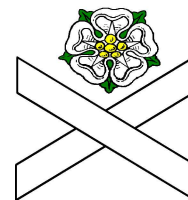


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55 Training Squadron Royal Engineers
3 Royal School of Military Engineering Regiment
Gibraltar Barracks, Blackwater, CAMBERLEY
Surrey, GU17 9LP



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Reference: REA 01-02-18

See Distribution

Date: 27 Feb 2018

ROYAL ENGINEERS ASSOCIATION (REA) MINLEY WEEKEND 27 – 29 JULY 2018 CALLING NOTICE

Situation.

1. **Introduction.** The annual Minley REA Weekend is a key event in the Corps calendar as it affords sappers, both past and present, the opportunity to meet and network. The event will take place at Gibraltar Barracks, Minley.
2. **Aim.** The aim of the REA weekend is to promote the association, build an 'Esprit de Corps' and integrate veterans with serving personnel.

Execution.

3. **Outline of events.** A welcome pack containing a detailed breakdown of the weekend's events and relevant information will be issued to all REA members on arrival at the Reception Centre. The weekend will however be broken into 3 distinct phases:
 - a. **Phase 1 - 'Meet & Greet'.** This phase will take place within the Warrant Officers' and Sergeants' Mess on Fri 27 Jul 18. A basket meal will be served at 2000hrs. If you require an additional meal prior to this, then please annotate it on the meal requirement form at Enclosure 4.
 - b. **Phase 2 - Royal Engineers Open Day.** The main event for Sat 28 Jul 18 will be an open day, showcasing Royal Engineer capabilities through static and practical stands. This will be followed by a social function in the evening, comprising of a raffle and buffet.
 - c. **Phase 3 - Service of Remembrance.** The main event for Sun 29 Jul 18 will be a Service of Remembrance. This will be followed by a Carvery in the Officer's Mess. The weekend will conclude at 1500hrs on the Sunday.
4. **Notice of Attendance.** Branch Secretaries are requested to return the Attendance Proforma at Enclosure 1 no later than Thu 31 May 18.
5. **Arrival.** REA members and their guests are to book in via the Reception Centre, located at the entrance to Gibraltar Barracks. Guests are encouraged to arrive between 1600 - 1900 hrs on Fri 27 Jul 18. REA members are kindly requested not to arrive before 1600hrs to allow for training to be concluded at 3 RSME. If you arrive early, please be aware that the accommodation will not be available until 1600.
6. **Security.** The security and integrity of Gibraltar Barracks is of the utmost importance, and cars entering camp are liable to be searched. Occupants are requested to be patient and fully

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cooperative with the security measures in place over the weekend. REA members are to carry their REA membership cards at all times whilst within the confines of camp.

Service Support

7. **Accommodation.** Accommodation is limited and will be offered on a first come first served basis. Unfortunately, Minley Station no longer has the capacity to offer single man rooms, and accommodation will consist of either three man rooms, or double rooms with single beds. There is no facility to provide double beds within accommodation blocks. Rooms designed to cater for disabled persons are available but are in very short supply. Transport will be made available to move members from the accommodation at Minley Station to each of the main events. All accommodation at Minley is to be vacated no later than 1500hrs on Sun 29 Jul 18. Should any members prefer to make their own sleeping arrangements or unfortunately not allocated accommodation at Minley Station, the following hotels are situated within a short distance of Gibraltar Barracks:

- a. Premier Inn – Ively Road, Southwood, Farnborough, Hampshire GU14 0JP (3.5 miles).
- b. The Ely – London Road, Blackwater, Camberley, Surrey, GU17 9LJ (0.9 miles).
- c. Abacus B&B – 7 Woodside, Blackwater, Camberley, Surrey, GU17 9JJ (1.4 miles).
- d. Village Hotel – Pinehurst Road, IQ Business Park, Farnborough, Hampshire, GU14 6YA (6.1miles).
- e. The Casa Hotel – Handford Lane, Yateley, Hampshire, GU46 6BT (1.6 miles).

7. **Feeding.** Meals taken at Gibraltar Barracks will be provided by ESS Catering Services the resident contractor. Meals scheduled at Enclosure 4 will be included in the attendance cost. Individuals choosing just to take the Carvery will be billed for this lunch only. Meals will be served by way of ticket redemption, and any additional food or beverages requested outside of the pre-arranged feeding schedule will incur an additional charge.

8. **Finance.** The total cost for the weekend is estimated to be no more than £30 per head. Accurate costs will be calculated once the contractor has produced a final costing, and a bank transfer will be requested from each branch. Transfers are to be referenced with your branch name and '**REA MW 2018**'. Branch chairmen are requested to collect funds per branch and transfer to 3 RSME Regiment as a one-off payment. Transfers are to be made to:

Sort Code: 16-19-26
Account No: 14834028
Name: Central Bank 3 RSME
Reference: REA branch

9. **Transport.** A minibus for Veterans and less mobile individuals will be on hand to shuttle members to and from the accommodation, and the main gate where required.

10. **Parking.** REA members will be directed to their designated parking areas on arrival. For security reasons, vehicles are not to be parked outside of these designated parking areas under any circumstances. Provision will be made for individuals wishing to bring caravans.

11. **Dress.** Dress for the weekend will be as follows:

- a. '**Meet and Greet**' – Shirt with collar, trousers and shoes, blazers are optional. Female guests are required to wear a suitable equivalent.

