

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 - BADGES

2. 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 3 - JERSEY BG – FLYING BADGES

3. 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 4 - APPOINTMENT OF CADET WARRANT OFFICERS

4. 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 5 - EQUALITY & DIVERSITY POLICY

EQUAL OPPORTUNITIES

5. 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.

6. 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.

7. 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

8. 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.

9. 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 6 - TRANSPORTATION OF ARMS AND AMMUNITION

10. 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 7 - APPLICATIONS FOR RAFVR(T) COMMISSIONS AND SNCO APPOINTMENTS

11. 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 Form 1459 when requested by the Wing Staff Officer.

ORDER NO 8 - CASUALTY PROCEDURE

12. 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 9 - CHAIN OF COMMAND

13. 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.

14. 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 10 - SUBMISSION OF ACCTS FORM 4

15. 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 11 - RESIGNATION OF CIVILIAN INSTRUCTORS

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

ORDER NO 12 - CHANGE OF CIVILIAN STAFF

17. 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 13 - CHANGE OF ADDRESS FOR SQUADRON STAFF

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

ORDER NO 14 - CIVILIAN INSTRUCTORS

19. 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 15 - SECONDARY AND SPECIALIST DUTIES

20. Officers and AWOs 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 16 - WEARING OF UNIFORM

21. 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 AWO & ASNCOs 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 17 - APPLICATION FOR COMMISSIONING OR APPOINTMENT TO ASNCO AND CI

22. OC Sqns/DFs are to ensure that personnel who wish to apply for commissioning or appointment to ASNCO 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 18 - HEALTH & SAFETY - ANNUAL REVIEW OF ARRANGEMENTS STATEMENTS

23. 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 19 - COMPLETION OF RAF/ACCTS F1771

24. 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:

25. 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.

26. 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.

27. Remember to ensure original signatures by the claimant and the countersigning officer are completed and correction fluid is not used on claim forms.

28. Please attach receipts where applicable.

ORDER NO 20 - REVISED PROCEDURES FOR THE PAYMENT OF ACO UTILITY INVOICES.

29. 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 WILLIS-POPE
Wing Commander
Commanding Officer

PART 2 – PERSONNEL

COMMISSIONS

1. Plt Off T Bissessar, 20 Sqn, appointed wef 29 Apr 08.
Plt Off R Shaw, 2282 Sqn, appointed wef 29 Apr 08.
Plt off M Tailby, 2381 Sqn, appointed wef 29 Apr 08.

OFFICERS – EXTENSION OF SERVICE

2. Sqn Ldr M Sewell, WSO, extended to 7 April 2013.
Plt Off P Lowe, 2019 Sqn, extended to 8 Feb 2013.
Flt Lt A Benson, 20 Sqn, extended to 3 Aug 2011.
Flt Lt G Reynolds, 2401 Sqn, extended to 3 Jul 08.

ADULT SERGEANTS ATC – EXTENSION OF SERVICE

3. WO ATC P Withers, 200 Sqn, extended to 3 Jul 2013.

CIVILIAN INSTRUCTORS – EXTENSIONS & APPOINTMENTS

4. Miss G Dowden, 290 sqn, appointed wef 20 Feb 08.
Mr P W Webb, 299 Sqn, appointed wef 13 Feb 08.
Mr I J Birdsey, 2401 Sqn, appointed wef 6 Apr 08.

CIVILIAN INSTRUCTORS – RESIGNATIONS & TRANSFERS

5. Mr I D Arnold, 1955 Sqn, relinquished wef 21 Apr 08.
Ms S B Dalmedo, 2019 Sqn, transferred to 65 Sqn wef 1 Jun 08.

CADET WARRANT OFFICERS – APPOINTMENTS

6. N F Auger, 2381 Sqn, appointed wef 3 Apr 08.

CADETS – GLIDING

7. Cdt Cpl T Higgs, 1955 Sqn, Advanced Gliding, Gold Wings.
Cdt C Ostler, 13 Sqn, G S, Blue Wings.

WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<u>JUNE 2008</u>		
1	Site Specific Assessment Day	
7	Wing Dinner	
8	Range Practice	RAF Club, London 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
<u>NOVEMBER 2008</u>		
22	CPD for Officer's and SNCO's	
<u>JANUARY 2009</u>		
11	Wing Conference	Fremington Camp

