

**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 COMMAND**

2. With effect from 1 June 08, Flt Lt M Dunn assumed command of 2469 (Exeter St Thomas) Sqn vice Flt Lt T Woods.

**ORDER NO 3 – HONOURS AND AWARDS**

3. The following personnel were awarded the Commandant's Commendation in recognition of Meritorious Service rendered whilst serving The Air Training Corps:

Wg Cdr J Murch RAFVR(T) (Retd)	-	2401 (Dawlish) Sqn
Flt Lt W W Hamlen RAFVR(T)	-	914 (Glastonbury) Sqn
Mr M E Cooper	-	290 (Weston-super-Mare) Sqn
Mr G R Hawkes	-	290 (Weston-super-Mare) sqn

4. The following Devon & Somerset Wing ATC Squadron has been awarded the Commandant's Commendation in recognition of its participation in an extraordinary number of local and national activities, raising significant amounts of monies for the Corps, charities and community as a whole:

No 1955 (City of Wells) Sqn

**ORDER NO 4 – CERTIFICATE OF CREDENTIALS RAF (FORM 2899) – ACCESS TO MOD ESTABLISHMENTS BY ATC VOLUNTEER STAFF**

5. 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.

6. It is recognised that the RAF F2899 has been withdrawn from general Service use but until such time as the tri-Service identification card is issued, all units have been instructed by Force Protection Security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 5 – SELF-HELP STRUCTURES ON THE ACO ESTATE**

7. 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.
8. 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.
9. 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.
10. 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.
11. The AP 1919 and ACP 20B are currently being amended to reflect this policy.

## **ORDER NO 6 - TRAINING VISITS**

12. 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 7 - CONTACTING STAFF OUT OF WORKING HOURS**

13. 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.
14. 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 8 - AIR EXPERIENCE FLYING – CADET ELIGIBILITY**

15. 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.
16. If eligibility is not confirmed, or if the F3822 does not include the parental consent to flying, cadets will not be flown.

**ORDER NO 9 - CLEARANCE OF ADULTS FOR SERVICE WITH THE AIR TRAINING CORPS**

17. 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 10 - THE DUKE OF EDINBURGH'S GOLD AWARD – DRESS AT PRESENTATION CEREMONIES AT ST JAMES'S PALACE**

18. 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 11 - DRESS REGULATIONS – GENERAL PURPOSE JACKET**

19. 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 12 - SUPPORTING LETTER TO EMPLOYERS OF ACO ADULT VOLUNTEER STAFF**

20. 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 13 - SELF-DRIVE HIRE VEHICLES - INSURANCE**

21. 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 14 - IMPORTANT INFORMATION FROM THE HEALTH AND SAFETY DEPARTMENT**

#### **HEALTH & SAFETY WARNING**

22. 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.

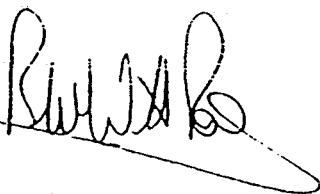
### **ORDER NO 15 - SQUADRON IDENTIFICATION BADGES**

23. 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 16 - REGULAR SERVICE HELPERS**

24. 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

### OFFICERS – PROMOTION

1. Plt Off R Wolverson to Fg Off, 20 Sqn, wef 19 May 08.  
Plt Off D Eke to Fg Off, 421 Sqn, wef 19 May 08.

### OFFICERS – TRANSFERS & RESIGNATIONS

2. Fg Off S Cohen, 2469 Sqn, to 2443 Sqn, wef 1 Jan 08.

### OFFICERS – EXTENSION OF SERVICE

3. Wg Cdr B Wills-Pope extended to 31 Jul 2011.

### WARRANT OFFICERS & SERGEANTS ATC - RESIGNATIONS & TRANSFERS

4. WO A J Pillar, 1322 Sqn, trans to 391 Sqn wef 20 May 08.

### WARRANT OFFICERS & SERGEANTS – EXTENSION OF SERVICE

5. WO W Matthews, 1146 Sqn, extended to 1 Nov 2011.

### CHAPLAINS – APPOINTMENTS

6. Rev M A Noel, 2401 Sqn, appointed wef 6 Apr 08.

### CIVILIAN INSTRUCTORS – EXTENSION OF SERVICE

7. Mr S Hann, 1032 Sqn, extended to 1 Sep 13.  
Mr M Edwards, 2469 Sqn, extended to 22 June 13.

### CIVILIAN INSTRUCTORS – RESIGNATIONS

8. Mrs P M Davies, 876 Sqn, relinquished wef 21 Nov 07.

### CADET WARRANT OFFICERS – APPOINTMENTS & RESIGNATIONS

9. S Cradock, 1031 Sqn, appointed wef 23 Apr 08.  
S Allen, 1079 Sqn, relinquished wef 6 May 08.

### CADETS – MARKSMANSHIP BADGES

10. Cpl Toase 326 Sqn  
Cdt Morgan 326 Sqn  
Cdt Rana 326 Sqn  
F/Sgt Goodwin 1064 Sqn

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## WING DIARY

<u>Date</u>	<u>Event</u>	<u>Venue</u>
<b><u>JULY 2008</u></b>		
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
20	Full Bore Shooting L98/L81	Tregantle
19-26	Summer Camp	RAF Waddington
23-30	Overseas Camp	RAF Rheindahlen
26 Jul – 2 Aug	Summer Camp	RAF Waddington
<b><u>AUGUST 2008</u></b>		
2-9	Windermere	
2-9	Summer Camp	RAF Waddington
9-16	Summer Camp	RAF Waddington
16-23	Summer Camp	RAF Waddington
17	Full Bore Shooting Long Range .22	Millpool
<b><u>SEPTEMBER 2008</u></b>		
6	Wing Swimming Trials	CTCRM Lymptone
6-7	Site Specific Final Assessment	Dartmoor
14	Full Bore Shooting Tregantle Cup L98	Willsworthy
21	Battle of Britain Parade	Exeter
27-28	Wing Activities Weekend	Fremington
27	Full Bore Shooting L98	Millpool & St Mawgan
<b><u>OCTOBER 2008</u></b>		
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
11	Full Bore Shooting L98	Willsworthy
12	Range Practice	Yoxter
19	Full Bore Shooting L98	Millpool
25 Oct – 1 Nov	Yellow Griffin	Penhale Camp
<b><u>NOVEMBER 2008</u></b>		
16	Full Bore Shooting L39 & L98	Millpool
22	Full Bore Shooting L98	Tregantle
22	CPD for Officer's and SNCO's	

WING DIARY (Cont'd)

DECEMBER 2008

7	Full Bore Shooting L98	Millpool
13	Full Bore Shooting L98	Willsworthy
14	Full Bore Shooting .22 Tgt Rifles	Camborne

JANUARY 2009

11	Wing Conference	Fremington Camp
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