
ORDER NO 13 - SQUADRON IDENTIFICATION BADGES

20. 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 14 - REGULAR SERVICE HELPERS

21. Squadron Commanders are reminded of the instructions contained within GAI 1026 (Royal Air Force Support to the Air Cadet Organisation) where Criminal Records Bureau clearance and station permission is required before a local Regular serviceman/woman may be allowed to work with cadets. You are to request a copy of the General Application submitted by the Service helper to his sqn/flt cdr, and written evidence that CRB clearance has been applied for by the RAF/Military unit concerned before allowing such helpers supervised access to cadets. Once CRB clearance has been received, the Service helper may then, and only then, have unsupervised contact with cadets.



B W WILLS-POPE
Wing Commander
Commanding Officer

PART 2 – PERSONNEL

CIVILIAN INSTRUCTORS – EXTENSIONS & APPOINTMENTS

1. Mr K Caddick, 1032 Sqn, appointed wef 20 Nov 07.

CIVILIAN INSTRUCTORS – RESIGNATIONS & TRANSFERS

2. Mr S Weatherdon, 1322 Sqn, resigned wef 5 Feb 08.
Mr C K Hold, 41F Sqn, relinquished wef 10 Nov 06.
Mr P Reynolds, 1013 Sqn, relinquished wef 24 Jan 07.

CADET WARRANT OFFICERS – APPOINTMENTS & RESIGNATIONS

3. J W Hutchings, 1032 Sqn, relinquished wef 26 Mar 08.
P Lannon, 20 Sqn, appointed wef 29 Jan 08.
J Chambers, 1322 Sqn, appointed wef 15 Jan 08.
J J B Stone, 1955 Sqn, appointed wef 3 Jan 08.
J K Heard, 326 sqn, appointed wef 12 Dec 07.

CADETS – MARKSMANSHIP BADGES

| | | | |
|----|----------------|----------|---------------|
| 4. | Cdt J Rossiter | 200 Sqn | Wing Marksman |
| | Cdt H Baldwin | 326 Sqn | Sqn Marksman |
| | Cdt L Gifford | 326 Sqn | “ “ |
| | Cdt Thornton | 1064 Sqn | “ “ |
| | Cdt Gratton | 1064 Sqn | “ “ |
| | Cdt L Marks | 1064 Sqn | “ “ |

CADETS – DUKE OF EDINBURGH AWARD

| | | | |
|----|-------------|----------|--------|
| 5. | C Goode | 299 Sqn | Bronze |
| | C Gray | 2277 Sqn | “ |
| | J Honeybun | 2381 Sqn | “ |
| | E T Withers | 200 Sqn | Silver |
| | D Eveson | 299 Sqn | “ |

NOTES

1. The following cadets were awarded Provisional VHF Certificates following a course held at the recent Fremington training weekend:-

| | |
|--------------------|----------|
| Cdt B Stead | 13 Sqn |
| Cdt T Dunn | 20 Sqn |
| Cdt G Jones | 20 Sqn |
| Cdt J Wood | 20 Sqn |
| Cdt J Durbin | 41F Sqn |
| Cdt C Forde-Parker | 41F Sqn |
| Cpl W Freeborn | 421 Sqn |
| Cdt B Mahy | 421 Sqn |
| Cpl T Oliver | 722 Sqn |
| Cdt S Smith | 914 Sqn |
| Cdt A Boucher | 1031 Sqn |
| Cdt D Goudie | 1031 Sqn |
| Cdt R Surman | 1031 Sqn |
| Cdt C Grattan | 1064 Sqn |
| Cdt L Marks | 1064 Sqn |
| Cdt E Pearce | 1146 Sqn |
| Cdt E Scammell | 1955 Sqn |

2. The following cadets were awarded full VHF/UHF Certificates following a course held at the recent Fremington training weekend:-

| | |
|----------------|----------|
| Cdt M Lawson | 13 Sqn |
| Cpl T Benson | 20 Sqn |
| Sgt B Fletcher | 722 Sqn |
| Cdt A Cousins | 914 Sqn |
| Cdt B Preston | 914 Sqn |
| Cdt D Orman | 1031 Sqn |
| Cdt R Davis | 2381 Sqn |
| Cdt R Francis | 2381 Sqn |
| Cdt J Honeybun | 2381 Sqn |
| Cpl J Bradshaw | 2401 Sqn |

3. The following cadets successfully achieved the Technical Module towards their Communications Badge. This module is one of the six out of the eleven modules available required to qualify for the badge. Details may be found in ACP 44:-

| | |
|----------------|----------|
| Sgt K Stopford | 290 Sqn |
| Sgt T Tolson | 1031 Sqn |
| Sgt A Small | 1064 Sqn |
| Cdt K Willsdon | 1064 Sqn |
| Cpl M Clark | 2401 Sqn |

4. The following cadet is congratulated on the award of a Communicator Badge following completion of six modules out of the eleven available:-

| | |
|---------------|----------|
| Sgt L Goodwin | 1064 Sqn |
|---------------|----------|

WING DIARY

| <u>Date</u> | <u>Event</u> | <u>Venue</u> |
|------------------------------|--|-----------------|
| <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 |
| <u>AUGUST 2008</u> | | |
| 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 |
| <u>SEPTEMBER 2008</u> | | |
| 6-7 | Site Specific Final Assessment | Dartmoor |
| 21 | Battle of Britain Parade | Exeter |
| 27-28 | Wing Activities Weekend | Fremington |

WING DIARY (Cont'd)

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 |
|----|------------------------------|