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The Queen's Regulations for the Royal Air Force

**Fifth Edition
1999**

Amendment List No 30

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CHAPTER 1

THE QUEEN'S REGULATIONS FOR THE ROYAL AIR FORCE

INTRODUCTION

1. Applicability of Regulations.*Sponsor: RAF Pers Sec (Legislation)*

- (1) These regulations apply throughout the Royal Air Force at home and abroad.
- (2) The manner in which these regulations apply to female personnel is dealt with in clause (3).
- (3) Unless clearly inappropriate to the context or specified otherwise in the Regulations, reference to the male gender (e.g. 'men', 'airmen') may in these Regulations be substituted by reference to the female gender.
- (4) The regulations relating to MOD civilian staff, including training regulations, are contained in the MOD Personnel Manual for both Non-Industrial and Industrial Staff. Regulations on travel, UK transfers and service abroad are to be found in the MOD Civilian Travel Manual and the Civilian Transfer Manual Volumes 1 and 2. Pay Regulations are contained in MOD Manual 8.

2. Use of the Regulations.*Sponsor: RAF Pers Sec (Legislation)*

- (1) An officer or airman, or other person, in applying the regulations, should be careful to ensure, by means of the index and the cross references provided in the text, that he has acquainted himself with all the necessary details relating to the matter upon which he requires to be informed.
- (2) DCIs (RAF) or other Defence Council Instructions which amplify or otherwise affect these regulations should be noted marginally against the appropriate paragraphs.

3. London Gazette.*Sponsor: ACOS Pers Pol (RAF)*

The London Gazette, published by authority, in which all appointments to commissions, substantive promotions, resignations, retirements, removals, dismissals and transfers to the reserves, relating to officers of the RAF are inserted, is transmitted to all headquarters of commands and groups to enable notifications, as appropriate, to be made in orders. The insertions in the London Gazette are official for all air force purposes. Acting promotions are gazetted only if to or above the rank of air vice-marshal. Acting ranks are not gazetted but are notified officially by entries in posting documents issued by the MOD.

4. Forfeiture of Emoluments.*Sponsor: SP Pol Pay & Charges*

Under the Forfeiture Act, 1870, as applied to the air force, if any person convicted of treason or felony, for which he is sentenced to preventive detention or corrective training, or any term of imprisonment exceeding twelve months, holds any military, naval or air force office or is entitled to any pension or superannuation allowance payable by the public or out of any public fund, such office becomes vacant and such pension or superannuation allowance is forfeited, unless a free pardon is granted by Her Majesty within two months of the conviction or before the filling up of the office if given at a later date.

5. Effect of Variation of Regulations.*Sponsor: SP Pol Pay & Charges*

An officer, airman or other person shall not be entitled to claim any pay, promotion, retired pay, pension or other advantage conferred by these or other regulations in the event of such regulations being at any time amended or cancelled. A claim cannot be founded upon a regulation, the operation of which is merely contingent, e.g., a regulation prescribing a rate of pay which is revised before the claimant attains the rank or seniority to which it was assigned.

6. Vested Rights.*Sponsor: SP Pol Pay & Charges*

An officer, airman or other person, for whom provision is made in these or other regulations, will not be recognized as having any vested rights to any rate of pay, retired pay, pensions, gratuity, allowance or any other emolument, except as specially provided therein whether in the text of the regulations or by footnotes thereto. Similarly, such person will not be entitled to claim the issue of any emolument, whether under these regulations or as a reserved right, under special conditions which are not herein provided for.

7. Liability to Deductions from Pay in Respect of MOD Claim or Service Debt .*Sponsor: RAF Employment Policy*

(1) Deductions from pay, allowances or any other emoluments granted by these or other regulations to an officer or airman, may, at a time when such person is a member of the regular forces, be ordered by the Defence Council to meet any MOD claim that may be outstanding against such person, any Service debt that may be due from such person and any Service claim that the Defence Council may direct such person to pay or any claim by any Commonwealth, Colonial or foreign government or international organization with which the officer or airman concerned is serving, which the Defence Council may direct such person to pay. A deduction order under this paragraph should not normally exceed the equivalent of 28 days' gross pay.

(2) The power to order deductions from pay, allowances or other emoluments vested in the Defence Council in clause (1) may also be exercised by the Air Member for Personnel or an officer on his staff who has been duly authorised by him to act on his behalf.

(3) The term "MOD claim" is to be held to include any MOD debt or disallowance, or any over-issue.

8. Doubt as to the Proper Issue of Pay and Allowances.*Sponsor: SP Pol Pay & Charges*

(1) When any doubt exists as to the rate or amount of pay or allowances issuable to an officer, airman or other person, so that reference to higher authority is necessary, payment is to be suspended pending the receipt of a decision or of the necessary information.

(2) Where the question is as to which of two rates, or amounts, is correct, the lower rate or amount is to be paid provisionally.

9. Diversion of Emoluments of Missing, etc, Personnel. *Sponsor: SP Pol Pay & Charges*

(1) The pay and other Service emoluments of any person subject to these or other regulations with whom it is for the time being impracticable to communicate (e.g., a person officially declared missing, a prisoner of war or an internee of a neutral power) or who is, in the opinion of the Defence Council,

Defence Council, be issued in whole or in part to the wife or other dependant to whose support:

- (a) It is shown that the person concerned contributed, or
- (b) There is good ground for believing that the person concerned would have contributed if he had been aware of the circumstances in which his dependant was placed.

A receipt from such wife or dependant shall be a sufficient discharge.

(2) The Defence Council may delegate their powers under clause (1) to an officer on the staff of the AOCinC PTC not below the rank of Air Commodore and an officer on the staff of the Second Permanent Under-Secretary of State not below the rank of Assistant Under-Secretary of State, acting jointly.

10. Payment of Arrears of Emoluments.

Sponsor: SP Pol Pay & Charges

- (1) All pay, allowances, refunds of expenses and other pecuniary advantages granted by these or other regulations, which require to be claimed before payment can be made, shall be deemed to have been forfeited if not claimed within six years of the period or event to which they relate.
- (2) A claim may be admitted, on verification, by a unit or command up to three years in arrears, provided that:
 - (a) The regulations governing a particular emolument do not prescribe a lower time limit.
 - (b) Any claim which would normally require to be authorized above unit level is referred to the appropriate authority. A claim in excess of delegated powers of approval, but not more than six years in arrears, is to be referred to the RAF PMA (PAC).
- (3) Arrears of pay, allowances, etc, which do not need to be claimed, may also be authorized by units and commands within the relevant limits stated in clause (2) above. Arrears in excess of delegated powers of approval are to be referred to the RAF PMA (PAC) but are not subject to any upper time limit.
- (4) Arrears of any kind may only be paid where entitlement can be established beyond doubt and it can be proved by reference to accounts or other documents, that payment has not already been made.

11. Amendments, Errors & Omissions.

Sponsor: RAF Pers Sec Svc Cnds 1

The Queen's Regulations for the Royal Air Force (QR(RAF)) are collated and edited by RAF Pers Sec (Legislation) 3, CHQ. Draft amendments to QR(RAF) should be submitted on the self-explanatory MOD Form 877 contained in [Appendix 49](#). Closing dates for submissions are detailed in Table A below.

- (1) QR(RAF) should not include detail that is already printed in other books of reference. However, there is no objection to the inclusion of a brief reference to a subject in QR(RAF), quoting the number and title of the publication in which the detailed instructions can be found.
- (2) If any errors or omissions are discovered in QR(RAF) by an officer, airman or other person it is the duty of the individual to report the matter in writing to his superior officer using MOD Form 877 referred to in the first paragraph above.

TABLE A

CLOSING DATE	PUBLISHING DATE
Mid Feb	Jun
Mid Jun	Oct
Mid Oct	Feb

12. Sponsors.*Sponsor: RAF Pers Sec Svc Cnds 1*

Sponsors of QR(RAF) are responsible in law for the content of their own QRs(RAF); they are to review annually those for which they have a responsibility and are to inform RAF Pers Sec (Legislation) 3, CHQ of changes in title, content or responsibilities. Any transfer of sponsorship to another branch or organization must be agreed between the two parties concerned and notified to RAF Pers Sec (Legislation) 3 as soon as possible. A list of QR(RAF) sponsors, grouped alphabetically by sponsor, is contained in [Appendix 52](#).

13. Joint Regulations.*Sponsor: RAF Pers Sec Svc Cnds 1*

The letter 'J' preceding a paragraph number indicates that the paragraph is published in identical form, normally in *Queen's Regulations*, for each of the three Services. Any proposed amendment to a 'joint' RAF regulation should first be agreed between the RAF sponsor and the sponsors of the equivalent RN and Army regulations before being submitted to RAF Pers Sec (Legislation) 3, CHQ.

14. Abbreviations.*Sponsor: RAF Pers Sec (Legislation)*

In official correspondence and documents (except those specified below), DCIs and other publications, when reference is made to Queen's Regulations for the Royal Air Force the abbreviation 'QR(RAF)' is to be used. When referring to paragraphs, clauses, sub-clauses and sub-sub-clauses, the abbreviated form is to be used followed by the paragraph number, with the number of any subsequent clause in brackets i.e. 'QR(RAF)301(3)(d)(i)'. The aforementioned abbreviated form is not to be used in:

- (1) Regulations and documents having statutory force.
- (2) Legal documents, such as court-martial charge sheets; and
- (3) Correspondence outside the Service or the MOD when the interpretation of the abbreviated form is likely to be obscure.

A list of other abbreviations used throughout these Regulations is contained in [Appendix 50](#).

15. Explanation of Terms.*Sponsor: RAF Pers Sec (Legislation)*

An explanation of terms used throughout these Regulations is contained in [Appendix 51](#).

16-18. (Omitted)

CHAPTER 2

STRUCTURE OF THE SERVICES AND ORGANIZATION OF THE ROYAL AIR FORCE**J19. Government and Command of the Services.***Sponsor: DC&L(F&S)Legal*

- (1) The government and command of each of the fighting Services is vested in Her Majesty the Queen, who has charged the Secretary of State with general responsibility for the defence of the Realm and established a Defence Council having command and administration over Her Armed Forces.
- (2) The Defence (Transfer of Functions) Act 1964 transferred to the Secretary of State the statutory functions of the previous Secretaries of State for War and Air and (except for certain specified functions relating to command and administration) of the former Board of Admiralty. The Act transferred to the Defence Council the statutory functions of the former Army Council and Air Council and corresponding statutory functions (including the excepted functions referred to above) of the former Board of Admiralty.
- (3) The Letters Patent of the Defence Council are reproduced in [Appendix 1A](#). The Council are given the prerogative functions of the former board of Admiralty, Army Council and Air Council, are given administrative functions, are given command of all members of the Forces and are directed to set up an Admiralty Board, an Army Board and an Air Force Board.
- (4) The Directions of the Defence Council setting out the composition and duties of the Air Force Board are reproduced at [Appendix 1D](#) (RAF only). The Board have, under the Defence Council, command over the officers and airmen of Her Majesty's air forces; subject to the orders and directions of the Defence Council, they are charged with the administration of matters relating to the air forces.
- (5) The Defence (Transfer of Functions) Act 1964 empowers the Air Force Board to discharge the statutory functions of the Defence Council, subject to any Directions of the Council. The effect of the above Directions is to confine this power, in the main, to statutory functions relating to the RAF. Certain prerogative functions under Orders in Council relating to the RN and RM were transferred to the Secretary of State who in practice is advised on such matters by the Admiralty Board. The Army and Air Force Boards have been empowered by Royal Warrant to exercise concurrently certain prerogative functions.

20. Composition of the Air Forces.*Sponsor: AMPSec2 b*

The air forces of the Crown consist of commissioned and enlisted personnel who have undertaken a definite liability for service and comprise:

- (1) The Royal Air Force.
- (2) The Reserve Air Forces as detailed in AP 3392 Vol 7 Chap 1.

21. Headquarters Air Commands.*Sponsor: Air-XO-CE-SO*

The policy for the employment of the RAF at home and abroad is decided by the Defence Council. The implementation of this policy is allotted by the Defence Council (or the AFT) to the CAS at Headquarters Air Command, who is accordingly vested with the authority necessary to carry out this task.

22. (Omitted)

J23. Unified Commands.*Sponsor: ACOS Pers Pol (RAF)*

Unified Commands normally command all British forces allocated to their operational area subject to the terms of any Directives which may be issued to them. The single Service commanders in the area exercise command of the allocated naval, land and air forces under the overall command of the Unified Commander. Single Service Commanders are normally responsible direct to their respective Boards for matters of single Service administration and finance, but the Commander of the Unified Command is nonetheless expected to exercise the oversight and co-ordination necessary to ensure the most efficient functioning of the Command and maximum economy in its administration.

24. Representation of the Interests of the Permanent Under Secretary of State and RAF AIR Command.*Sponsor: D Res Air*

- (1) The Permanent Under Secretary of State (PUS) is represented in Air Command by the Director of Resources, Air Command (D Res Air), who is appointed jointly by DG Finance and CAS
- (2) Reporting jointly to DG Finance and CAS, D Res Air is the TLB Senior Finance Officer (SFO) and Civilian Workforce Advisor (CWA)
- (3) The D Res Air provides support to CAS and his staff and to commanders and staffs of formations, units and stations, to assist them in carrying out their Department of State duties. D Res Air raises with CAS or his staff any matters of policy, administration or finance which in his opinion merit attention.
- (4) As SFO, D Res Air is the authoritative source of financial advice in the TLB and is responsible for assuring the adequacy of arrangements within the TLB to execute financial management and stewardship responsibilities in support of delivery of the TLB's Command Plan. D Res Air is also personally responsible for specific delegations made to him/her by DG Finance. D Res Air chairs the TLB's Investment Approvals Committee and has a key role in the Capability and Planning activity within the TLB, overseeing all aspects of the TLB/Command Financial Planning, including equipment and personnel planning.
- (5) D Res Air has access to all relevant information held within the TLB and sits on the highest level TLB senior governance Board. He is therefore a full Member of the Air Force Board Standing Committee.
- (6) The D Res Air carries out such duties and exercises such financial powers that have been delegated to him by the MOD or CAS in relations to Department of State matters including primarily financial, personnel, corporate governance and secretariat matters. The more specific responsibilities of D Res Air are defined in his SFO letter of Delegation (LoD) from DG Fin and LoD from CAS.

25. (Omitted)**26. Structure of a Headquarters Staff.***Sponsor: Air-XO-CE-SO*

The role of Headquarters staff is to provide the RAF with strategic leadership and corporate assurance for airpower generation, integration and sustainment; accordingly, Headquarters Air Command is configured on a single 4-star CAS commanding the RAF supported by two 3-star deputy commanders (DComs). DCom Operations is responsible for Air Power delivery and strategy; he sits on the AFB as the Air Member for Operations. DCom Capability is responsible for the management of Air Capability and the formulation of personnel and welfare policy, career development and training; he sits on the AFB as the Air Member for Personnel and Capability.

27. Royal Air Force Reserve and Royal Auxiliary Air Force.

Sponsor: Air-XO-CE-SO

The administration of the RAF Reserve and RAuxAF is at all times the responsibility of the AFB subject to the orders and directions of the Defence Council. Certain administrative tasks relating to the RAuxAF, when members are not called out on permanent service, are undertaken by the RFC Associations.

28-35. (Omitted)

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CHAPTER 3

GENERAL INSTRUCTIONS FOR OFFICERS**SECTION 1 - INSTRUCTIONS FOR COMMANDERS****AN AIR OFFICER COMMANDING-IN-CHIEF OR COMMANDER-IN-CHIEF****36. General Responsibility.***Sponsor: ACOS Pers Pol (RAF)*

- (1) An AOCinC or CinC is responsible for command, discipline, training and efficiency of the air forces in his command, subject to any limits which may from time to time be imposed by the Defence Council or by regulation.
- (2) He is responsible for all matters relating to the administration of his command and is to ensure that such administration is implemented by the simplest methods possible. This is to include the economic use and efficient management of the material resources in his Command.
- (3) He is to forward to the MOD after careful consideration, any suggested simplification of, and improvements to, MOD regulations affecting his command.
- (4) He is responsible for operations as provided in Para 21 according to the nature and situation of his command.
- (5) He is responsible for ensuring that schemes of mobilisation for all units stationed in or mobilising within his command are kept up to date, that all ranks in his command are acquainted with their duties on mobilisations and in connection with any local defence scheme applicable, that those concerned have such access to the scheme as is necessary for the proper performance of the duties required of them.
- (6) He is to issue a directive to each of his subordinate commanders explaining the command and control system he will use to exercise his responsibilities, how he expects his subordinates to fulfil their tasks and any other instructions that he considers relevant.

37. Works Services.*Sponsor: Infra(Pol)*

In all matters relating to works services, he is to be guided by Chapter 23 of QR (RAF), JSP 434, JSP 435 and The RAF Manual of Infrastructure Management. He is supported by the RAF Infrastructure Organization (RAF IO), whose mission is to provide the RAF with an efficient and cost effective infrastructure and estate management service.

38. Delegation of Responsibilities.*Sponsor: ACOS Pers Pol (RAF)*

He may delegate his responsibilities to such officers, and to such an extent, as he may consider desirable, subject to any limitations which are, in any matter, prescribed by regulation, and bearing in mind that the ultimate responsibility remains his.

39. Standing Orders.*Sponsor: ACOS Pers Pol (RAF)*

It is neither possible nor desirable to provide in orders against every contingency. He is to ensure,

however, that:

- (1) Any standing orders promulgated by headquarters units to stations in his command are limited to matters peculiar to the formation, e.g. orders regarding training schemes. Orders are not issued which merely summarise or repeat these regulations or other orders or instructions issued by the MOD.
- (2) The standing orders of every station under his command are complied in accordance with the provisions of Para 65.
- (3) All standing orders are reviewed annually in order that they may be kept to the minimum number consistent with efficiency.

40. (Omitted).

41. (Omitted).

42. **Absent from his Command.**

Sponsor: ACOS Pers Pol (RAF)

When for any reason command devolves temporarily upon a deputy, this fact, together with the name and rank of the officer upon whom command devolves, is to be published in command routine orders. Cessation of such temporary command is to be similarly notified.

43. **Special Authorities.**

Sponsor: ACOS Pers Pol (RAF)

He is responsible that special authorities for the posting of individuals and for rates or scales in cash or kind, whether granted locally or by the MOD, are not allowed to remain in force after the circumstances which gave rise to them have so far changed as to render revision necessary.

44. **Responsibility for Public Equipment.**

Sponsor: ACOS Pers Pol (RAF)

- (1) He is responsible for ensuring that all transactions concerning public equipment which take place in his command are in accordance with current regulations.
- (2) He is responsible that any irregularity or defect which may be disclosed by inspection, or by report received, is immediately investigated and that suitable action is taken at once.
- (3) He is responsible that any equipment stored within his command for special purposes is maintained in all respects complete and ready for immediate use in accordance with the regulations and that security and fire precautions are adequate.

45. **Responsibility for Public Funds.**

Sponsor: CG (CRT)

He is responsible for exercising a general supervision over cash accounting work within his command, and bearing in mind the provisions of paras 43 and 2346, clause 1, he is to give such directions as he may consider necessary to ensure that public funds are obtained, applied, safeguarded and accounted for, in conformity with the regulations. The cash accounts will not be rendered to the MOD through his office, but, in order to assist him in his work of supervision, "observations" by the MOD on the cash accounts, will be addressed to him whenever it is considered desirable to draw special attention to the accounting work of any particular unit. The decisions on the replies received to the "observation" will be forwarded to the unit concerned in all cases, and copied to him. See Para 2344 as to the duties of a command accountant.

46. Health, Safety and Environmental Protection in the Royal Air Force. *Sponsor: DGMS(RAF)*

(1) He is to pay particular attention to the preservation of the health of the air forces in his command, and will incur grave responsibility if he neglects the advice of the competent medical or dental authority without adequate reason.

(2) He is to ensure that the general duties and other responsibilities of the MOD Health and Safety Policy are complied with (as set out in JSP 375, Volume 1, Chapter 2, Annex A.

47. Trespass and Interference with Civil Rights.*Sponsor: Infra(Pol)*

He is to prevent interference with, or encroachment upon, manorial, sporting or public rights, and trespass upon private property, by the air forces. He is to be guided by the contents of JSP 362.

48. *(Omitted)***49.** *(Omitted)***50. Reports on Important Training Exercises.***Sponsor: SOI A7 Ex*

(1) He is to furnish to the MOD a report on any important exercises conducted in his command as soon as possible after their termination.

(2) The report is to deal with the following points, as far as possible in the order given:

(a) The orders and arrangements for the exercise.

(b) A narrative of events.

(c) The conclusions arrived at and lessons learned.

(d) A brief reference to any action which he has taken or is about to take and any recommendations which he proposes to make as the result of the exercises for the improvement of training, organization, equipment or any matters which affect the war efficiency of his command.

The reports of subordinate formations are not to be forwarded.

(3) The reports are to be as concise as possible and are to omit minor matters. Any recommendations arising out of the exercise must be dealt with by separate letters referring to the main report. Recommendations which have already been submitted before the exercise must not be repeated or referred to in the report unless fresh considerations have arisen or they require special emphasis. Where necessary, further letters should be sent indicating the result of any action which he has taken in regard to matters arising out of the exercise which are within his competence.

51. Dispatches and Reports on Active Operations.*Sponsor: SOI A3 Ops*

(1) Whenever air operations are undertaken, narrative reports are to be submitted, by the AOCinC or CinC, CJO, to the MOD.

(2) He is to decide what actions are to be included under the term "air operations", but, in general, it is desirable that narrative reports be rendered on all incidents which have involved -

- (a) Air bombardment.
- (b) Air fighting.
- (c) Air transportation:
 - (i) of personnel or materiel for operational purposes.
 - (ii) of personnel for purposes of their own security.
- (d) Air Reconnaissance.
- (e) Action by land forces under the orders of an air or other officer commanding.

(3) Reports are to be:

- (a) Comprehensive and not piecemeal. Each report is, if possible, to deal with a distinct operation, but if the operations cover a long period, they may be divided into phases, and a report rendered for each phase. Similarly, operations of a minor character which are not of sufficient interest or importance to form the subject of separate reports, may be combined in a comprehensive report covering all operations carried out during a specified period, which should not, however, save in exceptional circumstances, exceed six months.
- (b) Worded as concisely as possible, the length being consistent with the size and importance of the operations described. They are to be self-contained, details being either omitted or inserted in such form as will permit of easy excision.

(4) An officer responsible for rendering operational reports is not to consider such reports a means of initiating remedial action by higher authority on matters of complaint. Reference in the reports to such matters is permissible, but any point which requires definite action is also to be made the subject of a separate communication through the proper channels.

(5) Detailed notes for the guidance of officers writing reports are contained in JSP 101 (Joint Service Staff Manual).

(6) Reports dealing with important operations will, at the discretion of the Secretary of State for Defence, be classified as despatches, and, when so classified, will as a rule be published in the London Gazette. Reports on operations, of whatever magnitude, involving the repression of disturbances or insurrections within the Commonwealth, will not be so classified.

(7) Lists of personnel recommended for honours and awards in connection with the operations are to be appended by an air or other OC to his report. In order that proper consideration may be given to these recommendations, it is essential that particulars should be available of the various forces employed.

(8) See Para 238 regarding operational awards, Appx 28B as to the form in which recommendations for honours and awards are to be submitted, and Para J241 as to recommendations for the grant of war medals.

52. Inspection of Stations and Units.*Sponsor: ACOS Pers Pol (RAF)*

- (1) The general scheme upon which formal inspections in their commands are carried out is to be decided upon by the respective AOCinCs, subject to the reservation that the formal inspection of every unit under their command is to be carried out personally by AOCs of groups and formations of group status. In exceptional circumstances, AOCinC may authorise other officers to inspect minor units, such officer should, where possible, be of Air Rank. The object of this inspection is to assess the efficiency and capacity for command of the CO, and the capability of the unit to meet its peacetime operational role and its general readiness to discharge its war role.
- (2) In making his inspection, the inspecting officer is normally to confine his attention to such matters as are within his jurisdiction. He is, however, to call attention in his report of inspection (see Para 53) to any matter outside his competency which he may consider to be unsatisfactory or to have an injurious effect on matters within his competency.
- (3) In conducting the inspection, the inspecting officer is to direct his attention across the range of activity on the unit including office routine, cash services, materiel, medical, personnel and technical services, with a view to ensuring that the relevant regulations are being carried out. It is not intended that all matters should be dealt with at every formal inspection as they should be under the surveillance of the staff officers of the command or subordinate formation.
- (4) Every effort is to be made to ensure the attendance at the inspection of every officer and airman who is present on the station.
- (5) If an officer or airman desires to bring any grievance to the notice of the inspecting officer he is to be afforded an opportunity to do so. When submitting a request to appear before the inspecting officer the complainant is to specify the nature of his complaint and give details of the redress that he seeks. Where, owing to the exigencies of the Service, formal inspections by an AOC of a group or formation of group status have been suspended, or are to be carried out by an officer other than the AOC, a notice is to be inserted in routine orders on the 1st January and the 1st July, instructing any officer or airman who wishes to bring any grievance to the notice of the inspecting officer to apply to his CO. COs are to forward all such applications to the AOC, giving particulars of the grievance, and the redress that is sought, in each case: as soon as the exigencies of the Service allow, the AOC is to give any officer or airman who has so applied an opportunity of stating his case orally to him, either at one of his informal inspections or visits, or at some other time as may be convenient. This regulation does not preclude an officer or airman submitting, at any time, a statement of grievance in accordance with Para 1000.
- (6) The inspecting officer is to aim at inspecting all the units under his command at a station on the same occasion. If he does not do this he is to be careful to exclude from this report matters which are not the responsibility of the CO of the unit inspected except in so far as they may have a bearing upon the proper performance by the officer of his duties.

53. Reports of Inspection.*Sponsor: ACOS Pers Pol (RAF)*

- (1) Immediately after inspecting a station or unit the AOC is to render a report of the inspection to the AOCinC or CinC. If the formal inspection of a unit has been carried out by an officer other than the AOC, that officer is to render the report of his inspection to the AOC, who is to comment on it before passing it to the AOCinC or CinC. Copies of these reports are not required in the MOD.
- (2) The report is to deal with the subjects mentioned in clauses (1) and (2) of Para 52, but is not to include information on specific points from the range of matters detailed at clause (3) of Para 52 except

where it is desired to bring to notice either particular efficiency or short-comings.

(3) A report of inspection is to indicate the steps which he has taken, and the orders which he has given, to remedy any state of affairs which he considers unsatisfactory. Any points on which he desires to make recommendations must be dealt with by separate letters, which should contain a reference to the report of inspection.

(4) A report of inspection is to state in what manner and with what effect any orders issued at the previous inspection have been obeyed. Where it may be necessary to repeat or call attention to any orders previously given, full particulars relating thereto are to form part of the report.

(5) When a unit leaves the command a copy of the last inspection report is to be forwarded to the air or other officer commanding the command into which the unit is moved.

54. Handing Over Command.

Sponsor: ACOS Pers Pol (RAF)

In handing over his command to his successor he is to be careful to bring to notice any orders which may have been received and which have not been fully executed. He is also to draw attention to any matters to which he attaches special importance, and is to place his successor in possession of a general impression of the state of various stations and units in the command.

AN AIR OFFICER COMMANDING

55. General Responsibility.

Sponsor: ACOS Pers Pol (RAF)

(1) An officer commanding a group or formation of group status is responsible to the AOCinC at home, or CinC abroad, for the command, discipline, administration, training and efficiency of the air forces in his command, subject to any limits which may from time to time be imposed by the Air Force Board, or by regulations.

(2) It is his duty to keep himself informed in detail of the organisation in, and the administrative arrangements of, the units under his command, and to give to COs such advice and assistance as lie within his power.

(3) He is to take all such steps as are necessary to ensure that regulations and orders are promptly and regularly obeyed.

(4) He is also responsible for ensuring that the mobilisation schemes of all units under his command are kept up to date.

(5) The inspection duties of the AOC of a group or a formation of group status are given in Para 52(1).

(6) Before proceeding on leave of absence, or quitting the UK, or, abroad, the area of his command, he is to follow the procedure set out in Para 42 except that, in addition to informing MOD, he is to obtain the prior approval of the command headquarters.

A CO OF A STATION AND A CO OF A UNIT

56. General Responsibility.

Sponsor: ACOS Pers Pol (RAF)

A CO is responsible to the air officer commanding for the maintenance of discipline and efficiency in,

and for the proper administration of, the station and units or unit under his command. See QR 994 for guidance on disciplinary chains of command.

57. Personal Responsibility of a CO and Delegation of Duties.

Sponsor: ACOS Pers Pol (RAF)

(1) In the interests of efficiency a CO must remain ultimately responsible for the whole of the organisation and administration of his station or unit, but the detailed distribution of work between himself and his subordinates is left substantially to his discretion. Broadly, he is to allocate to the responsible officers who are his immediate subordinates all matters of routine and minor administration, retaining for himself questions of general organisations, important matters requiring his personal attention and decision, and the general control and supervision of the various duties which he has allocated to others. As a general rule, regulations are not framed so as to distinguish between those duties he should perform personally and duties for which he is responsible, but may entrust to others. A CO is not, however, to regard himself as bound to carry out a duty personally unless the regulation expressly requires his personal attention, or unless it is of such importance as not to be capable of delegation.

(2) Subject to such general directions as may be given in regulations, the extent and manner of delegation is left to the discretion of the CO to decide in accordance with the size and nature of the unit, the character and experience of the subordinate personnel and the varying circumstances of the moment. Notwithstanding any delegation authorised in the following paragraphs the CO is to retain general responsibility and should keep in touch with the details of the daily life of his station or unit by occasionally seeing and carrying out a check of the documents in question.

(3) If a CO has properly delegated a duty to his subordinate officer, and the latter through his fault causes a loss, the CO is not to be held liable to suffer a financial penalty unless he has failed to exercise proper supervision over his subordinate or has by the negligent organisation of his unit contributed to the cause of the loss.

58. Responsibility and Functions of a Station Commander.

Sponsor: ACOS Pers Pol (RAF)

(1) At all stations at home at which an establishment for station headquarters exists, an officer is to be appointed as station commander. At stations where two or more units are located, but where such an establishment does not exist, the senior commander is to assume the duties of a station commander. Where only one unit is located at a station the CO of the unit is to assume responsibility and exercise the function of a station commander.

(2) All units located at a station are to come under the orders of the station commander, who is to be responsible (subject to clause (5)) for their training, discipline and administration (see also Para 994, clause (2), as to discipline).

(3) A unit lodged with another unit will retain its own discipline chain and the CO will retain full powers. The status of an organisation does not change administratively simply because it is lodged with other units (see MSL, Chap 2, Para 16). As regards the general administration of the station as a whole and of those services which are organised on a station basis (i.e. works, medical, rations, public and non-public funding), the station commander is to be responsible to the air or other officer commanding.

(4) At certain stations where there are mobile units or units which may have to assume an independent existence at some future date the station commander is to arrange the administration for such units that they may be in a position to move from the station without delay.

(5) A station commander is to avoid interfering with orders or instructions issued by other superior officers to units or detachments quartered at the station, provided such orders do not interfere with the routine work of the station. In the event of orders being issued or administrative arrangements made which in his opinion conflict with his own station orders, he is to represent his views to the officer

concerned. If, in his opinion, immediate action is required to deal with the matter on his own responsibility, he should report to superior authority the reason for his intervention and the nature of the orders issued by him.

(6) A station commander is responsible for the security of his station. While day to day administration of security regulations may properly be delegated, the ultimate responsibility for the effectiveness of the provisions for the security of protectively marked documents, material, equipment, personnel security and control of entry remain with the station commander.

59. Promotion of Good Feeling and Order.

Sponsor: ACOS Pers Pol (RAF)

A CO is, by example and timely intervention, to endeavour to promote a good understanding and to prevent disputes.

59A . Investigation and Prevention of Crime.

Sponsor: Policy Staffs, HQ RAFF

(1) A CO is to exert every effort to prevent crime and to suppress any tendency to screen its existence. He is also bound by the requirements of the AFA 06, Chap 52, Part 5, which states he must inform the RAF Police if he becomes aware of any serious service offences; normally Schedule 2 or Prescribed Offences. He should also consider seeking the advice of the RAF Police prior to dealing with any Schedule 1 offences that may be protracted in nature.

(2) He is to maintain a close liaison with the RAF Police authorities in his area and is to make the fullest use of their services and advice in any matter which appears to require expert investigation. Unusual incidents or circumstances which might arise from some form of criminal or irregular activity are to be thoroughly investigated before any administrative action or unit inquiry is initiated. Such an investigation is normally to be conducted by the police authorities in their capacity as specialist advisers to the CO.

(3) In every case where a CO considers it necessary under Para J945(2) to report an alleged offence to the civil police, he should consider consulting the RAF Police prior to doing so.

60. Supervision of Duties.

Sponsor: Wg Cdr SF&W

A CO is to supervise and control all duties performed by officers and others under his command. He is, within the limits of his unit resources, to provide his officers with secondary duties and to ensure that such duties are periodically re-allocated to help broaden his officers' general service knowledge and give them experience in station administration. The Department, generally, accepts no legal liability for activities of Service personnel assigned for activities which are wholly funded by non-public funds. A commanding officer is therefore to ensure that such activities have the requisite commercial insurance cover set out in single Service regulations.

61. Maintenance of Equipment.

Sponsor: Eng Pol 2

The CO is responsible that, so far as the regulations and the capacity of the station or unit will allow, all RAF equipment on charge is properly maintained and repaired.

62. Health, Safety and Environmental Protection in the Royal Air Force. *Sponsor: DGMS(RAF)*

(1) The CO of a station is to pay particular attention to the preservation of the health of the air forces. Upon him is to rest responsibility for the sanitary condition of his station, for ensuring that any defects are immediately brought to notice and remedied, and for the observance by the air forces of sanitary rules. He will incur grave responsibility if he neglects to act upon the advice given to him by

officer such facilities, and co-operation on the part of the air forces, as these officers may reasonably require for the proper performance of their duties.

(2) The unit commanders at a station are to co-operate to the maximum extent with the CO of the station in the maintenance of health, and are to be responsible to that officer for taking measures to ensure observance of proper personal hygiene by airmen under their command.

(3) He is to ensure that the general duties and other responsibilities of the MOD Health and Safety Policy are complied with (as set out in JSP 375, Volume 1, Chapter 2, Annex A.

63. Parades and Inspections not to be held on Sunday etc.

Sponsor: ACOS Pers Pol (RAF)

The visiting and inspection of barracks and other buildings are not, unless they are absolutely necessary, to be performed on Sunday, Good Friday or Christmas Day, and the holding of parades, except for religious services as provided in Para 842 on those days, are as far as possible, to be avoided. A CO is to give directions accordingly.

64. Promulgation of Orders.

Sponsor: ACOS Pers Pol (RAF)

(1) A CO is to ensure that the officers in charge of sections of his station are supplied with copies of all DCIs, GAIs and other orders, letters and publications affecting their sections and the performance of their duties.

(2) He is to ensure that all orders affecting officers and airmen, whether in the performance of their duties or in the conditions of their service, are given such publicity as will enable them to study and become acquainted with their contents.

(3) He is responsible that all copies of official publications are regularly amended and kept up to date.

65. Standing Orders.

Sponsor: ACOS Pers Pol (RAF)

(1) The CO of a station is to issue standing orders (to be known as Station Standing Orders) relating to his station. Where two or more units are located within a station, the standing orders are not to contain instructions which may encroach upon matters over which COs of units have individual responsibilities direct to higher authority.

(2) The CO of a unit within a station comprising two or more units is to issue standing orders (to be known as Unit Standing Orders), on subjects for which he is responsible direct to higher authority and with which the CO of the station is not concerned.

(3) Station or unit standing orders are not to reproduce extracts from these regulations or other orders or instructions issued by the MOD but are normally to be limited to matters specific to the station or unit, e.g. bounds, local flying instructions, station duties (see also paras **66** and **872** (clause (2))). They are to include an order that civilian personnel employed on a station are responsible for making themselves acquainted with standing orders that affect them. The attention of all civilians commencing duty on a station is to be drawn to this order and COs are to ensure that copies of standing orders are placed where they are seen by all civilians. The head note of standing orders issued under this Para is to read as follows: "Published under QR 65".

(4) All station and unit standing orders are to be reviewed annually.

66. Firearms and Explosives Discipline.*Sponsor :SM(Wps)16(RAF)*

- (1) The CO is to be responsible for the issue and enforcement of standing orders relating to firearms, weapon dischargers, ammunition and explosives discipline. Such orders, together with any other precautions deemed to be necessary by the CO, are to be adapted to local conditions and must contain prohibitions, conditions and safety precautions governing the following points:
- (a) The loading and unloading of firearms and the use of safety features, and the supervision of these activities.
 - (b) The safety conditions for firearms being handed from one person to another.
 - (c) The issue of firearms, weapon dischargers, ammunition and explosives to personnel. This is to include details of the proficiency tests that all personnel must have passed in order to use firearms, weapon dischargers, ammunition or explosives of any kind unless under the supervision of a qualified instructor.
 - (d) The care, usage and systematic checking of issued ammunition and explosives.
 - (e) The safe custody and loss of firearms, weapon dischargers, ammunition and explosives.
 - (f) The inspection of firearms and ammunition at the mounting and dismounting of guards, and the supervision of the loading and unloading of firearms by guard force personnel.
 - (g) The care and cleaning of firearms, weapon dischargers, associated equipment and explosives stores, and the reporting of any defect or suspected defect.
 - (h) The exclusion of all live ammunition and explosives from any armoury, room, tent or any other place, indoors or out of doors, where firearms, aircraft explosively operated equipment and weapon dischargers are stored, cleaned or used for instructional purposes. Any departure from this regulation is to be allowed only when operational requirements warrant it, and is to be subject to the approval of the AOCinC, through Command security staff, on an annual basis. If any such departure is approved, orders are to be issued for the proper safeguarding of the ammunition or explosives. (The use of live ammunition or explosives for range practices is governed by the appropriate range standing orders).
 - (j) The exclusion of detonators or igniters from any armoury, room, tent or any other place, indoors or out of doors, where grenades or similar weapons are cleaned or used for instructional purposes. Instruction on, and cleaning of, grenades and similar weapons is to be carried out in a room or area (live ranges excepted) which has been authorised for that purpose. If it is necessary to hold grenades or similar weapons for immediate use with their fuses fitted, great care is to be taken to prevent confusion between these weapons and those which are not fused. Boxes containing fused weapons are to be clearly marked as such and are to be kept separate from boxes of unused weapons.
 - (k) That when not in use, all ammunition and explosive items, whether fused or not, are to be kept in storehouses authorised for the purpose in accordance with AP110A-0102-1.
 - (l) The exclusive use of any authorized drill ammunition.
 - (m) The stripping, sectioning or interfering with any explosives, unless specifically authorised by DDSM Wpns (RAF).

- (n) The possession and use of privately owned firearms, ammunition and explosives of any kind on MOD property.
 - (o) The use of standard or improvised ranges and training areas for all types of firearms, ammunition and explosives.
 - (p) The procedures in the event of an armament accident or incident.
- (2) The scale of personal arms authorized for combatant officers and airmen of the RAF (i.e. all personnel except medical and dental personnel and chaplains) is laid down in AP 3111 for RAF units and AP 1918 for the RAF Regiment. The scale of web equipment is contained in AP 830, Vol 3. It is the responsibility of COs to ensure their unit holds arms and web equipment to the authorized scales and that current regulations for storage and maintenance are observed.
- (3) Unless authorised to do so by CinCs or CBFs, personnel going off duty or on leave are not to take firearms, weapon dischargers, ammunition or explosives with them, whether issued on personal or general charge. Such weapons and explosives are to be deposited in the station or unit armoury or explosives storage area, as appropriate. In Out of Area operations, under normal circumstances, personal weapons are to be allotted to individuals but held in station armouries and drawn for training and other purposes as required. However, in an emergency and/or where satisfactory racking and other safeguards exist, CinCs or CBFs may, at their discretion, authorize the issue of personal weapons for retention by individuals at all times. The issues to officers and non-commissioned aircrew are to be accounted for on personal loan cards (RAF Form 668) and those to other airmen in accordance with the instructions contained in AP 830, Vol 1.
- (4) In exceptional circumstances, the Air, or other, Officer Commanding may authorize the arming of medical and dental personnel with appropriate personal weapons and ammunition to use in self-defence or in the defence of patients under their care.
- (5) Personnel in possession of firearms, weapon dischargers, ammunition and explosives are responsible for ensuring that adequate precautions are taken for their safe custody at all times. COs are to impress the importance of this responsibility on all concerned.

