

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 - WEAPON HANDLING TESTS

3. 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 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 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 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 6 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 3.30 & 3.31. 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 - SW REGION ATC – NO SMOKING POLICY

10. With immediate effect smoking is banned on all ATC premises.

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 - SW REGIONAL WEBSITE

14. 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 12 - DESPATCH OF MAIL

15. 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 13 – CADETS CONTRIBUTION TO MESSING (Wef 1 Apr 08)

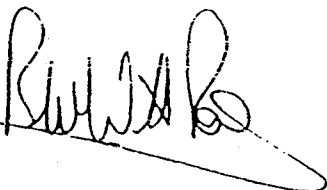
16. For each day that messing is provided under Service arrangements, eg annual camps, cadets pay a standard contribution towards messing. There has, however, recently been a change to the regulations regarding cadet contribution towards messing. With effect from 1 Apr 08 for each day, or part day, that 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.

17. The rate of contribution has been set for the Financial Year 2008/09 at the following rate (wef 1 Apr 08):

a. **Full Day:** £1.32 + 24p VAT per cadet per day = £1.56

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 £1.32. 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.



B W WILLS-POPE
Wing Commander
Commanding Officer

PART 2 – PERSONNEL

OFFICERS – PROMOTION

1. Plt Off to Fg Off K Partridge, 13 Sqn, wef 24 Mar 08.

OFFICERS – TRANSFERS & RESIGNATIONS

2. Fg Off C Garrett, 290 DF, transferred to 290 Sqn wef 28 Feb 08.
Fg Off T Robinson, 290 DF, transferred to 290 Sqn wef 28 Feb 08.
Flt Lt M Haywood, WGLO, resigned wef 1 Apr 08.

OFFICERS – EXTENSION OF SERVICE

3. Fg Off P N Tatar, 2282 Sqn, extended to 11 Apr 11.
Flt Lt B Edean, 326 Sqn, extended to 30 Jun 10.
Fg Off J Blackburn, 1955 Sqn, extended to 10 May 13.

SERGEANTS ATC – RESIGNATIONS & TRANSFERS

4. Sgt ATC R Watson, 722 Sqn, relinquished wef 29 Feb 08.
Sgt ATC L Webster, 722 Sqn, relinquished wef 29 Feb 08.
Sgt ATC L Blackburn, 290 Sqn, transferred to 1955 Sqn wef 6 Feb 08.

WARRANT OFFICERS & SERGEANTS ATC – EXTENSION OF SERVICE

5. Sgt ATC T Miller, 1955 Sqn, extended to 11 Mar 2012
Sgt ATC G Thomas, 722 Sqn, extended to 28 Mar 2012.
WO ATC K C Knight, 41F Sqn, extended to 23 Feb 2013.

CIVILIAN INSTRUCTORS – EXTENSIONS & APPOINTMENTS

6. Mrs J A Woodard, 2469 Sqn, extended to 15 June 13.
Mr C P McKean, 326 Sqn, appointed wef 13 Jan 08.
Mr A G Perry, 65 Sqn, appointed wef 28 Feb 08.
Mr S Long, 41F Sqn, appointed wef 6 Feb 08.
Miss J Winyard, 13 Sqn, appointed wef 28 Sep 07.
Miss L Shaw, 326 Sqn, appointed wef 3 Mar 08.
Miss B J Parkinson, 13 Sqn, appointed wef 23 Feb 08.
Mr R W Cridland, 1013 Sqn, appointed wef 10 Dec 07.
Mr D J Hodge, 2019 Sqn, appointed wef 25 Apr 07.
Mr R G Higgins, 1322 DF, appointed wef 27 Nov 07.
Mr C P Whitford, 13 Sqn, appointed wef 25 Jan 08.

CIVILIAN INSTRUCTORS – RESIGNATIONS & TRANSFERS

7. Mr Hooton, 1031 Sqn, relinquished wef 25 Feb 08.
Mr Hockton, 1031 Sqn, relinquished wef 25 Feb 08.
Mr Stevenson, 1031 Sqn, relinquished wef 25 Feb 08.
Miss Ancill, 1955 Sqn, resigned wef 2 Mar 08.
Mr G H Parsons, 2381 Sqn, relinquished wef 20 Oct 07.
Mr P Kelly, 200 Sqn, relinquished wef 29 Feb 08.
Mr N Berseford, 2469 Sqn, resigned wef 15 Jan 08.
Mr N R Bagnall, 200 Sqn, relinquished wef 22 Dec 07.

CADET WARRANT OFFICERS – APPOINTMENTS & RESIGNATIONS

8. M Lucas, 722 Sqn, appointed wef 16 Mar 08.
A Cunningham, 41F Sqn, relinquished wef 17 Apr 08.

CADETS – MARKSMANSHIP BADGES

9.	Cdt L Jeffery	326 Sqn	Sqn Marksman
	Cdt S Hunt	326 Sqn	Fivepenny Club
	Cdt L Jeffery	326 Sqn	“ “
	Cdt O Slee	326 Sqn	“ “
	Cdt L Marks	1064 Sqn	Wing Marksman
	Sgt Small	1064 Sqn	Regional Marksman
	Cpl Pecover	1064 Sqn	“ “
	Cdt Marks	1064 Sqn	“ “
	Cdt Willsdon	1064 Sqn	“ “
	Cdt Bonets-Martin	1064 Sqn	“ “

CADETS – GLIDING

10. Cdt Sgt M Cantell, 1064 Sqn, G.S., Blue Wings.

CADETS – DUKE OF EDINBURGH AWARD

11.	K Haskins	41F Sqn	Bronze
	C Hinchliffe	41F Sqn	“
	C Ford-Parker	41F Sqn	“
	C Jupp	41F Sqn	“
	S Mannion	41F Sqn	“
	G Potter	41F Sqn	“
	S Gidley	41F Sqn	“
	J Walker	41F Sqn	Silver
	J Coleman	41F Sqn	“
	E Cresswell	41F Sqn	“
	J Lane	2282 Sqn	“

AIR LEAGUE FLYING SCHOLARSHIP

12. Rory Cheyne 914 Sqn

NOTICES

1. Congratulations to the following cadets who graduated from the Junior Leaders Course:-

Sgt G J J Plowman	20 Sqn
Sgt M Walker	41F Sqn
F/Sgt M Lucas	722 Sqn
Sgt A E Small	1064 Sqn

2. The following cadets have been awarded full VHF/UHF certificates after training at their squadron followed by a written examination and a practical operating test:-

Cpl C Oliver	1322 Sqn
Cdt M Hockin	1322 Sqn
Sgt D Bell	1322 DF

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WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<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	
7	Wing Dinner	RAF Club, London
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
23-30	Overseas Camp	RAF Rheindahlen
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
<u>SEPTEMBER 2008</u>		
6-7	Site Specific Final Assessment	Dartmoor
21	Battle of Britain Parade	Exeter
27-28	Wing Activities Weekend	Fremington
<u>OCTOBER 2008</u>		
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	Yellow Griffin	Penhale Camp

WING DIARY (Cont'd)

NOVEMBER 2008

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CPD for Officer's and SNCO's