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- b. **Saturday Social** – Suit or blazer with tie. Female guests are required to wear a suitable equivalent.
- c. **Sunday Remembrance Service** – Suit or blazer with tie and medals. Female guests are required to wear a suitable equivalent.

Command and Signal

- 12. **Correspondence.** All correspondents are to be directed to the undersigned. Written communications are to have the identifier '**REA MW 2018**' marked on the rear of the envelope. Emails are to contain '**REA Minley Weekend 2018**' in the subject line. This will ensure easy identification and timely processing.
- 13. **Cancellations.** Cancellations are to be forwarded to the undersigned as soon as they occur. This will ensure REA funds are not wasted through non-attendance.
- 14. **Media.** Veterans wishing to draft an article for Sapper Magazine are encouraged to do so. Please send all articles including separate pictures to: Sapper Magazine, RHQ RE, Ravelin Building, Brompton Barracks, Chatham, Kent, ME4 4UG.

BS Isherwood
SSgt
Hook Tp
55 Trg Sqn
For CO

Enclosures:

- 1. [REA Minley Weekend 2018 Notice of Attendance Proforma.](#)
- 2. [REA Minley Weekend 2018 Branch Nominal Roll.](#)
- 3. [REA Minley Weekend 2018 Accommodation Request Proforma.](#)
- 4. [REA Minley Weekend 2018 Meal Requirements Proforma.](#)

Distribution:

All REA Branch Secretaries (sent via HQ REA)

Copy to:

Commanding Officer
All 3 RSME Sub Units
SSO 3 RSME
HTS
MTWO

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Enclosure 1 to
REA MW 2018 Calling Notice
Dated 27 Feb 18

REA MINLEY WEEKEND 2018 NOTICE OF ATTENDANCE PROFORMA

To: Hook Tp SNCO
55 Trg Sqn
3 RSME Regt
Gibraltar Barracks
Blackwater
Camberley
Surrey
GU17 9LP

From: _____ Branch
Address: _____

Tel: 01252 863097
Fax: 01252 863512

Branch Contact No: _____
Branch Email: _____

1. Please complete the information below using (BLOCK CAPS), attendance should be as accurate as possible. Returns are to be sent to the above address by post or fax no later than **Thur 31 May 18**.

Ser	Information Requirement	Response Y/N	Number(s)	Remarks
1	Is your Branch supporting the Minley Weekend 2018?			Numbers recorded as members and wives / partners separately.
2	Will your Branch be attending the function on the Saturday evening in the WOs' & Sgts' Mess?			Please indicate total numbers attending including all wives / partners.
3	Will your Branch be taking part in the Service of remembrance?			Numbers who require specific seating arrangements, wheel chair provision, etc.
4	Will your Branch require the Carvery Lunch on Sunday?			
5	Will your Standard Bearer be taking part in the Service of Remembrance?			
6	Will your Branch require parking and caravan provision?			Please stipulate how many cars and caravans that will require to park within the barracks.

2. Further enquiries can be directed to SSgt Isherwood 55 Trg Sqn using the contact details above.

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Name of Branch Secretary: _____ **Signature:** _____ **Date:** _____

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Enclosure 2 to
REA MW 2018 Calling Notice
Dated 27 Feb 18

REA MINLEY WEEKEND 2018 BRANCH ATTENDANCE NOMINAL ROLL

1. Please list all Branch members that are attending the Minley Weekend 2018. Entries are to be made in BLOCK CAPS.
2. Details of vehicles to be housed within the confines Gibraltar Barracks are to be entered in the relevant column.

From: _____ Branch

Ser	Name	Arrival Date	Vehicle Details			Remarks	Payment Sent Y/N
			Registration	Make	Model / Colour		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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17							
18							
19							
20							

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Enclosure 3 to
REA MW 2018 Calling Notice
Dated 27 Feb 18

REA MINLEY WEEKEND 2018 BRANCH ACCOMMODATION REQUIREMENTS

1. Please list all Branch members that are attending the Minley Weekend 2018 and require accommodation. Entries are to be made in BLOCK CAPS.
2. Whilst every effort will be made to secure accommodation for the weekend it cannot be guaranteed and will be dependant on availability. Preferences for first floor rooms must be annotated but subject to availability, may not be available.

From: _____ Branch

Ser	Name	Arrival Date	Accommodation Required				Preferences (1 st Floor, etc)
			Bedspace (Male)	Bedspace (Female)	Room Twin Single Beds (Couples)	Room Disabled Person	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

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**Enclosure 4 to
REA MW 2018
Dated 27 Feb 18**

REA MINLEY WEEKEND 2018 MEAL REQUIREMENTS BRANCH NOMINAL ROLL

1. Please list all meals required for the weekend on the attached sheet. Entries are to be made in BLOCK CAPS.

From: _____ Branch

Ser	Name	Arrival Date	Meal Requirements								Special Dietary Requirements / Remarks
			Friday			Saturday			Sunday		
			Evening meal Macs Mess 1645-1745	'Meet & Greet' WOs' & Sgt's Mess 2000 hrs		Breakfast Macs Mess 0800-0900	Lunch Macs Mess (BBQ)	WOs' & Sgt's Mess		Breakfast Macs Mess 0830-0930	
Chicken	Scampi	Curry		Lasagne							
1											
2											
3											
4											
5											
6											
7											
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9											
10											
11											
12											
13											
14											
15											