Note: General information and procedures for storage, security and movement of firearms, weapon dischargers, ammunition and explosives are contained in JSPs 335, 440 and 445, the AP 110A-0102-1 Series, and in the relevant Air Publication Topic 2(R)1.

Related QRs: 675, 832, 879, 880.

67. Efficiency etc, of Officers to be Reported.

Sponsor: SPC(AC)

It is the duty of a CO to submit a report under the terms of Para 1027 as soon as the performance or conduct of an officer warrants such action.

68. *(Omitted)*

69. *(Omitted)*

70. Instruction.

Sponsor: ACOS Pers Pol (RAF)

- (1) A CO is responsible for the systematic and efficient instruction of officers and airmen under

his command in all their professional duties, and it is to provide such facilities as are possible with the resources available for their preparation for examination.

(2) He is to encourage officers and airmen by every means at his disposal to avail themselves of the opportunities provided for improving their general education.

(3) He is to pay particular attention to the arrangements for the educational and continuation training for airmen who are in their first tour of duty after passing out from training school.

71. Flying Practice

Sponsor: DAS(AS25)

The CO of a flying unit is either to keep in current flying practice, by maintaining the standard achieved at completion of OCU training (JSP 318, Part 4, Sect 1, Reg 30502) or practice his crew duties, as appropriate, in the type of Service aircraft for which his unit is established. If the unit is established with several types of aircraft, the CO is to keep in flying practice on at least one type, preferably the one concerned with the major role of the unit.

72. (Omitted)

73. Chaplaincy Services.

Sponsor: Chap Servs(RAF)

(See paras **J837** and **838-849**).

74. Newspaper Advertisements.

Sponsor: ACOS Pers Pol (RAF)

A CO is not to sanction the insertion of any advertisement on the public service in any publication without prior approval. Whenever an advertisement on the public service is considered necessary, a draft of the advertisement proposed is to be forwarded through the usual channels, to the MOD, or, if the unit is serving abroad, to the air or other OC.

75. Responsibility for Service Funds.

Sponsor: Air CG CRT

(1) The CO of a station is to ensure that all service funds raised in, or granted to, his station are properly applied with special reference to the object of each fund for the benefit of the personnel of the station as a whole or, in certain cases, for the benefit of the subscribers to the fund. His position in relation to such funds is that of a trustee for the personnel of his station and he is to supervise and control the committees formed for their management.

(2) Public funds cannot take any responsibility, actual or implied, for losses of service funds. An Account Operator (OC Accounts Flight) is not at any time to accept service funds for merging with the public account except in the special circumstances indicated in paras **2360** and **2361**. However where authorized by the HQ Air, the OC Accounts Flight may undertake the supervision of a service accounts section, the receipt of surplus service cash from a delegated cashier and the operation of a combined service funds bank account. Unless so authorized, a CO is not to require or permit an Accounts Operator (OC Accounts Flight) to have any part in the receipt or disbursement of service funds monies nor to keep, or be responsible for, the accounts of any service fund although the Accounts Operator (OC Accounts Flight) may be required to give advice on the subject.

(3) The CO is to ensure that the accounts are kept in accordance with AP 3223 (Administration and Accounting for Service Funds).

(4) The CO is to ensure that the accounts in connection with service funds are duly audited as

required by Para 1298. With a view to ensuring that no account escapes the notice of the audit board, he is to call annually for a complete return of all service funds of whatever nature kept in the units under his command to be rendered by the officers responsible for the accounts of such funds. He is to add to the proceedings of the board a certificate to the effect that, with the exception of those specific minor accounts waived, all accounts of service funds have been audited and that their balance sheets are included with the proceedings.

(5) In order to safeguard service funds, COs are to arrange surprise checks of cash in hand and at the bank at least once each calendar half year (that is 1 January-30 June, 1 July-31 December). In order to maintain the element of surprise the intervals between surprise checks are to vary in length. The procedure outlined in Para 76(1)(e) is to be followed as far as is applicable. This check may, at the discretion of the CO, be carried out by an officer not below the rank of flight lieutenant who is not concerned with the administration of the fund. However, where the arrangements in clause (2) above apply, the checks of service funds (cash in hand held by the delegated cashier and the Accounts Operator (OC Accounts Flight) and at the bank) are to be made simultaneously with those of public funds required by Para 76(1)(d) and 76(3) and by the same checking officer.

76. Responsibility for Public Funds and Accounts.

Sponsor: Air CG CRT

(1) A CO is responsible for exercising effective supervision over the accounts of his station including sub-imprest accounts (see Para 2434). The delegation of certain duties to his subordinates (see clause (3) below) in no way relieves him of this responsibility. He/she is to satisfy himself that the accounts staff, are efficiently and promptly performing the duties assigned to them. He/she is also to:

- (a) Scrutinize carefully all accounting documents requiring his certification or approval, and examine and initial a selection of bills (at his discretion) certified and approved by his subordinates, to satisfy himself that the supplies and services have been ordered on due authority and are required for the public service.
- (b) Ensure that payments to unit paid airmen are made as directed in Chapter 35.
- (c) Remove any causes for money transactions to be conducted by other than strict Service methods.
- (d) Count and verify (as laid down in sub-clause (f)) the balance of public money in the Account Operators charge, both that in hand and at the bank, and compare it with that shown by the cash book on the following occasions. (Such checks are, wherever practicable, to be carried out in the presence of the Account Operator.):
 - (i) On taking over the command. (See also Para 80).
 - (ii) On at least 5 occasions per financial year, at intervals of not more than 3 months, a surprise check is to be carried out. At least one of the checks in the financial year must be undertaken personally by the Account Holder (Head of Unit/Establishment or Commanding Officer). The remaining checks may be undertaken by a nominated Surprise Checking Officer who must be at least equal in grade to the Account Operator and who has no part in the maintenance of the account. A full statement of the Surprise Checking Officer's duties are contained in JSP 891 Chapter 7 Annex B and in addition to any of the checks under (i) above and Para 2364.
 - (iii) On closing down of the unit.
- (e) Ensure that the surprise check is completed in accordance with JSP 891 Annex B to

Chapter 7

(f) Ensure that the Account Operator (OC Accounts Flight) is furnished with a safe of the type prescribed in Para 2090. He/she is to personally authorise in writing the maximum amount of cash that the Account Operator (OC Accounts Flight) may hold overnight in his safe consistent with the normal cash requirements of the station, local security and the risks attached to frequent collection of cash from the bank. This authority is to be reviewed from time to time.

(g) Furnish such guards and escorts (who may, at the discretion of the competent RAF authority, be armed) as may be necessary to ensure the safety of public money in the charge of the Account Operator (OC Accounts Flight) including money in transit to and from a bank.

(h) Ensure that, on the removal of an Account Operator (OC Accounts Flight) the necessary steps are taken for an immediate examination of the cash and other accounts for which the latter is responsible (see sub-clause (l) below and Para 2364). He/she is also to instruct the bank that the superseded officer is no longer authorised to operate the public banking account and is to take steps to secure the nomination of another officer to operate the account as detailed in Para 2358.

(j) Ensure that, if the Account Operator (OC Accounts Flight) dies, and until a relief is posted in, another officer is appointed to take charge of all accounting duties. This officer, whenever possible, is to be an accounts qualified officer of the administrative branch. Action to notify the bank is to be taken in accordance with Para 2358(3).

(k) Ensure that in the temporary absence of the Account Operator (OC Accounts Flight) an officer, preferably an accounts qualified officer of the administrative branch, is appointed to take charge of all necessary accounting duties. If the bank account is to be handed over, the notification to the bank of the change of signature on cheques is to be made as directed in Para 2358. He/she is to satisfy himself that the officer taking over has been made fully acquainted with the position of all correspondence which is in action on the accounts, particularly observations on cash accounts. The officer taking over is to be responsible for carrying on the correspondence and effecting all necessary adjustments.

(l) Ensure that on the removal, death or transfer of the Account Operator (OC Accounts Flight), and on a temporary change of Account Operator (OC Accounts Flight) if the bank account is to be handed over, that arrangements are made for the issue of a bank statement up to the close of banking business on the working day immediately prior to the check. This is to be sent under cover marked "Staff" direct to the officer taking over (provided Para 2364(2) does not apply). He is also to witness the check of balances in the public accounts where this is required under the provisions of Para 2364.

(m) Ensure that all special category forms are kept securely and issued in accordance with regulations.

(2) Failure to carry out due supervision will involve financial irresponsibility on the part of the CO (Account Holder).

(3) When a sub-imprest is issued by a unit which is self-accounting for cash (see paras 2346 and 2434), the CO of the self-accounting unit will remain responsible for carrying out checks of the sub-imprest balances laid down by clause (1)(d) above. However, he may delegate this responsibility to the CO of the affiliated unit or detachment maintaining the sub-imprest account, except when such a CO is himself the sub-imprest holder. In the latter event, no end-of-month check of the sub-imprest account balance need be carried out under clause (1)(d)(ii) provided that the sub-imprest holder submits with his account a certificate showing the balance held by him at the end of the month.

77. Responsibility for Materiel.*Sponsor: DACOS A4 Spt*

- (1) A CO is responsible for the supervision and the control of the use of all materiel and stores on the station and for the accuracy of the related accounting records. The delegation of certain duties to his subordinates does not relieve him of this responsibility.
- (2) He is to ensure that the arrangements for the storage, warehousing, receipt and distribution of materiel and stores are satisfactory and in accordance with JSP886, the Defence Logistics Support Chain manual and other relevant policy as appropriate.
- (3) He is responsible for ensuring that materiel and stores are not misused (see Para **881**, **882** and Chapter 29) or misappropriated.
- (4) He is responsible for ensuring that any serious loss of or damage to materiel is promptly reported to him and that the appropriate action is taken to prevent further loss, and to investigate the circumstances (see Para **1285**(3)).
- (5) He is to examine the arrangements for the accounting for materiel and stores on his station and is to satisfy himself that such arrangements are in accordance with the regulations.
- (6) He is to ensure that the periodic audit of the supply accounts are satisfactory and that audit observations are promptly replied to.
- (7) He is responsible for ensuring that periodic stocktaking is carried out in accordance with the regulations.
- (8) He is to ensure that the appropriate handing-over certificates are prepared in accordance with the requirements of Para **80**.
- (9) He is to ensure that all materiel and stores which are issued for use on the station are correctly accounted for and placed in the charge of an authorized individual in accordance with the regulations in JSP886.
- (10) He is to satisfy himself that the arrangements for "clearing" civilian and service personnel who leave the station are adequate and that the appropriate transfer of responsibility for materiel and stores is effected.
- (11) Where the CO is unable to comply with the regulations for the control and issue of materiel and stores he is to submit a full report of the circumstances in writing to higher authority.
- (12) He is responsible for ensuring that:
 - (a) Surprise checks of Controlled Drugs are carried out at no less than 3 monthly intervals in accordance with the instructions detailed in AP1269 (The RAF Manual of Medical Management and Administration).
 - (b) The arrangements for destroying CDs held by peacetime primary health care units are in accordance with the instructions detailed in AP1269.

These responsibilities may not be delegated to an officer directly involved with the operation of the medical or dental centre.

78. Responsibility for Buildings and Works.*Sponsor: Infra(Pol)*

The duties of a CO are set out in Chapter 22 of QR (RAF), JSP 434, JSP 435 and The RAF Manual of Infrastructure Management.

79. Responsibility for Establishments.*Sponsor: DAS(AS24)*

- (1) The officer commanding a station or unit and the officer in charge of a headquarters directorate, division, or branch is responsible for monitoring the establishment of personnel and equipment under command to ensure that the tasks laid down and defined in the relevant Directive, Management Plan (MP) or equivalent authorisation can be executed effectively.
- (2) He is to ensure by constant review that any changes to the authorised tasks are reflected in the establishment and he is to propose amendments to the Delegated Establishment Authority as soon as the resources defined in the relevant Local Unit Establishment or Unit Contingency Establishment no longer match these tasks, particularly where economies can be identified.
- (3) Details of the procedures to be used in and the authority for the preparation and control of establishments are at Appx 38.

80. Handing-over Certificate on Change of Command.*Sponsor: ACOS Pers Pol (RAF)*

- (1) When the CO of a station or unit is relieved of his command by another officer, handing over certificates are to be prepared in the following form:

- (a) I hereby assume command of RAF, and I certify that the balances of:

- (i) all public money in the station accountant officer's charge, both in hand and at the bank, have been verified as laid down in Para 76(1)(e) and (f) and I am satisfied that the related cash account is correct and in order;

- (ii) cash in hand and at the bank for all the non-public funds of my command as detailed below, have been checked and all investments verified, and I am satisfied as far as I am able to ascertain, that the accounts are satisfactory and are not in arrears:

RAF.....Service Fund;

Officers' Mess

Sergeants' Mess

Service Institute

- (b) I am also satisfied as far as I am able to ascertain under Para 77(9), that the stocks of MOD material (as defined in QRs (RAF) under Explanation of Terms, and including rations) and all related accounts are in order with the exception of those detailed in the annexed list*

Date (signature) as
taking over command of

- (c) I hereby certify that I have this day handed over the command of RAF and that I have

brought to the notice of the signatory above all outstanding correspondence and other matters concerning the command, of which he should be informed.

Date (signature) as
handing over command of

* the words in italics are to be struck out if everything is to the satisfaction of the officer taking over command.

(2) The certificate is to be raised in triplicate one copy being retained by each of the officers and one copy being retained on the unit file.

(3) See also Para 76(1)(e) and 77(9).

81. Responsibility for Recruiting .

Sponsor: DofR, S&IOT(RAF)

A CO is responsible for identifying, encouraging and preparing potentially commissionable airmen and airwomen on his station, and, insofar as the regulations and resources of his station will allow, for supporting the liaison and other activities of the RAF Recruiting Organisation. He should accord requests for recruiting support a high priority and where any funding requirements cannot be met from within his station budget he should approach his superior budget holder for advice and assistance.

82-89. *(Omitted)*

SECTION 2 - INSTRUCTIONS FOR OFFICERS GENERALLY

90. Responsibility for Public and Service Funds Money and for Payments and Recoveries.

Sponsor: Air CG CRT

(1) An officer entrusted with public money is to keep such an account of his cash transactions as may be required by regulations; any book in which this account is required to be kept is to be retained under lock and key in the officer's own custody. Every officer charged with making payments is to make them himself; he is personally responsible for any sum of money he may entrust to subordinates.

(2) An officer entrusted with service funds money is to ensure that an account of the cash and bank transactions is kept as required by regulations. He is personally responsible for the safe custody and accuracy of his record.

(3) If an officer loses any public or service funds money placed in his charge, he is to report the fact forthwith to his CO (Account Holder).

(4) Airmen are not to be subjected to the risk of loss by having public or service funds money placed in their charge, except as provided in paras 2351(2) and (3) or in AP 3223 (Administration and Accounting for Service Funds), or in special types of case where prior approval has been given by HQ Air CG CRT.

(5) An officer who expends or sanctions any expenditure of public money without due authority, will be held personally responsible for such expenditure.

(6) It is the duty of every officer, airman or civilian in public employ to report to the Accounts Operator (OC Accounts Flight) of the unit with which he is serving, through the recognized channels, any service or supply that comes to his knowledge for which payment is due to public funds. (The regulations provide for the procedure for ordinary services on payment and receipts of public money, but abnormal services arise from time to time that cannot be legislated for).

91. Responsibility for Materiel.

Sponsor: SO1 A4 SCM

- (1) Every officer placed in charge of materiel (as defined in JSP 886) is responsible for its safe custody and for ensuring that it is used in a proper manner and solely in the public service.
- (2) He is to make a report forthwith to his CO of any loss or damage that occurs in respect of the materiel in his charge.
- (3) He is to issue orders to his subordinates to ensure that the utmost economy is exercised in the consumption of materiel.

92. To Supervise and Assist Juniors.

Sponsor: ACOS Pers Pol (RAF)

An officer is to make himself thoroughly acquainted with the professional abilities and acquirements of all ranks placed under his supervision. He is to render them every encouragement and assistance within his power in their efforts to improve their professional knowledge and efficiency. In particular he is to appreciate that those beginning their first tour of duty after leaving basic training are neither fully trained nor fully experienced in the way of life of an RAF station and he is therefore to ensure that they are suitably led.

93-99. (Omitted)

SECTION 3 - INSTRUCTIONS RELATING TO PARTICULAR BRANCHES OF THE SERVICE

100. Instructions for Chaplains.

Sponsor: Chap Servs(RAF)

(See paras **J837** and **838-849**)

101. Legal Branch.

Sponsor: DLS(RAF)

- (1) Legal officers of DLS(RAF) are responsible for the provision of legal advice including:
 - (a) Advice on operational and international law, including rules of engagement, targeting and the law of armed conflict, to MOD, PJHQ, Commands, Groups and other air force formations.
 - (b) Advice to MOD and to RAF and joint Service organisations on general legal questions, European law, health and safety and environmental law.

- (c) Advice as required in respect of RAF Boards of Inquiry and Unit Inquiries.
 - (d) Advice to personnel on civil legal matters under the RAF Legal Assistance Scheme.
 - (e) Instruction and lectures on air force law and legal procedure, Service police codes of practice and the law of armed conflict.
 - (f) Advice on questions of air force law, procedural rules, regulations and orders.
 - (g) Advice on employment and administrative law matters, including complaints submitted under Section 180 AFA 1955.
 - (h) Advice to COs and the Service police in connection with disciplinary cases, particularly with regard to evidence and charges for summary disposal or referral to the RAF Prosecuting Authority.
 - (i) Advice to air and other officers acting as appropriate superior authorities in respect of the exercise of summary jurisdiction under Section 76A of the AFA
 - (j) Advice to Army and Naval personnel and accompanying civilians who request legal advice when being interviewed overseas by the Service police under the Police and Criminal Evidence Act 1984, as applied to the Armed Forces.
 - (k) Appearing as advocate on behalf of the Army and Naval personnel and accompanying civilians who request a RAF legal officer to conduct their defence at a court martial, standing civilian court or summary appeal court convened overseas.
- (2) Legal Officers are not to advise on claims against the Crown. Legal questions involving such claims are to be referred to MOD DCL(F&S).
- (3) Legal Officers appointed as Prosecutors by the RAF Prosecuting Authority (RAFPA) are responsible for:
- (a) Preferring charges for trial and conducting the prosecution at preliminary hearings, RAF courts martial, Standing Civilian Courts and summary appeal courts.
 - (b) Conducting formal preliminary examinations.
 - (c) Instructing counsel for the Crown in Appeals from RAF courts martial to the Courts Martial Appeals Court and House of Lords.
- (4) The RAFPA acts independently from the chain of command. It is the duty of the RAFPA to consider whether a prosecution should be instituted, and, if so, determine any charge to be preferred. In discharging this duty, the RAFPA considers whether there is sufficient evidence to establish a realistic prospect of conviction, and, if so, whether the Public (Service) interest requires a prosecution. Should such be the case, the RAFPA will direct and subsequently prosecute at trial. The RAFPA has executive authority when performing this duty.

102. Other Branches.*Sponsor: ACOS Pers Pol (RAF)*

Officers appointed to the various branches of the RAF are responsible to their COs that their duties are carried out in accordance with the manuals and other air publications pertaining to their particular duties.

and with such other pertinent regulations as may be issued from time to time by the Defence Council.

103. Responsibilities of OC Admin Wg.

Sponsor: ACOS Pers Pol (RAF)

OC Admin Wg is responsible for advising his CO on all administrative matters affecting the station, and also for advising officers in charge of flying, operations and engineering wings on administrative matters arising in their respective wings. OC Admin Wg is responsible to the CO for the standards and practices of all administrative personnel on the station and is to ensure that adequate professional advice is made available to the personnel concerned.

104-110. *(Omitted)*

CHAPTER 4

COMMAND, CORRESPONDING RANK AND PRECEDENCE**111. Exercise of Command.***Sponsor: ACOS Pers Pol (RAF)*

- (1) The senior officer of the general duties branch serving at a station, or in a unit, is to command except where a more junior general duties branch officer has been specifically appointed or where an officer of any other branch has been posted to command.
- (2) When a station is normally commanded by an officer of the general duties branch the next senior officer of that branch or any other appropriate branch serving at that station, will, irrespective of the unit to which he belongs, assume command in the absence of the officer posted for the duty at the direction of the officer commanding.
- (3) If the station is normally commanded by an officer of a branch other than the general duties branch, the command in his absence, will, subject to clauses (4) and (5), devolve upon the next senior officer of either the general duties branch or of the branch to which the officer normally in command belongs. Where two officers of different branches are of the same seniority, the air or other OC is to decide who shall take command. These principles are also to apply to the command of a group, air headquarters, wing or unit.
- (4) If a maintenance unit is normally commanded by an officer of a branch other than the general duties branch, the command, in his absence, will devolve upon the next senior officer of the general duties, operations support, engineering, supply or administrative branch, regardless of the branch to which the officer normally in command belongs.
- (5) A unit of the RAF Regiment or its associated overseas force may be commanded by an RAF Regiment officer only. Similarly, a medical unit or dental unit may be commanded by an officer of the medical services only.
- (6) If, under clause (2) to (4), an officer who would be called upon to command is not considered suitable, or if special circumstances render it desirable, another officer may be detailed by the air or other OC, or, for a unit under the direct control of the MOD, by the MOD, provided that an officer so detailed shall not hold a rank lower than that held by the officer who would normally assume command in the absence of the officer posted for the duty.
- (7) If a situation arises which is not expressly covered by clauses (1) to (6), the circumstances are to be reported to the immediate superior of the officer commanding.
- (8) An officer is not eligible to assume command whilst undergoing a course of instruction or attached for temporary duty.
- (9) See Para **113** as to officers holding appointments on the staff of a command or group HQ.
- (10) Retired officers and officers of the reserves and auxiliaries will exercise command only when:
 - (a) Employed on full pay in the circumstances indicated on QRs **121** to **123**.
 - (b) Employed on civil rates of pay, if commissioned in Class CC or J of the RAFR.

(c) Specially detailed to perform air force duty by the OC of the station.

(11) Honorary rank or an honorary commission carries with it no executive command.

112. Officer in Temporary Command.

Sponsor: ACOS Pers Pol (RAF)

An officer in temporary command of a unit or station is not to issue any standing orders, nor alter those which are at the time in force, nor authorize the application of funds to any purpose other than the ordinary current expenditure, without reference either to the permanent CO or superior authority. On the other hand, an officer while absent from, and not in the exercise of, his command, cannot issue orders relating to such command.

113. Staff Appointments.

Sponsor: RAF Employment Policy

The senior staff officer of a branch of the staff (air, administrative or engineer) of a command or group HQ will normally be appointed as such, but in the absence of such an appointment the senior officer on the staff of the branch concerned (as distinct from an officer attached to the staff in an advisory capacity) is to act as senior staff officer in that branch, irrespective of the branch of the service to which he belongs.

114. Chaplains.

Sponsor: RAF Employment Policy

(1) Chaplains are given relative air force rank solely for the purpose of defining status as regards precedence, discipline and administration in relation to other RAF officers and to officers of the other Services. They are not, by virtue of that rank, eligible to exercise any executive command, or claim any advantage as regards emoluments (effective or non-effective).

(2) Chaplains will rank as follows in relation to other air force officers:

As air vice-marshal: Chaplain-in-Chief.

As group captain: Directors of Chaplaincy and any assigned to a position graded as Gp Capt. in the establishment.

As wing commander: Senior Chaplains

As squadron leader: After three years' satisfactory service as chaplain, accompanied by satisfactory appraisals.

As flight lieutenant: On first appointment as chaplain. (Previous commissioned service on full pay as a chaplain in the armed forces of the Crown, will however, be taken into consideration when determining the rank to be given on first appointment).

provided always that whenever the Defence Council so determine, a chaplain may be granted such other relative rank as may be notified in the London Gazette.

115. Unit or Detachment Quartered away from its Station.

Sponsor: ACOS Pers Pol (RAF)

When any unit or detachment is quartered at a station other than at which it is normally located, it will automatically come under the station commander at its temporary location for purposes within the competence of that officer. (See also Para 58).

116. Relative Rank and Seniority.*Sponsor: RAF Employment Policy*

Except where an antedate of seniority is specially granted by the Defence Council, the relative seniority of officers of all branches of the RAF of the same substantive rank is to be determined by the respective dates of their appointment or promotion to that rank in the RAF. Where two officers of the same rank have been gazetted to such rank with effect from the same date, their relative seniority is to be determined by the order in which their names appear in the current *Air Force List*.

117. Order of Precedence of Officer Branches of the RAF.*Sponsor: RAF Employment Policy*

The order of precedence of the officer branches of the RAF is based on two broad groups - *policy* (functional and administrative) and *services*. Within the two groups the order of precedence of branches will be as shown below and all questions of precedence as between officers of different branches (e.g., the order in which squadrons line up on parade, and the order of progress on a ceremonial occasion) will be governed by that order, though it will not affect powers of command as laid down in Para **111**.

Policy

Flying
Air traffic Control
Aerospace Battle Manager
Intelligence
Flight Operations
Regiment
Provost
Engineering
Logistics
Personnel

Services

Medical [including Medical Technician branch (Medical and
Dental Dental sections) and Medical Secretarial branch]
Chaplains
Legal
Directors of Music

118. Captains of Aircraft - Powers of Command .*Sponsor: DAS(AS25)*

- (1) The pilot, or in the case of an aircraft with more than one pilot, the first pilot, is the captain of the aircraft unless some other person is detailed to be captain by the officer authorizing the flight.
- (2) All persons subject to air force law, whatever their rank, while in an aircraft, are to be under the command, as respects all matters relating to the flying or handling of the aircraft or affecting the safety thereof, of the captain of the aircraft, whether the latter is subject to air force law or not.
- (3) Any person subject to air force law, who while in an aircraft disobeys any lawful command of the captain of the aircraft, whether or not the captain is subject to air force law, is liable to punishment for an offence under Section 34 AFA 55 (Disobedience to lawful commands).
- (4) The duties and responsibilities of captains of aircraft are contained in JSP 318 (Military Flying Regulations).

119. Acting Rank.*Sponsor: RAF Employment Policy*

Officers holding the same acting rank are to take precedence among themselves according to the date of appointment to the acting rank. They are, however, to take command and precedence below all officers holding substantive rank corresponding to their acting rank but above all officers holding substantive rank in the rank below. When an officer has relinquished acting rank and is reappointed to such rank at a later date, he will reckon his subsequent seniority from the date of reappointment only. Nothing in this paragraph affects the counting of service in acting rank for the purpose of pay, retired pay or promotion.

120. Prisoners of War.*Sponsor: ACOS Pers Pol (RAF)*

When officers or airmen become prisoners of war, the ordinary air force relations of superior and subordinate, and the air force duty of obedience, remain unaltered. Any such prisoner who is guilty of insubordination or other breach of discipline in respect of his superior will be required to answer for his conduct when released.

121. Royal Air Force Reserve of Officers.*Sponsor: PMA(ECwk)RF(RAF)*

(1) Except as provided in clause (2) and in Para **122** (2) officers of the RAFResO are to rank as junior to all regular officers of the same rank, but senior to all officers of the RAuxAF of the same rank.

(2) When called up for service, when serving on a civilian engagement in Class CC or when serving voluntarily with the RAF, officers of the RAFResO will take command and precedence with regular officers as if they had been appointed to the RAF in the reserve rank in which they are employed, from the date of their being called up, or commencing to serve with the RAF, as the case may be, or if they are promoted whilst called up or serving with the RAF, from the date of such promotion. Officers to whom AP3393, Chapter 5, Para 0552 applies are, however, to continue to take command and precedence as if they had not been transferred to the reserve and called up for service.

122. Royal Auxiliary Air Force, RAF Volunteer Reserve (Training) and RAF Volunteer Reserve (University Air Squadrons) Officers.*Sponsor: PMA(ECwk)RF(RAF)*

(1) Except as provided in clause (2), officers of the RAuxAF are to rank junior to officers of the RAF or the RAFResO of the same rank. Similarly, officers of the RAFVR(T) and the RAFVR(UAS) are to rank junior to officers of the RAF, RAFResO or RAuxAF of the same rank. The seniority of officers of the RAFVR(T) in relation to officers of the RAFVR(UAS) is to be determined by the date of appointment or promotion.

(2) When any portion of the RAuxAF has been called out, officers of that portion of the RAuxAF are to take command and precedence with officers of the RAF and of the RAFResO with whom they are serving as if they had been appointed to the RAF in their RAuxAF rank from the date of their being called out, or, if they were promoted whilst called out, from the date of such promotion.

123. Retired Officers Re-employed as Officers.*Sponsor: RAF Employment Policy*

(1) An officer on the Retired List who is recalled to service with the regular air force under AP3393, Chapter 5, Annex B in the substantive rank in which he was serving at the time of retirement is to take his original date of seniority in that rank abated by the period spent on the Retired List, and is to take command and precedence with other officers of the RAF in accordance with that rank and seniority.

(2) An officer on the Retired List who is re-employed on the Active List other than under clause (1), is to take his original date of substantive seniority in the re-employed rank, abated by the period

spent on the Retired List, and is to take command and precedence with other officers of the same substantive rank in accordance with his revised seniority.

(3) An officer on the Retired List who is appointed to a commission in the RAFR, the RAuxAF or the RAFVR(T) and the RAFVR(UAS) is to take command and precedence as prescribed for officers of those forces (see paras 121 and 122).

124. Employment Outside the RAF.

Sponsor: ACOS Pers Pol (RAF)

An officer employed in a Commonwealth air force appointment, or civil appointment, on the staff of a civil governor, under a foreign government, or in any other special employment is not entitled, by virtue of his air force rank, to assume any air force command in the RAF unless posted for air force duty by the Defence Council. He will be liable, however, in case of necessity, to serve on courts-martial, or to perform such air force duty as the Defence Council may direct.

125. Precedence of Airmen.

Sponsor: RAF Employment Policy

(1) Warrant officers are to take precedence after commissioned officers, but before all other airmen, and, amongst themselves, according to their date of promotion. In this clause the expression "warrant officer" is used in its generic sense, i.e., as including airmen of ground trades who hold the rank title of warrant officer and non-commissioned aircrew who hold master aircrew titles.

(2) The order of precedence of airmen below warrant rank will be in accordance with the following table, and within each rank according to the date of promotion:

<i>Airmen.</i>	Flight Sergeant	Junior Technician
	Chief Technician	Senior Aircraftman
	Sergeant	Leading Aircraftman
	Corporal	Aircraftman
	Lance Corporal	

(3) The appointment of an NCO to Drum Major in an Established Band confers no additional precedence on the NCO so appointed, who retains his normal rank.

(4) Airmen of the same rank are to take precedence amongst themselves and amongst airmen holding ranks of equal status according to the date of their promotions.

(5) Airmen holding acting rank are to take precedence next after those holding corresponding substantive or temporary ranks and, amongst themselves, according to the dates they attained their acting ranks.

(6) Airmen promoted or appointed to a rank on the same day are to take precedence in that rank in accordance with their position at that date on the promotion roster for their respective trades. Airmen whose relative position cannot be determined in this manner are to take precedence according to the order in which they attained their rank as indicated in the official rolls kept by ACOS Manning.

(7) (a) Except as provided in sub-clause (b), airmen of the RAFR/RAuxAF are to rank as junior to all airmen of the RAF of the same rank.

(b) When airmen of the RAFR/RAuxAF have been called out, they will take precedence with regular airmen with whom they are serving as if they had been promoted in the RAF in their RAFR/RAuxAF rank from the date of their being called out, or, if they are promoted while called out, from the date of such promotion.

126. Naval, Military and Air Forces Acting Together.*Sponsor: RAF Employment Policy*

(1) In accordance with Section 367(1) Armed Forces Act 2006 every member of the regular forces is subject to Service law at all times. Section 367(2) provides the legislative basis for the applicability of Service law to the Reserve Forces. Broadly speaking members of the Reserve Forces are subject to Service law when carrying out training or duties or when 'called out' for service under the legislation relating to the Reserve Forces (the Reserve Forces Acts 1980 and 1996).

(2) When members of one Service are co-operating with one or both of the other Services they enjoy like power of command over members of another Service as the members of that Service of corresponding rank insofar as power of command depends upon rank or rate. Thus when members of different Services are acting together, the superior officers of one Service become, in accordance with the scale of corresponding ranks prescribed by these regulations at Table A below, superior officers of members of the other Services of lower corresponding rank or less seniority and can, consequently, give lawful commands to them. These provisions and these circumstances do not, however, bestow upon any member of one Service the power or right to assume command over any body of HM Forces or over any ship, aircraft, unit, formation or establishment of another Service unless it is specifically placed under his command.

(3) The corresponding ranks, solely for purposes of command, of the three Services are:

TABLE A

NATO Code ³	RN ²	MILITARY including RM and QARANC ¹	AIR FORCE including PMRAFNS ¹
OF-10	Admiral of the Fleet	Field Marshal	Marshal of the Royal Air Force
OF-9	Admiral	General	Air Chief Marshal
OF-8	Vice-Admiral	Lieutenant-General	Air Marshal
OF-7	Rear Admiral	Major-General	Air Vice-Marshal
OF-6	Commodore	Brigadier	Air Commodore
OF-5	Captain	Colonel	Group Captain
OF-4	Commander	Lieutenant-Colonel	Wing Commander
OF-3	Lieutenant-Commander	Major	Squadron Leader
OF-2	Lieutenant	Captain	Flight Lieutenant
OF-1	Sub-Lieutenant (<i>but junior to military and air force ranks</i>)	Lieutenant	Flying Officer
	Midshipman (<i>but junior to military and air force ranks</i>)	Second Lieutenant	Pilot Officer Acting Pilot Officer (<i>but junior to Second-Lieutenant</i>)
OR-9	Warrant Officer	Warrant Officer Class I	Warrant Officer Master Aircrew
OR-8		Warrant Officer Class 2	
OR-7	Chief Petty Officer	{ Staff Corporal { Staff Sergeant { Colour Sergeant, RM	Flight Sergeant ⁴ <u>Chief Technician</u> ⁴
OR-6	Petty Officer	Corporal of Horse	Sergeant
OR-5		Sergeant	
OR-4	Leading Rating	Corporal Bombardier	Corporal
OR-3		Lance Corporal Lance Bombardier	Lance Corporal (RAF Regt only)
OR-2	Able Rate	Marine	Junior Technician

OR-1	Ordinary Rate	Private however described including { Gunner { Sapper { Signalman { Guardsman { Fusilier { Kingsman { Rifleman { Ranger { Airtrooper { Driver { Craftsman	Senior aircraftman Leading aircraftman Aircraftman
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NOTES:

- (1) In the performance of their duties in wards, etc, nursing personnel are to use professional titles.
- (2) The special position of the Queen Alexandra's Royal Naval Nursing Service is defined in para **J128**.
- (3) NATO Rank Codes in accordance with STANAG 2116.
- (4) A qualified RAF Musician appointed to the post of Drum Major retains his normal rank while holding the appointment

J127. (Omitted)

128. Members of Queen Alexandra's Royal Naval Nursing Service. Sponsor: ACOS Pers Pol (RAF)

Members of Queen Alexandra's Royal Naval Nursing Service (QARNNS) are subject to Service discipline at all times. Because of their differing rank titles, the QARNNS are shown separately in the Table below, which should be read in conjunction with J126 for equivalent ranks in other Services.

ROYAL NAVY	QARNNS
Rear Admiral	
Commodore	Commandant Nursing Officer
Captain	Principal Nursing Officer
Commander	Chief Nursing Officer
Lieutenant Commander	Superintending Nursing Officer
Lieutenant	Senior Nursing Officer
Sub-Lieutenant	Nursing Officer
Warrant Officer	Warrant Officer
Chief Petty Officer	Chief Petty Officer Registered General Nurse/Enrolled Nurse (General)
Petty Officer	Petty Officer Registered General Nurse/Enrolled Nurse (General)
Leading Rating	Leading Registered General Nurse/Enrolled Nurse (General)
Able Rating	Student Nurse/Enrolled Nurse (General)

129-133. (Omitted)

134. Relations with Governors of Colonies.*Sponsor: ACOS Pers Pol (RAF)*

(1) The governor of a colony is the single and supreme authority responsible to, and representative of, HM. He is, by virtue of his commission and the Letters Patent or Order in Council constituting his office, entitled to the obedience, aid and assistance of all military, air force and civil officers; but although he may bear the title of captain-general or commander-in-chief, and although he may be a military or air force officer senior in rank to the officer commanding the troops or air force, he is not, except on special appointment from HM, invested with the command of HM regular forces in the colony. He is not therefore entitled to take the immediate direction of any military or air operations, or except in cases of urgent necessity, to communicate officially with subordinate military or air force officers without the concurrence of the officer in command of the forces, to whom any such exceptional communications must be immediately notified.

(2) The governor, as the Queen's representative, will give the 'word' (parole) in all places within his government.

(3) The OC the troops or air force is to render to the governor such returns as the latter may require relating to the strength and condition of the forces or to the military or air defences of the colony.

(4) Whenever a governor who is not actually in command of HM forces shall have occasion to report upon, or bring under the consideration of the Secretary of State for Foreign and Commonwealth Affairs matters which involve military or air force as well as civil consideration, or which require the concurrence or decision of the Secretary of State for Defence, he will, if there is an OC military or air forces in the colony, first communicate with that officer respecting the matters in question, and, having obtained that officer's opinion or observations thereon, he will transmit the same, with his own report to the Secretary of State for Foreign and Commonwealth Affairs and will, in every case, furnish the OC with a copy of any report he may make involving military or air force considerations. If the OC considers that these reports required the consideration of the Secretary of State for Defence he is to forward the duplicates with his observations by the same mail which conveys the original report to the Secretary of State for Foreign and Commonwealth Affairs.

(5) Similarly, when the OC the troops or air force in a colony desires to bring to the notice of his military or air force superiors any matter which may involve civil as well as military or air force considerations, he is first to communicate with the governor with a view to obtaining his opinion thereon. He is to transmit with his own report any opinion or observations he may thus obtain, and in every case furnish the governor with a copy of any reports he may make on subjects other than military or air force discipline and routine. If the governor considers that these reports require the consideration of the Secretary of State for Foreign and Commonwealth Affairs, he will forward the duplicates with his observations by the same mail which conveys the original report to the Secretary of State for Defence.

(6) For the purposes of this regulation, the term "governor" means the officer appointed by the Crown to administer the government, however such officer is styled. The term "colonies" includes colonies, protectorates, protected states and trust territories. For the purpose of clauses 1 to 3 of this paragraph colonies comprised under one governor-in-chief are regarded as a single colony.

135. (Omitted)**135A. Power of Command in relation to Forces raised in a Colony.***Sponsor: ACOS Pers Pol (RAF)*

(1) Officers in local air forces raised in a colony shall take rank and precedence below officers of HM regular air force or the same or equivalent rank.

(2) In relation to members of HM regular air force within a colony, officers of such local force

of the same or equivalent rank, provided nevertheless that such powers of command shall be exercised only on such occasions or during such period or periods, or in such circumstances as may be declared by the Defence Council with the concurrence of the Governor of the Colony.

136-137 (Omitted)

137A. Order of Precedence of RAF Commands.

Sponsor: AMPSec(SC)1

The following order of precedence of the commands of the RAF is established for ceremonial and other purposes:

- (1) Strike Command.
- (2) Personnel and Training Command.

138-149. (Omitted)

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CHAPTER 5

CEREMONIAL

150. Official Ceremonies and Functions - Precedence.*Sponsor: PI(Cer)(RAF)*

As a guide for those responsible for planning ceremonial, the following list shows the relative precedence of various official ceremonial events. The list should be used in arriving at decisions involving the allocation of limited resources:

- (1) State occasions.
- (2) Royal occasions for the RAF.
- (3) Guards of Honour ordered by the MOD.
- (4) Annual recurring national ceremonies (such as Remembrance Day, Festival of Remembrance, Battle of Britain services and At Home Days, Royal Tournament and Lord Mayor of London's Procession).
- (5) Presentation of Standards.
- (6) Ceremonies of regional national importance in:
 - (a) England.
 - (b) Scotland.
 - (c) Northern Ireland.
 - (d) Wales.
- (7) Grants of freedom to RAF stations.
- (8) Exercising of freedom by RAF stations.
- (9) Passing-out parades for:
 - (a) Commissioning graduation.
 - (b) Recruit graduation.
 - (c) Professional graduation.
 - (d) Others.
- (10) Annual inspections by AOC.

