



The photograph above will introduce the members of the staff of LAC Davis, F. R.; Corp. Carley, H. L.; AW2 Wright, J.; F/O Dale, A.; Headquarters Orderly Room. Shown in the group are Sgt. W. Smith, AW1 Hulford, L. E.; AW1 Malott, I. O.; AW1 Smith, L. S.; F/S Crowe, L.

Our Station Orderly Room

We have been asked to say a few words in the first issue of "Wings Over Borden" as a magazine. To cover completely the duties of the Orderly Room staff would require much more space than the magazine will allow and would probably prove to be very dry material for our readers. We shall deal very briefly, therefore, with the purpose and principle functions of the Orderly Room.

Our purpose is to safeguard and maintain the files on Material, Equipment, Training Policy and Procedure, etc.; to maintain documents and records of personnel; to standardize the administrative procedure carried out on the Station through the medium of Station Administrative Orders; to issue orders which affect the whole station in the form of Daily Routine Orders and Station Standing Orders; to ensure the prompt submission of periodical and other returns; to put into effect the substance of new policies issued by higher authority; to maintain an adequate and accurate strength and establishment record; to effect the posting, remustering, reclassification and promotion of airmen, etc., etc. Every function carried out is in accordance with some regulation or order concerning the proper procedure to be followed. We must, therefore, read all orders and understand them, and revise the procedure to comply with them.

Space will not permit us to deal fully with the various sections of our staff which endeavor to achieve the aim in view. However, a brief summary of the duties carried out by each section will serve to acquaint

the reader with the general scheme of things.

Firstly, we shall deal with the Central Registry. The C.R. carries out its duties in the maintenance of files, conduct of correspondence, and distribution of official mail on the station. It ensures the completeness of action in matters. A system of registration is effected which will enable papers to be located with a minimum of delay. It might be well to state that our C.R. receives less criticism than many which function, thanks to the efforts of Corporal Peck, K.L. and his able assistant LAC Davis, F. R. The ability to work hard and a good knowledge of station procedure and organization assist them materially in doing a good job.

Under the able supervision of Flight Sergeant Lou Crowe, our Records Section maintains airmen's records; effects the reclassification, remustering and promotion of airmen on the station; prepares the Daily Routine Orders and Station Administrative Orders. Flight Sergeant Crowe is assisted in records by Sergeant Smith, W. A., who supervises the promulgation of Daily Routine Orders and sees that proper action is taken in respect to Aircrew remusterings; and maintains a record of postings.

Closely related to the Records Section is the Document Section with Mr. Orval E. Edwards, our Civilian Clerk, in charge. His main responsibilities are to maintain Officers' and Airmen's documents; to keep a record of those documents charged out to various units on the station; to ensure that documents of airmen posted away from the

Station are despatched without delay and to ensure that documents of airmen posted to the station are complete. Mr. Edwards is especially busy when a course graduates and at other times manages to keep out of mischief. He has been accorded the privileges of a Senior N.C.O. and is an honorary member of the Sergeants' Mess.

Our N.C.O. Staff summary would not be complete without mentioning Corporal Carley, H. L., who is always busy. The maintenance of the station strength and establishment record and its associated returns require much concentration on his part.

A word about the Stenographers' Pool. The staff of airwomen employed therein are answering the call of our Commanding Officer, Administrative Officer, Adjutant and Assistant Administrative Officer, in the dictation and typing of letters and memoranda. They also maintain the Headquarters inventories and keep the publications up to date. They are doing a good job.

Special mention is reserved to the members of the Women's Division. These girls have taken the place of airmen who are now more actively engaged in the War Effort. Much credit is due them. They arrived on the Station resolved to show us that they could do it and they have. Our hats are now off to them, for they have fitted into the scheme of things on the job and on parade and are really putting on a good show.

Lastly, we work together in congenial harmony in the pursuit of duties which co-re-

Thumbnail Sketches

RECENTLY COMMISSIONED

F/O Armand John Dale—Born in Westboro (via Ottawa), Ontario, on June 9th, 1916. Attended Westboro Public School and later Nepean High School. Commenced employment in 1934 as Clerk (Stenographer) with Department of National Defence, Ottawa, and continued in this post until 1936. Resigned to join R.C.H.A. (Permanent Force). After nine months as a gunner and battery clerk, obtained discharge to join R.C.A.F. on 5th May, 1937. Has served at R.C.A.F. Station, Trenton; No. 11 (Technical) Detachment, Montreal; Air Force Headquarters, Ottawa; and since August 6th, 1941, has been on the strength of No. 1 S.F.T.S., Camp Borden. Appointed to present rank effective 1st July, 1942. Most important event was his marriage to Miss Johanna McCrindle of Montreal in 1939. Has daughter Heather nearly two years old. Favourite sport—swimming. Enjoys other sports.



W.D. HEADQUARTERS CORPORAL

M. MacKenzie, Cpl.—Born at Strathalbyn, Prince Edward Island. Spent earlier part of life on a farm. At time of enlistment held position with the Eastern Securities Company Limited, Charlottetown—in this connection was Provincial Secretary of the Second Victory Loan. Interested in all sports, particularly outdoor sports. Was sworn in to the R.C.A.F. (W.D.) on December 18, 1941, as Clerk Steno., proceeded to Toronto where four weeks basic training was completed—was then posted to Moncton, New Brunswick, where she worked at her trade in the Training Wing, Control Tower, No. 8 S.F.T.S. After four weeks there was sent back to No. 6 "M" Depot to take Administrative Course—after this Course was completed, worked there as Training Corporal for five weeks—then posted Camp Borden on April 25th.



STATION DISCIPLINARIAN

Flight Sergeant E. A. McCorkindale, Station Disciplinarian, was born in the town of Collingwood on April 29th, 1908. Although not a disciplinarian at that time, it is rumoured that he had a mind of his own and an eye for the future. As Collingwood was too far from the seat of his future activities he urged his parents at the early age of two to take up residence in the town of Barrie, which they did. When interviewed his only comments were that he hates women. The Station Discip. enlisted in the R.C.A.F. July 15th, 1940. He was with the Exhibition Squadron in Toronto prior to coming to Camp Borden. Prior to that he was with the Grey and Simcoe Forsters, N.P.A.M., for some years as a drill sergeant.

