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WBW/143/Trg

OC Squadrons

## **BADER - ELECTRONIC SUBMISSION OF ADV TRG APPLICATIONS**

1. RHQ C&E have now allowed us access to this facility on BADER. What this means is that units will now have the opportunity to submit Adventure Training Applications for both Local and RHQ approval via the Bader system on SMS. This is a major breakthrough and will enable units to submit applications and receive authorisation electronically, saving time, paper and expense to all. **THIS DOES NOT AFFECT OVERSEAS EXPEDITIONS/ VISITS OR FIELD CRAFT WHICH ARE STILL PAPER BASED.**
2. A full presentation will be made to OC's at the forthcoming OC's conference, and again at the Adv Trg Officers / DofE Officer conference that will follow shortly afterwards ( details yet to be announced). The power point presentation is now on the Wing Bader page under Adv Trg, - it is quite a large presentation and it is suggested units download to a Sqn computer to save having to access via Bader each time. It does mean however that units must populate Bader with Staff ( and qualifications), and cadets, to use this system. A Power point presentation to help make PDF's will also be under that heading. Both will also be put on Wing web site.
3. A short summary of the process is outlined below;
  - a. The OIC of the Adv Trg Application will need to log in on Bader ( Passwords can be obtained via Sqn Ldr D Martin if not issued or used before - OC Sqn's can do this), and by using the wizard ( and power point presentation) enter all the details they would normally submit on an Adv Trg application. ( It is worthy of note that only the originator can change any details - so the WATO cannot do anything except either authorise or not , and return to unit with a query, so ensure it is correct in each section). Please ensure you state in BASIC DETAILS what your travel plan is SOV's / car etc and number, and what travel grant you are applying for (eg: 2 x SOV 2 x cars travel grant requested £50.00)and same for CILOR ( in excess of 48 hrs) How many and for how many days. ( IF YOU DO NOT THEN EXPECT NIL GRANT). **YOU WILL ALSO NEED TO STATE CADET NUMBERS ( eg 30M 10F) AND TYPE OF ACCOMODATION - TENTED / PERMANENT.** This in NO WAY affects the units responsibility to Obtain Army Clearance for each application, Indeed they have to tick a box stating they are or have applied for such authorisation. **NO ADV TRG IS TO TAKE PLACE WITHOUT BOTH WHQ OR RHQ AND ARMY APPROVALS - as at present.**
  - b. The OIC MUST ensure that in **PARTICIPATING UNITS PAGE** that Warwicks/Bham Wing is selected ( tick box) as participating unit - this ensures that the application stays on the system. Any application that has not done this will have to be returned. ( Reminder only the unit can change things on the application!). WE do not require a full list of cadets for these activities

( as you do not have to submit these on paper applications), but will require what staff are attending. but you can add a cadet list if you wish.

c. The OIC then submits to his/her OC who has to approve the application via their own log in . It will then be sent electronically to the WATO and the system will generate an email stating this to the unit and the WATO.

d. If correct the WATO can then authorise and allocate ratios of staff ( and if need be send to RHQ for authorisation). Sqn will get email notification of the authorisation.

Conditions for RHQ approval - If any of 4 conditions not complied with MUST go to RHQ :

1. **Adventure Training in NON WILD COUNTRY**
2. **less than 72 hours ( 3 days or less)**
3. **max of 50 cadets**
4. **NO NIGHT EXERCISES ( Night Navigational exercises within confines of site and with each group having a member of staff with them and not DPM's is not a Night Exercise) Units are to ensure this statement appears on their programme. ( It will still attract a 1:5 ratio).**

For Wing approval it will then be issued with a unique Wing Adv Trg Ref No when authorised by WATO( Required for claims etc). An email will be generated by the system informing the OC Sqn that the application has been approved. This is all the unit needs to know at this stage - and should view the application for ratio and comments. The WATO will email WHQ of this authorisation for them to allocate travel/CILOR.

For RHQ approval - an email will be generated by the system to the Sqn when the WATO sends to RHQ and another when RHQ approve the application and it will be issued with a RHQ reference number for claims etc. WATO will email WHQ when an application has been sent to RHQ for WHQ to monitor as no RHQ number will be issued at that stage. RHQ will email WATO when they authorise an application. This is all the unit needs to know at this stage - and should view the application for ratio and comments.