(11) Ceremonies arranged by Command Headquarters (such as beating retreat, official receptions etc).

(12) Officers' Mess guest nights at:

- (a) Command Headquarters.
- (b) Group Headquarters.
- (c) Stations.
- (d) Others.

(13) Annual dinners at University Air Squadrons.

(14) Major functions of:

- (a) The Royal Air Forces Association.
- (b) The Royal Air Force Benevolent Fund.

(15) Civil occasions at which the RAF is to be represented.

(16) All other functions (in priority to be decided by HQ PTC (P1 (Cer) (RAF))).

J151. Guards of Honour.

Sponsor: P1(Cer)(RAF)

(1) A guard of honour not exceeding a total of 100 ratings, soldiers or airmen with four officers, a band and colour as appropriate may be mounted.

(a) For The Queen or a Member of the Royal Family who is a Royal Highness.

(b) For a Foreign Sovereign, Head of State, or a Member of a reigning Foreign Imperial or Royal Family.

(i) When attending Service occasions.

(ii) On other occasions when ordered to do so by the Defence Council or a CinC.

When a CinC proposes to mount a guard of honour for one of the personages mentioned in (b) on his arrival in the UK, the Defence Council is to be informed immediately.

(c) At State ceremonies when ordered to do so by the Defence Council.

(d) For a Governor-General, Governor, High Commissioner or officer administering a British Commonwealth country, Associated State or dependent territory, or for an Ambassador when taking the salute on the occasion of The Queen's Birthday Parade when British troops are stationed in a foreign country, or for a High Commissioner when taking the salute on the

country of which The Queen is not Head of State.

(2) A guard of honour not exceeding 50 with two officers and a band may be mounted:

- (a) To receive a foreign Head of Government.
- (b) To receive the Secretary of State for Defence at a Service station.
- (c) To receive the Chief of the Defence Staff, the Chief of the Naval Staff and First Sea Lord, the Chief of the General Staff or the Chief of the Air Staff on an official visit to any formation of the three Services.
- (d) To receive a CinC or a flag, general or AOCinC on his arrival and departure on a ceremonial occasion within his command and when he first takes up and finally quits his command if outside the UK.
- (e) To receive a Commonwealth or foreign officer of flag, general or air rank who is a Chief of Defence Staff or a Chief of a single Service, or an officer holding a four or five star appointment in a Commonwealth or foreign country, on his arrival in the UK, or at a Service station within a territory subject to HM authority to visit the civil governor or officer in command.
- (f) To receive a Minister of Defence of a Commonwealth or foreign country on his arrival in the UK in an official capacity.
- (g) To receive the Secretary General of NATO, or other international organization of similar status of which the UK is a member country, on his arrival in the UK in an official capacity.
- (h) On other occasions, subject to the approval of the Defence Council at stations in the UK, or of the British representative in the territory or senior Service officer as may be appropriate at stations abroad.

J152. Honours and Salutes to Members of the Royal Family and other Personages.

Sponsor: P1(Cer)(RAF)

(1) The honours and salutes to be given by guards of honour and on parades on the arrival and departure of The Queen and other Members of the Royal Family are as follows:

- (a) To The Queen, Duke of Edinburgh and The Prince of Wales.

Royal Salute - Arms presented, Standards, Guidons and Colours lowered.
The band is to play the first verse of the National Anthem for The Queen and The Duke of Edinburgh but only the first six bars for The Prince of Wales.

If The Duke of Edinburgh or The Prince of Wales arrives or departs during The Queen's presence the National Anthem is not to be played.

- (b) To other Members of the Royal Family who are Royal Highnesses,
Royal Salute - Arms presented, Standards, Guidons and Colours lowered and the first six bars of the National Anthem played, except that:

- (i) When any of the personages at (a) are present, six bars of the National Anthem are to be played only if specially ordered for the Member for whom the parade is held, and
 - (ii) When none of the personages mentioned at (a) is present, but more than one other Member of Royal Family is present, the first six bars of the National Anthem are to be played only for the Member for whom the parade is held.
- (2) Arms are to be presented to the Crown when in ceremonial procession and not in the presence of the Sovereign, but Standards, Guidons and Colours are not to be lowered and bands are not to play the National Anthem.
- (3) The honours and salutes to be given by guards of honour and on parades on the arrival and departure of the personages mentioned are as follows:
 - (a) To foreign Sovereigns and the other personages mentioned in Para **J151(1)(b)**. Royal Salute - Arms presented, Standards, Guidons and Colours lowered and the band plays the whole of the National Anthem of the personage.
 - (b) To a governor-general and the other personages mentioned in Para **J151(1)(d)**. Royal Salute - Arms presented, Standards, Guidons and Colours lowered and the band normally plays the first six bars of the British National Anthem. Within independent States, however, the playing of national anthems will be subject to local instructions.
 - (c) To a Head of Government as mentioned in Para **J151(2)(a)** General Salute - Arms presented and the band plays the National Anthem of the recipient. Standards, guidons and colours are not to be lowered.
 - (d) To the personages mentioned in Para **J151(2)(b)** and (c) and to admirals of the fleet, field marshals and marshals of the RAF, other officers of flag, general or air rank, and Commonwealth or foreign officers of corresponding rank, and inspecting officers of lower rank. General Salute - Arms presented and the band plays the general salute or in the RN the appropriate salute. Standards, guidons and colours lowered only for the personages mentioned in Para **J151(2)(b)** and (c) and for admirals of the fleet, field marshals and marshals of the RAF. (RAF only) For Queen's Colours within the RAF, see Para **164**.)
- (4) Personages mentioned in Para **J151(1)(d)** who are also officers of flag, general or air rank are entitled to the honours due to their rank as well as those due to their civil office.
- (5) Service officers acting in any civil office are entitled to the honours appertaining to such office.

J153. *(Omitted)*

154. Ceremonial Fly-pasts.*Sponsor: Displays 1*

- (1) The day announced in the London gazette as the official anniversary of the Sovereign's birth should normally be recognised by a fly-past of RAF aircraft.
- (2) On other occasions of national importance, ceremonial fly-pasts may be ordered by the Defence Council who will issue instructions on each occasion.

155. (Omitted)**J156. Compliments by Guards and Sentries.***Sponsor: PI(Cer)(RAF)*

- (1) Compliments are to be paid by guards and sentries as prescribed in J Appendix 39, Section 1.

157. Salutes.*Sponsor: PI(Cer)(RAF)*

Personnel are to salute on the occasions, and in the manner prescribed in AP 818 (Drill and Ceremonial).

J158. Compliments in Special Cases.*Sponsor: PI(Cer)(RAF)*

- (1) An officer of HM diplomatic or other non-military service is entitled to the honours and salutes appertaining to his office.
- (2) An officer holding a civil office who is also an officer of flag, general or air rank is entitled to the honours due to that rank if they are higher than those due to his civil office.
- (3) The compliments laid down in these regulations are to be paid to officers of corresponding rank in the Service of any power formally recognized by HM.

J159. Exchange of Official Visits with The Queen's Representatives.*Sponsor: PI(Cer)(RAF)*

- (1) For the purpose of this regulation The Queen's representatives are to be regarded as the persons mentioned in Para **J151(1)(d)**.
- (2) The procedure set out in J Appendix 39, Section 2, is to be observed on the following occasions:
 - (a) By the Senior Officer in command of HM ships and squadrons visiting a port when The Queen's representative is present.
 - (b) By the officer in command of each Service when a newly appointed Queen's representative assumes office.
 - (c) By the officer in command of each Service, when taking up his appointment.

J160. Day of National Remembrance.*Sponsor: PI(Cer)(RAF)*

- (1) Armistice Day originally commemorated the fallen of the 1914-18 War and included a

cessation of hostilities in 1918. It subsequently included the dead of the 1939-45 War and now, as Remembrance Sunday, embraces all service personnel and civilians who have laid down their lives in the service of their Country, in the original and all subsequent wars, campaigns and emergencies. It is now observed on the second Sunday in November each year, when the Two Minute Silence is to be observed at 1100 hours, during which time all personnel are to stand at attention and guards are to turn out and present arms. No aircraft, other than those on scheduled services, are normally to be in the air during the two minute silence.

(2) Establishments and units are to conform generally to such arrangements as may be made by local authorities for the celebration of Remembrance Day services. Transport required to convey personnel invited to attend local religious observances or municipal ceremonies may be used at the discretion of COs.

161. Battle of Britain Commemoration.

Sponsor: Displays 1

(1) To commemorate the Battle of Britain the 15th September will be known as Battle of Britain Day. On that day, except when it falls on a Sunday (see clause (2)), COs of stations at home and abroad may hold a special colour hoisting parade.

(2) On the Sunday on or following the 15th September, thanksgiving services are to be held where appropriate, at RAF stations. Alternatively, COs should co-operate with local authorities in arranging for participation by Service personnel, in such thanksgiving services as may be held in local places of worship.

(3) On the second or third Saturday in September, as directed by the Stn Cdr, selected stations, as notified by HQSTC (Displays 1), will be 'At Home' to the public.

(4) The week ending with the Sunday referred to in clause (2) will be known as Battle of Britain Week.

J162. The Royal Standard, Personal Standards and Headquarters Flags.

Sponsor: PI(Cer)(RAF)

(1) **Royal Standard.** The Royal Standard, being the personal flag of the Sovereign, is to be hoisted on board HM ships and on official buildings and enclosures only when The Sovereign is present. It is to be hauled down at the moment of departure. The only exception to this rule is that the Royal Standard is to be flown if available at parades in honour of the birthday of The Sovereign. The Royal Standard is never hoisted when The Sovereign is passing in procession.

(2) **Personal Standards.**

(a) When, in the absence of The Sovereign, a Member of The Royal Family is present, the Member's personal standard is to be hoisted (at the main, when on board one of HM ships) and is to be treated with the same respect and saluted in the same manner as the flags denoting the presence of The Sovereign. When two or more Members of the Royal Family are present, one standard only - that of the senior Member present - is to be hoisted.

(b) The standard that is provided for "other Members of The Royal Family" is to be flown similarly for any Member who does not possess a personal standard.

(c) If circumstances arise in which the standards referred to in subpara a

and b above are not available, the White Ensign, Union Flag or RAF Ensign is to be hoisted and treated in a similar manner.

(3) ***Unified Headquarters.*** The distinguishing flag of the unified CinC or commander is to be flown at the masthead and the Union Flag at the peak.

(4) ***Joint Service Units and Establishments.*** The Joint Service Flag is to be flown at units and establishments provided that they are:

- (a) Under the control of the relevant complementing authority.
- (b) Manned by members of more than one Service for a joint purpose.
- (c) Under the direct functional control of either the Ministry of Defence or the headquarters of a unified commander.

and that there are no local circumstances that may make it undesirable for him or her to fly this flag. Other establishments which although manned by personnel from more than one Service which are primarily single Service, are to fly the flag of that Service. Exceptions to the foregoing rules are the staffs of the UK National Military Representatives to International Defence Organisations and UK Support Units, for whom the national flag is the appropriate flag to be flown alongside those of units from other countries.

(5) ***Single Service Establishments.*** The rules regarding the flying of flags and where they are to be flown are contained in Para 165.

J163. Half-Masting of Flags.

Sponsor: PI(Cer)(RAF)

(1) Instructions on the half-masting of ships' colours, Union Flags or ensigns will be issued by the MOD to PJHQ, principal independent RN, RM, Army and RAF commanders and to the UK National Military Representatives at International Defence Organizations. Recipients of these instructions are to make arrangements to disseminate the information by the quickest means available to subordinate headquarters and units and to British elements of organisations within their areas. Implementation of these instructions overseas may be subject to variation at the discretion of Service commanders abroad who should liaise with their local UK political representative so as to ensure a common policy applicable to local circumstances. The following are a guide to procedures until confirmation has been promulgated by the MOD:

- (a) ***On the death of The Sovereign.*** All flags are flown at half-mast from the announcement of the death of the Sovereign up to the end of the funeral, with the exception of Proclamation Day, when they are hoisted to the top of the flagpole from 11 am (local time) to sunset.
- (b) ***On the death of a Member of the Royal Family.*** All flags are flown at half-mast, subject to the Sovereign's wishes, from the day of the death up to the end of the day of the funeral.
- (c) ***On the death of a foreign sovereign, head of state or other distinguished foreign or Commonwealth national (as promulgated by the MOD).*** All flags are flown at half-mast on the day of the funeral.
- (d) ***On the death, when holding office, of a Defence Minister, the Chief of the Defence Staff, the Chief of the Naval, Army or Air Staff of the Defence***

half-mast on the day of the death and all day on the day of the funeral.

(e) *On the death of a serving military officer or other rank.* Flags to be flown at half-mast on the day of death and on the day of the funeral until after the burial when the flag will be full masted to denote the end of military mourning .

(2) Ship's colours, Union flags and ensigns may, at the discretion of the senior officer, in consultation with the local political representative, be half-masted as a matter of courtesy to conform to local national action (including Scotland, Northern Ireland and Wales).

(3) Where the Union Flag or ensign is flown in company with the national flag or flags of any other country or countries (including Scotland, Northern Ireland and Wales) it is to be half-masted as a matter of courtesy whenever the other national flag is half-masted.

(4) In foreign ports, HM ships and vessels should conform when warships of the country concerned half-mast their colours on the death of one of their nationals other than the sovereign or head of state. If a foreign ship is in a British port on such an occasion, HM ships and vessels in company should half-mast their colours on the day of the funeral only unless the Defence Council issues special orders.

(5) HM ships and vessels approaching or leaving an anchorage where any other of HM ships or vessels are flying a foreign ensign or national flag at half-mast, or have their colours at half-mast, are to conform while in sight of the ships in port.

164. Queen's Colours and Squadron Standards.

Sponsor: PI(Cer)(RAF)

(1) Information and instructions concerning Queen's Colour and Squadron Standards, including the occasions on which they may be paraded, are given in AP 3327 (Colour and Standards in the RAF) and AP 818 (Drill and Ceremonial).

(2) Queen's Colours within the RAF are not to be lowered at the General Salute as indicated in paragraph **J152**(3)(c). The personages mentioned in paragraph **J151**(2)(a) and (b) and admirals of the fleet, field marshals and marshals of the RAF, may be saluted by letting fly the Queen's Colour.

165. The RAF Ensign.

Sponsor: PI(Cer)(RAF)

(1) The RAF Ensign was established by Order in Council dated 24th March, 1921, which prescribed that the Ensign is to be flown in such manner and on such occasions only as may from time to time be ordered by the Defence Council.

(2) The RAF Ensign is to be flown daily at all permanent air force stations at home and abroad. The correct size of Ensign for daily use at stations is 100 cms x 200 cms (or 3 ft x 6 ft). On important days, such as the occasion of a visit by an inspecting AOC etc, it is appropriate for a larger ensign, 200 cms x 400 cms (or 6 ft x 12 ft) to be flown. The Ensign may also be flown by units and minor headquarters (e.g. wing) but only when operating in an independent location in the field. In no case is more than one Ensign to be flown at an establishment except as follows:

(a) The RAF Ensign (large size) may be flown at the head of a vertical flag staff on the principal building of major formations (force, command or group) while the station ensign is flown elsewhere as usual on its mast at the gaff, by the establishment on which the major headquarters is located.

- (b) A RAF Ensign may be flown at the gaff arm of a temporary flag staff at the parade ground for the period of the parade only.
- (c) At training establishments that require an additional ensign to assist with the delivery of ceremonial training.
- (3) Where joint military/civil air traffic formations are established on RAF Stations, the RAF Ensign and Civil Air Ensign may be flown at the joint headquarters on adjacent flag poles, subject to the prior permission of HQ PTC (P1 (Cer) (RAF)).
- (4) Where United States military bases are established on RAF Stations commanded by a RAF Commander, and at locations of United States units parented by such bases, the United States flag may be flown adjacent to the RAF ensign.
- (5) *(Omitted)*
- (6) In peacetime the RAF Ensign is to be flown at RAF medical establishments entitled to fly it under clause (2) above. However in time of war or special emergency the Union Flag is to be flown at the head at RAF medical formations and establishments with the Geneva (Red Cross) flag underneath (or at the peak if one is provided).
- (7) In addition to the occasions specified above, the RAF Ensign may if appropriate be hung at indoor functions of a Service nature providing it is attached to a pike (of not less than 1½ times the length of the flag) to allow the flag to hang in a proper manner as it does from a flagstaff. It is not to be used as decorative bunting on walls, tables, platforms and boxing rings or in any other likely manner. The RAF Ensign is not to be carried on a parade, nor used to cover the coffin at a funeral (the appropriate flag for the coffin is the Union Flag). The RAF Ensign is never to be broken at the peak.

J166. Distinguishing Flags for Officers - When Flown.*Sponsor: PI(Cer)(RAF)*

- (1) An officer, of Squadron Leader rank and above, in command of a unit is entitled to fly a distinguishing flag at the HQ of the unit. A unit as defined in this regulation is a command, group or wing HQ, a station or other unit with a discrete Local Unit Establishment. The distinguishing flag flown is to be of the approved pattern for the rank as issued by stores. An officer in temporary command in accordance with Para 42 is entitled to fly the distinguishing flag appropriate to his rank.
- (2) The distinguishing flag is to be flown at the masthead when the RAF
 - (a) On those occasions when the Royal Standard or a Personal Standard takes its place under Para J162.
 - (b) As provided in Para J162(3).
- (3) At stations where more than one unit is located the distinguishing flag of the officer in actual command of the station is to be flown at the masthead of the station flagstaff. The distinguishing flags of the officers commanding the other units are to be flown on a flagstaff at the HQs of those units.
- (4) At joint establishments (see Para J162(4)) the distinguishing flag of the senior RAF
- (5) When an air officer holds the appointment of Commander British Forces Cyprus and

Administrator of Sovereign Base Areas Cyprus, he is, in addition to the distinguishing flag appropriate to his rank, to fly the Union Flag on a separate mast above his headquarters building and on a separate mast at his residence.

(6) Extracts from Queen's Regulations for the RN relating to the special use of the distinguishing flags of non-naval officers afloat are contained in Appendix 4.

(7) The Chief of the Defence Staff is authorized, when embarked in vessels or boats, to fly a distinguished flag. This is of equal dark blue, red and light blue horizontal bands with the tri-Service emblem embroidered on both sides.

(8) CinCs when embarked in vessels or boats, are authorized to fly a special Union Flag bearing in its centre, as a distinguishing mark, the Royal Cypher surrounded by a garland on a blue shield and surmounted by a crown. When a CinC embarks in one of HM ships to proceed on any military duty, this flag may, with the approval of the senior naval officer, be hoisted at the fore of such vessel, and be kept flying within the limits of the military command.

(9) When embarked in vessels or boats, CinCs who are also governors of territories or the Lieutenant Governors of Guernsey and Jersey, are to use the distinguishing flag appointed for governors, or for such Lieutenant Governors, viz, the Union Flag, with the approved arms or badge of the territory emblazoned in the centre thereof on a white ground surrounded by a green garland instead of the general officer's flag.

(10) When joint operations are being carried out, should the officer commanding the RM, Army or RAF or components be embarked in a warship or transport, the appropriate distinguishing flag of the senior non naval officer of the equivalent rank of commodore or above may be hoisted at the fore to denote the presence of the headquarters. Such a flag is not to displace any flag officer's flag, broad pennant or masthead pennant, and is to be flown in an inferior position to it.

167. Flags on Aircraft.

Sponsor: PI(Cer)(RAF)

(1) When members of the Royal Family or Chiefs of Staff are passengers in RAF aircraft, the appropriate small standard or flag is to be flown, and is to remain in position when the aircraft is on the ground during the time the passenger concerned is being received for embarkation or is in the immediate vicinity of the aircraft after disembarkation.

(2) The appropriate standards or flags are:

(a) For the Sovereign - The Royal Standard.

(b) For other members of the Royal Family - the personal standard, or the standard for "other members of the Royal Family".

(c) Chief of Defence Staff - as in J Appendix 40, Section 1.

(d) Chief of Naval Staff and First Sea Lord - as in J Appendix 40, Section 2.

(e) Chief of General Staff - as in J Appendix 40, Section 4.

(f) Chief of Air Staff - as in J Appendix 40, Section 5.

(3) When members of The Royal Family are visiting foreign countries, the National Flag of the country is to be flown in addition to the Royal Standard.

(4) When the CinC of a United Command is a passenger in a RAF aircraft, a small flag as in J Appendix 40, Section 1, may be flown within the area of his command.

(5) Except as provided for in the above clauses no distinguishing flag is to be flown on RAF aircraft other than the RAF Ensign. The Ensign, in miniature, may only be flown when carrying the following passengers:

- (a) Heads of foreign states.
- (b) Governors-General of Commonwealth countries.
- (c) The Prime Minister of the UK, Commonwealth countries, Northern Ireland.
- (d) Cabinet Ministers of the UK government.
- (e) Ambassadors.
- (f) Governors of Commonwealth countries
- (g) High Commissioners.
- (h) Persons and/or representatives of foreign states of similar rank and importance to those referred in (b) to (g) above.
- (i) CinC of the RN, the Army and the RAF abroad.
- (j) Such other persons to whom the privilege may be specially accorded by an AOCinC, Commander, CinC, or AOC an independent formation.

J168. Distinguishing Flags on Motor Cars.

Sponsor: PI(Cer)(RAF)

- (1) When Royal or distinguished persons entitled to fly personal standards or distinguishing flags travel in Service vehicles, the appropriate standard is to be flown.
- (2) Lists of the Service officers entitled to fly car flags and descriptions of the appropriate flags are contained in Appendix 40 to Annex J.
- (3) All distinguishing flags of Service officers are to be flown from a forward position on the front bonnet of the car, but only when the officer who occupies the car is entitled to the flag.
- (4) Occasions on which car flags are to be flown:
 - (a) Flags are to be flown:
 - (1) On official occasions only: only the senior officer

normal practice.

(2) In areas where there is a need for the car or its occupant to be recognized, e.g. because of the proximity of Service establishments, etc. On cross-country journeys flags are not normally to be flown but are to be hoisted at a short distance from the destination.

(b) A car flag may be flown by an officer wearing civilian clothes on duty, if the officer considers it desirable.

(c) An officer is not to fly the flag of his superior officer when acting as his representative, but is to fly the flag, if any, to which he is entitled.

(d) In foreign and Commonwealth countries, officers may fly their car flags on those occasions when the British Ambassador or High Commissioner considers that it would be appropriate for them to do so. In certain countries the flying of car flags may be completely precluded by laws, customs or local conditions.

(e) A Defence Attaché or Advisor who is also accredited as a single Service Attaché or Advisor may fly the car flag of his own Service when attending functions relating to that Service as opposed to those of a Defence character.

(f) Subject to these general rulings, commanders may limit the flying of flags when they consider the political or local circumstances in the area make it desirable to do so.

J169. Star Plates.

Sponsor: P1(Cer)(RAF)

(1) Star plates may be displayed on cars carrying senior officers and officers of equivalent rank in the other Services. The number of stars denotes rank and are as follows:

Admiral of the Fleet/Field Marshal/Marshal of the Royal Air Force	Five Stars
Admiral/General/Air Chief Marshal	Four Stars
Vice -Admiral/Lieutenant General/Air Marshal	Three Stars
Rear-Admiral/Major General/Air Vice-Marshal	Two Stars
Commodore/Brigadier/Air Commodore/Matron-in-Chief	One Star
QARNNS/ Matron in Chief PMRAFNS	

(2) The plates are to be displayed only on journeys made on duty. The star plates are to be covered when the entitled officer does not occupy the vehicle.

(3) The star plates are royal blue for naval officers, red for Army and RM officers and air force blue for RAF officers. Officers in joint-Service appointment are to display plates in the joint Service colours of vertical bands of dark blue, red and light blue.

170. (Omitted)

J171. Royal and VIP Funerals.

Sponsor: DS Sec/SOIH&A

(1) The Service involvement on the demise of The Sovereign, or any member of the Royal

PTC(P1(Cer)(RAF)). Headquarters Household Division will be designated as the Mounting Headquarters.

(2) On the death of The Sovereign or a Member of the British Royal Family, or of a foreign sovereign or head of state or other distinguished foreign national, instructions on funeral honours will be issued by the Defence Council by signal. These instructions may be subject to variation in overseas commands at the discretion of the local political representative in the light of local national requirements.

(3) A governor general, governor, high commissioner or officer administering the government or special royal commissioner of any British Commonwealth country, associated state or dependent territory under the Sovereign's protection, who is also Commander-in-Chief and who dies whilst holding the appointment is entitled to a military funeral with honours. This applies whether the deceased was a military officer or a civilian.

J172. Military Funerals.

Sponsor: JCCC: Historic Casework & Deceased Estates

All Service personnel, who have died while serving, are entitled to either a private funeral or a funeral at Public Expense. Chapter 11 of JSP 751 (Joint Casualty & Compassionate Policy & Procedures) details the limit of admissible expenses to both types of funeral. There is normally no ceremonial at private funerals. The degree of ceremonial at Public Expense funerals, or lack of it, is normally a matter for the Next of Kin in conjunction with the unit. It may range from the minimum of formality to full-scale military honours. No other military funeral will be accorded without the previous authority of HQ PTC(P1(Cer)(RAF)).

J172A Military Funeral Honours.

Sponsor: DS Sec/SO1 H&A

(1) Funeral honours consist of some, or all of the following:

- (a) Bearer Party. See clause (5).
- (b) Pall Bearers. See clause (6).
- (c) Insignia Bearers if appropriate.
- (d) Escort and Firing Party or Gun Salute. See Para **J172B**.
- (e) Musical support as appropriate.
- (f) Minute Guns. See **Para J172C**.

(2) The following are guidelines on funeral honours:

- (a) Serving personnel of all ranks are entitled to funeral honours at public expense provided that the personnel involved are stationed within reasonable distance of the burial ground or crematorium.
- (b) Funeral honours are not to be paid officially at the funerals of discharged personnel of any rank. They may, however, be authorized as a special case, at the discretion of the air officer commanding provided the funeral is to take place within a reasonable distance from the Station and that only minimum public expense is incurred.

- (c) If the deceased is to be cremated, ceremonial may have to be on a reduced scale and in any case, there should be prior consultation with the Crematorium authorities.
- (d) Chaplains or, where necessary, local clergy are to be consulted about the form of religious service.
- (e) The Manual of Drill and Ceremonial (AP818) details the ceremonial involved in a military funeral.
- (3) **Knights of the Garter.** Where a senior officer who was a Knight of the Garter has his funeral or memorial service in St George's Chapel, Windsor, special arrangements are made through the HQ PTC(P1(Cer)(RAF)).
- (4) **London.** In London there is to be no funeral procession unless the military service is held either at the Chapel of the Royal Hospital, Chelsea Barracks, or the Royal Military Chapel, Wellington Barracks. If the Next of Kin of the deceased officer wish the funeral service to be performed at one of these churches then there may be a short procession after the ceremony, if desired. Exceptions to the above are to be made to HQ PTC (P1(Cer)(RAF)).
- (5) **Bearer Party.** A senior non-commissioned officer or warrant officer normally commands a bearer party. At the funeral of an air officer, who died whilst serving, the bearer party should be commanded by an officer and the coffin should be carried by warrant officers or non-commissioned officers.
- (6) **Pall Bearers.** At a funeral of an air officer who died whilst serving, the pall will be supported by officers of the same rank as held by the deceased. If a sufficient number of that rank cannot be obtained, then by such officers as the Service authorities may desire to invite.
- (7) **Draping of Drums and Colours.** Drums and Colours/ Standards are to be draped only at a funeral, except that on other occasions connected with the death of The Sovereign or a Member of the Royal Family when draping may also be ordered by Ministry of Defence (PS12(Army)) through HQ PTC(P1(Cer)(RAF)).
- (8) **Dressing the Coffin.** At military funerals only the Union Flag is to be placed on the coffin. It is to be placed over the coffin as though the pike were at the head end, with the face of the flag uppermost, i.e. as though the flag pole was at the head of the coffin laid with the top of the pole over the left shoulder of the deceased.

J172B. Salutes and Escorts.*Sponsor: DS Sec/SOI H&A*

- (1) Military funerals are to be saluted and escorts may be provided. The number of troops in attendance is to be determined by local Service authorities. Where possible, if the deceased was a military officer, then the escort should be in accordance with the numbers in the table below:

	Salute		
Rank or Corresponding rank (1)	Guns (2)	Rounds of Small Arms (3)	Escort (4)

Marshal of the RAF	19	-	As may be authorized by the Ministry of Defence			
Air Chief Marshal	17	-	Not to exceed 1,000 all ranks			
Air Marshal	15	-	"	"	"	875 " "
Air Vice-Marshal	13	-	"	"	"	750 " "
Air Commodore	-	3	"	"	"	600 " "
Group Captain	-	3	"	"	"	500 " "
Wing Commander	-	3	"	"	"	150 " "
Squadron Leader	-	3	"	"	"	100 " "
Flight Lieutenant	-	3	"	"	"	50 " "
Flying Officer or Pilot Officer	-	3	"	"	"	35 " "
Warrant Officers and Airmen	-	3	"	"	"	20 " "

(2) Salutes of guns and small arms will be fired after the body has been laid to rest in the grave. Should a salute be fired at a Crematorium (see Para **J172A(2)(c)**) then it is to be fired as the coffin enters the chapel. For gun salutes fired in London HQ PTC(P1(Cer)(RAF)) is to be consulted.

J172C. Minute Guns.*Sponsor: DS Sec/SOI H&A*

(1) At the funeral of an air officer who died whilst serving, minute guns of the appropriate number are to be fired during the period while the body is being borne to the burial ground. Any such officer who dies at sea and is to be buried ashore may be accorded the appropriate number of minute guns from a warship whilst the body is being borne ashore. If the means exist minute guns will be fired from the shore while the procession is moving from the landing place to the burial ground. The total number of minute guns so fired is not to exceed twice the number given in Para **J172B (1)**.

(2) At the funeral of a civil functionary dying whilst in office, minute guns may be fired if the deceased was so entitled when alive, subject to the availability of guns. If the deceased was a military officer whose rank entitled him to a greater number of guns than his civil status, the conditions of clause (1) and Para **J172B** are to apply.

J173. Mourning.*Sponsor: DS Sec/SOI H&A*

(1) Mourning is observed by the Armed Forces as follows:

(a) **Royal Mourning.** Royal mourning was previously known as Court Mourning.

(i) Royal Mourning is observed by the Royal Family and their Households, by HM representatives at home and abroad and their staffs, by officers nominated for duty at Court and related ceremonies and by Household troops. Any Service units actually engaged on ceremonial or Court duties normally undertaken by Household Division (and the Balmoral Guard when mounted) will receive their orders direct from the Major General Commanding Household Division once he has ascertained the Sovereign's wishes.

(ii) At stations abroad where Service personnel, other than members of the Household Division, are attending functions at which HM's representatives present are

the UK local political representative as to whether it would be appropriate to wear some suitable mark of mourning.

(iii) Those observing Royal Mourning may fulfil official engagements. Social engagements are not to be accepted and those entered into beforehand should be cancelled.

(b) **National Mourning.** National Mourning (previously known as Service Mourning) is observed by the remainder of the armed forces.

(2) **Guidelines for Mourning.** Precise direction cannot be issued to cover the full period of Royal and/or National Mourning until the Sovereign's wishes have been ascertained. Detailed instructions will be issued by the Ministry of Defence (PS12(Army)) through HQ PTC(P1(CER)(RAF)) as soon as they are known and may involve some or all of the following measures:

(a) Entirely private hospitality already arranged or accepted by individuals may continue on a small scale but social engagements at which attendance might be construed as representational or official should be cancelled.

(b) Any previously arranged celebratory parade, official reception, business or social function should normally be cancelled. In cases where there might be a significant financial penalty or it is thought that embarrassment or offence might be caused by cancellation HQ PTC(P1(Cer)(RAF)) is to be consulted.

(c) A parade of a routine duty nature or which is part of a curriculum may continue. Passing out parades are considered to be part of, or the climax of, a course and should therefore normally take place; with a period of silence included as a mark of respect. In the event of the death of the Sovereign separate instructions will be issued by HQ PTC(P1)(Cer)(RAF)) concerning the Sovereign's Parade at RAFC Cranwell.

(d) Bands may play for marching troops on, or to, a parade but neither inspection nor incidental music should be played during inspections or other pauses in the parade. Bands may also continue to fulfil civilian engagements for which they have previously contracted to play but should not play at Service or civilian functions of a social nature.

(e) Service sports events may continue, except on the day of the funeral; a one minute silence should be observed at the beginning of the event.

(f) Individuals who have accepted official engagements should fulfil them. Unless otherwise ordered mourning bands need not be worn.

(g) Service commanders abroad should liaise with their local United Kingdom political representative so as to ensure a common policy applicable to local circumstances. Senior officers abroad should similarly liaise, consulting their command if necessary.

(h) Flags to be flown at half-mast in accordance with instructions at Para **J163**.

of the Royal Family may wish to observe some or all of the mourning guidelines – this would be the prerogative of the relevant local commander after seeking advice from HQ PTC(P1(Cer(RAF))).

(j) Any questions should be referred to HQ PTC(P1(Cer(RAF))).

(3) **Mourning Bands.** A mourning band is a piece of black crepe 3^{1/4} inches wide. It is worn on the left sleeve, positioned so that the bottom of the band lies two inches above the elbow. The rules concerning mourning bands are as follows:

(a) A mourning band will only ever be worn in parade uniform where there is a jacket or coat. It is not to be worn on combat clothing of any type.

(b) During periods for which National Mourning is ordered, only officers and warrant officers are to wear mourning bands.

(c) Only officers and warrant officers mentioned in Para **J173**(1)(a)(i) above should wear mourning bands during Royal Mourning.

(d) Officers attending Service funerals in uniform are to wear a mourning band. Officers on duty at these events will also wear mourning bands, whether in the procession, acting as ushers, or in another capacity. These rules apply to officers attending associated memorial services held on the same day.

(e) Warrant officers attending Service funerals in uniform, or acting as ushers, are to wear mourning bands. They are not to wear them if they are on duty in the procession (including bearer parties), lining the route or elsewhere. These rules apply to warrant officers attending associated memorial services held on the same day.

(f) Mourning bands are not to be worn at any other memorial service or other ceremonies such as the unveiling of memorials and Remembrance services unless they occur during a period of Royal/ National Mourning.

(g) When ordered by a commanding officer, for example following the death of a member of the unit, or at reception ceremonies related to the repatriation of a body or remains, mourning bands are to be worn by officers and warrant officers only, and in accordance with the instructions above.

(h) When, exceptionally, Service personnel wear uniform in private mourning (for example at a family funeral) they may wear a mourning band if so desired. This is the only occasion on which Service personnel below the rank of warrant officer may wear mourning bands.

(i) After a military burial, mourning bands should be removed by personnel after return to the station.

(4) **Mourning Dress.** Mourning dress and/or mourning bands are not to be worn at Court unless the Court is in Mourning. Officers who wear plain clothes on duty during periods of mourning are recommended to wear black ties. Those observing Royal Mourning, and those

follows:

- (a) Gentlemen's civilian dress - Dark colours, black ties.
- (b) Ladies civilian dress - Black dress.

174. Service Funerals.

Sponsor: OC JCCC

- (1) Entitlement and arrangements for a Service funeral are to be in accordance with Joint Casualty and Compassionate Policy & Procedures: JSP 751 Chapter 11.
- (2) Air Force honours at a funeral may be accorded to officers and airmen who die in the course of their service. A Service Funeral may be accorded as follows:
 - (a) For deaths in the United Kingdom, the funeral may take place at any location in the United Kingdom and Eire.
 - (b) For death overseas, the funeral may take place either in the country of death or anywhere in the United Kingdom and Eire.
- (3) Arrangements for a Service Funeral will normally be made by the deceased's parent unit, however, in certain cases, another military unit may be in a position to assist, with the approval of the Commanding Officer.
- (4) The ceremonial for a Service funeral is laid down in AP 818 (Drill and Ceremonial).
- (5) Service transport may be used (where necessary) to the following extent:
 - (a) For an Air Force funeral:
 - (i) For the conveyance of the funeral party from the unit to the place at which the funeral procession is formed up, and back again. Conveyance for the band will not be admissible unless the band is available at the station from which the funeral is being undertaken.
 - (ii) Prime Mover and trailer for the coffin.
 - (iii) For the conveyance of the relatives or friends between the nearest railway station and the place at which the funeral procession is formed up and to the burial ground and back again.
- (6) Arrangements to move the body to a distant location are to be handled under the Units funeral contract.

174A . Remembrance.

Sponsor: DS Sec/SOI H&A

- (1) **Armistice Day.** Armistice Day originally commemorated the fallen of the 1914-18 War and included a 2 minute silence in November each year on the anniversary of the day and the time of the cessation of hostilities in 1918. Any observance of a 2 minute silence on 11

individuals. Although optional, it is strongly encouraged.

(2) **Remembrance Sunday.** Remembrance Sunday embraces all Service personnel and civilians who have laid down their lives in the service of their country in the First World War and all subsequent wars, campaigns and emergencies. It is now observed on the second Sunday in November each year, when the 2 minute silence is to be observed at 1100 hours, during which time all personnel are to stand at attention and guards are to turn out and present arms. No aircraft, other than those on operational tasks or scheduled services, are normally to be in the air during the 2 minute silence. Establishments and units are to conform generally to such arrangements as may be made by local authorities for the celebration of Remembrance Day services. Transport required to convey personnel invited to attend local religious observances or municipal ceremonies may be used at the discretion of commanding officers but neither travelling expenses nor subsistence allowance will be payable unless authority has been obtained from the HQ PTC(P1(Cer)(RAF)).

(3) **Memorials.** Memorial statues, plinths or plaques are normally organised by Regimental or Service Associations in memory of personnel who have died in past wars or conflicts. Funding of such memorials is normally by private donation or subscription. The finance raised should cover the cost of making, erecting, unveiling and the long term care and maintenance of the memorial. Those wishing to raise a memorial should first seek the advice of HQ PTC(P1(Cer)(RAF)).

(4) **Wreaths.** On the anniversary of Remembrance Day in the United Kingdom and the Commonwealth, and on other occasions of special significance, the cost of placing wreaths on local memorials may be allowed as a charge to public funds, but only when such tribute is essential. Within the United Kingdom the Commanding Officer is authorised to approve the purchase of wreaths.

J175. Order of March on Combined Service Parades.

Sponsor: P1(Cer)(RAF)

(1) The arrangements set out below will normally apply at combined parades. In order to meet the special purpose of any particular parade the arrangements may be varied, provided that they are agreed by the flag, general and air officers concerned, but not otherwise.

(2) The definition of a combined parade is "a number of separate units of more than one Armed Service, paraded in combination for ceremonial purposes".

(3) Parades organized by and held in an establishment of one Service and attended by small detachments of other Services attached to that Service will be under the orders of the CO of the establishment concerned.

(4) Order of Precedence.

(a) The order of precedence for the grouping of the Services in a combined parade is normally to be:

Royal Navy
Army
Royal Air Force

whether regular and/or auxiliary units.

(b) The precedence of units within a Service is for decision by that Service.

- (5) **Royal Marines.** The RM and RM Reserve should form part of the naval contingent whenever the RN or RNXS are also on parade. When no RN or RNXS contingents are on parade, RM and RM Reserve contingents should parade according to their Army order of precedence.
- (6) **The Honourable Artillery Company.** The traditional claim of the Honourable Artillery Company to lead all combined parades where regular or militia forces are not present is recognized.
- (7) **Pre-Service Cadets.** Pre-Service cadets should march behind all the Armed Forces of the Crown in the following order:
- (a) Sea Cadet Corps
 - (b) Combined Cadet Forces
 - (c) Army Cadet Forces
 - (d) Air Training Corps
 - (e) Within the Combined Cadet Force, contingents should march in an agreed order of school seniority, irrespective of the sections they maintain.
- (8) **Non-Service Organisations.** The position on parade of non-Service organisations is not a matter for Service regulations.

176. Order of Precedence of the Air Forces on Parade.*Sponsor: PI(Cer)(RAF)*

- (1) The order of precedence of regular, reserve and auxiliary forces on all parades will be:
- Regular Air Force.
 - Royal Air Force.
 - Princess Mary's Royal Air Force Nursing Service.
 - Reserve and Auxiliary Air Forces.
 - Royal Air Force Reserve.
 - Princess Mary's Royal Air Force Nursing Service Reserve.
 - Royal Auxiliary Air Force.
 - Royal Air Force Volunteer Reserve (T), (UAS) (CC).
- (2) The order of precedence stated in clause (1) is to be maintained regardless of the absence of any forces higher in precedence.
- (3) The regulations for the order of march of regular, reserve and auxiliary services on combined parades are contained in Para **J175**.

J177. Precedence in the Commonwealth.*Sponsor: PI(Cer)(RAF)*

- (1) Precedence in each independent Member Country of the Commonwealth is determined

by that country and in the Associated States by each State.

(2) Precedence in dependent territories is determined by local enactments, by Royal Charters, by Instructions either under the Royal Sign Manual and Signet or through the Secretary of State, or by authoritative local usage.

(3) In the absence of any special authority Governors shall guide themselves by the following general table of precedence:

The Governor or officer administering the government.

The officer in command of the Naval Forces on the Station in which the territory is included if holding rank equivalent or superior to that of Rear-Admiral, the officer in command of the land forces in the territory if holding rank equivalent or superior to that of Major-General, and the officer in command of the air forces in the territory if holding rank equivalent or superior to that of Air Vice-Marshal, their own relative rank and precedence being determined by the Queen's Regulations on that subject (see **Para 126**).

The Chief Justice.

The Speaker.

The officer in command of the Naval Forces on the Station in which the territory is included if of the rank of Commodore, the officer in command of the land forces in the territory if of the rank of Brigadier, and the officer in command of the air forces in the territory if of the rank of Air Commodore, their own relative rank and precedence being determined by the Queen's Regulations on that subject (see **Para 126**).

The Deputy Governor (if any).

The Chief Secretary.

The Chief Minister.

Other Ministers and Members of the Executive Council.

The officer in command of the Naval Forces on the Station in which the territory is included if of the rank of Captain or Commander, the officer in command of the land forces in the territory if of the rank of Colonel or Lieutenant-Colonel, and the officer in command of the air forces in the territory if of the rank of Group Captain or Wing Commander, their own relative rank and precedence being determined by the Queen's Regulations on that subject (see **Para 126**).

The Puisne Judges.

The Members of the Legislative Council.

The principal officers of Government in such order as shall be especially assigned.

The officer in command of the Naval Forces on the Station in which the territory is included if below the rank of Commander, the officer in command of the land forces in the territory if below the rank of Lieutenant-Colonel, and the officer in command of the air forces in the territory if below the rank of Wing Commander, their own relative rank and precedence being determined by the Queen's Regulations on that subject (see Para 126.)

J178. Precedence with Officers of the Consular Service.*Sponsor: PI(Cer)(RAF)*

(1) An officer of the Consular Service will take precedence with Service Officers as follows:

Consul General	With but after Rear Admiral/Major General/Air Vice-Marshal
Consul	With but after Captain/ Colonel/Group Captain
Vice Consul	With but after Lieutenant-Commander/Major/Squadron Leader
Consular Agent	With but after Lieutenant/Captain/Flight Lieutenant

179-193. (Omitted)

CHAPTER 6

UNIFORM AND DRESS

J194. General.*Sponsor: UCPSM Cer & Pol*

- (1) The uniform to be worn by Service personnel and the order of dress on different occasions are laid down in the Uniform, Dress and Clothing Regulations of the respective Services.
- (2) The prescribed patterns are to be adhered to and personnel will be responsible for the cost of replacing or restoring to the approved pattern any articles which they alter without authority or which are so altered as a result of their instructions.
- (3) Uniform is to be worn by all ranks while on duty, except when authority to the contrary is given, and on such other occasions as may be ordered.
- (4) (*RAF only*) Regulations governing the wearing of civilian clothes are contained in AP 1358.

195. Wearing Emblems with Uniform.*Sponsor: UCPSM Cer & Pol*

- (1) No unauthorized ornament or emblem is to be worn with uniform.
- (2) The authorized ornaments and emblems and the manner in which they are worn are prescribed in AP 1358.

J196. Mourning.*Sponsor: UCPSM Cer & Pol*

- (1) Court mourning is not to be observed by the Services generally.
- (2) A mourning band is a piece of black crepe 3¼ inches wide. It is worn on the left sleeve, positioned so that the bottom of the band lies two inches above the elbow. With the exception of private mourning (see (f) below) only Officers and Warrant Officers are to wear mourning bands. During periods for which Service mourning is ordered, they are to wear bands, only in the following orders of dress and on the occasions listed:
 - (a) A mourning band will only ever be worn in parade uniform where there is a jacket.
 - (b) Officers attending Service funerals in uniform are to wear a mourning band. Officers on duty at these events will also wear mourning bands, whether in the procession, acting as ushers, or in another capacity. These rules apply to Officers attending associated memorial services held on the same day.
 - (c) Officers who wear plain clothes on duty during a period of Service mourning are recommended to wear black ties.
 - (d) Warrant Officers attending Service funerals in uniform, or acting as ushers, are to wear mourning bands. They are not to wear them if they are on duty in the procession (including bearer parties), lining the route or elsewhere. These rules apply to Warrant Officers

attending associated memorial services held on the same day.

(e) Mourning bands are not to be worn at any other memorial services or other ceremonies such as the unveiling of memorials and Remembrance services.

(f) When ordered by a Commanding Officer, for example following the death of a member of the unit, or at reception ceremonies related to the repatriation of a body or remains, mourning bands are to be worn by Officers and Warrant Officers only, and in accordance with the instructions at (a)-(d) above. Bearer parties are not to wear mourning bands.

(g) When, exceptionally, Service personnel wear uniform in private mourning (for example at a family funeral) they may wear a mourning band if so desired. This is the only occasion on which Service personnel below the rank of Warrant Officer may wear mourning bands.

(3) Mourning is not to be worn at Court unless the Court is in mourning. (See also Para J171 on Court Mourning).

(4) Instructions for the observation of Service mourning will be issued by the Ministry of Defence.

(5) Any questions should be referred to PS12(A) through P1(Cer)(RAF).

J197. Leave from Abroad - Uniform.

Sponsor: UCPSM Cer & Pol Service

personnel on leave from abroad are to be in possession of uniform which they can wear if detailed for duty.

J198. Wearing Uniform in Foreign Countries.

Sponsor: UCPSM Cer & Pol

Except when serving with a British Force, RAF personnel are not to wear uniform whilst in a foreign country without having obtained the permission of the Sovereign's representative in that country. Such permission will usually be confined to personnel are employed on duty, or attending Court or State ceremonies to which they have been officially invited. However, exceptionally, and under strict directives given by the appropriate Service Authority, requests to wear uniform for other suitable reasons, such as manoeuvres, weddings, etc, may be submitted for consideration. Such requests are to be referred to HQPTC, UC PSM 1, Room G41a, Bldg 255, RAF Innsworth, Glos. GL3 1EZ.

J199. Occasions on which the Wearing of Uniform is Forbidden.

Sponsor: UCPSM Cer & Pol

(1) When participating in non-service parades (e.g. on Remembrance Day, Battle of Britain Day, etc) serving officers are forbidden to wear uniform if conditions require them to appear in the ranks with serving or ex-Service personnel below commissioned rank. This does not preclude the wearing of uniform by those officiating at a saluting base or appearing officially with a party of civic officials.

(2) Uniform is not to be worn by prospective or adopted parliamentary candidates at political meetings, or while canvassing, appearing in public or engaged in any other activities connected with their candidature. (See also paras J1012, J1012A, J1012B and J1013)

(3) Uniform is not to be worn at functions where fancy dress is worn; the wearing of uniform of obsolete design which is clearly distinguishable from the pattern currently worn is, however, permitted.

(4) Uniform is not to be worn by personnel engaged in temporary or part-time civil employment or while seeking such employment.

J200. Wearing the Uniform of Voluntary Organizations.*Sponsor: UCPSM Cer & Pol*

Service personnel may wear the uniform of non-political voluntary organizations (e.g. St. John's Ambulance Brigade, the Salvation Army, the Scouts) on appropriate occasions provided there is no interference with Service duties and obligations but they may not wear the uniform of political organizations.

J201. Wearing Uniform after Leaving the Service.*Sponsor: UCPSM Cer & Pol*

The regulations governing the wearing of uniform after leaving the Service are contained in AP 1358.

J202. Removal of Headdress.*Sponsor: UCPSM Cer & Pol*

- (1) Except when on duty under arms, Service personnel in a civil court are not to wear their headdress while the judge or magistrate is present.
- (2) Personnel, other than members of the Jewish faith or of other religions which require the head to be covered on solemn occasions, are to have the head uncovered whenever they take the oath.
- (3) (RAF Only) Instructions for removing the headdress on other occasions are contained in AP 1358.

J203. Wearing Orders, Decorations and Medals.*Sponsor: UCPSM Cer & Pol*

Orders, decorations, medals and medal ribbons are to be worn in the manner prescribed in AP 1358.

J204. Wearing Non-Military Medals.*Sponsor: UCPSM Cer & Pol*

The regulations governing the wearing of non-military medals are contained in AP 1358.

205. (Omitted)**206. Flying Badges - Wearing of.***Sponsor: UCPSM Cer & Pol*

- (1) Flying badges are divided into two categories, those in current issue, for which aircrew are qualified under the terms of paras **J727** and **728** and those no longer issued, for which members of the RAF qualified under regulations in force from time to time. These badges are:

- (a) Current issued:

Pilot
 Weapons Systems Officer (WSO)
 Weapons Systems Operator (WSOp)
 Fighter Controller (FC)
 Airborne Technician (AT)
 The Preliminary Flying Badge (Pilot), UAS personnel only. See Para 728.

- (b) Previously in issue:

Navigator(N)
 Air Electronics Officer(AE)

Air Electronics Operator(AE)
 Air Engineer(E)
 Air Signaller(S)
 Air Loadmaster(LM)
 Air Observer (O)
 Air Bomber (B)
 Wireless Operator (air) (S)
 Wireless Operator Mechanic (air) (S)
 Meteorological Air Observer (M)
 Observer (radio) (RO)
 Air Gunner (AG)
 The Preliminary Flying Badge (Pilot)
 The Preliminary Flying Badge (Navigator)
 The Preliminary Flying Badge (Signaller)
 The Preliminary Flying Badge (Engineer)
 The Preliminary Flying Badge (Gunner)

The preliminary flying badges listed in clause (1)(b) above, were previously awarded to personnel of the RAFVR and WRAFVR entered for flying duties who successfully completed the basic stage of training and passed the prescribed tests and examinations.

(2) A flying badge, being a qualification badge, is not to be regarded as either a decoration or the equivalent of a regimental badge. Service personnel are not to wear any of the badges listed in clause (1) unless authority for them to do so has been granted in accordance with the regulations prescribed from time to time by the Defence Council.

(3) Personnel who qualified for the award of the flying badge or Observers Badge under regulations in force in the RAF prior to the 3rd September 1939, or under regulations in force from time to time in the Royal Flying Corps or Royal Naval Air Service, may wear the RAF pilot badge or air observer badge, provided that the qualification appears in the official records of officers and airmen held by the MOD. Any cases of doubt should be referred to HQ PTC.

(4) An officer, on ceasing to be employed on flying duties and an airman on being remustered to a ground trade, may elect to wear any of the badges for which he has been previously qualified.

(5) A foreign flying badge is not to be worn with RAF uniform. This regulation does not preclude RAF personnel from accepting the presentation of a foreign flying badge.

(6) Entitled and authorized flying badges are to be worn in accordance with RAF Dress Regulations.

207. Scarves.

Sponsor: UCPSM Cer & Pol

Scarves may be worn in the manner prescribed in AP 1358.

208. Body Piercing and Wearing of Trinkets, Studs Etc.

Sponsor: PI(Cer)(RAF)

(1) In the case of male personnel, the wearing of watch-chains and trinkets in such a manner as to be seen is not permitted when wearing uniform. Plain rings may, however, be worn. Earrings are not to be worn.

(2) The prohibition in clause (1) is applied to female personnel who are similarly forbidden to wear jewellery when in uniform. They may, however, wear wedding rings and/or engagement rings, or a plain signet ring. Following the piercing of the ears they may wear a plain gold stud earring in each

ear lobe. The studs are to be small and unobtrusive and are not to be worn on parade.

(3) Where any part of the body, other than the ear for woman, has been pierced or prepared, whether for any ring stud or sleeper, no such items are to be worn when on duty or standby duty. Similarly, when not in uniform but on duty, standby duty or representing the RAF, the wearing of body piercing jewellery, trinkets or rings etc is not permitted.

(4) Body piercings which cause holes that will not close up are not permitted.

209. Growth of Hair and Beards - Male Personnel.

Sponsor: SO1 RAF Cer & UP

(1) The hair of the head is to be well cut and trimmed. Sideburns are to be short and well trimmed and are not to extend below a line running through the mid point of the ear. Extreme styles of haircuts and colouring are not permitted, if the hair is dyed or highlighted, the colour chosen is to be natural and in a uniform shade appropriate to the individual. If a moustache is worn the upper lip is to be unshaven and the moustache is not to extend below the edge of the mouth. The commanding officer shall be the arbiter as to what is or not an acceptable style or length of cut.

(a) **Beards.** Beards may be permitted on religious grounds or when specially authorised by COs on medical grounds under the provisions of AP1269. The beard is to be a full one and, with the exception of Sikhs, Para (b), it is to be kept short and neatly trimmed.

(b) **Sikhs.** Policy and guidance for the growth of hair and beards for Sikh personnel is contained in AP 1358, Chap 1.

(2) For occupational or operational reasons, where a hazard clearly exists, personnel authorised to wear beards on religious or medical grounds may be ordered to modify or remove facial hair to such an extent as to enable the correct wearing of respirator or breathing apparatus. However, during routine NBC training or Stn exercises the beard may remain unshaven.

210. Hairdressing and Cosmetics - Female Personnel.

Sponsor: SO1 RAF Cer & UP

(1) Female personnel are to arrange their hair in a manner, which permits the service dress cap to be worn correctly; hair is not to show under the front or peak of the cap and the style is to be kept neat and no longer than the bottom edge of the collar at the back of the service jacket. Extreme styles of haircuts and colouring are not permitted, if the hair is dyed or highlighted, the colour chosen is to be natural and in a uniform shade appropriate to the individual. The commanding officer shall be the arbiter as to what is or is not an acceptable colour or style. PMRAFNS personnel are to wear their hair off the collar when engaged in nursing duties. A hair band is permitted, but must be inconspicuous and either of a similar colour to the hair or black. Combs, when worn, must be plain and of a similar colour to the wearer's hair.

(2) **Female Aircrew.** In addition to the provisions of Para (1), female aircrew who are required to wear flying helmets or aircrew respirators for the performance of their aircrew duties are to wear their hair in a manner which:

(a) Is sufficiently short that the fit and stability of their flying helmet or aircrew respirator is not compromised.

(b) Allows the hair to fit completely and comfortably inside their flying helmet or aircrew respirator without the use of hairpins, clips or other hair-restraining device that might constitute an operational or flight safety hazard.

(3) When in uniform women personnel are forbidden to use brightly coloured nail varnish and

cosmetics of a conspicuous nature. Female aircrew are forbidden to wear cosmetics of any kind when performing flying duties that require the use of oxygen masks or aircrew respirators.

211. Tattoos.

Sponsor: ACOS Pers Pol (RAF)

Regular and Reserve personnel are not permitted to have any permanent or temporary tattoos, whether ordinarily visible or not, which are obscene, offensive or contrary to the Service policy on equality and diversity. Examples of unacceptable tattoos are, *inter alia*, those that are: racist; anti-religion or belief; crude; overtly sexist; homophobic; drugs related or of an extreme political nature. Any tattoos that are above the neck collar, below the sleeve or trouser cuff, are not permitted, irrespective of their nature. Detailed guidance on the RAF policy on tattoos is contained in AP 3392 Vol 5 Leaflet 123.

212. Inspections of Kit.

Sponsor: ACOS Pers Pol (RAF)

A CO is responsible for the standard of dress of all airmen under his command and may order inspections of Service issue items of kit whenever necessary for the maintenance of a satisfactory standard. Additionally, the Service issue items of kit of all airmen below the rank of sergeant are to be inspected prior to their departure overseas on posting or operational detachment.

213-236. (*Omitted*).

CHAPTER 7

ORDERS DECORATIONS AND MEDALS**J237. General.***Sponsor: AMPSec(SC)1*

- (1) The Sovereign's awards to members of the Forces fall under four broad headings:
 - (a) Awards for:
 - (i) Gallantry and distinguished service in operational areas.
 - (ii) Acts of gallantry not in the face of the enemy.
 - (b) Awards for inclusion in either the New Year Honours List or the Sovereign's Birthday Honours List.
 - (c) Medals for meritorious service or for long service and good conduct.
 - (d) War medals for service in a specified operation or operational area.
- (2) In addition, Mentions-in-Despatches, Queen's Commendations for Bravery, Queen's Commendations for Bravery in the Air and Queen's Commendations for Valuable Service may be awarded.
- (3) Awards granted by certain civilian societies are officially recognised and may be worn in uniform.
- (4) Persons recommended for awards other than those mentioned in Para **J238(8)** must be known to be alive at the time the recommendation is forwarded to PMA SPACE(AS).

J238. Gallantry Awards and Operational Awards.*Sponsor: AMPSec(SC)1*

- (1) The following awards may be recommended for gallantry and distinguished service in an operational area:
 - * Victoria Cross
 - * Companion of the Order of the Bath
 - * Commander of the Order of the British Empire
 - * Distinguished Service Order
 - * Officer of the Order of the British Empire
 - * Member of the Order of the British Empire
 - * Royal Red Cross (Class I)
 - * Distinguished Service Cross
 - * Military Cross
 - * Distinguished Flying Cross
 - * Royal Red Cross (Class II)
 - * Distinguished Conduct Medal
 - * Conspicuous Gallantry Medal (Naval)
 - * Conspicuous Gallantry Medal (Flying)
 - * Distinguished Service Medal
 - * Military Medal
 - * Distinguished Flying Medal

- * British Empire Medal
- Mention-in-Despatches
- Queen's Commendation for Brave Conduct
- Queen's Commendation for Valuable Service in the Air.

(2) The following awards may be recommended for non-operational gallantry, i.e. not in the face of an enemy:

- * George Cross
- * Royal Red Cross (Class I)
- * Air Force Cross
- Royal Red Cross (Class II)
- * George Medal
- * Air Force Medal
- * Queen's Gallantry Medal.
- Queen's Commendation for Bravery
- Queen's Commendation for Bravery in the Air.

(3) The award of a bar (or additional bar) may be recommended for the holder of an award marked *.

(4) Relevant extracts from the Statutes and Warrants governing the above awards (except Queen's Commendations and Mentions-in-Despatches) are to be found in [Appendix 28A](#) (RAF only).

(5) A recommendation for an award for gallantry should be made as soon as possible after the action for which the award is proposed.

(6) On proposals submitted by the C in C, a scale of awards may be approved for a specific operation or operational area. Instructions regarding individual recommendations are issued when the scale has been approved.

(7) In time of war, with a view to immediate reward in specially deserving cases, the Sovereign may place a limited number of awards at the disposal of a C in C or Force Commander, who may approve an award and permit the recipient to wear the ribbon and use the appropriate letters after his name. Such awards require the formal approval of the Sovereign and details are to be forwarded to PMA SPACE(AS) as soon as possible.

(8) Posthumous Awards. All service gallantry awards may be awarded posthumously except for the DSO. However, the AFC and AFM may only be awarded posthumously for an act of gallantry and the RRC and ARRC may only be awarded posthumously for an act of bravery.

(9) Civilians. Acts of gallantry by civilians (whether Crown servants or not) which appear to attain a standard meriting recognition should be reported through the same channels as recommendations for Service personnel. If the act is not considered to be of a sufficiently high standard to justify a State award, a Defence Council letter of appreciation may be recommended.

(10) Recommendations. Are to be treated "RESTRICTED HONOURS" or higher. They are to be submitted in accordance with instructions contained in [AP 3392 Vol 4 Chap 20](#), on the appropriate form - see also [Appendix 28B](#).

(11) A recommendation may be submitted to the Royal Humane Society for an award for saving or attempting to save life - see Para **J244**.

J239. The New Year Honours List and the Sovereign's Birthday Honours List.

Sponsor: AMPSec(SC)1

Honours Lists:

Order of the Bath
Order of the British Empire
Royal Red Cross

(2) Extracts from the Statutes and Warrants governing the above awards (except Queen's Commendations) are to be found in [Appendix 28A](#).

(3) When more than one name is submitted for any particular award, the order of priority of merit is to be stated.

(4) Retired officers and ex-officers serving in civilian posts are not eligible for awards in the Military Division of an Order.

(5) Recommendations, which are to be treated "RESTRICTED HONOURS" or higher, are to be forwarded in accordance with instructions contained in [AP 3392 Vol 4 Chap 20](#), in the form set out in [Appendix 28B](#).

J240. Medals for Meritorious Service and for Long Service and Good Conduct. *Sponsor: AMPSec(SC)1*

(1) The medals which are awarded for meritorious service and for long service and good conduct are:

The Meritorious Service Medal
The Long Service and Good Conduct Medal.

(2) The Meritorious Service Medal is common to all three Services. Each Service has its own Long Service and Good Conduct Medal and each medal is constituted under a separate set of Regulations - see [Appendix 28C](#), Section 1 (RAF only).

(3) Recommendations by COs for Meritorious Service Medals are required. Candidates will be considered by a Board of Officers at HQ AIR. Recommendations for the Long Service and Good Conduct Medal are to be made in accordance with Section 1 to [Appendix 28C](#) (RAF only).

J241. War Medals and Clasps.

Sponsor: AMPSec(SC)1

The conditions governing the grant of war medals, the procedure for submitting the names of personnel who appear to be eligible and instructions regarding issue are announced after the institution of the award. See also [AP 3392 Vol 4 Chap 20](#).

J242. Presentation of Insignia of Orders, Decorations and Medals.

Sponsor: AMPSec(SC)1

(1) The insignia of the awards referred to in Para **J237(1)(a)** and (b) are presented to the recipients at Investitures held at Buckingham Palace, Holyrood Palace or Cardiff Castle or by the representative of the Sovereign or by a senior officer of the Forces.

(2) Arrangements for the presentation of the following awards are set out in clauses (3) to (9):

- (a) Victoria Cross
- George Cross
- Knights Grand Cross
- Knights Commanders

- (b) Companions and Commanders of Orders
Distinguished Service Order
Officers and Members of the Order of the British Empire
Conspicuous Gallantry Cross
Royal Red Cross
Distinguished Service Cross
Military Cross
Distinguished Flying Cross
Air Force Cross
George Medal
Queen's Gallantry Medal
 - (c) Mention-in-Despatches
Queen's Commendation for Bravery
Queen's Commendation for Bravery in the Air
Queen's Commendation for Valuable Service
 - (d) Medals for meritorious service or for long service and good conduct.
- (3) Recipients of any of the awards referred to in clause (2)(a) above will be summoned to an Investiture provided they are in the UK and it is practicable for them to attend. If recipients of the Victoria Cross or the George Cross are unlikely to be in the UK for a considerable time, arrangements may be made for presentation of the awards overseas by the appropriate representative of the Sovereign.
- (4) Recipients of any of the awards referred to in clause (2)(b) above who are in the UK will be summoned to an Investiture. Otherwise, the award will be presented by the appropriate representative of the Sovereign.
- (5) The awards referred to in clause (2)(d) above will be sent to the CO, who is to arrange for presentation to the recipient at a suitable parade.
- (6) Medals sent to Service authorities are to be kept in safe custody pending presentation. Receipts are to be obtained from the recipients after presentation.
- (7) Invitations to attend Investitures will be sent from the Central Chancery of the Orders of Knighthood and will give precise information about the ceremony and will be accompanied by a form of application for guest tickets.
- (8) An individual attending an Investiture is to wear the ribbon of the award which is to be presented, but no insignia or medals.
- (9) The rules regarding travelling expenses are laid down in Para **2475**.

J243. Wearing of Orders, Decorations, Medals and Ribbons.*Sponsor: AMPSec(SC)1*

- (1) The regulations governing the manner of wearing decorations, medals and ribbons and the order in which they are to be worn are laid down in AP 1358. (Dress Regulations for the RAF).
- (2) The ribbon of an Order, decoration or medal is to be worn and the appropriate letters after the name used from the date of the official notification of the award or, in the case of an immediate award under Para **J238(6)** as soon as the C in C or Force Commander has approved the award.

(3) When the grant of a war medal has been notified to the Services and names have been submitted, the CO may, pending approval of the award to the individual, provisionally authorize the wearing of the approved ribbon by personnel whose names have been submitted.

(4) Only medals awarded or approved for wear by the Sovereign may be worn in uniform or civilian clothes.

J244. Royal Humane Society Awards.

Sponsor: AMPSec(SC)1

(1) The Royal Humane Society considers applications for awards to personnel who have taken part in rescues or attempted rescues from drowning or asphyxia (including the use of artificial respiration) and from dangerous cliffs or other heights and also analogous cases of gallantry displayed in the aeronautical field, e.g. in connection with aircraft crashes. Occurrences solely involving Service personnel may be reported, as well as those which involve Service personnel and civilians. Cases coming within the scope of the Royal National Lifeboat Institution, the Society for the Protection of Life from Fire, or local (e.g. Glasgow and Liverpool) Humane Societies, will not be considered.

(2) Cases of gallantry where a recommendation for a State award has not been made or, if made, has been unsuccessful, may be referred to the Secretary, Royal Humane Society, Brettenham House, Lancaster Place, London, WC2E 7EP.

(3) For home units, application should be made within two months of the date of occurrence; for units abroad, within 18 months. The Society may waive the time limit for applications by home units where an initial recommendation for a State award has been unsuccessful.

J245. Civil Awards for Gallantry.

Sponsor: AMPSec(SC)1

No restriction is placed on the acceptance of any British civil award for gallantry, but the only insignia and ribbons of such awards which are allowed to be worn with uniform are:

(1) Sovereign's awards. These medals are worn on the left breast.

(2) Other awards - The Life Saving Medal of the Order of St. John of Jerusalem, the medals of the Royal Humane Society and the medal of the Royal National Lifeboat Institution. Awards are to be reported to HQ PTC (AMPSec(SC)1) so that the necessary authority may be given for them to be worn. They are worn on the right breast and the insignia and ribbon of one award only may be worn for one act of gallantry.

J246. Commonwealth and Foreign Awards.

Sponsor: AMPSec(SC)1

(1) The regulations governing the acceptance and wearing of Commonwealth and Foreign Orders, Decorations and Medals are contained in [J Appendix 5](#). The restrictions referred to in Para 9 are that only one Commonwealth or foreign medal may be worn for one act of gallantry. Service personnel may not accept any Commonwealth or foreign award which is not designed to be worn. HQ PTC (AMPSec(SC)1) should be notified of any award made.

(2) The regulations governing the manner of wearing Commonwealth and foreign orders, decorations and medals are laid down in AP 1358.

(3) All applications for permission to wear foreign or Commonwealth awards of campaign or commemorative war medals are to be submitted to HQ PTC (AMPSec(SC)1) through the appropriate Command chain.

J247. Wearing of Civil, Commonwealth and Foreign Awards for Gallantry. *Sponsor: AMPSec(SC)1*

Not more than two insignia and medal ribbons may be worn for one act of gallantry. When two insignia and medal ribbons are so worn, at least one of them must be a Sovereign's award.

J248. Recording on Personal Documents. *Sponsor: AMPSec(SC)1*

The grant, forfeiture and restoration of decorations and medals are to be recorded on the individual's personal documents by the officer in charge of those documents.

J249. Packages Containing Medals. *Sponsor: AMPSec(SC)1*

Transit services are to be used as fully as possible for the dispatch of medals and each package is to contain a receipt which is to be signed by the recipient and returned. Where transit services cannot be used World War II campaign medals and stars are to be dispatched by ordinary second class post, packages containing any other non-personalised bronze or cupro-nickel medals or stars are to be sent by the Recorded Delivery Service and packages containing decorations, medals containing precious metal or personalised bronze or cupro-nickel medals are to be Registered, the minimum fee only being paid. Medals of those who are killed in action or die whilst serving will be sent by post from the Army Medal Office to PMA (PMA(Sec)1c(RAF)). PMA (PMA(Sec)1c(RAF)) will forward the medals (which will have been mounted and placed in a presentation case by the Army Medal Office) to the deceased's last AOC who will be responsible for making arrangements for presentation in accordance with the wishes of the next of kin.

J250. Custody. *Sponsor: AMPSec(SC)1*

Decorations and medals are normally kept by the individual to whom they are awarded. COs are responsible for ensuring that ratings, soldiers and airmen are in possession of the decorations and medals they are authorized to wear.

251. Airmen proceeding on Active Service. *Sponsor: AMPSec(SC)1*

When airmen are proceeding on active service from the UK, their decorations and medals are to be held in safe custody in the UK. When active service is declared whilst they are outside the UK, the officer in command is to make arrangements for the safe custody of decorations and medals. If airmen serving outside the UK proceed to an active service area, such arrangements are to be made before they depart.

252. Reservists. *Sponsor: AMPSec(SC)1*

When a reservist is called up (except for training) or rejoins on mobilisation, he is not to bring his decorations and medals except when he has no place where he can leave them in safe custody. In the latter case, they may be sent to PMA (PMA(Sec)1c(RAF)) for the duration.

253. During Voyages. *Sponsor: AMPSec(SC)1*

Decorations and medals of airmen proceeding overseas by sea are to be handed over for safe custody during the voyage.

J254. When Travelling on Change of Station. *Sponsor: AMPSec(SC)1*

individual and are not in any circumstances to be sent with unaccompanied baggage.

J255. Responsibility for Loss during Affixing by Tailors.

Sponsor: AMPSec(SC)1

Individuals who make private arrangements with a tailor for mounting decorations or medals are to be personally responsible for any loss or damage which may result.

J256. (Omitted)

J257. Loss and Replacement.

Sponsor: AMPSec(SC)1

(1) When a decoration or medal is lost, the owner is immediately to report the loss to his CO and all available information is to be recorded. Where the loss is caused entirely by unavoidable circumstances arising out of the exigencies of the Service, replacement may be at the public expense, but losses caused by the circumstances and accidents of private life will not be chargeable to the public. When replacement is at public expense, a certificate will be required that no compensation has been received or will be claimed from any other source, e.g. insurance.

(2) COs are to forward applications for replacement through the usual channels to HQ PTC (AMPSec(SC)1) for State awards and PMA(Sec)1c(RAF) for campaign and long service medals with all available information and are to record their opinion as to whether the loss was accidental or the result of neglect. Where the loss has been the subject of a charge the result of the trial is to be forwarded with the application for replacement.

(3) Attention is drawn to the desirability of insuring decorations and medals against loss not arising out of the exigencies of the Service.

(4) If replacement of a decoration or medal bestowed by a Commonwealth or foreign Government or by a civil authority is desired, application should be made to the appropriate representative.

J258. Personnel Sent to Hospital.

Sponsor: AMPSec(SC)1

The decorations and medals of personnel sent to hospital are to be dealt with as directed in Para **1506A**.

J259. Personnel of Unsound Mind.

Sponsor: AMPSec(SC)1

(1) The decorations and medals of an individual who on discharge is sent to a mental hospital or placed in the charge of a local authority will be forwarded by the officer carrying out the discharge to PMA (PMA(Sec)1c(RAF)) with a notification of the date of discharge and the institution to which the man has been sent.

(2) Similar notification is to be made if the individual is entitled to decorations and medals not yet issued.

J260. Deceased Personnel.

Sponsor: AMPSec(SC)1

Subject to any specific directions in the Statutes or Warrants governing the various Orders, decorations and medals, the decorations or medals of an individual dying in the Services are to be sent to the authority responsible for disposing of his estate, see Para **1300**.

J261. Absentees and Deserters.

Sponsor: AMPSec(SC)1

- (1) Decorations and medals of absentees without leave are to be kept in safe custody under unit arrangements.
- (2) Decorations and medals of deserters are to be forwarded to PMA (PMA(Sec)1c(RAF)).

J262. Forfeiture and Restoration.*Sponsor: AMPSec(SC)1*

- (1) When any member or former member of the armed forces has been dismissed the Service with disgrace, or on conviction for treason, sedition, desertion during hostilities, cowardice, mutiny or other great infamy, consideration will be given to the forfeiture of campaign and commemorative medals and clasps thereto in accordance with the respective Service warrants or discretionary powers. Each Service will operate a 2-stage procedure for cases where forfeiture might be appropriate.
- (2) Provision is made for the forfeiture or restoration of Orders, decorations and medals of Orders and gallantry awards in the Statutes and Warrants respectively governing them - see [Appendix 28A](#) (RAF only).
- (3) Mentions-in-despatches, Queen's Commendations for Bravery in the Air and Queen's Commendations for Valuable Service are subject to forfeiture under conditions similar to those for other personal awards for service in operations or for gallantry, as the case may be.
- (4) The conditions under which war medals and awards granted for meritorious service and for long service are forfeited and restored are laid down in [Appendix 28C](#), and [28E](#) (RAF only).
- (5) (RAF only) Medals are to be recovered by COs from servicemen as laid down in [Appendix 28C](#), Section 4.

263. The Queen's Medal for Champion shots of the Air Force.*Sponsor: AMPSec(SC)1***264-300.** *(Omitted)*

CHAPTER 8

**APPOINTMENT, ATTACHMENT, LOAN, POSTING AND PROMOTION
OF OFFICERS, INCLUDING PROMOTION EXAMINATIONS****SECTION 1 - APPOINTMENT AND LOAN, ETC, OF OFFICERS.****301. Appointments.***Sponsor: RAF Employment Policy*

The regulations governing appointments to commission are published in AP 3393.

302 - 308. (Omitted)**309. Serving Airmen - Recommendations for Commissions.***Sponsor: RAF Employment Policy*

The conditions of eligibility and procedure for the recommendation of serving airmen on regular engagements for appointment to commissions are contained in [AP 3392, Vol 2, Leaflet 1102.](#)

310. (Omitted)**311. Loans to other Governments and other Government Departments.***Sponsor: RAF Employment Policy*

The conditions under which an officer shall accept and hold an appointment under a Commonwealth or foreign government, or under a British government department or other body shall depend on whether the appointment is one which can reasonably be regarded as part of an officer's career. If this condition is fulfilled and the appointment is one to which the officer brings his Service knowledge and from which he acquires additional experience likely to be of value to the Service, he will be regarded as on loan from the RAF provided the appointment has been officially offered to the holder as part of his air force service. The period of the appointment will then count as qualifying service for service retired pay and the officer's normal conditions of service will be unaffected unless specific provision is made to the contrary. Otherwise, the officer will be retired on taking up the appointment or he will be granted unpaid leave for the period thereof (see [Para 2904.](#))

312. Air Aides-de-Camp and Aides-de-Camp to the Queen.*Sponsor: PMA(SPACE)AS*

(1) Up to three Air AsDC, ten AsDC, one additional ADC will be appointed by HM The Queen, on the recommendation of the Secretary of State for Defence, to hold these appointments during HM pleasure.

(2) The two Air AsDC will be of the rank of air chief marshal or air marshal. The third Air AsDC appointment will be held by CDS when CDS is an RAF officer.

(3) The ten AsDC will be of the rank of group captain, excepting the senior three, who will be of the rank of air commodore.

- (4) The additional ADC will be of the rank of group captain; from the RAuxAF.
- (5) An ADC will vacate his appointment on being promoted to air rank unless he is required to fill one of the three appointments of ADC reserved for officers of the rank of air commodore as stated at clause (3).

313. Honorary Surgeons and Honorary Physicians to the Queen. *Sponsor: PMA(SPACE)AS*

- (1) Eight officers of the medical branch of the rank of group captain or above will be appointed by HM the Queen, on the recommendation of the Secretary of State for Defence; four as honorary surgeons and four as honorary physicians to the Queen. The appointments will be held during HM pleasure.
- (2) An honorary surgeon or an honorary physician will not hold his appointment after retirement.

314. Honorary Dental Surgeons to the Queen. *Sponsor: PMA(SPACE)AS*

- (1) Two officers of the dental branch of the rank of group captain or above will be appointed by HM the Queen, on the recommendation of the Secretary of State for Defence, as honorary dental surgeons to the Queen. These appointments will be held during HM pleasure.
- (2) An honorary dental surgeon will not hold his appointment after retirement.

315. Honorary Nursing Sister to the Queen. *Sponsor: PMA(SPACE)AS*

- (1) The Director of Nursing Services (RAF), PMRAFNS, will be appointed Honorary Nurse to the Queen, subject to HM approval, on the recommendation of the Secretary of State for Defence. The appointment will be held during HM pleasure.
- (2) An honorary nurse will not hold his/her appointment after retirement.

316. Honorary Chaplains to the Queen. *Sponsor: PMA(SPACE)AS*

- (1) Four officers of the Chaplains' Branch will be appointed by HM the Queen, on the recommendation of the Secretary of State for Defence, as honorary chaplains to the Queen, and will hold these appointments during HM pleasure.
- (2) An honorary chaplain will not hold this appointment after retirement.

317-318. (Omitted)

SECTION 2 - OFFICERS AND NON-COMMISSIONED AIRCREW**- POSTINGS AND ATTACHMENTS****319. Postings and Attachments - How Made.***Sponsor: RAF Employment Policy*

(1) Except as provided in Para **328**, HQ Air Command (Air Secretary) is the controlling authority for the posting and attachment of officers and non-commissioned aircrew, though a measure of decentralization exists, both within HQ Air Command, e.g. to the DGMS (RAF) for nursing officers, below air rank, and to commands and groups for certain categories of officers and types of posting and attachment of officers and non-commissioned aircrew. The detailed delegation by the Air Secretary of responsibility for posting and attachments is described in DINs (RAF). The medium for promulgation of postings and attachments between units is the Posting Instruction.

(2) All postings and attachments are to be promulgated by posting documents, and entries are invariably to indicate whether a person is posted or attached, and his duties.

(3) The date of a posting or attachment promulgated in a Posting Instruction is normally to be the date on which an officer or non-commissioned aircrew is to report for duty at his new unit. For postings and attachments to and from abroad, however, the Posting Instruction announces the planned date for the arrival of the person at the overseas command or in the UK, as applicable. This planned date will be adjusted by the issue of a Posting Instruction only if the actual date of arrival is different by eight days or more from the planned date.

(4) Except when granted leave of absence, or as provided for in Para **328**, an officer or non-commissioned aircrew is not to leave his unit otherwise than on the direction of an authority in whom power to post or attach is vested. If an air or other OC considers that any posting or attachment, not within his power to effect, should be made, he is to obtain prior HQ Air Command approval for the movement. Whenever approval is given the movement is to be supported subsequently by a posting document.

(5) Every officer or non-commissioned aircrew actively serving with the RAF is to be:

(a) Borne on the strength of a unit or HQ for which an establishment exists;

or

(b) Definitely allocated by an entry in a posting document.

(6) Except as provided in paras **330**, **331** and **333**, postings are normally to be made only to fill vacancies in authorized establishments, and every officer and non-commissioned aircrew on the strength of a unit is to be allocated to a definite place in the establishment of the unit. An officer or non-commissioned aircrew attached from one unit to another is to continue to be borne against the establishment of the unit to which he is posted.

(7) In special circumstances in which it is considered of urgent importance that a posting or attachment should be delayed or cancelled, the air or other OC is to communicate immediately with HQ Air Command giving full reasons for the desired delay or cancellation. If approved, the change of date or cancellation is to be duly promulgated by a posting

document.

320. Officer or Non-Commissioned Aircrew on Leave - Execution of Posting, etc, Order.

Sponsor: RAF Employment Policy

(1) When an officer or non-commissioned aircrew on leave is posted or attached from one unit to another unit under the command of the officer by whom his leave was granted, the officer who granted the leave is to inform the CO of the new unit of the date on which the officer or non-commissioned aircrew will join on completion of the whole or part of the authorized period of leave.

(2) When the unit to which an officer or non-commissioned aircrew is posted or attached is not within the command of the officer who authorized the period of leave, the latter is to communicate (by signal, if necessary) to the air or other OC the command or group to which the posting or attachment is made, the period of leave granted, the date on which it expires, the address whilst on leave, and the date on which posting or attachment should normally take effect. He is also to ascertain whether the services of the officer or non-commissioned aircrew are required immediately, or whether his services can be spared at his new unit until the completion of the whole or part of his remaining period of leave, and issue orders accordingly.

321. Officer or Non-Commissioned Aircrew to Report on Joining.

Sponsor: RAF Employment Policy

(1) An officer or non-commissioned aircrew on receiving notification of his posting or attachment between units in the UK, or in the same command abroad, is to report to his place of duty on the day ordered in the posting instruction. On joining a unit an officer is to report in person to his CO.