WHQ will as they do now send an email to Sqn telling them of the ration and grants authorised, and this email MUST be submitted with all pay / travel / CILOR claims.

e. If Not approved it will be returned to unit with a request for more information from WHQ, and again an email will be sent to the OC Sqn informing them , and they must then deal with the query and resubmit to WATO , and para (d) above will take effect. The same will apply to applications sent to RHQ although the unit can only resubmit to RHQ in that case. This does mean that OC's must check their Bader email regularly, and keep abreast of RHQ decisions on SMS. Do not forget that only the unit can make changes to the application but no one else!- so if not correct it has to be returned. If activity is outside of ATC rules and rejected by RHQ or WATO it is effectively dead, and the unit will need to make a full new application.

f. Once approved at WHQ level it will be viewed by WHQ who may award travel grants / CILOR ( subject to budgetary considerations and separate instructions) IF YOU HAVE ASKED FOR ANY!! . Applications approved at RHQ will work on same basis with WATO informing WHQ when authorised by RHQ. WHQ will as they do now, send the unit an email advising them of any travel / CILOR contributions from WHQ, and will send out pay and travel claims which are to be resubmitted with a copy of the email mentioned attached. ( This effectively replaces a copy of your paper application previously and is something for you to keep and submit with claims after the event.). **UNITS ARE NOT TO CANCEL ANY APPLICATION ( at whatever stage) WITHOUT APPROVAL OF WATO.**

4. Our 2 nominated `experts` in completing the application forms are Flt Lt E Hemes OC 492 & Flt Lt N Upton OC 495, who have greatly assisted in submitting several spoof applications to ensure the system works and are now well versed in using the wizard to complete applications. A guide to producing map traces from memory map as PDF's will be added to Wing web site which does make things that bit easier. Any problems in the first instance should be addressed via them. The CLONING function will be explained at Conference and will also save units a tremendous amount of time, if they use the same site regularly.

5. There is also a DRAFT facility - whereby Sqn's can start an application and then save it until they are ready to submit, and it will be there for them .

6. As a result of this great improvement I have decided that for electronic submissions of Adv Trg for local ( Wing Approval) , they **MUST now be submitted no less than 2 WEEKS before** the activity. **For RHQ it is now minimum of 3 weeks ( less than at present)** . Both timescales will be reviewed in 6 months

7. **START DATE AGREED AS OF 1 MARCH 2011 FOR ELECTRONIC SUBMISSIONS**

8. Although this is a major improvement, units can continue as at present to submit paper applications under current rules, but in time it is expected that all applications will be via Bader. For Paper applications the old rules apply

PAPER APPLICATIONS ( No change to present rules)

**For Wing ( local) approval minimum of 3 weeks prior to activity.**

**For RHQ approval 4 week prior to activity.**

Any paper submission that do not conform to these limits will be Returned as at present.

9. SELF AUTHORISED ADV TRG

The system also has the facility for units to create their own application for self authorisation. As you are all aware as per ACP 17, you need to have a self authorisation to enable cadets to undertake some Adv Trg at Sqn HQ's and their within their perimeter for example camp craft - tentage - cooking etc. Up to 8 hours duration and no expenses claimed, - to ensure your cadets and Instructors are covered by ATC Insurance . ( Note cadet seriously injured with cooking stoves at Uxbridge Sqn when doing such an event).

**10. FIELD CRAFT APPLICATIONS** - Not affected still paper based at the moment - but Sqn Ldr Martin is looking at possibilities of electronic submissions of Fieldcraft asap.

***Original Signed***

B Coats

Sqn Ldr

Wg Adv Trg / DofE Off

Copy to

OC Wing

WSO's - Wing file

Note; Wizard for completion is on Bader and is very good. To access manual - Bader - GO to Help Desk - then Knowledge base - then select AT & PIPE - again very informative. A Power Point presentation is also on Wing Bader Site under Adv Trg, but is quite large and should be downloaded to unit computer for future use. A Power point presentation is also on Wing Bader site to assist units in making PDF's of their routes and it works. Will be explained at OC's conference.