(2) If an officer who has been posted or attached between units at home fails to report for duty within forty-eight hours from the date stated in the posting document, his non-arrival is to be investigated and a report made as may be necessary.

322. Redeployment of Unit, Change of Unit Structure and Change of Command Responsibility for a Unit.

Sponsor: RAF Employment Policy

The date promulgated by the MOD (DAFSD) for the redeployment of a unit, significant change of a unit structure or change of Command responsibility for a unit, which is also the date of effect of the new unit establishment or establishment change, is to be the effective date for the posting of the officers and non-commissioned aircrew. The following procedure is then to apply:

(1) Officers and non-commissioned aircrew of the old unit destined for the new unit are to be posted to the establishment of the new unit.

(2) Officers and non-commissioned aircrew of the old unit not destined for the new unit are to be posted supernumerary to the establishment of the old station pending disposal.

(3) Officers and non-commissioned aircrew posted to the new unit but not moved are to be attached to the old station pending their move to the new unit.

(4) Officers and non-commissioned aircrew of the station to which unit is to move, who are destined for the new unit, are to be posted to the establishment of the new unit.

- (5) Officers and non-commissioned aircrew disestablished at the station to which the unit is to move, and not destined for posting to the establishment of the incoming unit, are to be posted supernumerary to the establishment of their station pending disposal.

323. *(Omitted)*

324. Postings and Attachments Affecting Units Abroad. *Sponsor: RAF Employment Policy*

- (1) Officers or non-commissioned aircrew posted to, from, or between units abroad, are to be posted either direct to a unit, to a holding unit, or to the headquarters of the command for disposal.
- (2) The authority of HQ Air Command is to be obtained for posting and attachments of officers and non-commissioned aircrew beyond those referred to above, and also before officers or non-commissioned aircrew may be employed on duties other than those for which they are posted.
- (3) When an officer or non-commissioned aircrew is deplaned or disembarked before reaching his destination, except to await the normal resumption of the flight or voyage, the Movement Officer (Embarkation) or other Movement Officer, the Ship's Commandant, or the OC (RAF), as appropriate, is to report the fact by signal to HQ Air Command in accordance with the procedure laid down in AP 3150 (RAF Manual of Movements).
- (4) An officer or non-commissioned aircrew is not to be posted to the home establishment other than on account of ill-health, without prior HQ Air Command authority.
- (5) An air or other OC is to make a full report to HQ Air Command whenever an officer is sent home in circumstances affecting his character. The report is to follow the procedure set out in [Para 1021](#) for the submission of an adverse report on an officer. The disposal of an officer thus sent home rests with the Defence Council.
- (6) Non-Commissioned Aircrew - Posting to United Kingdom for Final Period of Service. Non-commissioned aircrew stationed abroad who are serving on engagements to complete ten or more years' continuous full-time service, or who will qualify for pension on discharge, are to be repatriated in time to serve the last six months of their engagement in the UK. Other regular non-commissioned aircrew serving abroad are to be repatriated to the UK only in sufficient time to enable them to be sent on terminal leave on the normal date.

325. *(Omitted)*

326. Applications for Posting by Individual Officers and Non-Commissioned Aircrew.
Sponsor: RAF Employment Policy

- (1) Applications by officers or non-commissioned aircrew for posting to units or commands, or for some particular kind of employment, are not to be forwarded to HQ Air Command except in the following circumstances:
- (a) When volunteers for special duty are called for by HQ Air Command.
- (b) Applications for posting on very strong compassionate grounds, if

approved by the air or other OC.

(c) Applications for re-posting to a squadron of which an officer has previously been an active serving member.

(d) Applications for last tour of duty postings in accordance with [AP 3392, Volume 2, Chapter 15](#).

(e) Applications for exchange postings (officers only) in accordance with [AP 3392, Volume 2, Leaflet 1507](#).

(2) Applications for the cancellation of posting of officers or non-commissioned aircrew will seldom be approved and should be submitted only on strong compassionate grounds.

(3) The only applications for posting to the home establishment from abroad which can be entertained are for exchange tours and those based on compassionate grounds, the latter are not to be forwarded unless strongly recommended by the air or other OC. An officer or non-commissioned aircrew should not be recommended for posting if a period of leave will meet the case.

(4) In forwarding an application for posting, the air or other OC is to certify that the recommendation does not originate in any cause affecting the honour, character, or professional efficiency of the officer or non-commissioned aircrew.

327. *(Omitted)*

328. Movements on Temporary Duty.

Sponsor: RAF Employment Policy

Except when required under Para **333**, movements of officers or non-commissioned aircrew on temporary duty are to be executed without taking action as prescribed in paras **319** and **324**. However, should temporary duty at any one unit entail an absence exceeding 20 days, the CO of the parent unit is to take steps under paras **319** or **324**, as appropriate, to have the movement promulgated by posting instructions as a posting or attachment.

329. Record of Movements.

Sponsor: RAF Employment Policy

(1) Orders for the movements of officers and non-commissioned aircrew between units in the UK, and between units of the same command abroad, are to be promulgated by posting instructions. Movements to, from, and between commands abroad are to be promulgated by posting and travel instruction or exceptionally, by posting instructions. The recording of details of postings and attachments on personnel records is to conform with the procedures laid down in JPA Business Process Guides.

(2) See also [Para 2125](#).

330. Non-effective Officers and Non-Commissioned Aircrew. *Sponsor: RAF Employment Policy*

(1) Except as provided in clauses (3) and (4), officers and non-commissioned aircrew who are sick in hospital or station medical centre, or who are on sick leave, absent without leave, under arrest, or detached, are to be borne on the non-effective strength of the units to which they are posted.

(2) COs of units are to report to the air or other OC, through the usual channels, whenever it appears likely that an officer or non-commissioned aircrew will be unavailable for a period

of 30 days or longer. When it is desired that an officer or non-commissioned aircrew who has become non-effective through sickness should be replaced, the circumstances are to be reported to HQ Air Command by the air or other OC, who is to state when the officer or non-commissioned aircrew is likely to become effective.

(3) Officers or non-commissioned aircrew are not normally to be retained on the strength of their units for periods of non-effectiveness caused by sickness exceeding 42 days.

(4) When an officer or non-commissioned aircrew has been declared illegally absent by a board of inquiry convened under [Para 1275](#), normally he will be posted to the non-effective strength of RAF High Wycombe (PHF) from the date of the board of inquiry or other convenient date.

(5) Should it be decided by HQ Air Command that an officer or non-commissioned aircrew is to be struck off the strength of his unit, he is to be posted to RAF High Wycombe (PHF) from the date of his admission to hospital (or other convenient date) or if on sick leave, from the date on which his sick leave commences. Officers of PMRAFNS will be posted non-effective sick by HQ Air Command (DNS(RAF)).

(6) RAF High Wycombe (OC PHF) is to report to HQ Air Command whenever an officer or non-commissioned aircrew joins for duty on conclusion of a non-effective period.

(7) The CO of the unit from which an officer or non-commissioned aircrew is posted to RAF High Wycombe (PHF) under clause (5) is responsible for notifying that officer or non-commissioned aircrew, or the CO of the hospital, if applicable, of the posting. He is also to notify RAF High Wycombe (OC PHF) of the location and address of the officer or airman, and of the date on which his leave expires if on sick leave.

(8) Posting documents are to be annotated to indicate the reasons for which officers and non-commissioned aircrew are posted to RAF Innsworth (PHF).

(9) An officer or non-commissioned aircrew, when engaged on any special employment for which no other appropriate posting can be made, is to be posted to RAF Uxbridge.

331. Non-effective Officers and Non-Commissioned Aircrew - Abroad.

Sponsor: RAF Employment Policy

(1) The Cdr of a headquarters abroad is to comply in principle with [Para 330](#). The headquarters or reception unit is to be used as a pool for non-effective officers and non-commissioned aircrew in the same manner as RAF Innsworth (PHF) at home.

(2) The Cdr of a headquarters abroad is to report by signal to HQ Air Command all instances in which reliefs are required for officers or non-commissioned aircrew who have become non-effective. Signals are to state the disposal of the non-effective persons and the dates on which they will be posted from their units.

332. Tours of Duty.

Sponsor: RAF Employment Policy

(1) At Home. In contrast with service overseas, there is no standard tour of duty at home for officers and non-commissioned aircrew. Certain appointments, identified in [AP 3392, Vol 2, Chap 15](#), are subject to specified tours. In each case the Service requirement remains the governing factor.

(2) Abroad. Subject to Service requirements, the standard tour of duty abroad for all RAF officers and non-commissioned aircrew, irrespective of marital status, is to be regarded as 3 years, but individuals may request that their tour be reduced to 2-1/2 years or 2 years. Special arrangements exist for RAF Units abroad (excluding IDO/NATO appointments and posts of non-standard tour length) whereby officers and non-commissioned aircrew may request that their tour be reduced from 3 years to 2, or be extended by up to one year. Details are contained in [AP 3392, Vol 2, Leaflets 1509 and 1510](#). Certain appointments, identified in [AP 3392, Vol 2, Chap 15](#), are subject to specified non-standard tours and these may not be varied on other than Service grounds.

(3) Tours of duty abroad for officers and non-commissioned aircrew are to begin on the effective posting date promulgated on documents posting the individual to the overseas appointment and are to end on the effective posting date promulgated on documents posting the individual to the next duty unit in the UK.

333. Officers and Non-Commissioned Aircrew Attending Courses.

Sponsor: RAF Employment Policy

(1) Normally an officer or non-commissioned aircrew, who is selected to undergo a short course of instruction away from his unit, is to be attached from his unit to the unit at which the course is held. He is not to be replaced in his unit, to which he is to return on the conclusion of the course.

(2) Normally an officer or non-commissioned aircrew, who is to undergo a long course of instruction, is to be replaced in his unit and is to be posted to the unit at which the course is held. If the course is not held at an air force unit he is normally to be posted to the appropriate establishment of the Special Duties List.

334. Married Personnel - Service on the Same Station.

Sponsor: RAF Employment Policy

(1) Married personnel of the same status (i.e., both commissioned or both non-commissioned) or, exceptionally, of different status, will be permitted to serve on the same station at the discretion of the CO.

(2) If a CO decides that it would not be in the best interests of the Service to exercise such discretion, he is to submit a recommendation for posting through the usual channels to the RAF PMA for a decision.

(3) See [Para 1723\(1\)](#) regarding occupation of public married accommodation by personnel of different status.

335-336. *(Omitted)*

SECTION 3 - PROMOTION OF OFFICERS

337. Promotion.

Sponsor: RAF Employment Policy

The regulations governing the promotion of officers are published in AP 3393.

338-377. *(Omitted)*

CHAPTER 9

TRAINING

SECTION 1 - TRAINING POLICY

378. Governance of RAF Training.*Sponsor: SO1 Training Policy*

(1) The advent of the TEPG-endorsed 'Defence Policy for the Management of Individual Training and Education and Training in Defence' (JSP 822) formally required the RAF to adhere to the Defence Systems Approach to Training Quality Standard (DSAT QS). As part of the Policy, the roles of the Training Requirements Authority (TRA) and the Training Delivery Authority (TDA) are defined.

(2) The TRA represents the end-user of the trained output. It is the ultimate authority for the derivation and maintenance of the Operational Performance Statement (OPS) or the Learning Objectives/elements of the appropriate Competence Framework (CF) and is responsible for the evaluation of the effect of the training and education in achieving that OPS/CF (delivered both in the training school/organisation and the workplace). In the RAF, the single TRA for individual training is COS Training who acts on behalf of DCINC Pers. In some cases COS Training has delegated his TRA authority to other functional areas within the RAF.

(3) The TDA is the organisation responsible for the provision of individual training or education, to agreed standards and in accordance with extant and funded Defence and single Service policies, on behalf of the customer(s).

378A. DCINC Pers' Responsibilities (Carried out by COS Training/AOC 22 (Training) Group).*Sponsor: SO1 Training Policy*

(1) On behalf of DCINC Pers, COS Training/AOC 22 (Training) Gp is responsible for training policy and training delivery for:

- (a) All aircrew undergoing flying training prior to OCUs.
- (b) Initial (Phase 1) training of officers and non-commissioned aircrew.
- (c) Phase 2 training of officers of ground Branches, the Ops Spt (ATC) Branch and the Ops Spt (Flt Ops) Branch.
- (d) Generic training for all officers and airmen.
- (e) Air Component phase of the Advanced Command and Staff Course.
- (f) Phase 1 recruit training less the military skills training element which is owned by AOC 2 Gp.
- (g) Phase 2 Trade training for airmen other than that noted in QR 379 sub-para (1b) and (1e).

- (h) SERE training.

(2) The specific responsibilities for Command and Staff training carried out at the Joint Services Command and Staff College (JSCSC) noted in Para 378A sub-paras (1d) and (1e) are laid down in a Service Level Agreement between the single Services and the Commandant of the JSCSC.

379. DCINC Ops' Responsibilities.

Sponsor: SOI Training Policy

(1) DCINC Ops is responsible for training policy and training delivery for:

- (a) OCUs.
- (b) Phase 2 and Phase 3 training carried out at the RAF Regiment Training Wing, RAF Force Protection Centre and Defence CBRN Centre.
- (c) Military skills.
- (d) Training carried out under the auspices of the Air Warfare Centre.
- (e) Aerospace Systems Operators and Aerospace Battle Managers.
- (f) Collective training.

380. Definitions of Responsibilities.

Sponsor: SOI Training Policy

The responsibilities of TRAs and TDAs and the role of Customer Executive Boards are described in detail in The Defence Policy for the Management of Individual Training and Education in Defence (JSP 822).

381-384. *(Omitted.)*

SECTION 2 - TRAINING ADMINISTRATION AND PROVISION

385. Training of Personnel - General.

Sponsor: SOI Training Policy

- (1) Officers, warrant officers and NCOs are to be trained to a high standard of general service effectiveness, so that they may be fit to assume their fundamental responsibilities of command and leadership. Training within the RAF starts with Basic (Phase 1) training at Cranwell for Officers and Halton or Honington for other ranks.
- (2) Notwithstanding the arrangements made to give all ranks the basic Service knowledge that they need for the proper performance of their duties as officers and airmen of the RAF, commanders are to ensure that all ranks under their command maintain a high standard of general service proficiency.

386. Specialist Training.*Sponsor: SOI Training Policy*

(1) Specialist training is given to Service personnel to prepare them for the particular duties of their Trade, Branch or specialization and it is complementary to the General Service Training which is given to officers and airmen of all Branches and Trades. There are 3 principal kinds of specialist training:

(a) *Initial Specialist Training.* Initial specialist training (Phase 2 training) provides the recently graduated airmen or newly commissioned officer with appropriate professional knowledge in sufficient depth to equip him for his first one or two tours of duty. The expertise and experience gained in these early tours may provide sufficient preparation for employment in more senior posts, although there are some for which further training will be necessary.

(b) *Pre-employment Training.* Pre-employment training (PET) (often referred to as Phase 3 training) comprises a variety of highly specialised courses which are supplementary to initial specialist training. When an officer or airmen enters a post where he requires detailed specialist knowledge in a particular field, he will receive it in the form of appropriate PET.

(c) *Advanced Pre-Employment Training.* Advanced Pre-Employment training is given to officers to prepare them for posts which demand a deeper understanding of particular aspects of their Branch functions.

(2) Some courses may appear to fall within the descriptions of both pre-employment and advanced pre-employment training. For purposes of classification, pre-employment training is essentially an extension of initial specialist training to cover additional details, whereas advanced pre-employment training always leads to a higher standard and is often linked to an academic qualification.

(3) Any requirement for pre-employment training will be noted in the job specification for the post based on the Joint Personnel Administration (JPA) position Competence Requirement issued on assignment.

(4) Details of post-graduate courses and the qualifications necessary for selection are published in the relevant DINs.

387. Use of JPA to Record Education and Training Activity.*Sponsor: SOI Training Policy*

(1) The introduction of JPA has ensured that a comprehensive single authoritative source of data exists to manage information relating to training administration and to assist in the career management of Service personnel. Course results, training history, memberships of professional bodies, qualifications and competences can all be recorded within the Administration of Personal and Professional Development (AP&PD) service within JPA. Data should be placed in the most relevant area of JPA to deliver the most benefit to the business and where possible should be supported by governance owned by the appropriate Sponsor

(2) The AP&PD Oracle package is also designed to assist training establishments with training administration, effective management of bookings and competency management for which further reading is laid down in the relevant JSPs and Business Process Guides (BPGs).

(3) At the conclusion of any course of instruction or training, the CO of the school or other establishment (or delegated representative) at which the course is carried out, is to ensure that JPA AP&PD is updated accordingly. This will ensure that the results of training will be recorded on the

individual's competences record or training history. If required, printed reports for each Service Person (SP) can to be prepared at this stage. The appropriate report forms for each course and the method of their disposal will be laid down in DINs.

(4) Comments on personal qualities should normally be confined to those which affect an individual's suitability for a particular form of employment or assignment, and which will thus afford guidance when assigning the individual concerned. However, a report of an adverse nature on an individual's personal qualities is not to be made in the report on the course, but is to be submitted under **Para 1027**.

(5) Further advice can be gained by contacting the RAF Focal Point on Defence Skills Framework (DSFW).

AIRMEN

388. General Instructions.

Sponsor: SO2 Trg Pol A

The general instructions covering the training of airmen in the ground trades are contained in AP 3376 or the appropriate volume of AP 3376A.

389. Record of Courses.

Sponsor: SO2 Trg Pol A

At the conclusion of any official course of instruction or training the CO of the school or other unit at which the course is held is to prepare the required number of copies of the appropriate report for each airman and is to dispose of them in accordance with current instructions.

SECTION 3 - GENERAL SERVICE TRAINING

390. Definition.

Sponsor: DACOS GETC

The term "General Service Training" (GST) denotes training which is concerned with developing the competencies required by an officer or airman regardless of Branch or Trade. These competencies may consist of skills and knowledge, and may require the development of an individual's attributes, and the inculcation of certain attitudes and beliefs that are valued by the Service.

391. Subjects.

Sponsor: DACOS GETC

(1) The content of GST is detailed in the Generic Education and Training Requirements (GETR) curriculum which is managed by the Generic Education and Training Centre (GETC), HQ 22 (Training) Gp. The GETR provides the Effective Indicators (EI) of competence by rank for all RAF personnel up to and including the rank of Wg Cdr under the following top level EI headings:

- (a) Air Power
- (b) Command

- (c) Management
- (d) Leadership
- (e) Written, Verbal and Media Communications
- (f) Ethos, Core Values and Standards
- (g) Military Skills
- (h) Force Protection
- (i) Organisations

392. Training Opportunities.*Sponsor: DACOS GETC*

- (1) **Officers - Formal Training.** Officers will receive formal instruction in all the GST subjects during Initial Officer Training. Their GST programme will continue during Initial Specialist Training. At later stages in their careers, officers will receive further formal GST when undertaking the various Command Staff Training courses including the Junior Officer Development Programme, the Intermediate Command and Staff Course and, in some cases, the Advanced Command & Staff Course. Details of all these courses are set out in AP7000. In addition, it is a requirement for officers to refresh annually a number of GST subjects.
- (2) **Airman - Formal Training.** On entering the Service, airmen and direct entrant non-commissioned aircrew will receive formal instruction in a range of GST during recruit training. The airmen's GST programme will continue during Trade Training. Thereafter, to reach the substantive ranks of Cpl, Sgt and FS airmen are required to undertake the Junior Management and Leadership Course, the Intermediate Management and Leadership Course, and the Advanced Management and Leadership Course respectively. Non-commissioned aircrew's GST will continue during their Non-commissioned Officer Initial Training Course. Thereafter, they are required to undertake the appropriate Non-commissioned Aircrew Command and Management Course before substantive promotion to FS and Master Aircrew. In addition, it is a requirement for all airmen to refresh annually a number of the GST subjects.
- (3) **Force Development Training.** COs are required to continue the GST of all officers and airmen under the Force Development Concept. Many opportunities exist for this development; these opportunities include courses and training exercises run by stns, training provided by external agencies, and adventurous training among others.
- (4) **Through life Force Protection Training.** Throughout an individual's Service career elements of Force Protection training will be delivered to ensure the requisite level of military skills are provided to the individual. AP3242 provides details of the Force Protection training provided throughout Phase 1, Phase 2 and Phase 3 training of a Service person.

393. Force Protection Measures, Active, Passive and Recuperation and Chemical Biological Radiological Nuclear Defence Training.*Sponsor: SOI FP Training*

- (1) **RAF Force Protection Measures, Active, Passive and Recuperation** including CBRN Defence training is detailed in AP 3241 RAF Force Protection Doctrine for Air Operations. AP3242 The RAF Ground Defence Training Manual embraces the following subjects:

- (a) Employment of RAF personnel within Station Security Guard Forces, including the employment of RAF personnel on live-armed guard duties - AP 3242A.
- (b) Initial recruit training in the Common Core Skills (CCS) comprising: Skill at Arms, First Aid, Fire Fighting, CBRN and Post Attack Recovery - AP 3242C.
- (c) Mandatory proficiency testing of the CCS, at individual level, to ensure retention of knowledge - AP 3242B.
- (d) Individual and collective training of specialist FP personnel, for duties in station unit or deployed air base FP organizations - AP 3242E.

394-406. (Omitted)

SECTION 4 - LANGUAGE TRAINING

J407. Criteria. *Sponsor: SO2 Training Policy A*

Members of the Services will be trained in foreign languages at public expense only if they are likely to be required to use these languages in the interest of the Service.

J408. Standards. *Sponsor: SO2 Training Policy A*

The following are the levels of Service language training:

- (1) Full Professional/First Class Diploma (MODLEB).
- (2) Extensive Professional/Second Class Diploma (MODLEB).
- (3) Minimum Professional/Advanced Certificate (MODLEB).
- (4) Operational.
- (5) Survival.

J409. Selection and Examinations. *Sponsor: SO2 Training Policy A*

- (1) The methods of application and selection for language training, and details of language awards and qualifications required, are published in DINs and AP 3379.
- (2) Syllabi for the examinations are issued when a candidate applies.

410. RAF Languages POC. *Sponsor: SO2 Training Policy A*

All administration and policy pertaining to RAF language training is the responsibility of the RAF

Languages Customer Agent in HQ 22 (Training) Gp.

411. (Omitted)

SECTION 5 - FLYING TRAINING

412. Selection of Aircrew.

Sponsor: DofR, S&IOT(RAF)

- (1) Selection of all aircrew categories is to be made at the Officers and Aircrew Selection Centre, in accordance with current instructions and regulations.
- (2) An officer or airman is not to undergo flying training until he has been passed as medically fit by an appropriate Medical Board as defined in AP 1269A.

413. The Central Flying School.

Sponsor: ADFT

(1) The CFS is established to develop and maintain the highest standards of flying instruction and flying throughout the RAF. The CFS trains all the flying instructors of the RAF, the RN, and the Army, and some flying instructors for foreign and Commonwealth air forces. It also checks the standard of flying in 22 (Training) Gp and supervises the operation of the flying instructor categorization scheme throughout the RAF.

(2) The regulations regarding selection of pilots for training as flying instructors are contained in 550 D125.100.1.

414. Air Warfare Centre, RAF Cranwell.

Sponsor: OC AWC

The Air Warfare Centre at RAF Cranwell is established to develop air power doctrine and to arm the warrior by providing progressive air warfare training and specific training in battle management, weapons employment and targeting, electronic warfare and the military use of space. It also aims to create intelligent customers by providing Aerosystems training and expertise. Courses are mainly for selected officers and NCOs in specific Branches or roles but some are open to other RAF Branches, the other two Services, Government Departments and foreign and Commonwealth air forces.

415-418. (Omitted)

SECTION 6 - RAF REGIMENT AND RAF POLICE TRAINING

419. Operational and other Training - General.

Sponsor: HQ 2 Gp SO1 FP Training

The training of RAF Regiment officers, RAF Police officers, and RAF Regiment gunners and RAF Police NCOS is to be in accordance with the doctrine prescribed by ACOS FP (CG RAF Regt) and PM (RAF). This policy is laid down in AP 3376 Series for airman and appropriate OPS's for officers.

420-428. (Omitted)

SECTION 7 - PHYSICAL EDUCATION & PARACHUTE TRAINING

429. Organization of Physical Education.*Sponsor: SOI Physical Education*

(1) Personnel Branch officers with a Physical Education (PEd) competency are established at HQ 22 (Trg) Gp, RAF stations and units, the RAF School of Physical Training, the Defence Medical Rehabilitation Centre, Force Development Training Centres, HQ 2 Gp and Airborne Delivery Wing (ADW). Where appropriate they are assisted by Physical Training Instructors (PTIs).

(2) COS HQ 22 (Trg) is responsible for:

- (a) PEd policy in the RAF, incorporating:
 - (i) The Armed Forces Physical Development Policy for PEd.
 - (ii) Directed PEd.
 - (iii) The RAF Fitness Strategy.
 - (iv) The promotion and the administration of sport and recreational activities at unit level.
 - (iv) Training at the Joint Service School for Adventurous Training Instructors (JSSATI) of Adventurous Training Instructors (ATIs)
 - (v) Assistance to the Defence SERE (Survive, Evade, Resist, Extract) Training Organization (DSTO) for aircrew survival training.
 - (vi) Assistance to medical staff for the rehabilitation of Service personnel.
- (b) Supervision, inspection, governance and administration of all PEd activities and associated training on behalf of CinC and in accordance with guidance incorporated in AP 3342.
- (c) The provision of specialist training to prepare Personnel Branch officers and PTIs to deliver the people component of operational capability.

(3) Stations and Units.

- (a) Unit PEd subject matter experts are responsible to their COs for planning and developing PEd programmes; the promotion and organization of fitness training including directed PEd; supporting operations; supporting Force Development (FD) activity Adventurous Training (AT), sport, recreational activities in accordance with RAF Fitness Strategy. Also, in collaboration with unit SERE Officers, suitably qualified PEd staff will provide synthetic parachute training, and may provide instruction in other survival techniques for aircrew personnel in accordance with JSP 318 Para 02704 and AP 3342.
- (b) Where station or unit establishments do not provide for Personnel Branch officers with a

PEd competency, COs are to detail a suitable officer to organize and supervise PEd matters. Whenever possible, arrangements are to be made for such officers to attend the non-specialist flight commander course at the OCU at the RAF School of Physical Training.

- (4) OC ADW is established at RAF Brize Norton and is responsible for parachute training and operational parachuting support for all Airborne Forces and UK Special Forces.

430. Physical Fitness.

Sponsor: SO2 PEd Delivery

(1) **Requirement for Physical Fitness.** All RAF personnel are to be fit to undertake UK-based and deployed tasks effectively, with the added ability to recover rapidly. The process of regular physical activity or training not only bestows positive health and psychological benefits, it contributes to the efficiency and morale of all personnel and preserves the ability to accomplish military tasks throughout a full career.

(2) **Definition of Physical Fitness.** Physical fitness may be defined as the ability of RAF personnel to fulfil their daily tasks energetically and to recover quickly even during prolonged periods and under adverse conditions.

(3) **Adequate Fitness.** Although there may be special requirements for certain Trades or in preparation for deployed service, adequate fitness is quantified as the ability to pass the RAF Fitness Test (RAFFT) on a bi-annual basis/annual basis (see Para 6). The RAFFT and the RAF standards applicable, according to age and gender, are detailed in The RAF Fitness Strategy Manual.

(4) **Health and Lifestyle Committees.** Unit Health and Lifestyle Committees are to be formed with Medical, Catering and PEd representatives, plus any others nominated to improve awareness of lifestyle issues which impact on health and fitness and ensure effective working of the RAF Fitness Strategy. The RAF Fitness Strategy is detailed in AP 3342 Section 4.

(5) **Individual Responsibility.** As trainees, all RAF personnel are taught how to maintain adequate levels of physical fitness. Once in productive Service it is the responsibility of each individual to undertake the necessary physical training to maintain a level of fitness adequate to pass the RAFFT and for the demands of his or her daily task and operations.

(6) **RAFFT.** Personnel are to undertake the RAFFT in accordance with AP3342 Lflt 402.

(7) **Provision of Training.** COs are to ensure that personnel under their command maintain adequate fitness levels and are responsible for the provision of regular opportunities for Service personnel to take exercise. All RAF personnel are expected to undertake 3 periods (50 minutes per period) of moderate to vigorous exercise per week. COs must decide whether some or all of it takes place during normal working hours, how much of it should be supervised and how much can be left to the individual. Service personnel are to maintain their fitness through formal, directed, voluntary, and remedial physical education programmes as follows:

(a) **Formal Syllabised PEd Training.** Formal PEd is provided during all 3 phases of training. During Phases 1 and 2 the aims of PEd syllabuses are to: improve or maintain the physical fitness of trainees so that they are at least at the standards required of the RAFFT prior to entering productive service; cater for any specific physical fitness requirements of a particular Branch/Trade Group (e.g. RAF Regt); educate personnel in the benefits of physical exercise and a healthy lifestyle; teach trainees how to keep physically conditioned and inculcate in them an exercise habit; foster and develop sporting skills in a variety of activities; develop team work, communication, loyalty and competitiveness and other personal attributes through sporting activities; and, provide a purposeful break from the academic pressures experienced by trainees. Personnel undertaking Phase 3 training will have previously spent a period of time in productive service. Therefore, their PEd programmes: maintain physical fitness at least at the standards required of the RAFFT; cater for any specific physical fitness requirements of a particular

Branch/Trade Group (e.g. RAF Regt); provide a purposeful break from academic pressures. To achieve these:

- (i) **Flying Training Units.** Flying training courses up to and including advanced flying training of more than 4 weeks duration are to allocate 5 periods of PEd training per week during the ground training phase, reducing to 2 periods per week during the flying training phase.
- (ii) **Ground Training Units.** For all Phase 1 and Phase 2 training with course lengths greater than 160 periods, courses are to be allocated 5 periods of PEd training per week. For Phase 3 training courses greater than 4 weeks, courses are to be allocated 3 periods of PEd formal training per week.
- (b) **Directed Fitness Training.** COs may allocate time for compulsory fitness training providing it is properly organised, structured and supervised.
- (c) **Voluntary Fitness Training.** Where formal syllabised PEd Training is not provided, COs are to ensure that guidance and encouragement is given to personnel to enable them to maintain adequate fitness through voluntary participations in sports programmes and fitness schemes, co-ordinated by the local Health and Lifestyle Committee and in accordance with the RAF Fitness Strategy.
- (d) **Directed Re-Conditioning Training Programme (DRTP)** Those who fail to complete the RAFFT satisfactorily are to undertake the DRTP.

431. Sports and Games.

Sponsor: SO1 Physical Education

A sports committee is to be formed on every station under the chairmanship of, wherever possible, a senior officer. The committee is to be responsible for the organization of all sport on the station and should aim at encouraging the maximum number of personnel to participate, and raise the standard of representative teams at all levels. The CO is to appoint an individual, normally an officer or NCO, to be in charge of each game or sport. The OIC is to be responsible for the detailed administrative arrangements for coaching, training, and the organisation of competitions.

432. Adventurous Training Activities.

Sponsor: SO2 FD / AT Wg

- (1) **Requirement.** The RAF requires leaders with outstanding personal qualities, who will inspire confidence and respect from their subordinates in all aspects of Service life, and airmen with strong personal qualities which embrace teamwork, self-discipline, self-reliance and initiative. During formal training, operating in the outdoor environment and with approved syllabuses, programmes of personal development training, in the form of Adventurous Personal Development Training and Force Development activity, are used to foster these inter-personal skills. In productive service, AT, in the form of the RAF Adventurous Training Scheme or the Joint Service Adventurous Training Scheme, is an important supplement to this process of personal development. These two schemes offer opportunities for personnel to experience and qualify in the skills needed to conduct training in the outdoor environment.
- (2) **Adventurous Personal Development Training.** The aim of Adventurous Personal Development Training is to develop further the interpersonal skills associated with energy, enthusiasm, teamwork, self discipline and a warfighter spirit.
- (3) **Force Development Training.** The aim of Force Development training is to develop desirable personal qualities of co-operation, self discipline, self reliance, self confidence, enthusiasm, initiative,

teamwork, communications skills, in order to enable personnel to meet their role in the RAF more effectively.

(4) **RAF Adventurous Training.** The purpose of RAF Adventurous Training is to encourage and foster the development of character, leadership and initiative especially in trainees and junior members of the Service, through the organization of expeditions which involve recognised AT activities detailed in AP 3342. Expeditions should be of a rigorous and testing nature and may sometimes be hazardous. Before authorising any adventurous activity a CO is responsible for making a thorough examination of the expedition plan, for ensuring that it is properly equipped and that the leaders are experienced and fully competent or qualified in accordance with AP 3342.

(5) **Joint Service Adventurous Training.** The Joint Service Adventurous Training Scheme exists to provide structured training courses in a range of adventurous activities and to qualify leaders and instructors in those activities. It is not a recreational scheme. In particular, COs are to encourage participation by younger personnel, aspirant activity leaders and instructors.

433. Survive Evade Resist Extract (SERE) Training. *Sponsor: SO2 SERE, HQ 22 (Trg) Gp*

(1) **SERE Training.** In accordance with JSP 550 R130 and AP 3342 lflts 801/802/803, PEd staffs are authorised to assist (within the limits of their SERE qualification) in the instruction of aircrew and aircrew trainees in aspects of SERE training as directed by the Stn SEREO.

(2) **Synthetic Parachute (Aircrew) Training (SP (A) T).** Suitably qualified PEd staffs are to provide instruction in Synthetic Parachute drills for aircrew and aircrew trainees in accordance with JSP 550 R130 and AP3342 lflts 801/802.

(3) **Role-Related Swimming and Life Saving.** Suitably qualified PEd staffs are required to assist the Stn SEREO in the administration of role-related swimming competence demonstrations and basic life-saving training, which should take place, where possible, using Service pools and instructors. Where this is not possible, facilities may be hired at public expense in accordance with AP3342 lflt 804.

(a) The following personnel are required to demonstrate swimming competence and undertake basic life-saving training:

- (i) Aircrew in flying appointments, including Reservist aircrew.
- (ii) Ground personnel required to fly as Mission Crew on AEW aircraft.
- (iii) Aircraft Ground Engineers and Airborne Technicians (if they regularly fly over the sea).
- (iv) Movements personnel employed on mobile or contingency duties.
- (v) Air Stewards.
- (vi) PMRAFNS Flight Nursing Officers, Attendants and Flight Nurses on the Aeromedical Evacuation Squadrons.
- (vii) RAF Regiment officers and gunners.
- (viii) PTIs.

(ix) Those required for sea service (to be taken immediately prior to sea service).

(b) Personnel in the groups listed above are to demonstrate a level of swimming competence and undertake basic life-saving training during initial training, and thereafter, on an annual basis during productive service. Details of the defined requirement are contained in AP 3342 lft 503 and respective Branch/Trade/Specialisation APs or ASIs.

434. Parachute Jumping Instructor Duties.

Sponsor: SO1 Physical Education

(1) RAF Personnel Branch officers and PTIs are eligible for training in RAF parachute jumping instructor duties if they meet the necessary medical and service requirements laid down in current APs and DCIs. Exceptionally, personnel who do not meet all the requirements may be considered for training if they have good physical co-ordination and agility. Personnel are required to qualify as a parachutist, in accordance with 435(1), before commencing RAF parachute jumping instructor training. RAF parachute jumping instructor brevets will be awarded to personnel who satisfactorily complete the prescribed course of training. The badge confers honorary aircrew status without affecting basic conditions of service.

435. Parachutist Badges.

Sponsor: SO1 Physical Education

(1) To qualify as a parachutist, successful completion of the Basic Parachute Course or the Special Forces Parachute Course at No 1 Parachute Training School is required. Personnel who are serving or have served in an authorised established post qualifying for parachutist pay/parachute jumping instructor pay are eligible for award of a parachutist's badge, to be styled 'Badge, arm, parachutist (with wings)'.

(2) For personnel who have qualified as a parachutist but who do not have the service described in clause (1), the badge styled 'Badge, arm, parachutist (without wings)', is provided. Recipients may continue to wear the badge awarded throughout their RAF service, irrespective of subsequent duties.

(3) In accordance with 434(1), RAF parachute jumping instructor brevets will be awarded to personnel who satisfactorily complete the prescribed course of training. In accordance with clause (1), RAF parachute jumping instructors, as qualified military parachutists and on filling an authorised established post qualifying for parachute jumping instructor pay, are eligible for award of a parachutist's badge, to be styled 'Badge, arm, parachutist (with wings)'. Personnel qualified in this way may continue to wear the RAF parachute jumping instructor brevet and the 'Badge, arm, parachutist (with wings)' on reversion to other employment, on transfer to another Branch, or on re-mustering to another Trade.

436-482. *(Omitted)*

CHAPTER 10

**AIRMEN - ENTRY, PROMOTION, REDUCTION,
DRAFTING, ENGAGEMENTS DISCHARGE AND
TRANSFER TO THE RESERVE**

Note: The conditions of entry and service of persons enlisted as airmen are governed in the first place by Part 14 of the Armed Forces Act 2006, The Armed Forces (Terms of Service) (Amendment No.2) Regulations 2009 and the RAF Terms of Service Regulations 2007. The regulations in this chapter embody and reflect, as necessary, the provisions contained in these instruments.

SECTION 1 -ENTRY OF RECRUITS**483. Recruiting Regulations.***Sponsor: RAF Employment Policy*

The entry of recruits into the RAF is to be carried out in conformity with the regulations contained in this Section and the procedures and instructions set out in AP3391 (RAF Manual of Recruiting & Selection) issued by the Director of Recruitment and Initial Training (RAF).

484. Officers Authorized to Enlist Recruits.*Sponsor: RAF Employment Policy*

The undermentioned officers are authorized to enlist recruits for regular air force service:

- (1) The Air Secretary or any officer duly authorised by him to act on his behalf.
- (2) The Commandant RAF College and Director of Recruitment (RAF) or any officer duly authorised by him to act on his behalf.

485. Periods and Types of Initial Engagement.*Sponsor: RAF Employment Policy*

- (1) The Defence Council have prescribed that a volunteer may be enlisted for a term of any duration from 6 months to 22 years. The term may be wholly of regular air force service or a term partly of regular air force service and partly of service with the RAF Reserve of Airmen. For airmen who enlisted prior to 1 Apr 07, the periods of service are reckonable from the date of attaining the age of eighteen or from the date of enlistment, whichever is the later. For airmen who enlisted on or after 1 Apr 07, the periods of service are reckonable from the date of enlistment, irrespective of age.
- (2) Within the limits set out in clause (1) the types and periods of engagements normally available (subject to vacancies) for the various classes of recruit are shown below:
 - (a) The Notice Engagement. The minimum age for enlistment on the Notice Engagement is 16. It is for a maximum of 9 years regular air force service followed by a period of 6 years in the Reserve. Female recruits may enlist in any of the ground trades that

commissions.

Recruits have the right, exercisable at the end of 18 months formal notice given to their CO, to be transferred to the RAF Reserve of Airmen on completion of 3 years service from the end of training or at any time thereafter and to be given a free discharge at the end of 6 years Reserve service.

Airmen who accept courses which attract a Training Return of Service will be required to waive their right to give notice for the period prescribed in the appropriate leaflet in Chapter 5 of AP3392, Vol 2.

Notes:

- (i) Airmen enlisted before 1 April 1983 and who continue to serve on pre 1 April 1983 engagement terms are not required to extend their Reserve period beyond the statutory 3 year period, however they may voluntarily extend their reserve liability to a 6 year undertaking.
- (ii) Female personnel enlisted before 1 April 1986 and who continue to serve on pre 1 April 1986 engagement terms have no liability to serve in the Reserve, however they may apply to undertake a voluntary period of 6 years Reserve service.
- (b) Fixed Engagements. Recruits may enlist on fixed engagements for the following periods of service followed by 6 years in the RAF Reserve of Airmen:
 - (i) Non-Commissioned Aircrew - 12 years.
 - (c) The Open Engagement. A person who has reached the age of 17 years 10 months may be enlisted in the Princess Mary's Royal Air Force Nursing Service for a term of air force service which shall expire either 22 years from the date of attestation, or on the person's 55th birthday, whichever is the earlier, with the right, exercisable at the end of 12 months formal notice given to their CO, to be transferred to the reserve on or at any time after the expiration of 4 years air force service calculated from the date of successful completion of Basic Nurse training.

486. Enlistment Procedure.

Sponsor: RAF Employment Policy

- (1) Except as otherwise provided for specified classes of recruits, all candidates for enlistment must present themselves before a selection board or at a recruiting office in the UK.
- (2) Each candidate, in accordance with Section 328(1) of the Armed Forces Act 2006 is to be warned that he commits an offence if he knowingly gives a false answer to any questions approved by or on behalf of the Defence Council included in an enlistment paper (Form 75) put to him. A recruiting officer will not attest any person into the regular air force unless he has read or cause to be read to the recruit the questions in an enlistment paper (Form 75) and is satisfied that the intending recruit understands each question, the terms as stated on which the recruit offers to enlist and the recruit is fit to be so enlisted. The recruiting officer shall record or cause to be recorded in an enlistment paper in relation to the recruit the recruit's answer to each such question and shall then request the recruit to sign the declaration in the enlistment paper. If the recruit signs the declaration, the recruiting officer shall sign the form of attestation in the enlistment paper. In addition every candidate is to be given written advice explaining the effects of the Rehabilitation of Offenders Act under which convictions may become spent.

(3) The procedures to be followed in the compilation of the enlistment paper and associated documents are detailed in AP 3392, Vol 2, Leaflet 501.

487. Eligibility.*Sponsor: RAF Employment Policy*

(1) A candidate for entry into the RAF must satisfy the Service authorities that, at the time of their application, they are a British citizen. Those who are citizens of a Commonwealth* country, a British Protected Person or a citizen of the Republic of Ireland are also eligible for service. In exceptional circumstances individuals who do not exactly meet these requirements may still be considered for service.

* Note: The term Commonwealth citizen includes: a British Overseas Territories citizen; a British National overseas; a British subject under the British Nationality Act 1981; and citizens of an independent Commonwealth country.

(2) Candidates, whether or not they are of UK origin, should normally have resided in the UK for the 5 years immediately preceding their application. In certain circumstances a shorter period of residence may be accepted, particularly where an applicant is of UK origin.

(3) A citizen of the Republic of Ireland is eligible under the nationality rules for entry into the RAF. However Irish nationals who apply to join the RAF will be required to apply for naturalisation as British citizens in order to qualify for the issue of a British passport. In cases where the individual is not eligible for naturalisation, a Certificate of Identity (CID) will need to be issued. Naturalisation as a British Citizen or issue of a CID will not entail loss of Irish Citizenship.

(4) A recruit must have attained the age of sixteen years with the exception of:

(a) Recruits enlisting for non-commissioned service as staff nurses in the PMRAFNS must have attained the age of twenty one.

(b) Recruits enlisting in certain trades for which a higher minimum age is specified.

(c) Recruits enlisting in an aircrew category who must have attained the age of seventeen and a half years on entry.

(5) Recruits must be medically fit in accordance with the standards laid down by the RAF Manning organisation. Disability pensioners may only be accepted as recruits by the Deputy Director of Recruiting and Selection (Careers Information Service/Inspector of Recruiting) after reference to the RAF Manning organisation for decision. A candidate cannot forego a disability pension in order to obtain enlistment.

488. Parental Consent.*Sponsor: RAF Employment Policy*

The written consent of both parents to the enlistment of an airman or a cadet who has not attained the age of eighteen years is to be obtained. Details of the procedures to be followed are contained in AP 3392, Vol 2, Leaflet 501.

489. (Omitted)**490. Rank and Mustering on Enlistment.***Sponsor: RAF Employment Policy*

- (1) All recruits are to be granted the rank of aircraftman on their first day of service and are to be mustered initially as trainees. On successful completion of basic training they are to be remustered in the trade to which they have been allocated.
- (2) Personnel who, by virtue of previous civilian experience, are able during the first 12 months after entry, and without training other than that required for familiarisation, to provide evidence that they have attained the level of trade knowledge and competence expected of airmen who have qualified in their trade through a course of formal training in the RAF are to be remustered to the appropriate trade and promoted to the rank for which they qualify with effect from the date of qualification.

491. Re-enlistment or Re-entry of Personnel with Former RAF Service.

Sponsor: RAF Employment Policy

- (1) **Eligibility.** Applications from ex-RAF personnel to rejoin the RAF are to be sent for approval to Manning by the Careers Office before being accepted. The following rules governing eligibility are to be observed:

- (a) **Upper Age Limit.** Candidates for re-enlistment or re-entry must not have reached their 50th birthday. In the trade of physical training instructor the upper age limit is 31.
- (b) **Nationality.** The rules in Para 487 apply equally to candidates for re-enlistment or re-entry.
- (c) **Personnel on Terminal Leave.** Personnel are not to be re-enlisted or re-entered into the RAF before they have completed any terminal leave that they have been granted.
- (d) **Joint Medical Employment Standard.** Candidates must have a joint medical employment standard of A4 L2 M1 E1.
- (e) **Conduct and other Assessments.** Candidates' assessments during their former RAF service should meet the current criteria for extension of service laid down in AP 3392, Vol 2, Leaflet 580.

(2) **Periods of Service**

- (a) **Airmen below the rank of Cpl.** Airmen accepted for re-enlistment or re-entry, with previous reckonable service which does not exceed 3 years, are to be enlisted on a 9 year Notice Engagement followed by 6 years in the RAF Reserve of Airmen. Airmen with former reckonable service of more than 3 years, are to be offered a suitable fixed engagement, which together with their previous service, will give a total of 12 years service followed by 6 years in the RAF Reserve of Airmen. Airmen with former reckonable service of more than 6 years are to be offered a suitable fixed engagement, which together with their previous service, will give a total of 15 years service followed by 6 years in the RAF Reserve of Airmen.
- (b) **Cpl.** Exceptionally, when a Service requirement exists, candidates who re-enlist in the rank of Cpl, who meet the criteria laid down in AP 3392, Vol 2, Leaflet 580, may be accepted for an engagement that, together with their previous service, will total 22 years reckonable service.
- (c) **Sgt/Chf Tech.** Exceptionally, when a Service requirement exists, candidates who re-enlist in the rank of Sgt or Chf Tech, who meet the criteria laid down in AP 3392, Vol 2,

Leaflet 580, may be accepted for an engagement to complete 30 years reckonable service. (Note: where a candidate is unable to complete 30 years reckonable service by age 55, service to age 55 will be offered.)

(d) **FS/WO.** Exceptionally, when a Service requirement exists candidates who re-enlist in the rank of FS or WO, who meet the criteria laid down in AP 3392, Vol 2, Leaflet 580, may be accepted for an engagement to age 55.

(3) **Airmen in the RAF Reserve of Airmen.** Airmen serving in the RAF Reserve of Airmen are eligible to apply for re-enlistment or re-entry and those accepted are to be discharged from their outstanding reserve liability with effect from the day preceding that on which they are attested.

(4) **Reserve Liability.** Personnel who re-enlist or re-enter with former reckonable service and who formerly served in the RAF Reserve of Airmen are to be permitted to include that Reserve service towards their total 6 years Reserve commitment. The period of final reserve service will be abated by any service in the RAF Reserve of Airmen completed before re-enlistment or re-entry, rounded up to the next complete year.

(5) **Rank and Trade.**

(a) All candidates are to be advised of the trades for which they can be accepted. Where applicable, former LACs, SACs, Jnr Techs and LCpls are to be tested at the training school appropriate to their trade and, where appropriate, former Cpls and above are to be interviewed and/or examined to assess their suitability for re-enlistment or re-entry. Former Cpls and above may also be required to complete Trade and Management Training (TMT) after re-enlistment as a condition of retention in the RAF at their former rank level.

(b) Accepted candidates will be re-enlisted or re-entered into the RAF in the rank of aircraftman (AC) and in the trade of trainee. They are then promoted and remustered to the rank and trade for which they are accepted with effect from the day following re-attestation.

(c) The detailed provisions governing the rank and trade on re-enlistment or re-entry are contained in AP 3392, Vol 2, Leaflet 504.

(6) **Assessment of Seniority and Promotion.** The rules for assessing seniority on re-enlistment, re-entry and for promotion purposes are contained in AP 3392, Vol 2, Leaflet 504.

(7) **Date of Birth Declared on Attestation.** On re-enlistment or re-entry the recruit is to be advised that the date of birth given on first attestation in the RAF will be accepted as the true date of birth for all Service purposes.

492. Enlistment of Personnel with Former Service in other Forces and Re-enlistment or Re-entry of Personnel with Former Reserve Air Forces Service.

Sponsor: RAF Employment Policy

(1) **Royal Navy, Royal Marines and Army.** Candidates with former service in the RN, RM or Army are to be regarded as new entrants but are subject, as far as possible, to the provisions of Para 491 for the purpose of assessing their rank, seniority etc, on joining the RAF. Applications from such personnel for engagements that, together with their former service, would total more than 12 years are to be referred to Manning for a decision as to acceptability.

(2) **Commonwealth and Colonial Forces.** Candidates with former service in a Commonwealth or

Para **491** for assessing their rank, seniority, etc, on joining the RAF. Exceptionally, candidates with other appropriate experience may be similarly considered under the provisions of Para **491** in special circumstances which the Defence Council may approve.

(3) ***Reserve Air Forces (Royal Air Force Reserve/Royal Air Force Volunteer Reserve/Royal Auxiliary Air Force).***

- (a) Candidates from the RAFR, RAFVR or RAuxAF who have had whole time service in or with the RAF are to be treated as ex-RAF personnel.
- (b) Candidates who have not had whole-time service in or with the RAF are to be treated as new entrants. However, subject to the provisions of Para **491**(3) and provided that they have been given a certificate of satisfactory service by their CO they may be considered for remustering after entry to the trade in which they were mustered during their reserve or auxiliary service.

(4) ***Former Reserve Air Forces Service Number.*** Ex-RAFR, ex-RAFVR and ex-RAuxAF personnel who have had no earlier RAF service are to be re-allocated their former RAFR, RAFVR or RAuxAF number, as appropriate.

(5) ***Date of Birth Declared on Attestation.*** On entry, a recruit with former service in the RN, RM, Army or a Commonwealth or colonial Force, is to be warned that the date of birth given on first attestation in the RAF will be accepted as the true date of birth for all Service purposes. Entitlement to and assessment of gratuity or pension will depend on the circumstances of the individual's case.

493. Documents to be Prepared on Enlistment or Entry.

Sponsor: RAF Employment Policy

Recruits are required to certify on RAF Form 308 that they understand the terms of service on which they are being enlisted. Additionally, they are required to confirm their understanding that, in the event of their being found unsuitable for training or service in the trade for which they have been initially selected, they may be reselected for training in any other trade for which they are considered suitable and in which a vacancy exists or if no vacancy exists, may be discharged. The procedures to be followed and list of documents Careers Office are required to forward to the appropriate recruit training unit, training school or aircrew selection centre are contained in AP 3391, Vol 3, Leaflet 104e.

494-499. (Omitted)

SECTION 2 – PROMOTION

500. Ranks of Airmen.

Sponsor: RAF Employment Policy

- (1) ***Airmen in Ground Trades.*** The ranks of airmen in ground trades are shown in AP 3376, Vol 2 Pt 1 Chapter 1.
- (2) ***Non-Commissioned Aircrew.*** The ranks of qualified non-commissioned aircrew are as follows:
 - (a) Master Aircrew (Warrant Officers)
 - (b) Non-Commissioned officers

Flight Sergeant
Sergeant.

- (3) Non-Commissioned ranks of the Princess Mary's Royal Air Force Nursing Service. The non-commissioned ranks of the PMRAFNS are shown in AP 3376, Vol 2 Pt 2 Chapter 15.

501. Promotion of Non-Commissioned Aircrew.

Sponsor: RAF Employment Policy

- (1) Qualified non-commissioned aircrew are employed in the ranks of Sgt, FS and MACr (WO) only.
- (2) **Rank on Entry.** Direct entrants and re-entrants are appointed upon entry in the ranks of AC and LAC respectively. Serving and re-enlisted airmen may be eligible to retain their higher rank upon re-muster/re-enlistment. Initial advancement to Sgt is dependent upon successful completion of initial training and a probationary period in acting Sgt rank. Acting Sgts may be deemed fit for accelerated promotion to substantive rank upon recommendation by their CO. Detailed regulations on eligibility and procedures are in AP3376 Vol 1 Pt 2.
- (3) **Promotion.** Promotion to FS and MACr is by selection on merit subject to eligibility. Appointment to acting rank may be possible in order to fill an established vacancy subject to approval of Manning. Detailed regulations on eligibility and procedures are in AP 3376 Vol 1 Pt 2 Chapter 6.

502. Promotion and Appointment to Acting Rank of Airmen in Ground trade.

Sponsor: RAF Employment Policy

Detailed regulations concerning the promotion, appointment to, and relinquishment of paid and unpaid acting rank of airmen in ground trades are contained in AP 3376

503. Standards of General Service Proficiency and Qualifications for Promotion - Warrant Officers and Non Commissioned Officers.

Sponsor: RAF Employment Policy

Details are contained in Appendix 27.

503A. Promotion in the Non-Commissioned Ranks of the Princess Mary's Royal Air Force Nursing Service.

Sponsor: RAF Employment Policy

Detailed regulations are contained in AP 3376.

504-515. (Omitted)

516. Annual Appraisals – Non-Commissioned Aircrew.

Sponsor: RAF Employment Policy

Procedures for assessment of non-commissioned aircrew are contained in JSP 757

517. (Omitted)

SECTION 3 - REMUSTERING, TRANSFER BETWEEN TRADES, REDUCTION AND REVERSION**518. Trade Groups.***Sponsor: RAF Employment Policy*

The various trades approved for the RAF are arranged in trade groups which are listed in AP 3376, Vol 2 Part 1 and Chapter 1, Annex A.

519. Acceptance of Airmen in Ground Trades for Training as Aircrew. *Sponsor: RAF Employment Policy*

Airmen serving in ground trades may apply for training and service as aircrew. Details of the qualifications required before acceptance, and of the conditions of service for aircrew, are published in AP 3376 Vol 1 Pt 2.

520-525. (Omitted)**526. Non-Commissioned Aircrew - Remustering to Ground Trades.** *Sponsor: RAF Employment Policy*

(1) This paragraph sets out the conditions under which non-commissioned aircrew are remustered to ground trades. They are to be considered for remustering only in those trades in which there are vacancies. Such non-commissioned aircrew are to be sent to the Trade Reselection Centre, Manning, for assessment of their suitability in the trade in which they can be remustered under arrangements made by ACOS Manning. Whenever possible they are to be offered at least two trades in which there are vacancies and for which they are suitable. They are to indicate their order of preference and be selected, where possible, for the trade of their first choice. When they have been accepted for remustering to a trade non-commissioned aircrew are to be given the necessary training for that trade. Irrespective of whether they are covered by category 2a or 2b below all non-commissioned aircrew who successfully complete their basic ground trade training are to be remustered to that trade in the rank decided by ACOS Manning.

(2) Non-Commissioned Aircrew who are:

(a) Suitable for retention of non-commissioned aircrew status but who wish, subject to Service approval, to be remustered to a ground trade are to be remustered "existing trade u/t" in the new trade from the date of commencement of formal training. They will retain their non-commissioned aircrew status and conditions whilst undergoing their basic ground trade training.

(b) Suitable for retention in the Service, but unsuitable for retention of non-commissioned aircrew status and conditions of service who have completed 6 months service or more will be remustered in the rank of leading aircraftman; those with less than 6 months service will be remustered in the rank of aircraftman.

(3) Non-commissioned aircrew who fail to complete their trade training course successfully, or decline to accept, within 14 days, the trade training offered are to be discharged under Para 607(10)(e), except that those whose remustering is on account of medical unfitness for flying duties are to be invalided under Para 607(15)(b).

526A. Non-Commissioned Aircrew - Suspension and Premature Withdrawal from Flying Duties and Conditions of Retention in the Service. *Sponsor: PMA24b(RAF)*

(1) This paragraph deals with productive non-commissioned aircrew prematurely withdrawn from flying duties, except:

- (a) Non-commissioned aircrew withdrawn under the provisions of AP3392, Vol 5, Leaflet 131.
- (b) Non-commissioned aircrew who, although they have not failed generally in their flying duties, are found unsuitable for the particular flying posts which they are filling, or who would be more advantageously employed on other duties within their categories (action in such cases is to be taken in accordance with Para **1027**): and
- (c) Qualified non-commissioned aircrew who have re-enlisted for aircrew service but fail to pass the refresher training course which they are required to complete before re-entering productive service (such airmen are to be discharged, but they may be permitted to re-enlist in a ground trade under the same conditions as would have applied had they re-enlisted originally for service in a ground trade).

The rules governing the disposal of aircrew cadets and non-commissioned aircrew withdrawn from flying training are contained in AP 3392 Vol 5 Lflt 131.

(2) ***Suspensions.*** Productive non-commissioned aircrew may be suspended from flying duties for one of the following reasons:

- (a) Medical unfitness.
- (b) Disciplinary reasons.
- (c) Failure to maintain a satisfactory standard of proficiency (either as aircrew or as a NCO) including failure to pass a course of flying instructions, having once passed out of flying training.

Reporting action is to be taken in accordance with Para **1027** or AP 1269A as applicable. In all cases, instruction for premature withdrawal from flying duties and subsequent disposal are issued by Manning together with instructions regarding retention or withdrawal of the flying badge (see Para J727(3)).

(3) ***Ground Employment.*** Non-commissioned aircrew who are permanently withdrawn from flying duties will, where appropriate, and according to the circumstances, be considered for ground employment associated with flying duties for which they are suitable after any necessary training. They will retain non-commissioned aircrew status and conditions of service, including promotion under the rules for non-commissioned aircrew but, under Para 2684(2), they will cease to be eligible for flying pay.

(4) ***Withdrawal Because Of Medical Unfitness.***

- (a) Non-commissioned aircrew who are withdrawn from flying duties because of permanent medical unfitness for service in the air and on the ground are to be invalided under Para 607(15)(a) or discharged under Para 607(22)(d)(ii), as appropriate.

(b) Non-commissioned aircrew who are withdrawn from flying duties because of permanent medical unfitness for aircrew duties but who remain medically suitable for service in ground duties may elect to be:

- (i) Discharged under Para 607(15)(b), or
- (ii) Considered for employment on ground duties under Clause (3), or
- (iii) Considered, exceptionally, for remustering to a ground trade under Para 526(2).

If, for any reason, a non-commissioned aircrew cannot be so employed or remustered he is to be discharged under Para 607(15)(b).

All non-commissioned aircrew who elect to be invalided under QR 607(15)(b) are to be referred to the Discretionary Awards Panel for consideration of the award of invaliding benefits.

(5) ***Withdrawal For Reasons Other Than Medical Unfitness.***

(a) Non-commissioned aircrew may be withdrawn from flying duties for inefficiency, unsuitability or for other reasons. Manning will decide, in the light of reports and recommendations, whether or not a non-commissioned aircrew has been withdrawn from flying duties in circumstances which prove him unsuitable to retain his aircrew rank and mustering or for retention in the Service. A non-commissioned aircrew who is not considered suitable for retention in the Service is to be discharged.

(b) Re-engaged non-commissioned aircrew who are withdrawn from flying duties and who are suitable for retention in the Service will be given ground employment under the conditions of clause (3) or Para 526(2).

(c) Non-commissioned aircrew serving on short service non-commissioned aircrew engagements are to be discharged. Exceptionally, those who are suitable for retention may be accepted for ground employment under the conditions of clause (3) or for remustering to a ground trade under the conditions of Para 526(2).

(d) Non-commissioned aircrew who are unsuitable for retention in the Service are to be discharged under Para 607(22)(b) or other appropriate heading. They are to retain their aircrew rank and mustering unless otherwise decided by RAF PMA. Non-commissioned aircrew suitable for retention in the Service but who do not apply for retention, or who fail any necessary training if accepted for ground employment, are to be discharged under Para 607(10)(e). They are to retain their aircrew rank and mustering.

527. Airmen in Ground Trades - Discharge, Reduction or Remustering for Misconduct, Inefficiency or Unsuitability - Definitions and Applicability. *Sponsor: RAF Employment Policy*

(1) ***Definitions.*** The following definitions apply when considering cases under Para 528 and 1027:

(a) Misconduct - where an airman's misconduct cannot be dealt with by trial by court martial, but reflects on his suitability for retention in the Service, in his trade, or to hold warrant officer or NCO rank.

- (b) Inefficiency - where an airman fails to meet the requisite standard for his trade at his existing rank level.
- (c) Unsuitability - where an airman has become unsuitable for retention in the Service, or his trade, or to hold warrant officer or NCO rank and the reasons do not:
- (i) Constitute misconduct as in sub-paragraph (1)(a) above.
 - (ii) Justify reduction or discharge for inefficiency as a tradesman as defined in sub-paragraph (1)(b) above.

For example, a Warrant Officer or NCO may lack the qualities of management or supervision appropriate to his rank, or may have behaved in a manner which, because of the nature of his employment, renders him unsuitable to hold his rank or remain in his trade. Unsuitability may arise from blameworthy or non-blameworthy causes and may render an airman of any rank unsuitable for further service.

- (2) **Applicability.** The regulations in Para **1027** and **530**, concerned with the reduction and restoration in rank, apply to all trades but only to airmen holding substantive rank. Where suitability to retain acting rank is being considered, reversion to substantive rank may be authorised by the appropriate Air Officer listed in Para **528**.

528. Non-Commissioned Aircrew, Airmen in Ground Trades – Powers of Reduction, Compulsory Remustering, Reversion and Withdrawal from Flying Duties. *Sponsor: RAF Employment Policy*

The authorities named below have the power to order the reduction, remustering, reversion and withdrawal from flying duties of non-commissioned aircrew and airmen and airwomen in ground trades in the circumstances outlined in paras **527** and **1027**.

Rank	Authority	Rank	Authority	3. Reversion (from acting rank)	4. Withdrawal from Flying Duties – Non-Commissioned Aircrew
	1. Reduction		2. Compulsory Remustering		
Warrant Officers, including Master Aircrew and non-commissioned officers, including technicians of non-commissioned status	An Air Member of the Air Force Board	All non-commissioned aircrew and ground airmen	As column 1	As column 1	Commanders-in-Chief
Non-commissioned officers, including technicians of non-commissioned status	a. All Commanders-in-Chief or b. Deputy Commanders-in-Chief, or c. All Air Officers Commanding groups	Non-commissioned aircrew and ground airmen below the substantive rank of Warrant Officer /Master Aircrew	As column 1	As column 1	a. All Commanders-in-Chief, or b. Deputy Commanders-in-Chief, or c. All Air Officers

	and other formations, or d. All Air Officers at Command Headquarters who hold the appointment of: 1. Deputy Chief of Staff Operations, or 2. Air Officer Training, or 3. Assistant Chief of Staff Air 1, or 4. Assistant Chief of Staff Air 3, or 5. Air Officer Logistics and Communication Information Systems, or e. Air Officer holding appointment as: 1. Commander British Forces Cyprus, or 2. Deputy Commander British Forces Cyprus, or f. The Director of Personnel Management Agency (Ground Trades and Support)(RAF)				Commanding groups and other formations, or d. Air Officer holding appointment as: 1. Commander British Forces Cyprus, or 2. Deputy Commander British Forces Cyprus
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529. (Omitted)

530. **Airmen in Ground Trades - Restoration of Rank and Seniority.** *Sponsor: RAF Employment Policy*

(1) Airmen sentenced to reduction in rank by court-martial or by a summary hearing are considered for restoration of rank in accordance with the administrative process and is detailed at **QR 1199A.**

(2) Unit level procedures for the restoration of rank are contained in AP 3392 Volume 2 Leaflet 570.

531. **Disposal of Airmen in Ground Trades Awarded Permanently Reduced Joint Medical Employment Standards (JMES) below L2 M1 E1.** *Sponsor: RAF Employment Policy*

(For detailed procedures refer to **Appx 9A.** For airmen awarded an JMES of A4 L5 M5 E5 refer to **QR 621).**

(1) In general an airman is required to be medically fit for service outside the United Kingdom, for

responsibilities laid down in Appendix 27. Any airmen who is awarded a permanently reduced JMES below L2 M1 E1 is to be interviewed by his CO and informed that his retention in his present trade, or in the Service, may not be possible but that a Board of Officers at Manning will consider the effects of the reduced MES on his future employment. The Airman's CO will be notified of the Board's decision with, if appropriate, the options open to the airman.

(2) The Board will decide whether the airman:

- (a) May be retained in his present trade until the end of his engagement.
- (b) May be offered remustering to another specified trade; except those assessed as permanently unfit to serve outside the UK.
- (c) Is to be discharged.

(3) Where clause (2)(a) applies, the Board will in addition inform the airman if his career prospects are likely to be adversely affected by the reduced MES. If the airman considers the reduced prospects are unacceptable, he will be given the opportunity to apply for discharge under the terms or QR 607(10)(f)(ii). Airmen discharged under these terms will not be entitled to invaliding benefits although resettlement training and terminal leave will be admissible.

(4) Where clause (2)(b) applies and the airman declines the offer of remustering he is to be discharged under QR 607(10)(f)(i).

(5) Where an offer of remustering is made and accepted, arrangements will be made, if necessary, for the airman to attend Manning for trade reselection.

(6) The discharge clause and heading will be decided by Manning. If it is decided that the airman is to be medically discharged, but the circumstances of the case indicate that full invaliding benefits may not be appropriate, the case will be considered by the Discretionary Awards Panel.

(7) For airmen serving abroad the procedure set out above will apply, except that Manning will make local arrangements for trade reselection interviews. Airmen who are to be discharged will be repatriated and posted to RAF High Wycombe (Personnel Holding Flight) (Non-Effective), where discharge will be effected.

(8) Trainees who are undergoing trade training on entry and are withdrawn from training as permanently unfit for the duties of their trade are to be detached to RAF High Wycombe (Personnel Holding Flight) (Non-Effective) (See **Appx 9A** for detailed procedures).

(9) The provisions of the above clauses do not affect the special arrangements for the discharge of recruits who, in the opinion of the competent medical authority, are unlikely to become fit for service and whose discharge may be authorised under Para 607(16).

532-533. (Omitted)

534. (Omitted)

535. Non-Commissioned Aircrew - Discharge, Reduction and Withdrawal from Flying Duties.*Sponsor: PMA24b(RAF)*

(1) Authority for the discharge, reduction and withdrawal from flying duties of non-commissioned aircrew are specified at Para **528**.

(2) In addition, an AOC may take administrative action as appropriate, including the initiation of posting action, following submission of a report under Para **1027** where the qualifications of a non-commissioned aircrew are unsuitable for the appointment to which they have been posted, should it be considered that the non-commissioned aircrew would be more advantageously employed on other duties or when circumstances otherwise require such action.

(3) An order for reduction in rank or withdrawal from flying duties under Para **528** will state whether the reduction or withdrawal is for misconduct or inefficiency or unsuitability and the date from which it is to take effect. In all cases involving premature withdrawal from flying duties, whether resulting from the sentence of a court-martial, or following submission of a report under Para **1027**, disposal instructions will be issued by Manning in accordance with the provisions of Para **526A**.

(4) When a non-commissioned aircrew has been reduced by sentence of a court martial to a rank not lower than sergeant, his CO is to:

- (a) Notify the occurrence to Manning and APC by letter without delay.
- (b) Send a signal, quoting the reference and date of the letter in (a) above, to Manning (with a copy to APC) stating the new rank and requiring immediate posting instructions.
- (c) Send to APC the documents mentioned in Para **1027**.

(5) When a non-commissioned aircrew has been reduced by sentence of a court-martial, to a rank lower than sergeant, his CO is to remuster him to his basic ground trade. The CO is to:

- (a) Notify the occurrence to Manning and APC by letter without delay.
- (b) Send a signal, quoting the reference and date of the letter in (a) above, to Manning (with a copy to APC) stating the new rank and mustering and requesting immediate posting instructions.
- (c) Send to APC the documents mentioned in Para **1027**.

(6) Wherever practicable an airman reduced in rank is to be attached to another unit until posting or discharge is effected on instructions issued by APC.

(7) When a non-commissioned aircrew has been reduced to a rank below that of sergeant by sentence of a court-martial, or when a recommendation for the reduction of a non-commissioned aircrew below the rank of sergeant is submitted to APC, the airman is to be warned by his CO that consideration will be given to the question of whether he is to be discharged. Non-commissioned aircrew who are recommended for reinstatement under Para **1027** should be so informed.

(8) When a Master Aircrew or NCO has been sentenced by a court-martial to imprisonment or detention, he is to be deemed to be reduced to the ranks if such reduction does not form part of the sentence of the court (see also Para **1118**).

- (9) A Master Aircrew reduced to the ranks may claim his discharge under the provision of Para 623A.

536. Voluntary Reversions.*Sponsor: RAF Employment Policy*

- (1) Subject to the recommendation of the CO and the approval of the competent authority, a warrant officer or NCO may resign his rank and revert to such lower rank as the approving authority may direct.
- (2) The approving authority for master aircrew and WOs is to be an air member of the Air Force Board and ACOS Manning for ground trades SNCOs and NCA. In all these cases, a recommendation from the appropriate AOC will be required. For Cpls and LCpls the approving authority will be ACOS Manning on the recommendation of the applicant's CO.
- (3) Where the application to revert to a lower rank is for the purposes of escaping trial by court-martial, the circumstances are to be fully notified to the approving authority.

537. Non-Commissioned Aircrew - Subsequent Restoration of Rank and Seniority. *Sponsor: PMA24b(RAF)*

- (1) A non-commissioned aircrew reduced to below the rank of sergeant may be reinstated in his aircrew category, in the rank of sergeant, after a period of 3 months probationary service on full pay in a ground trade, provided that his CO certifies that his conduct during the period of probation has been exemplary. The CO is to furnish a report to ACOS Manning through the usual channels 3 months after the date of the airman's posting on reduction. The decision concerning restoration is to be made by ACOS Manning
- (2) A non-commissioned aircrew reduced from the rank of Master aircrew or flight sergeant to sergeant or a lower rank may (after reinstatement as in (1) above for those reduced below sergeant) be promoted to the rank of flight sergeant after 6 months satisfactory service as sergeant aircrew. If he was formerly a Master aircrew he may be promoted to that rank after 6 months satisfactory service as flight sergeant aircrew. COs are to furnish reports to ACOS Manning through the normal channels stating whether the airman's proficiency and conduct justify promotion.
- (3) A non-commissioned aircrew having previous service in a ground trade who has been reduced to a rank below that of sergeant entailing his remustering to his former ground trade, and who is not reinstated in his aircrew category will be considered for promotion to a rank which he would have attained in his trade had he not volunteered for aircrew duties. This rank will be assessed by ACOS Manning and notified to his CO. Promotion to this rank will be conditional upon satisfactory reports being made by his CO.
- (4) A non-commissioned aircrew not having served in a ground trade who has been reduced to a rank below that of sergeant, and who is not reinstated in his aircrew category, will not be eligible for any restoration of rank.
- (5) A non-commissioned aircrew who has been reduced in rank takes his seniority in the rank to which he is reduced. On promotion to an intermediate rank he resumes his original seniority in that rank, but if eventually promoted to the rank from which he was reduced in the first place, his seniority in that rank is to be advanced by the time spent in any lower rank.
- (6) The procedures for the restoration of rank or seniority following reduction in rank by sentence of court martial are contained in Para 1233(2A).

538-547. (Omitted)

SECTION 4 - AIRMEN IN GROUND TRADES - POSTING AND ATTACHMENT

548. Posting and Attachment.

Sponsor: RAF Employment Policy

(1) **Objects and Principles.** The objects and principles of posting and attachment of airmen in the RAF are given below:

(a) Objects:

(i) To distribute the available manpower so that it is used to its maximum efficiency and cost-effectiveness in relation to the needs of the Service.

(ii) To enable an airman to further his career in accordance with the trade structure policy relating to his particular trade group.

(b) Principles:

(i) To achieve the objects at (a) above with the minimum turbulence among personnel.

(ii) To give adequate warning to personnel detailed for posting or attachment at home or abroad.

(iii) To ensure that every movement is made in accordance with these regulations.

(2) **Responsible Authorities.** The Defence Council is responsible for the initial entry of airmen into the RAF. The responsibility for their subsequent movements to meet Service requirements is delegated to Manning, although the CinC or AOC of a Command is empowered to effect the attachment of airmen under his command.

(3) **Procedures.** The procedural aspects of posting and attachment are contained in AP 3392, Vol 2, Chapter 15.

549. (Omitted)

550. Posting Records.

Sponsor: RAF Employment Policy

Manning is to ensure that the details of an airman's posting are recorded on the airman's permanent record.

551. Tour of Duty.

Sponsor: RAF Employment Policy

(1) **At Home.** Normally, airmen will remain in post until the exigencies of the Service require them to be moved. When a posting involves a minimum or maximum period of employment, Manning will inform airmen accordingly at the time of their selection for such a posting or for pre-employment training.

- (2) **Overseas.** Details of overseas tour lengths, together with the procedures for extensions of overseas tours, are contained in AP 3392, Vol 2, Chapter 15.

552. Employment Against Establishment.

Sponsor: RAF Employment Policy

An airman is normally to be employed in a post established for his rank and trade: an airman is not to be posted supernumerary except in special circumstances authorised by Manning.

553. Misemployment of Airmen.

Sponsor: RAF Employment Policy

- (1) The employment of airmen on duties in trades other than their own is not permitted except in the following circumstances:

- (a) To train for and perform emergency tasks, operational tasks or tasks on deployed standing commitments authorised by Manning, or when considered by the CO to be essential to the fulfilment of his primary role, but only for limited periods.
- (b) Additionally, in the case of engineering trade groups, to train for and perform the duties of airmen of other engineering groups, as authorised by Manning for specific purposes.
- (c) Whilst awaiting disciplinary or administrative disposal, when the continued employment of an airman in the duties of his trade group would be detrimental to discipline, security or flight safety.
- (d) Whilst suspended from duty and the subject of a civilian or Service Police investigation.

- (2) Airmen undergoing training are not to be employed for other purposes to the detriment of their training, or drafted for any other purpose without Manning authority.

554. (Omitted)

555. (Omitted)

556. Posting on Promotion or Appointment.

Sponsor: RAF Employment Policy

Airman advanced in rank will normally be promoted in situ if an appropriate establishment vacancy exists, unless their CO objects.

557. (Omitted)

558. Posting Overseas.

Sponsor: RAF Employment Policy

- (1) **Eligibility.** Airmen are not normally posted overseas before attaining the age of 18 years.
- (2) **Selection.** The selection procedures are contained in AP 3392, Vol 2, Chapter 15.

559. Collocation of Serving Married Couples.

Sponsor: RAF Employment Policy

Serving married couples, where one spouse is an officer and the other a non-commissioned rank, will be permitted, exceptionally, to serve on the same station at the discretion of the CO. Other personnel may be collocated subject to the conditions contained in AP 3392, Vol 2, Chapter 15.

560. Posting of Airmen Absent without Leave to the Non-Effective Strength.

Sponsor: RAF Employment Policy

See Para J1087.

J561. Posting of Airmen Absent without Leave to the Non-Effective Strength - Joint Service Units.

Sponsor: RAF Employment Policy

See Para **J1087**.

562-564. *(Omitted)*

565. Loans to others Governments and other Government Departments.

Sponsor: RAF Employment Policy

An airman who is selected for an appointment under a Commonwealth or foreign government or under a British government department or other body will be regarded as on loan from the RAF. The period of the appointment will count as qualifying service for Service pension and the airmen's normal conditions of service will be unaffected unless specific provision is made to the contrary.

566-568. *(Omitted)*

566-569.

SECTION 5 - EXTENSION OF SERVICE, RE-ENGAGEMENT

AND CONTINUANCE IN SERVICE

569. Extension of Service.

Sponsor: RAF Employment Policy

Airmen in Ground Trades.

(1) General Provisions.

(a) Airmen who have the requisite service and meet all the eligibility criteria given in AP 3392, Vol 2, Chapter 5 may apply for extension of service. Only those applications that are recommended are to be forwarded to Manning. The normal minimum criteria for extension of service are laid down in AP 3392, Vol 2, Leaflet 580. Where, however, it can be foreseen a trade will contract but in which it is still necessary to recruit, or where the prospects for advancement are limited, it may be necessary to impose selection criteria higher than the criteria for eligibility. If a candidate is rejected, he will be informed by Manning of the reasons.

(b) Extensions of service are subject to the rule that the total period of service, including previous service in HM Forces reckonable for pension, shall not amount to more than 12 years. Exceptionally, extensions of service up to 15 years will be allowed to enable personnel to meet the "time in rank" requirement for consideration of "primary re-engagement" in accordance with Leaflet 560 or to fulfil special manning needs, as appropriate, within specific trades.

(c) Airmen who undertake an extension of service to qualify for a course of training and who fail to complete the course successfully will be reverted to their former engagement. If the term of their former engagement has already expired they may be discharged forthwith, or they may apply to remain on their existing engagement or any lesser period of further service.

570. Extension of Service – Non-Commissioned Aircrew.

Sponsor: RAF Employment Policy

Under the terms of QR485, non-commissioned aircrew enlisted on and after 1 October 1989 are initially engaged for a fixed 12 year period. They may not extend beyond the 12 year point. Should they wish to remain in service they must be re-engaged under the terms of Para 573.

571. Continuance in Service.

Sponsor: RAF Employment Policy

(1) An airman who has completed 19 years' or more service in HM Forces may give notice to his CO of his desire to continue in service in the regular air force at any time during the last 3 years of his engagement and, if Manning approves, he may be continued as an airman of the regular air force in the same manner in all respects as if his term of service were still unexpired, except that:

(a) The offer of continuance will be made in the airman's existing rank and trade although he will remain eligible for promotion if he is under 55 years of age. In those cases where the airman is aged 55 years or over he will be ineligible for consideration for promotion during the period of continuance.

(b) He may claim his discharge at the expiration of any period of three months after he has given notice in writing to his CO of his wish to be discharged.

(c) At the discretion of Manning he may be given 6 months notice in writing of discharge on the premature termination of his period of continuance in service.

(2) The continuance of airmen in service is to be subject to Service requirements. Manning may invite applications for continuance in service from suitable airmen through their COs, subject to the terms of (1) above, in order to meet short-term Service requirements.

(3) Applications for continuance in service are to be submitted in accordance with the procedures contained in AP 3392, Vol 2, Chap 5 for airmen in ground trades and AP 3376 Vol 1 Pt 1 Chp 2 for non-commissioned aircrew.

572. Re-engagement - Airmen in Ground Trades.

Sponsor: RAF Employment Policy

(1) ***General Provisions.***

(a) Re-engagement to complete a period of pensionable service is linked to promotion in order to ensure retention in the Service and the offer of balanced careers to the best

Chapter 5.

- (b) Airmen offered re-engagement must normally be able to complete 22 years reckonable service before reaching the age of 55.
- (c) Re-engaged airmen who subsequently fall below the standard of medical fitness required under current regulations may be considered for remustering or discharge (see Para 531).
- (2) Special Provisions. See Para 573(2)(d) for re-engagement provisions prior to acceptance for aircrew training.

573. Re-engagement of Non-Commissioned Aircrew.*Sponsor: RAF Employment Policy*

- (1) **Terms of Service.** Non-commissioned aircrew (NCA) will normally have Terms of Service (TOS) according to their date of enlistment or selection for aircrew training. These TOS are retained until they subsequently opt to transfer or are re-engaged, whereupon they transfer to the most appropriate TOS (Apr 03 or Apr 05). Currently valid NCA TOS are listed below:
 - (a) *Up to 30 September 1989 TOS (Pre-Oct 89 TOS).* Under pre-Oct 89 TOS, re-engagement was only available through selection by the NCA Re-engagement Board to LOS22, age 47 (LOS30) and age 55.
 - (b) *1 October 1989 to 31 March 2003 (Oct 89 TOS).* The Oct 89 TOS introduced merit promotion and secondary re-engagement on promotion to FS.
 - (c) *1 April 2003 to 5 April 2005 (Apr 03 TOS).* Apr 03 TOS introduced primary re-engagement upon promotion to FS, secondary re-engagement upon promotion to MACr and deletion of LOS30. Eligibility for re-engagement by selection criteria were also varied. All NCA enlisted prior to 6 Apr 05 will be considered for re-engagement under these terms.
 - (d) *From 6 Apr 2005 (Apr 05 TOS).* Apr 05 TOS introduced the 40/18 primary re-engagement for NCA who joined on or after 6 Apr 05. There is no opt-in for those on pre-Apr 05 TOS, irrespective of pension type. All NCA enlisted from 6 Apr 05 will be considered for re-engagement under these terms.

(2) **Re-Engagement Conditions.**

- (a) NCA who satisfy the eligibility requirements given in clause (3) below may be offered the following periods of re-engagement:

(i) *Primary Re-Engagement.*

- (A) Pre-Apr 05 TOS only. To complete 22 years' service reckonable for immediate pension.

- (B) Apr 05 TOS only. To complete 18 years service reckonable for an Early Departure Payment subject to a minimum age of 40 at discharge.

(ii) *Secondary Re-Engagement.* To serve to age 55 years.

- (b) The number of NCA selected for re-engagement is based on the manning requirement for each aircrew trade, taking account of the need for a balanced age structure.
- (c) For NCA on pre-Apr 03 TOS, re-engagement is conditional upon transfer to Apr 03 TOS. NCA who refuse to transfer will have the re-engagement offer withdrawn and will remain on their legacy TOS.
- (d) Serving personnel on transfer to NCA and ex-serving personnel who re-enter or re-enlist as NCA, may be engaged on a fixed, primary or secondary engagement as deemed appropriate by Manning. Normally this will be for a period equivalent to at least a primary engagement, in accordance with Para (2)(a)(i) above, inclusive of previous service and subject to minimum return of service requirements of at least 6 years productive service from completion of OCU training.

(3) ***Eligibility for Re-engagement.***

- (a) ***Eligibility.*** To be eligible for re-engagement a NCA must:
 - (i) Be able to complete 22 years' reckonable service on or before attaining the age of 55 years. Pre Apr 05 Terms only.
 - (ii) Be medically fit for full flying duties in any part of the world or in temperate climates.
 - (iii) Have a conduct assessment not below VG and assessments of proficiency in his aircrew trade, supervisory ability and personal qualities not below 2. In making these assessments, all full-time service is to be taken into account; they are therefore to be based on the general rules for assessment on discharge etc, laid down in AP 3392, Vol 2, Leaflet 701.
- (b) ***Primary Re-Engagement.*** NCA may be offered primary re-engagement through either:
 - (i) Selection by a Re-engagement Board after completion of 8½ years' reckonable service, i.e. 3½ years before the end of the Fixed Engagement.
 - (ii) As a condition of promotion to FS.
- (c) ***Secondary Re-Engagement.*** NCA may be offered secondary re-engagement through either:
 - (i) Selection by a Re-engagement/Promotion Board after completion of 12 years' reckonable service at or after promotion to FS rank. The Board may consider Sgts within their final 3 years if there is a Service manning requirement.
 - (ii) As a condition of promotion to MAcr.

(4) **Leave.** NCA who accept re-engagement are eligible for re-engagement leave under the general conditions of JSP 760.

(5) **NCA who Decline Re-engagement.** An offer of re-engagement remains open for up to 6 months after which the offer will lapse. NCA may decline offers of re-engagement. A NCA who has declined an offer or has allowed it to lapse, may request that he be re-considered. Subject to the manning requirement, the Service may consider such requests up to 13 months before the Regular Service Expiry (RSE) date, and will in addition be subject to continuing to meet the criteria at clause (3).

574. (Omitted)

575. Approval of Extension of Service etc.

Sponsor: RAF Employment Policy

The competent authority to approve extension of service, re-engagement and continuance in service for airmen in ground trades and non-commissioned aircrew is the Air Secretary. Approval will be notified by the competent authority to the CO. The detailed procedures are contained in AP 3392, Vol 2, Chapter 5 for airmen in ground trades and AP 3376 VOI 1 Pt 2 for non-commissioned aircrew.

576. Forfeiture of Service Towards Engagement.

Sponsor: RAF Employment Policy

(1) An airman, on conviction by court martial of desertion, or if he signs a written confession of desertion, on a direction by the competent authority under Section 330(1) Armed Forces Act 2006, automatically forfeits the period of his service for which he deserted. (See Para 1097.)

(2) Liability for further service following the sentence of court martial, or direction of a competent authority will be as follows:

(a) An airman shall be liable to serve for the term of his current engagement, reckonable from the relevant commencing date, to which shall be added a period corresponding to the period of service automatically forfeited under clause (1).

(b) An airman who has re-engaged to serve to a prescribed age will not, however, be required to continue in service beyond the date on which he attains that prescribed age.

(3) Cases which are not covered by the preceding clauses may be submitted for the consideration of the Defence Council.

577-582. (Omitted)

SECTION 6 - PREMATURE VOLUNTARY RELEASE

583. Right of Discharge - Regular Airmen.

Sponsor: RAF Employment Policy

An airman does not have the right to claim transfer to the Reserve or discharge before completion of his current engagement except where there is statutory provision under The Armed Forces (Terms of Service) Regulations 2009 (see Para 584) or where the option of discharge forms part of the conditions of service (see paras 623A); otherwise premature transfer to the Reserve or discharge may only be granted where the exigencies of the Service permit.

584. Release as a Statutory Right.*Sponsor: RAF Employment Policy*

(1) **Recruits.** All recruits not previously having been enlisted into the RAF have a statutory right under The Armed Forces (Terms of Service) Regulations 2009 to claim discharge by giving 14 days notice in writing to their CO, subject to the requirement to complete 28 days service excluding leave, at any time up to 6 months from the date of attestation.

(2) **Notice Engagement Right.** An airman serving on the Notice Engagement has the right to be transferred to the Reserve, on completing the minimum period of service laid down in Para **485(2)(a)** and subject to giving 18 months' formal notice.

Note: Female personnel enlisted before 1 April 1986. Any female personnel who enlisted before 1 April 1986 have the right to be discharged subject to the Service and notice requirements set out in sub-Para (2) above.

(3) **Open Engagement Right.** An airmen in the PMRAFNS serving on the Open Engagement has the right to be transferred to the Reserve on completing the minimum period of service laid down in Para **485(2)(c)** subject to giving 12 months' formal notice.

(4) **General Right.** An airman serving on any type of engagement has the right on completing 9 years reckonable service, or at any time thereafter, to be prematurely transferred to the RAF Reserve of Airmen or discharged free, as appropriate, 18 months after giving formal notice to his CO of his wish to exercise this right. The earliest time at which this right can be exercised by giving notice at the 9 year point, is therefore, on completion of 10½ years' reckonable service. For the purpose of assessing length of service, previous regular whole-time reckonable service in HM Forces, including Commonwealth, Colonial or Local Forces is to qualify as provided for in paras **491** and **492**. Withdrawal of a notice to determine service may only be permitted at the discretion of Manning. Airmen wishing their reasons for withdrawal of notice to be taken into consideration are to attach a signed statement to their application.

(5) **Non-Commissioned Aircrew.** A direct entrant non-commissioned aircrew who enlists on or after 1 Oct 89, or who is already serving at that date and who opts to transfer to the non-commissioned aircrew 1 Oct 89 terms of service (as defined in AP 3376), will have the additional right to be transferred to the Reserve providing at least 18 months formal notice has been given of the intention to do so. This transfer may only take effect on completion of 8 years reckonable service or 6 years from the end of training, whichever is the later. If this right to be transferred to the Reserve is not exercised at this point, the right lapses. The general right as described in (4) above is not affected.

(6) If however, an airman claims his discharge as a statutory right at a time when, in consequence of imminent national danger or great emergency, a proclamation has been issued by Her Majesty in Council requiring an airman who would otherwise be transferred to the Reserve to continue in RAF service, and he is retained in the Service, he may, if he so wishes, be discharged when the proclamation ceases to be in force. The fact that he has so applied is to be notified to Manning for annotation in his permanent record.

585. (Omitted)**586. Financial Implications - Airmen Serving Abroad - Passage Money.***Sponsor: RAF Employment Policy*

(1) When an airman is serving abroad at the date of his application for premature voluntary release, the conditions under which he will be granted conveyance to the unit from which he is to be discharged are set out in Para 2494. (For airmen who are discharged locally abroad see Para 625). Where free

accountant officer. Once the required amount is deposited Manning is to be advised.

(2) An indulgence flight is not to be allotted. An airman may, however, be given a passage in a chartered trooping aircraft, if there is a vacant seat, for which he will be required to pay the normal charter fare.

587. Refund of Purchase Money to Airmen with Former Regular Service in the Armed Forces.

Sponsor: RAF Employment Policy

(1) If an airman after having been discharged by premature voluntary release from the RAF with conduct assessed not below "Fair", has enlisted for a period of not less than 3 years' regular service in the RN, RM or Army, has declared his former service on enlistment, has completed 3 months of his new engagement, or, if under the age of 18 years on enlistment has completed 6 months of his new engagement or reached the age of 18 years and 3 months, a portion of the purchase money may be refunded to the person who provided it. In the case of airmen who rejoin the RAF since they are not entitled to claim discharge as a right under Para 584, the refund will be made as soon as possible after attestation. The portions of purchase money to be refunded are as follows:

(a) If the airman's discharge from his former engagement was purchased as a result of exercising his right under Para 584; one half of the purchase money.

(b) If the airman's discharge from his former engagement was purchased after completion of his period of right under Para 584; two thirds of the purchase money.

(2) An airman who has enlisted into the RAF after discharge by premature voluntary release from the RN, RM, Army or RAF, may make application through his CO to Manning for a refund of part of the purchase money. An airman whose former regular service was in the RN, RM or Army who applies for, and is subsequently granted, discharge as a right under Para 584 is not entitled to a refund of purchase money under this Para.

588. Release Subject to the Exigencies of the Service.

Sponsor: RAF Employment Policy

(1) **Airmen.** Other than provided for in Para 584, airmen may, subject to the exigencies of the service, be granted premature voluntary release. However, airmen who have yet to complete 3 years continuous whole-time service or 4 years continuous whole-time service for those serving in the PMRAFNs (calculated from the completion date of basic trade training) will only be considered for premature voluntary release in exceptional circumstances.

(2) **Non-Commissioned Aircrew.** Except as provided in Para 584, non-commissioned aircrew who enlisted prior to 1 Apr 07 with 8 years' reckonable service from age 18 or after 6 years' productive service, following completion of initial Operational Conversion Unit, whichever is the later may, subject to the exigencies of the Service, be granted premature voluntary release. For non-commissioned aircrew who enlisted on or after 1 Apr 07, the 8 years' reckonable service commences from date of attestation, irrespective of age.

589. Discharge and Transfer to the Reserve - General Provisions.

Sponsor: RAF Employment Policy

(1) **Competent Authorities.** The Defence Council have appointed the officers shown in Columns (2), (3) and (4) of paras 606 and 607 to be competent air force authorities to authorize transfer to the Reserve and discharge respectively. Such legal authority is contained in the Armed Forces Act 2006.

(2) **Authority for Effecting Discharge or Transfer to Reserve.** When an airman's discharge or

above, discharge or transfer may be effected by the following authorised officers:

- (a) The CO of RAF High Wycombe - for all airmen sent home from abroad for discharge or transfer to the Reserve.
- (b) In all other cases - the CO of the Unit on the strength of which the airman is borne.
- (3) ***Discharge and Transfer to the Reserve Procedure.*** The detailed procedure of discharge and transfer to the RAF Reserve of Airmen on completion of a regular engagement are set out in AP 3392, Vol 2, Leaflet 701. When an airman is transferred to the RAF Reserve of Airmen, his last duty unit remains responsible for his administration until the last day of his terminal leave and will take other action as necessary during that time.
- (4) ***Airmen Undergoing Imprisonment or Detention or Awaiting Court-Martial.*** In accordance with Sections 331 of the Armed Forces Act 2006, a regular airman:
 - (a) Who is discharged or transferred to the Reserve while undergoing a sentence of imprisonment or detention in the UK is to complete such sentence after his discharge or transfer to the Reserve has been effected.
 - (b) Who is outside the UK and serving a sentence of imprisonment or detention awarded by a court martial under the Armed Forces Act 2006, is not to be discharged or transferred to the Reserve during the currency of the sentence.
 - (c) Shall not be entitled to discharge or transfer to the Reserve at a time when he has become liable, as a person subject to Air Force Law, the Naval Discipline Act, or Military Law, to be tried by court-martial for an offence against any of the provisions of the Armed Forces Act 2006
- (5) ***Terminal Leave.*** Except as provided in paras **620** and **621**, or on the authority of Manning, regular airmen completing a regular engagement or the regular portion of an engagement are to be granted any terminal leave for which they are eligible, commencing on such a date that expiry of terminal leave coincides with the date of discharge, or with the day before that of transfer to the Reserve, as appropriate.
- (6) Airmen serving abroad on a current engagement of 10 years regular service or longer are repatriated to the UK 6 months before they are due for discharge or transfer to the Reserve where Service requirements permit, unless they elect in writing to remain abroad beyond this stage. All airmen not repatriated at this stage are to be repatriated in time to ensure that they arrive in the UK for discharge or transfer to the Reserve by the due date, taking action under this clause. Where an airman (other than a non-commissioned aircrew, an airman serving on an engagement carrying special terms of terminal gratuity, or an airman who is due for discharge on completion of 22 years' service reckonable for pension) arrives at the discharging unit in the UK shortly before the date on which he is normally due to proceed on terminal leave, he may, if he so desires, be allowed to proceed on terminal leave forthwith. In such cases the amount of terminal leave will be that normally due; discharge or transfer to the Reserve will accordingly be effected on a corresponding earlier date under the normal heading of Para 606 or 607.
- (7) ***Invaliding.*** The principles for determining whether or not invaliding action is to be taken in the case of an airman who is non-effective owing to sickness or injury on the date his regular engagement expires are set out in Para 620.
- (8) ***Notifying Parents.*** When an airman under the age of 18 is to be discharged his parents or

guardians are to be informed by his Unit before discharge.

(9) ***Airmen subject to a Care or Supervisory Order.*** When an airman who is subject to a Care or Supervisory Order is to be discharged his Unit is to notify the following:

- (a) For airmen subject to a Supervisory Order: the parent (or guardian) and the Supervisor appointed by the local authority responsible for imposing the Order.
- (b) For airmen subject to a Care Order: "the responsible local authority."

590-605. (Omitted)

SECTION 7 - TRANSFER TO THE RESERVE

606. Transfer to Reserve Headings.

Sponsor: RAF Employment Policy

The transfer of a regular airman to the RAF Reserve of Airmen is to be effected under one of the following headings. Only the words in italics in column 1 are to be used for recording the cause of transfer on termination documentation.

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for Submission of Applications	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers		
(1)	(2)	(3)	(4)	(5)	(6)
(1) <i>On expiration of his period of regular air force service.</i>	Air Secretary	Air Secretary	Air Secretary	-	
(2) <i>At own request before expiration of his period of regular service.</i>	Air Secretary	Air Secretary	Air Secretary	Direct	Documentary evidence of the offer of employment is required, and the CO
(a) Within 3 months of the end of the full term of his engagement, in order to take up civil employment which cannot be held open.					of the unit, before submitting the application, is to verify that the offer is genuine. <i>Note:</i> Airmen whose premature transfer to the Reserve is approved to take up full time studies at University, College, etc, entry to which cannot be deferred, are to be transferred under this heading.

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(b) For any other reason except as in (c) below.	Air Secretary	Air Secretary	Air Secretary	Normal	
(c) Having given 18 months notice.	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to: (1) Airmen serving on the Notice engagement who, having completed the requisite period of qualifying service, exercise their right to be transferred to the Reserve.

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers	Submission of Applications	
(1)	(2)	(3)	(4)	(5)	(6)
					<p>(2) Female personnel serving on the Notice engagement who enlisted on or after 1 Apr 86 and, having completed the requisite period of qualifying service, exercise their right to be transferred to the Reserve.</p> <p>(3) Male airmen serving on engagements undertaken on or after 1 Apr 83 who have completed 10 years but less than 22 years reckonable service after exercising their general right to be transferred to the Reserve.</p>

					<p>(4) Female personnel serving on engagements undertaken on or after 1 Apr 86 who have completed 10 years but less than 22 years reckonable service after exercising their general right to be transferred to the Reserve.</p> <p>(5) Male airmen enlisted before 1 Apr 83 who accept invitation to serve in the Reserve.</p> <p>(6) Female personnel enlisted before 1 Apr 86 who undertake a voluntary period of reserve service (see Note 2 to Para 485(ii)).</p>
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Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for Submission of Applications	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers		
(1)	(2)	(3)	(4)	(5)	(6)
<p>(3) <i>On Redundancy.</i></p> <p>(4) <i>(Omitted)</i></p>	Air Secretary	Air Secretary	Air Secretary	Direct	<p>(7) Male non-commissioned aircrew (direct entrant only) serving on the 1 October 1989 non-commissioned aircrew terms of service who having completed the requisite period of qualifying service, exercise their right to be transferred to the Reserve. See Para 584(5).</p> <p>Applicable to airmen transferred to the Reserve prematurely on grounds of redundancy.</p>

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(5) <i>(Omitted)</i> (6) <i>(Omitted)</i> (7) <i>At own request.</i> On Premature Voluntary Release (less than 22 years Service)	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to: 1. Male airmen serving on engagements undertaken on or after 1 Apr 83. 2. Male airmen enlisted before 1 Apr 83 who accept invitations to serve in the Reserve. 3. Female personnel serving on engagements undertaken on or after 1 Apr 86. 4. Female personnel enlisted before 1 Apr 86 who undertake a voluntary period of reserve service (see Note 2 to Para 485 (2)).
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SECTION 8 – DISCHARGE

607. Discharge Headings.

Sponsor: RAF Employment Policy

The discharge of an airman is to be effected under one of the following headings. Only the words in italics in column 1 are to be used for recording the cause of discharge on termination documentation.

Cause of Transfer	Competent Authority to Authorise Transfer of			Channel for Submission of Applications	Special Instructions
	Personnel in Ground Trades	Non-Commissioned Aircrew	Master Aircrew/Warrant Officers		
(1)	(2)	(3)	(4)	(5)	(6)

(1) <i>On expiration of engagement.</i>	Air Secretary	Air Secretary	Air Secretary	-	Applicable to all airmen who have completed their engagement except those discharged to Service pension; applicable to those airmen with lowered JMES who would normally have attracted Reserve Service but for their JMES.
(2) <i>With a view to Service Pension.</i>					
(a) Having completed time for pension.	Air Secretary	Air Secretary	Air Secretary	Direct. Applications only required for an airman serving on continuation under Para 571 on giving 3 months notice.	Applicable to airmen re-engaged for 22 or more years service who have completed their full period of service and to airmen who, on completion of the regular portion of their current engagement, have given a total of not less than 22 years service reckonable for pension.
(b) Within 3 months of the end of the period for which re-engaged, in order to take up civil employment which cannot be held open.	Air Secretary	Air Secretary	Air Secretary	Direct	Documentary evidence of the offer of employment is required and the CO of the unit, before submitting the application, is to verify that the offer is genuine. Airmen Whose premature discharge is approved to take up full time studies at Universities, Colleges, etc, entry to which cannot be deferred, are to be discharged under this heading.
(3) <i>At own request with a view to Service Pension.</i>					

(a) On Premature Voluntary Release having completed time for Service Pension (except as in (2b)).	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to airmen who are allowed to take their discharge prematurely after completion of 22 or more years service reckonable for Service pension except as provided in 2(b).
(b) Having given 18 months notice.	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to airmen who exercise the general right to be discharged after completion of 22 or more years service reckonable for Service pension.
(4) At own request.					
(a) Para 623A .	N/A	N/A	Air Secretary	Normal	Applicable only to a Warrant Officer who is reduced to the ranks and claims discharge under Section 331(3) Armed Forces Act 2006 (see Para 623A).
(b) Having given 18 months notice.	Air Secretary	Air Secretary	Air Secretary	Direct	(b) of Col 1 is applicable to airmen serving on engagements undertaken before 1 Apr 83 who have completed 12 years but less than 22 years reckonable service and who exercise the general right to be discharged; also to female personnel serving on the notice engagement who enlisted before 1 Apr 86 and who having completed the requisite qualifying period of service, exercise their right to be discharged. This latter provision applies equally to female personnel extended or

					re-engaged before 1 Apr 86 who, having changed their terms of service and transferred to a fixed engagement subsequently give notice of their intention to be discharged
(5) <i>(Omitted)</i>					
(6) (a) Dismissed with disgrace.	Court-martial Sentence	Court-martial Sentence	Court-martial Sentence	See paras 1118 and 1119	
(b) Discharged with disgrace following civil conviction.	CinC	Air Board Force	Air Force Board	Normal	It is for the discharging authority to decide whether or not the offence under (b) or the misconduct under (c) is such as to justify discharge with disgrace. Discharges following a court-martial sentence of imprisonment, where dismissal is not part of the sentence, will fall under the “Discharged with disgrace for misconduct” heading (6)(c).
(c) Discharged with disgrace for misconduct.	CinC	Air Board Force	Air Force Board	Normal	See Note under (b) above.
(7) (a) Dismissed.	Court-martial Sentence	Court-martial Sentence	Court-martial Sentence	See paras 1118 and 1119	
(b) Discharged following civil conviction.	CinC	Air Board Force	Air Force Board	Normal	See Note to (6)(b) above.
(c) Discharged for misconduct.	CinC	Air Board Force	Air Force Board	Normal	See Note to (6)(b) above.
(8) <i>(Omitted).</i>					
(9) <i>(Omitted).</i>					

(10) <i>Free as an indulgence.</i>					
(a) At own request.	(i) Air Secretary	(i) Air Secretary	Air Secretary	Direct	(i) of Col 2 applies to airmen who voluntarily transfer to other Services; airmen under the age of 18 years 3 months, who have passed the 6 month statutory right point (from attestation), provided they have formally expressed their unhappiness, in writing, before reaching the age of 18.
	(ii) Commandant RAF College and Director of Recruitment (RAF)	(ii) Commanding Officer			(ii) of Col 2 applies to officer cadets undergoing IOT who voluntarily withdraw from training.
					(i) of Col 3 applies to non-commissioned aircrew who voluntarily transfer to other services.
					(ii) of Col 3 applies to trainee non-commissioned aircrew who voluntarily withdraw from training prior to the award of a flying badge as presented in Para J727.
(b) (Omitted).					
(c) At own request on pregnancy.	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to female personnel who elect to be discharged because of pregnancy.
(d) (Omitted).					

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(e) For any other reason.	(i) Air Secretary (ii) CinC HQ PTC and Air Secretary (iii) Commanding Officer	Air Secretary	Air Force Board	Normal	(i) of Col 2, 3 and 4 applies to airmen who cannot be discharged under any other heading; airmen who are withdrawn from or fail training in their trade or aircrew category and cannot be offered training in another trade or category because they are unsuitable for the trade or aircrew category in which there are vacancies or there are no vacancies in the trade or aircrew category for which they are suitable; airmen who elect to be discharged in lieu of compulsory transfer/remustering from a sensitive trade or aircrew category or airmen who apply for discharge after failing to qualify for remustering at their rank level; and finally, airmen who apply for discharge under the obsolescent trades provision of AP3376, Vol 1, Part 1, Chapter 6 (ii) of Col 2 applies to direct entry technicians and direct entry List I medical trainees who are withdrawn from training or who fail on passing out and are unwilling to be remustered or trained for another trade. (iii) of Col 2 applies to recruits who are withdrawn from training to whom discharge under QR 607(22)(a) is deemed to be inappropriate.
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(f) Being medically unfit for:					Only the words “free as an indulgence” are to be used in recording discharges under QR 607(10(e). Airmen are not to be discharged under this heading if they are discharged at their own request or because of misconduct.
(i) Present trade and has declined an offer of suitable alternative employment.	Air Secretary	N/A	Air Secretary	Normal	Applies only to ground airmen and ground trade WOs who are permanently medically unfit for their present trade and who have declined an offer of employment in a suitable alternative trade.
(ii) The full range of duties in present trade or category through circumstances beyond his control which have unacceptably affected his career	Air Secretary	Air Secretary	Air Secretary	Normal	Airmen with reduced employment standards may apply for discharge under this heading if they consider that the resultant effect on their career prospects is unacceptable (QR 621).

prospect s.					
(11) Compassionate Grounds.	Air Secretary	Air Secretary	N/A	See Para 626	
(12) For irregular enlistment. Free on claiming discharge under Section 18 of the AFA before 3 months service.	Air Secretary	Air Secretary	N/A	Direct	
(13) Omitted.					
(14) On appointment to a commission.	Commanding Officer	Commanding Officer	Commanding Officer	N/A	
(15) On medical grounds:					
(a) Invalidated, being below current air force medical standards.	Air Secretary	Air Secretary	Air Secretary	See Para 621 and Appx 9B	The words “for the trade in which he is mustered and cannot be remustered” are to be added to those shown under (a) of the heading, where appropriate. Applies to non-commissioned aircrew referred to in Para 526A(4) who are physically fit for service in a ground trade. (See also clause (17)).
(b) Physically unfit for air force service as aircrew.	N/A	Air Secretary	Air Secretary	See Para 621 and Appx 9B	
(16) Not likely to maintain the required air force medical standard.					
(a) Airmen whose disabilities are discovered on medical examination within 21 days after the date of enlistment.	Commanding Officer	Commanding Officer	N/A	-	Only airmen who, on medical examination within 21 days after the date of enlistment, are found to be suffering from a disability incurred before entry and are deemed unlikely to become fit for duty within the appropriate maximum period specified in Para 620 ,

					are to be
(b) Other airmen whose disabilities are discovered on medical examination within 6 months of the date of enlistment as unlikely to become efficient on medical grounds.	Commanding Officer	Commanding Officer	N/A	See Col 6.	discharged under (a) of this heading. When discharge is proposed under (a) or (b) of this heading a report is to be prepared on Form 1085 by the medical officer of the unit and submitted to the CO for transmission to the competent medical authority, who is to complete part (b) Section 1 or 2 of the form and dispose of it as indicated in the Section completed. Where the airman made a mis-statement on enlistment, the case is to be submitted for discharge under clause (23).
(17) <i>Medically unsuitable for air force service as aircrew but not physically unfit for service as an airman on ground duties.</i>	N/A	(i) Air Secretary (ii) Commanding Officer in the case of directly entered aircrew cadets	Air Secretary	Normal	Applies to non-commissioned aircrew and aircrew cadets who satisfy standards of physical fitness for aircrew or ground duties but who nevertheless are medically unsuitable for aircrew and for whom invaliding under clause (15)(b) is inappropriate.
(18) <i>Unsuited to a Service environment.</i>	Air Secretary	Air Secretary	Air Force Board	See Col. 6	Applicable to airmen recommended as temperamentally unsuitable for air force service.
(19) <i>(Omitted).</i>					

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(20) <i>Having given a false answer on attestation.</i>	Air Secretary	Air Secretary	N/A	Normal	Applies to airmen convicted summarily or by court-martial under Section 328(3) of the Armed Forces Act 2006 or to airmen found guilty by the civil power under Section 19. Certificates of unspent civil convictions (if any) are to be attached to the CO's recommendation for discharge. (See also Para 1094).
(21) <i>For inefficiency.</i>	CinC	Air Board	Force	Air Force Board	Normal
(22) <i>Services no Longer required.</i>					
(a) If found unsuitable during recruit training.	Commanding Officer	N/A		N/A	Normal
(b) In other circumstances (except as in (d) below).	CinC	Air Board	Force	Air Force Board	Normal
(c) (Omitte d).					
(d) Being unable to meet Service obligations.					
(i) through circumstances	Air Secretary	Air Secretary		Air Secretary	Normal
					(b) of Col 1 applies to those airmen considered to be unsuitable in trade, category or rank. For discharge under (b) of Col 1 the MOD will decide whether the airman is to lose his resettlement grant, and this decision is to be recorded by the ACOS Manning in the airman's permanent record. (i) Applies to airmen who through circumstances beyond their control cannot be allowed to

beyond their control.					continue in the Service (but see clause (10) above).
(ii) due to a permanently reduced medical employment standard.	Air Secretary	Air Secretary	Air Secretary	Normal	(ii) Applies to airmen who have a permanently reduced medical employment standard and for whom an invaliding discharge under QR 607(15)(a) would not be appropriate.
(23) Having made a mis-statement on enlistment.	Air Secretary	Air Secretary	N/A	Normal	Applies where discharge under clause (20) is inappropriate.
(24) Not likely to reach standard required for Air Force service.					
(a) As an officer.	Commandant RAF College and Director of Recruitment (RAF)	N/A	N/A	Normal	Applies to officer cadets who fail IOT. When recording the cause of discharge, the actual branch (and aircrew category where applicable) is to be stated.
(b) As non-commissioned aircrew	N/A	Commanding officer	N/A	Normal	Applies to trainee non-commissioned aircrew who fail training prior to the award of a flying badge as prescribed in Para. J727 .
(25) Below the standard for Air Force service.					
(a) As non-commissioned aircrew other than at (b).	N/A	Air Secretary	N/A	Normal	Applies to aircrew, other than those in (b) of Col 1, found to be below the required standard by the MOD.
(b) As aircrew under training.	N/A	Air Secretary	N/A	Normal	Applies to non-commissioned aircrew who fail initial OCU training.
(26) (Omitted)					
(27) (Omitted)					

(28) On Redundancy.	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable to airmen discharged prematurely on grounds of redundancy.
(29) (Omitted)					
(30) Surplus to requirement in a trade.	Air Secretary	Air Secretary	Air Secretary	Direct	Applicable only in accordance with MOD instructions to airmen surplus to requirements in specific trades and ranks.
(31) (Omitted)					
(32) At own request. As a statutory right under Para 584.	Commanding Officer	Commanding Officer	N/A	See Para 584.	Recruits have the right to claim discharge within 6 months of attestation on giving 14 days notice in writing to their CO, provided that they will have completed 28 days service, excluding leave, on the discharge date.
(33) At own request. On Premature Voluntary Release (less than 22 years).	Air Secretary	Air Secretary	Air Secretary	Direct	Applies to airmen serving on engagements undertaken before 1 Apr 83 and to female personnel serving on engagements undertaken before 1 Apr 86. Also for those individuals not eligible for, or with no liability for, reserve service.

608. Medical Examination and Disability Claims.*Sponsor: RAF Employment Policy*

(1) Airmen who are discharged otherwise than under headings (15), (16) and (17) of Para 607 are to be medically examined by the unit medical officer prior to discharge. The result of the examination is to be recorded in accordance with the procedure laid down in AP 1269A.

(2) On discharge under heading (15) of Para 607 or, on discharge or transfer to the reserve in the circumstances outlined in Para 620(9), Manning is to prepare and forward Form 200, together with all medical documents, to the DSS, for consideration of non-effective entitlement.

(3) Airmen, other than those in clause (2), who, on discharge or transfer to the reserve, wish to make a claim for a non-effective award in respect of a wound, injury or disease which they consider

caused, or made worse, by their service, are to be advised to write without delay to the Chief Welfare Officer of the DSS, whose address can be obtained at any Post Office.

609-610. *(Omitted)*

611. Retention of Uniform Clothing on Discharge or Transfer to the Reserve.

Sponsor: RAF Employment Policy

(1) The conditions under which airmen may be permitted to retain certain articles of uniform clothing on their discharge or transfer to the reserve are laid down in JSP 886 Vol 6 Pt 5.

(2) To avoid the uneconomical exchange of service clothing replacements to airmen whose discharge or transfer to the reserve has been notified are to be confined to the replacement of deficiencies and unserviceable garments, where health or hygiene would otherwise be adversely affected.

612. Documents

Sponsor: RAF Employment Policy

(1) In order to avoid any necessity for the airman's recall, all documents are to be completed and his signature obtained, where necessary, before he leaves the discharging unit.

(2) When an airman is discharged with a view to pension, SPVA Pensions will assess the pension entitlement.

(3) When an airman is discharged on appointment to a commission, the Manning is to dispose of the airman's documents as laid down in Para **2011**.

(4) Where an airman is discharged locally abroad on medical grounds or where an airman dies abroad, his medical and service documents are to be dispatched immediately to Manning. When FMed4 is not accessible, all available medical data relative to treatment in hospital, etc (including post-mortem reports where applicable) should accompany the service documents.

(5) A discharge or transfer to the reserve is to be shown on all documents, etc, as carried out "on" a certain date. The date is to be the last day of regular service, i.e., the last day of terminal leave, if granted, and pay and other emoluments will be admissible for that day. Where an airman is transferred to the Reserve, reserve service and entitlement to reserve pay will therefore commence on the day following transfer.

(6) On discharge of an airman appointed to a commission, a new identity card will be issued by the JPAC on receipt of a completed application form accompanied by two prints of a photograph showing the applicant in officer's uniform. The identity card held prior to being commissioned is to be disposed of in accordance with JSP 440.

613-618. *(Omitted)*

618A. Completion of FMed133.

Sponsor: DGMS(RAF)

(1) Following discharge of personnel from the Service, it is imperative that details of individual's Service Medical History are available to their National Health Service General Practitioner. In order to achieve this, the Medical Officer is to complete a F Med 133 in accordance with the instructions contained in AP1269A (RAF Manual – Assessment of Medical Fitness).

(2) Arrangements are to be made for a F Med 133 to be raised in duplicate for all personnel on discharge from the Service. The completing Medical Officer or President of the Medical Board is to ensure that one copy is given to the individual and the other copy retained within the F Med 4 as detailed in AP 1269 (RAF Manual of Medical Management and Administration).

619. Notification of the Discharge of Airmen to the Department of Social Security.

Sponsor: RAF Employment Policy

(1) Immediately the date of an airman's discharge is known, FIns 47, except as provided in clause (2), is to be completed by the discharging unit, signed and dated by an officer, and dispatched to the DSS (CB/HMF), Newcastle-on-Tyne 3. It is most important that FIns 47 should be completed and dispatched to the DSS not later than the day on which an airman leaves the unit. Pending the receipt of FIns 47 the DSS is unable to issue a civilian insurance card without which a discharged airman is unable to obtain civilian employment.

(2) FIns 47 is to be completed and dispatched by HQ Air Command, in the following circumstances:

- (a) Discharges under Para 607(6) and (7), where discharge is affected while the individual is undergoing a term of imprisonment.
- (b) Discharges or transfers to the reserve abroad.
- (c) Airmen repatriated on discharge to country of domicile.
- (d) In cases of illegal absence.
- (e) On death.

620. Retention in the Service or Invaliding, etc, of Airmen who are Absent from Duty on account of Sickness or Injury.

Sponsor: RAF Employment Policy

(1) A decision whether an airman who is absent from duty on account of sickness or injury should be retained in the Service or invalided is to be made in the light of the rules in clauses (2) to (13). There is no difference of entitlement under this paragraph between airmen who are suffering from one type of disability and another or between airmen who are suffering from disabilities which are due to Service conditions and those which are not.

(2) Subject to the provisions of clauses (7) to (9) and (13), airmen who are unfit for duty are to be retained in the Service for a period, reckoned from the date of cessation of duty and excluding terminal and invaliding leave, not exceeding that stated below. The maximum periods are:

- (a) For all regular airmen serving on normal regular engagements, eighteen months.
- (b) Personnel undergoing initial training who are given a temporary JMES below A4 L2 M1 E1, and who are unable to continue with their training, will be given 6 months to regain a permanent JMES which meets the minimum selection criteria for their chosen Trade/Non-Commissioned Aircrew Category. Exceptionally, this timescale may be reduced, or increased, if it is considered to be in the best interests of the Service and/or the individual. For the ground employment component of the JMES, this should not be less than L2. Personnel failing to meet this requirement will be discharged from the Service but will be invited to re-apply if their medical condition improves such that they can meet the JMES criteria.

Provided an airman continues to require in-patient treatment in a hospital, convalescent home or rehabilitation centre, he is eligible to be retained in the Service for a minimum period of 5 months, reckoned as above; this is regardless of the normal date of expiry of the airman's full time service or of the probability of his becoming fit for further service.

(3) For the purpose of calculating the periods mentioned in clause (2) all periods of absence from duty due to the same disability are to be aggregated, except when they are separated by a continuous period of not less than six months. Periods of absence from duty due to different disabilities are to be aggregated only if they are consecutive.

(4) For the purpose of determining whether or not there is, or continues to be, a reasonable probability that the airman will become fit for duty within the appropriate period specified in clause (2), he is to be brought before a medical board:

(a) Five months after the date of cessation of duty, if he still requires in-patient treatment in hospital or in a convalescent or rehabilitation centre, and, thereafter, subject to the provisions of clauses (5) and (7) to (9), at intervals not exceeding four months; or

(b) on ceasing to require such in-patient treatment.

(5) An airman who has been absent from duty for five months or more, who continues to require in-patient treatment, and whose service is due to expire before the end of the appropriate maximum period laid down in clause (2), is to be brought before a further and final medical board two months before the date for termination of his service, unless a medical board is to be held, under the provisions of clause (4), during the preceding month, in which event this latter board is to be the final board to be held.

(6) If a medical board is in doubt whether there is a reasonable probability that an airman will be fit to return to duty within the appropriate period specified in clause (2), this is to be stated in the medical board's report, and the board are to give the best assessment of the case that is possible in the circumstances; assessments such as "doubtful", "to be assessed", are not to be used.

(7) If at any time a medical board, held in accordance with clause (4) or (5), certifies that there is no reasonable probability that an airman will become fit for duty within the appropriate maximum period specified in clause (2), or if an airman, who has been retained in the Service in the expectation that he will become fit, is still unfit at the end of the appropriate period, invaliding action is to be taken. Where exceptionally a medical board certifies that invaliding should be postponed beyond the maximum period specified in clause (2) under the provisions of AP 1269A, Manning may authorise postponement of invaliding for a period to be reviewed at intervals of not more than 4 months.

(8) An airman who, on medical examination within twenty one days of joining for duty, is found to be unfit for service from a disability incurred before entry, and who is unlikely to become fit for service within the appropriate period specified in clause (2), is at once to be discharged (under heading 16(a) of Para 607).

(9) When a medical board, held in accordance with clause (4) or (5), has certified that there is a reasonable probability that an airman will become fit for duty within the appropriate maximum period, but the service of the airman is due to expire before the end of that period, or the normal date of his transfer to the reserve or discharge has already passed, the airman is to be transferred to the reserve or discharged on the normal date, or as soon as possible thereafter, in the usual manner. In exceptional circumstances, however, the Defence Council may decide that an airman who is unfit for duty should be discharged under Para 607(15) before the normal date for termination of service.

(10) As an airman whose service is terminated under the provisions of clause (9) may be temporarily unfit for civilian employment, the papers relating to his case are to be referred to the DSS as if he had been invalided, to enable that department to assess entitlement, if any, to a non-effective award (see Para 608, clause (2)).

(11) Reference in this paragraph to airmen who "require in-patient treatment" is to be interpreted as covering only those airmen who are actually under treatment as in-patients in a hospital or in a convalescent or rehabilitation centre, or for whom such treatment has been prescribed by a responsible RAF medical authority as being immediately required. The term also covers airmen who are granted periods of leave between successive stages of in-patient treatment (e.g., where a surgical operation is performed in two or more stages); it does not, however, cover airmen who are sick, who may eventually require in-patient treatment, but for whom such treatment or further treatment cannot be immediately and affirmatively diagnosed as necessary.

(12) (a) Airmen who are discharged under Para 607(15) and (16)(b) are to be granted terminal leave and invaliding leave in accordance with JSP 760.

(b) Leave is to commence as from the date stated in the letter from Manning officially notifying the decision that the airman is to be discharged.

(c) Airmen, who under the provisions of clause (9), are transferred to the reserve or discharged, will not be entitled to invaliding leave, but will be entitled to terminal leave.

(d) Action is to be taken to ensure that, wherever possible, invaliding leave and terminal leave does not extend beyond the date on which the airman's period of service is due to end. When this is not possible, or when it would be inconsistent with the terms of clauses (4) or (13), the leave will nevertheless be granted, even though this involves the continuance of pay beyond the normal date of termination of service.

(13) Airmen serving abroad are to be subject to the rules in clauses (1) to (12) except that those who are to be invalided are to be returned to the UK as soon as possible, and will remain entitled to pay (and allowances, as appropriate) until they are medically boarded after disembarkation, and for the period of invaliding leave and terminal leave to which they are entitled, even though this may involve the continuance of pay beyond the appropriate period specified in clause (2), or beyond the normal date for termination of service.

(14) The arrangements in clauses (1) to (12) apply also to an airman who is admitted to hospital during terminal or invaliding leave provided that he has not otherwise already received the minimum entitlement to retention under clause (2) above. The remaining leave will be suspended during the period of in-patient treatment. An airman requiring continuous in-patient treatment who has been retained beyond his normal discharge date is to be discharged or invalided as appropriate at the end of the 5 months period, after taking the balance of outstanding leave.

621. Discharge on Medical Grounds for Airmen awarded a JMES A4 L5 M5 E5.

Sponsor: RAF Employment Policy

(1) The conditions to be fulfilled before an airman given a permanent medical employment standard A4G5 can be considered for discharge on medical grounds are:

(a) He must be declared permanently unfit for all forms of RAF service by a medical board convened:

(i) At the RAF Medical Board, at RAF Centre of Aviation Medicine.

(ii) At a Defence Secondary Care Establishment, if so authorised in AP1269A.

(iii) Exceptionally, under other arrangements as directed by DGMS(RAF).

(b) Manning must agree to accept the recommendations of the medical board.

(c) The medical board does not recommend postponement of invaliding as provided in Para 620(7).

(2) A decision to discharge an airman under the invaliding clause does not give him an automatic right to invaliding benefits. The award and amount of such benefits are at the discretion of the Defence Council. If there are factors involved that require the exercise of this discretion (e.g. if the disability appears to be due to causes partly or wholly within the airman's control) Manning will refer the case to the Discretionary Awards Panel.

(3) The detailed procedures set out in Appendix 9B are to be followed as soon as an airman is assessed by a medical board as permanently unfit for all forms of RAF service.

- (1) Airmen suffering from a psychiatric or psychological disorder will be given treatment, if they are considered suitable for it, up to the maximum period to which they are entitled under Para 620(2), in accordance with AP1269A.
- (2) If, at the end of the period of treatment, or when the medical condition has stabilized, an airman is considered unfit for service he is to be invalided in accordance with Para 620 and 621, Appendix 9B and the direction given in Surgeon Generals Policy Letter 11/05.
- (3) Should an airman, who still requires in-patient treatment either voluntarily or compulsorily, become due for discharge or transfer to the reserve before it has been possible to arrange for his disposal in accordance with clause (2), his discharge is to be delayed until such arrangements have been completed. Every endeavour is to be made to ensure that the arrangements are carried out with as little delay as possible.
- (4) An airman due for discharge or invaliding action is to be released in accordance with extant discharge procedures.

623. Discharge for Medical Reasons of Airmen undergoing Sentence.*Sponsor:RAF Employment Policy*

- (1) When an airman undergoing a sentence of detention is considered to be unfit for further service, he is to be brought before a medical board. If the medical board recommends that he should be invalided, a further opinion is to be recorded in the board's proceedings (FMed 21) as to whether or not he is considered to be:
 - (a) Fit to carry out full duties at a corrective establishment or detention barrack, or,
 - (b) Fit to complete a modified form of detention.
- (2) (a) Where detention was awarded by a court-martial, the medical board's proceedings are then to be referred as follows:
 - (i) If less than five months of the sentence have been served, to the HQ Air (Casework 4) provided that such reference is practicable and will not entail undue delay;
 - (ii) in all other cases, to the group in which the airman may be for the time being.
- (b) Where detention is awarded summarily, the medical board's proceedings are to be forwarded to the AOC the group who is superior in command to the CO who awarded the punishment.
- (3) The competent authority of the group to which the proceedings are sent under clause (2), if he approves invaliding, is to sign FMed 21 and forward the medical board's proceedings to the AOC who is to reconsider the sentence (see Para 1234) or review the summary award (see Para 1077). When an airman has been sentenced to dismissal with disgrace under Para 607(6), or discharge is contemplated under Para 607(6) or 607(7) following a civil conviction, under 607(6) or 607(7) for misconduct, or under 607(20) having given a false answer on attestation, no action is to be taken to effect the airman's discharge on medical grounds until the question of disciplinary discharge has

discharge on disciplinary grounds, discharge under Para 607(6), (7), or (20) as appropriate is to be effected in lieu of any invaliding action recommended by the competent medical authority. The following points are to be borne in mind:

- (a) Although an airman may not be fit for full duties at a corrective establishment or detention barrack, he may be able to undergo a modified form of detention. But an airman is not to be sent to a corrective establishment or detention barrack if his medical condition requires treatment in a hospital.
 - (b) The fact that an airman requires hospital treatment is not necessarily a sufficient reason for remitting, suspending, or commuting a sentence or varying a summary award. The utilization of manpower and the inconvenience involved in providing an escort in a hospital should be balanced against the interests of discipline which may require that the full award should appear on the airman's conduct sheet and that he should suffer the penal forfeiture of pay incidental to detention.
 - (c) Only unsatisfactory conduct subsequent to suspension of a sentence would normally justify an order to put a suspended sentence into execution (see Para 1240).
 - (d) Evidence contained in the proceedings of a medical board tending to show that the airman was wrongfully convicted may properly be disregarded if the offender had full opportunity of adducing such evidence at his trial and may have refrained from doing so in order to avoid a finding under Section 168 Armed Forces Act 2006. (See also the MAFL, Chapter VII, Para 31).
- (4) When the sentence of a court-martial has been reconsidered, the AOC is to record the result on Form **1375** and forward the medical board's proceedings, together with his decision, to Manning, who is to take the necessary action.
- (5) When an airman under sentence awaiting committal to a military prison and detention barrack, corrective establishment or a civil prison is considered to be unfit for further service, action is to be taken in accordance with clauses (1) to (4).

623A. Discharge of Warrant Officer on Reduction to the Ranks.

Sponsor: RAF Employment Policy

A warrant officer (including airman holding master aircrew rank) who is reduced to the ranks in accordance with Para 1027 or by sentence of a court-martial, may in accordance with Section 331(3), Armed Forces Act 2006 claim his discharge in accordance with Para 607(4)(a). This provision does not apply when state of war exists or men of the reserve are called out on permanent service.

624. Discharge from Prison or Detention Barracks.

Sponsor: RAF Employment Policy

- (1) If an airman is to be discharged in accordance with Para 1118, or Para 1119, action as indicated in the following clauses is to be taken.
- (2) Manning is to issue the necessary discharge instructions to the airman's parent unit. Unless instructions to the contrary have been given by Manning the effective date of discharge is the date the Competent Authority made the decision. Discharge action as laid down in Para 2229 and Appendix 8 is to be completed in full and the documents, including Forms 856, 856A, B and C, to be given to the airman, together with any credit balance of pay, are to be sent to the CO of the detention barrack or prison, to be handed to the airman on discharge from detention or imprisonment. It should

be noted that completion of Forms 856 and 856B and related personnel documentation is not to be delayed because full unit clearance cannot be given at that stage.

(3) If the airman claims a disability, he is to be examined by the MO of the detention barrack or prison and a statement of his case on FMed 19 (Revised) and FMed 24 is to be submitted, through Manning, to the competent medical authority of the area in which the barrack or prison is situated. If the competent medical authority concurs in the need for a medical board, he is to arrange for the airman to be examined. This board is normally to consist of one air force MO and the MO of the detention barrack or prison. FMed 19 (Revised) and FMed 24 are to be completed and returned to Manning.

(4) When an airman is sentenced to imprisonment or detention at the expiration of which he will not return to regular air force service, he is to be permitted, prior to committal to the removal of his private property, then in his possession, at public expense in accordance with current regulations. Similarly, if not too bulky, his possessions may be taken with him on committal and transferred to the custody of the civil prison or military or air force establishment except that if he is in possession of civilian clothing, this he will invariably take with him on committal for wear at the time of his discharge. If he declines or fails to express a preference as to disposal or takes no disposal action, any articles remaining in air force charge after committal are to be sold by auction and the proceeds credited to his account. This action together with that specified in Para 1124(4) will be taken by the unit to which the airman belonged at the time of committal.

(5) Clause (4) will not apply to deserters and airmen convicted of an offence, whose property is to be dealt with as laid down in paras 1301 and 1302.

(6) See Appendix 28C, Section 4 as to disposal of medals, etc.

(7) Where an airman is discharged following the imposition of a sentence of imprisonment by a civil court, the effective date of discharge is the date the Competent Authority made the decision; unless instructions to the contrary are given by Manning.

624A. *(Omitted)*

625. Discharge or Transfer to the Reserve Abroad.

Sponsor: RAF Employment Policy

Airmen serving abroad who are due for discharge or transfer to the Reserve may apply to be discharged or transferred to the Reserve locally.

626. Discharge on Extreme Compassionate Grounds.

Sponsor: RAF Employment Policy

(1) An airman serving on a regular engagement may submit an application for free discharge on extreme compassionate grounds. Discharge will normally only be granted where there is satisfactory evidence to show that his retention in the Service would cause real distress.

(2) Discharge on extreme compassionate grounds is to be approved by Manning APC 4. Any debtor balance on an airman's account is to be cleared prior to discharge being effected.

(3) Each application is to be thoroughly investigated by the CO of the unit and forwarded, together with his remarks, direct to Manning. Every application is to be forwarded whether the CO is able to recommend it or not.

(4) Each submission to Manning APC 4 is to be accompanied by the following:

- (a) The airman's personal application which is to give a full statement of the facts.
 - (b) *A report by the SSAFA.* Should the airman reside in an area where this organization does not operate the report may be provided by a responsible person such as a Magistrate, or Justice of the Peace, or a Minister of Religion. (For farming cases the report is to be obtained from the area office of the Agricultural Executive Committee).
 - (c) In cases of illness, a recent certificate by a registered medical practitioner giving full medical evidence including, if possible, the prognosis.
 - (d) A list, giving names, ages and addresses, of wife, parents, children and other near relatives of the airman.
 - (e) The airman's address if he has been granted permission to live out or sleep out.
 - (f) Information whether the airman's account is in debt or in credit. If it is in debt it is to be stated whether the airman is prepared to clear the debt by a cash payment.
 - (g) If serving overseas, a certificate stating that the airman is aware that he may be required to meet the cost of his (and, if appropriate, his family's) passage to the UK.
- (5) The above procedures do not apply to airmen and NCA who apply for discharge on grounds of conscience who are dealt with in accordance with AP 3392, Vol 5, Leaflet 113.

627-628. (Omitted).

629. Discharge on Pregnancy.

Sponsor: RAF Employment Policy

- (1) Female personnel who become pregnant or suspect that they may be pregnant are to seek medical advice as soon as they become aware of their condition.
- (2) Female personnel serving in the UK may obtain medical advice from a civilian medical practitioner of their own choice or from the MO of the unit on which they are serving. In order that their health can be safeguarded while on duty it is necessary, where a civilian medical practitioner is consulted, that they inform their unit MO in confidence immediately pregnancy is confirmed, even if the pregnancy has been or is to be terminated, and regardless of whether their duties have been interrupted. Those serving abroad are to obtain medical advice from a SMO.
- (3) Female personnel who miscarry or for whom, after appropriate consultation, termination of pregnancy is arranged are to be treated as gynaecological cases.
- (4) In cases other than those referred to in Para 3 personnel who become pregnant will be given the option of either:
 - (a) discharge from the Service, or
 - (b) a period of maternity leave.

Full details of the procedure for those opting for discharge are contained in AP 3392, Vol 2, Leaflet 710. Detailed procedures for maternity leave are contained in JSP 760.

- (5) Manning will issue the necessary discharge instructions where appropriate. If the airwoman desires an immediate discharge this should be given.

630-635. *(Omitted)*

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CHAPTER 11

ENGINEERING**SECTION 1 - GENERAL****636. Introduction.***Sponsor: SO1 Eng Pol*

Service personnel, civil servants and contractors undertake Defence engineering tasks across a broad spectrum of disciplines which have a direct impact on operational effectiveness, personal safety and efficiency. It is therefore essential that regulations are in place to provide clear direction and auditable lines of responsibilities for engineers. This regulation provides the overarching tri-Service engineering regulation to which all subordinate policy and regulations are to adhere.

637. Applicability.*Sponsor: SO1 Eng Pol*

This regulation applies to all personnel engaged in engineering and associated tasks across Defence.

638. (Omitted)**SECTION 2 - RESPONSIBILITIES****639. (Omitted)****J640. Principal Engineer¹***Sponsor: SO1 Eng Pol*

Principal Engineers (PEs) are authorised by the relevant Front Line Command or IPTL and will be the senior engineers responsible for the engineering standards and practices within a ship, unit, station, establishment or theatre of operation. PEs are to have direct access to the appropriate commander to whom they are responsible for all professional engineering matters and act as the single point of contact for engineering advice for the scope of their responsibility, including activity not necessarily under their direct command. In addition to any command responsibilities, delegated Preservation of Airworthiness responsibilities where applicable and specific items detailed in their Terms of Reference or contract, PEs are responsible for:

- (1) The establishment and operation of an organizational structure, in terms of personnel, procedures and geographical layout that provides a sound framework for safe, efficient and effective engineering activity.
- (2) The management, care, custody and security of all personnel and equipment assets within their charge.
- (3) The professional management of engineering resources under their control.
- (4) Ensuring that the required engineering standards and authorised practices are employed.

¹ For RN read Principal Air Engineer.

- (5) Compliance with the relevant orders and instructions issued by higher formation, contracting authority or Host Nation.
- (6) The efficient engineering management of technical equipment, including aircraft, for which they are responsible.
- (7) Ensuring that an integrated Quality Management System and Quality ethos exist across all support activities.

J641. Subordinate Engineers.*Sponsor: SOI Eng Pol*

Subordinate Engineers² (SE), are engineer officers, warrant officers, or civilians of equivalent status and exceptionally SNCOs, who are responsible to the PE for the performance of their engineering duties. SEs may include personnel not directly under command of the PE. They are responsible for:

- (1) Advising the PE on all engineering matters appropriate to their appointment.
- (2) The professional management of engineering resources under their control.
- (3) Ensuring that the required engineering standards and authorised practices are employed.
- (4) The efficient engineering management of the aircraft or other technical equipment for which they are responsible.

J642. Engineering Tradesmen³.*Sponsor: SOI Eng Pol*

(1) **Managers.** Managers⁴, are responsible to their immediate superiors, service or civilian, for the efficient management of resources within their area of control and for controlling the quality and quantity of work produced. These responsibilities apply also to NCOs who are placed in charge of bays, sections or flights.

(2) **Supervisors.** Supervisors⁵ are responsible to the appropriate managers, service or civilian, or subordinate engineer where no managers are established, for the engineering administration, appropriate to their ranks and appointments, of the duties of their trades. They are responsible for supervising the work done by the tradesmen under their control, for ensuring that correct engineering standards and practices are used, for assuring the quality and completeness of the work undertaken, and for the further development of the skills and knowledge of their subordinate tradesmen.

(3) **Operatives.** Operatives⁶ are to be employed in the maintenance of technical equipment or aircraft. Supervisors may also be employed as operatives, as circumstances require. Operatives are responsible to their supervisors, service or civilian, for carrying out tasks as directed and in accordance with correct trade practices and the relevant regulations and procedures. Operatives are also responsible for the quality and completeness of their work and where authorized to self-supervise will have responsibility for the work they undertake when

² For RN read subordinate Air Engineer.

³ For RN read Air Engineering Technicians.

⁴ For RAF normally OR7 to OR9 subject to appointment.

⁵ For RAF normally OR4 to OR6

⁶ For RAF normally OR2 or OR3

acting as a self-supervisor.

643-646. (Omitted)

SECTION 3 - ORDERS AND INSTRUCTIONS

647. Engineering Policy, Orders and Instructions.

Sponsor: SOI Eng Pol

Engineering policy and instructions shall provide clear and concise direction on the execution of engineering practices. Specifically, primary MAE guidance is set out in JAP100A-01 and is to be followed in the absence of any other instruction, or unless specifically directed otherwise, e.g. AP600 within the CIS environment. Subordinate policy shall provide amplification to the higher policy or task specific policy when not covered by the primary guidance. FLCs and IPTs are responsible for promulgating amplifying regulation as required.

648. (Omitted)

649. Acquaintance with Orders.

Sponsor: SOI Eng Pol

All personnel operating within a Defence engineering environment are to ensure that they have access to, are familiar with, and abide by engineering policy and instructions.

650-652. (Omitted)

SECTION 4 - MAINTENANCE OF AIRCRAFT AND OTHER TECHNICAL EQUIPMENT

653. Maintenance – General.

Sponsor: SOI Eng Pol

The engineering authority for each type of aircraft or other technical equipment is to:

- (1) Undertake its higher engineering management as described in JAP100A-01 or AP600
- (2) Define the policy for its maintenance and promulgate instructions accordingly.

654. (Omitted)

655. Control of Maintenance.

Sponsor: SOI Eng Pol

The maintenance of aircraft and other technical equipment shall be controlled in accordance with the policy laid down in JAP100A-01, AP600 or as specifically detailed within the equipments maintenance support contract.

656-699 (*Omitted*)

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CHAPTER 12

FLYING

J700. Flying Regulations - General.*Sponsor: IFS(RAF)*

(1) It is the duty of all aircrew and such others as are concerned in the operation of Service aircraft to acquaint themselves with the orders and instructions contained in JSP 318 (Military Flying Regulations) which contains both joint and single-service flying orders and instructions.

(2) When personnel of one Service are attached seconded or on loan to another Service for duty or training they are to be subject to the flying orders, regulations and instructions of the Service to which they are attached, seconded or on loan.

J701. British Service Personnel serving in Commonwealth and Foreign Air Forces.*Sponsor: RAF Employment Policy*

(1) Service personnel serving on exchange, secondment or loan, or undergoing courses of instruction in a Commonwealth air force are to comply with the flying regulations issued by that particular force.

(2) Service personnel serving on exchange, secondment or loan, or undergoing courses of instruction in a foreign air force are to comply with the special instructions issued to them before taking up their appointment.

702. (Omitted)**J703. Customs and Health Regulations.***Sponsor: Policy Staffs, HQ RAFP*

(1) COs are to ensure that Customs, Immigration, Finance and Public Health regulations are observed in accordance with the current instructions.

(2) Service aircraft may not carry:

(a) any goods whose importation is prohibited

(b) any dutiable goods, except when they are being landed under the regulations promulgated in:

(i) JSP 356 - Joint Service Manual of Travel Instructions.

(ii) BR 1990 - Customs and Immigration Regulations for the Royal Navy.

(3) Customs examinations of classified documents carried in service aircraft "by hand of pilot" are to be in accordance with JSP 440.

(4) CO's are also to ensure that, in the UK, the Memorandum of Understanding between HM Customs and Excise and the RAF is fully complied with.

(5) This QR is to be read in conjunction with AP 1990 - The Manual of Air Transport

Security.

704-709. (Omitted)

J710. Reporting of Aircraft Accidents and Noteworthy Incidents.

Sponsor: IFS(RAF)

(1) The MOD is to be advised without delay of accidents, and noteworthy incidents likely to generate interest from the Press, involving the following:

(a) UK military aircraft or any aircraft on contract charter or lease to MOD, regardless of location (JSP 318 Military Flying Regulations Order 07101 refers).

(b) Foreign military aircraft anywhere in UK and at or near Service establishments abroad.

(c) Civil aircraft at or near Service establishments in UK and abroad.

(2) Procedures for the reporting and investigation of accidents and incidents involving military aircraft are detailed for the respective Services as follows:

(a) RN - JSP 318 Chaps 170-173.

(b) Army - JSP 318 Chaps 270-273.

(c) RAF & Foreign - AP 3207 Manual of Flight Safety Chaps 5-12.

(3) RAF Procedures for reporting civil aircraft accidents and incidents are detailed in Chap 12 of AP 3207.

(4) Casualties resulting from an aircraft accident are to be reported immediately as follows:

RN - in accordance with QR's (RN) Chapter 16.

Army - Casualty Procedure 1995, Chap 18 (Code No 12974)

RAF - to (RAF) PMA (Cwk) (Casualty); detailed procedures are given in AP 1922 (Casualty Procedure).

(5) Special procedures, including the activation of a Central Casualty Section (CCS), may be needed to deal with a serious accident to one of the large passenger-carrying aircraft operated by or on charter to the RAF. Details are given in JSP 354 (Casualty Procedure - Serious Aircraft Accident).

(6) The HQ RAF P&SS operations room is to be informed of any aircraft accident and noteworthy incidents.

J711. Action by a Commanding Officer after the Report of an Aircraft Accident or Forced Landing.

Sponsor: IFS(RAF)

(1) The CO of a ship or unit to whom an aircraft captain has reported an accident or forced landing is to take charge of the aircraft forthwith and is to issue such orders to the aircraft captain

as may be necessary.

(2) The CO of the ship or unit to which the aircraft captain belongs is, until such time as the latter reports to him, to issue any necessary instructions with regard to the aircraft captain through the officer temporarily in command of the aircraft captain.

(3) The CO of the ship or unit to which the report of the forced landing or accident has been made is responsible for taking action under relevant orders in JSP 318 Military Flying Regulations, Defence Council Instructions, AP 3207 (RAF Manual of Flight Safety), AP 100V-10 (Post Crash Management - Aircraft - General), AP 1922 (Casualty Reporting Procedure) and JSP 354 (Casualty Procedure - Serious Aircraft Accident).

(4) The CO responsible for the aircraft (whether it be the CO of the parent unit or the CO to whom the accident has been reported) is responsible, until formally relieved, for the following:

(a) Guarding the wreckage, as detailed in JSP 318 Order 07201, until it is released by the President of the Board of Inquiry (BOI) or FONA (RNAIU)/HQ DAAvn as appropriate. RAF specific instructions concerning guarding are contained in AP 100V-10.

(b) Ensuring that wreckage is not disturbed, except to save life or at the specific request of the Police.

(c) Cordoning off the wreckage pending the arrival of BOI personnel [for RN - RNAIU]. The BOI President, Aircraft Recovery Officer (ARO) or RNAIU may specify additional cordon measures when they arrive on site.

(d) Controlling access to the site to prevent hazard from unexpended ordnance or crash products.

712-718. (Omitted)

J719. Civil Flying use of MOD Airfields.

Sponsor: CS(Sec)1

Civil aircraft may use MOD airfields only in the circumstances and under the conditions laid down in JSP 360 unless otherwise authorised by the MOD.

J720. Use of Privately Owned Aircraft by Service Personnel - General.

Sponsor: CS(Sec)1

(1) Private aircraft in the possession of Service personnel are civil aircraft and the regulations concerning civil aircraft apply to them and to their owners in so far as such aircraft are concerned. Service personnel piloting a civil aircraft must also comply with civil air navigation legislation (including orders, regulations and the like) in force in the country or countries in which the flight takes place, and must hold a civil pilot's licence. No pay or remuneration or allowance may be accepted from civil sources and leave of absence must be obtained should any absence from Service duty be involved.

(2) A civil aircraft is not to be piloted by Service personnel who are permanently or temporarily unfit for flying.

(3) A member of the Forces who uses a private civil aircraft is advised to cover all risks by insurance as, except for sick leave and medical treatment and any entitlements based on length of service, the MOD will not accept any responsibility for any accident or damage to property of the

Serviceman himself, or of any other Service personnel or other parties, occasioned during or by a private flight (see Para **J722** for duty journeys).

J721. Use of Privately Owned Aircraft for Air Displays.

Sponsor: CS(Sec)1

(1) **Single Aircraft.** Under the terms of Para **J720** Service personnel may fly a private aircraft at an Air Display, provided that they have obtained the permission of their CO, who must not be below the rank of Captain RN, Colonel or Group Captain.

(2) **Teams of Aircraft.** Under the terms of Para **J720** Service personnel may fly private aircraft at an Air Display as part of a team, provided that all the Service members of the team have received the specific permission of their Flag Officer, GOC or AOC as appropriate.

J722. Use of Privately Owned Aircraft for Duty Journeys.

Sponsor: DDP(P&A)(RAF)

(1) Subject to Para **J720**(2) above, Service personnel who own private aircraft and who are in possession of a current civil pilot's licence for the aircraft type may be granted permission by their COs to fly their private aircraft on approved duty journeys instead of using other means of transport. Such permission is not to be given unless the following conditions are fulfilled:

(a) The use of the aircraft must be covered by a comprehensive insurance against accidents to the assured, against bodily injury to, or death of, third parties^{1 2} including passengers, and against damage to the property of third parties including passengers. The pilot must also ensure that his insurance policy covers the use of the aircraft on official business and that it is not held to be invalidated by the carriage of official passengers in respect of whom an additional allowance is admissible. The policy must be suitably endorsed to this effect or an appropriate assurance in writing obtained from the insurers. (Loss of or damage to the aircraft is to remain the responsibility of the owner and no claim on that account against the MOD is to be admitted).

(b) A signed undertaking must be obtained from the pilot in the following terms:

"To the Secretary of State for Defence: I understand and agree that the following are conditions of my being granted permission to use a private aircraft in the course of my employment as a person in the service of the Crown and of my being eligible to claim an allowance for such use of a private aircraft:

(i) That in the event of a claim being made (whether by legal proceedings or otherwise) that the Crown is liable to any person for injury (including death), loss or damage sustained directly or indirectly in consequence of such use of a private aircraft:

(ii) I will indemnify the Crown against all compensation, damages, costs, charges and expenses paid or incurred by the Crown in respect of that claim, and

(iii) I will accordingly repay to the Crown any sums the Crown may disburse by reason of the claim and will pay the Crown all costs and expenses incurred by the Crown in dealing with the claim, including the costs and expenses of legal proceedings.

(iv) *That my liability by virtue of the foregoing conditions shall be covered by a policy or policies of insurance in terms approved by the MOD (DC&L(F&S) Claims)".*

(c) An undertaking must be obtained from the insurance company that it will indemnify the Crown in the event of a claim being made against the Crown as the insured's employer, to the same extent as the pilot has agreed to indemnify the Crown, on the understanding that the insurers are allowed to retain control of the claim. The policy holder must, therefore, ensure that the insurance company includes a paragraph embodying this additional undertaking in any endorsement placed on the policy to cover the risks when using the aircraft on official business.

(d) The aircraft and its installations must be inspected and certified as in all respects airworthy by a competent person within 24 hours before the flight. Certification by the appropriate tradesman, either AIS qualified or an engineer not lower in rank than petty officer RN or sergeant is to be regarded as satisfying this condition.

(2) Permission under clause (1) above is to be given by the CO before each particular flight is undertaken, in the following form:

"I hereby givepermission to fly his private aircraft on a duty journey

onfrom.....to

.....approved duty journey and nature of the duty is as follows:
I hereby certify that this is an the

.....
.....

I have satisfied myself that the pilot's private aircraft is insured and that the MOD have approved the insurance requirements covered by Para **J722(1)(a)** and (c). I have further satisfied myself that the aircraft has been properly maintained and inspected as required by Para **J722(1)(d)**."

The completed document and also the signed undertaking required by Para **J722(1)(b)**, are to be retained by the CO. A copy of the signed undertaking is to be forwarded to MOD (DC&L(F&S) Claims) for retention.

(3) Under no circumstances is permission to be given to pilot borrowed aircraft on a duty journey.

(4) Permission to pilot private aircraft on duty journeys is to be confined to Service personnel qualified as pilots under the terms contained in JSP 318 (Military Flying Regulations). Subject to Para **J720(2)** above, however, permission may be granted by COs in suitable cases for Service personnel of any branch to be carried as duty passengers. No passengers other than Service personnel travelling on duty, are to be carried on duty journeys. In such cases, the certificate in Para **J722(2)** above is to be extended as follows:

"I further give permission for the following Service passengers to be carried on the flight

.....

the nature of their duty being as follows:

.....
 "

(5) Motor mileage allowance as for private motor vehicles may be claimed for private aircraft used for Official duty journeys as laid down in Para 2516. The mileage is to be that actually covered by the aircraft and not the notional road distance, although any mileage travelled by the officer or airman in his own car to reach the airfield of departure is permissible provided the total mileage does not exceed the distance if the journey had been solely completed by car by the most direct route. Overseas where the use of a private aircraft is authorised for a duty journey which normally involves a sea or air passage the amount refundable is to be restricted to that which would have been admissible had the journey been carried out by the alternative means. The appropriate passenger allowance may be claimed in respect of each authorised official passenger.

(6) The use of private aircraft for duty journeys is not to entitle the owner to the free use of petrol, oil or other stores, or to the maintenance of the aircraft at public expense. Charges for landing, navigation and parking may be made under the terms of the relevant DCI's. No charge, however, is to be made for the inspection referred to in Para J722(1)(d) above, provided that this involves no extra expense to public funds.

(7) In order not to prejudice claims in respect of disability or death arising from an accident occurring during a duty journey, or in respect of claims for retired pay and pension, widow's or dependants' awards, sick leave and medical treatment, it is essential that:

- (a) All the conditions laid down in Para J720(1) and (2) and Para J722(1), (2) and (3) are fulfilled.
- (b) The accident was not due to the faulty maintenance of the aircraft.
- (c) The journey was one for which mileage allowance is admissible.

(8) For the purposes of a duty journey, the provisions of this Regulation are to apply to flights within Great Britain or Northern Ireland or within a station or unit abroad. They are not necessarily to apply to flights from the British Isles to a station or unit abroad or vice versa, nor to inter-station or inter-unit flights abroad. Special conditions are to be laid down for such flights according to the special circumstances and they are normally to be undertaken at the Serviceman's own risk.

(9) For the purposes of this Regulation, a flight is not to be regarded as a duty journey if Service personnel are proceeding between their home and their normal place of duty.

723-724. (Omitted)

J725. Parachute Descents.*Sponsor: MOD - D Jt Cap*

- (1) Parachute descents, other than forced descents, are to be made only by:
 - (a) Trained parachutists whose duties require it;
 - (b) Service personnel on authorised parachute training courses at No 1 Parachute Training School, or at Foreign or Commonwealth Military Parachute Schools with the authority of MOD (D Jt Cap – JM2).
- (2) Experimental parachute descents are to be made only on the authority of the MOD (S&AD IPT or D Jt Cap – JM2).
- (3) The prior approval of the CO concerned is required for all cases under (1) and (2) above.
- (4) This regulation relates to duty parachute descents from Service aircraft. It does not refer to sport parachuting or adventurous training free fall parachuting at Joint Service Parachute Centres; the orders and instructions for these activities are given in DCIs.

726. (Omitted)**J727. Eligibility for Flying Badges.***Sponsor: Gp Capt Flying Training (GCFT)*

- (1) The term "flying badge" is used to include all badges worn by personnel who have successfully completed a prescribed course of flying training. The initial award of a flying badge is on a provisional basis. It is not deemed to be fully earned until the holder has successfully completed an operational conversion or equivalent course and has joined an operational or non-operational unit in the capacity for which the provisional badge has been awarded. Joining is defined for each Service as follows:
 - (a) RN: on issue of the Certificate of Competence.
 - (b) Army and RM: on award of the badge.
 - (c) RAF: On initial award of either Combat Ready status or B1 flying instructional grade.
- (2) When the badge has been earned, the holder may continue to wear it after they have ceased to carry out flying duties. Once earned, the badge may be withdrawn only on the directions of the Admiralty Board, the Army Board or the Air Force Board.
- (3) The flying badge may be withdrawn at the discretion of the appropriate Service Board if the holder fails to complete the training specified in clause (1) above. The badge may also be withdrawn if at any time the holder is removed permanently from flying duties for disciplinary or other reasons.
- (4) A member of aircrew who is qualified for more than one badge is not to wear a badge other than that appropriate to the particular flying duty in which they are currently categorised or mustered, except where MOD authority is granted. An individual who is entitled to wear a badge

former category until award of the flying badge of the new category.

- (5) The authority for the entitlement to a flying badge is:

RN	-	MOD(DNW)
Army	-	MOD(DAAvn)
RAF (GCFT))	-	HQ PTC (Gp Capt Flying Training)

Any questions on entitlement are to be forwarded through normal channels to the appropriate authority mentioned above.

- (6) Flying badges are to be worn as laid down in the dress regulations for each Service (RAF regulations are published in AP 1358 Dress Regulations for the RAF). Any questions on the wearing of flying badges are to be forwarded through normal channels to HQ PTC (P1(Cer)(RAF)).

- (7) (RAF only). The type of badge to be worn is described in Para 206.

J728. Eligibility for Preliminary Flying Badges.

Sponsor: GC Trg(Air)

- (1) A preliminary flying badge may be awarded to RAFVR and RAFVR(T) personnel who successfully complete a course of flying training and a ground examination which may from time to time be specified by the AOC in C HQ PTC. The badge is to be worn as specified in AP 1358 (Dress Regulations for the RAF).
- (2) A preliminary flying badge is not to be worn by members of the regular RAF, except whilst they are members of University Air Squadrons.

729-732. (Omitted)

J733. Passenger Flights - General.

Sponsor: STC LP 3 (Movs)

- (1) **RAF Transport and Communication Aircraft.** Paras **J734-J739** do not apply to the following flights:
- (a) Flights by RAF transport and communication aircraft (except local training flights where the passenger is carried for the whole of the journey from and to the same airfield).
- (b) Flights by The Queen's Flight. Conditions for these flights are given in JSP 327, JSP 356 and single-service regulations.
- (2) **Indulgence Passages.** The regulations concerning Indulgence Passages are given in JSP 356.
- (3) **Passenger Safety.** Before being flown, passengers are to be briefed on all emergency procedures and safety systems in the aircraft. Passengers must arrive at the station of departure at the hours stated in order to allow adequate time for briefing by responsible authorities on regulations covering the conduct of passengers during the flight and action in an emergency. Where practicable, the following notice is to be shown to all passengers in British Service aircraft:

Notice to Passengers

"(a) The Captain of the aircraft has authority over all occupants, irrespective of rank, and is entirely responsible for the safety of the aircraft in the air, on the ground or on water. Passengers must therefore immediately carry out all instructions given by him during the whole period that they are on board the aircraft.

(b) The captain of the aircraft is entitled to make a decision that conditions are unsuitable for taking off and in no circumstances is he required to accept a representation to the contrary made by a passenger."

(4) **Air Passenger Tickets.** The following regulation regarding Air Passenger Tickets applies to passengers of whatever category and is to be strictly observed:

(a) No Air Passenger Ticket is to be issued to any person who is given gratuitous carriage in a Crown aircraft.

(b) The form of Air Passenger Ticket set out in **J Appendix 12** is to be issued to every passenger (including members of the British Services) who pays a fare or on whose behalf a fare is paid. If there is any doubt at the commencement of a flight whether a fare will be payable an Air Passenger Ticket is to be issued. "Fare paying" includes all persons travelling under the terms of JSP 356, Chapter 5.

(5) **Payment of Fares.** The provision contained in this regulation and in paras **J734-J739** are not to be read as implying that approved passages will be allowed without charge and passengers are to be warned accordingly before the flight takes place. Where it is appropriate to make a charge, this is to be waived only in exceptional circumstances and with MOD authority. However, when a passenger is carried in the Service interest (see Para **J737(1)**) a fare is not to be charged.

(6) **General Conditions - Indemnities.** The general conditions applying to flights in Service aircraft by the various categories of passenger or crew dealt with in Para **J734-J739** are summarised for convenience in **J Appendix 11A**. This appendix indicates the special action required from a Service authority (e.g. as to indemnities) in particular cases; the references to compensation or benefits in the event of accidents are included for guidance only as individual cases are determined by the relevant regulations or law. In general, indemnities are not required from individual passengers, except where specially indicated.

J734. Passenger Flights for Members of the Regular Services, the Auxiliary Services and the Reserves.

Sponsor: STC LP 3(Movs)

Members of the Armed Services and Nursing Services (including the Reserves and the Auxiliaries of any of these Services) and Commonwealth or Foreign Service personnel on exchange duties may be flown as passengers in British Service aircraft:

(1) On duty.

(2) When proceeding on or returning from leave, provided that the flight has already been arranged for a Service purpose, or would have been arranged irrespective of the request, and that the passenger uses a seat which would otherwise have been unoccupied.

Carriage in these circumstances must be approved by a CO not below the rank of Commander RN,

Lieutenant-Colonel or Wing Commander. The officer authorising the flight is to satisfy himself that it has been approved accordingly.

J735. Passenger Flights for Members of the Cadet Forces.

Sponsor: STC LP 3(Movs)

(1) Members of all sections of the Combined Cadet Force, the Sea Cadet Force, the Army Cadet Force, the Air Training Corps and such officially recognised organisations as are detailed in DCI's and Single-service regulations may fly as passengers in Service aircraft at the discretion of COs, provided that:

- (a) The flights are training flights that present no unusual hazard.
- (b) The cadets are deemed to be on duty at the time.
- (c) The flight does not extend beyond the UK or the territorial boundaries of a station or unit abroad, unless approved under specific single-Service regulations, or by the MOD.
- (d) Flights in single-engined aircraft do not proceed over the sea.
- (e) Each cadet has a certificate giving the written consent of his parent or guardian. Cadets not in organized parties and who are still at school must also have the written permission of their headmaster.
- (f) Sports teams of cadets are not carried without prior approval from the MOD.

(2) Cadets are to wear parachutes if required by single-Service regulations and are to be briefed on flying clothing and survival equipment.

736. (Omitted)

J737. Flights for Civilians.

Sponsor: STC LP 3(Movs)

(1) **Policy.** COs not below the rank of Commander RN, Lieutenant-Colonel or Wing Commander may approve a passage for any civilian in a British Service aircraft provided they are satisfied that the Service or the British national interest is furthered by the flight. Where a passage is not justified in the Service or national interest, but other good reasons exist, prior MOD approval must be obtained, except where a standing authority already exists. There are, however, special arrangements for certain categories of flights which are detailed below. The officer authorising the flight is to satisfy himself that it has been approved accordingly.

(2) **National Interest.** Passages for civilians in the British national interest must be reported to the MOD, if possible in advance (see also Para **J733(5)**).

(3) **Crown Servants - Duty Journeys.** Passages for Crown Servants on duty may be approved in accordance with clause (1) on production of written authority in the form as given in clause (5) from the employing department concerned.

(4) **Crown Servants - Crew Duties.** When there is a requirement for scientific, technical or meteorological civilian staff to fulfil specified crew duties in Service aircraft, they are to have written authority in the form given in clause (5), signed by a CO, Director or Superintendent, not

Royal Fleet Auxiliary.

(5) **Duty Certificate.** Written authority under clauses (3) and (4) above is to be given in the following terms:

"The Commanding
Officer

Service
unit

Mr.....who is a member of the.....(Department,
etc) of

the MOD is required to fly on duty for the purpose of.....

.....
Rank or Grade

(6) **Contractors' Staffs - flights which may be approved.** Flights for MOD Contractors and their staff who are employed directly on the repair maintenance, modification or support of service aircraft may be approved by an officer of the rank of Commander RN, Lieutenant Colonel or Wing Commander. The carriage of contractors staff deemed essential to support detachments or the recovery of diverted aircraft or for the recording of technical data during flight tests, would automatically qualify for approval. Where the purpose of the flight does not adhere strictly to these categories, the approving officer should satisfy himself that it is nevertheless within the service interest and that such flights are only undertaken on an opportunity/spare capacity basis at no extra cost to the public. All flights by contractors staffs may only be approved where the contractors have indemnified the MOD or where appropriate provision exists in the contract with regard to indemnities. Where no indemnity provision exists, approval may be given only if the work to be carried out is essential and cannot be undertaken by service personnel.

(7) **Police, Fire Services and Civilian Rescue Agencies.** COs of Service units may authorise the use of helicopters and fixed-wing aircraft under their control to carry police, local authority, fire service personnel and members of recognised civilian rescue agencies in an emergency or for training in this role where approved by the MOD and a prescribed form of indemnity has been completed by the authority concerned. (See the form of indemnity in **J Appendix 11B** and also **J Appendix 11A**, serial No 6, column 4).

(8) **Ambulance Services.** In exceptional circumstances, helicopters or fixed-wing aircraft may be used to carry to hospital civilian patients who are seriously ill and for whom no other suitable form of transport is available. Arrangements between the MOD and the DH for dealing with requests by local health authorities in the UK are published in JSP 318, Military Flying Regulations, Part 1 Joint Services Regulations, Part 2 (Royal Navy) and in RAF AP 3394, Chapter 7, paras 20-24. Arrangements for carriage of non-entitled patients in RAF aircraft, other than under the DH scheme, are contained in AP 3394, Chapter 11.

(9) **Aid to the Civil Community.** Flights by Service aircraft may be authorized to assist the civil community in cases of emergency. Detailed instructions are contained in DCI (General) and JSP 373 "Military Aid to the Civil Community". The MOD is to be informed of all such flights as soon as possible.

(10) ***Representatives of the Press, Radio and Television.*** Passages for representatives of the Press, Radio or Television may be approved, provided there is a Service interest in the subject being reported which would bring beneficial publicity to the Services, by the following authorities:

RN - COs not below the rank of Commander Army - The Public Relations staff at Command or Formation Headquarters.

RAF - MOD DPR (RAF).

Requests for passages in other circumstances are to be referred to the appropriate DPR, MOD, for prior approval.

(11) ***Conveyance of Civilians in Aircraft allotted for Personal use.*** Civilians properly sponsored by an appropriate British Government authority, or any other person whose passage is approved by the senior officer concerned as being in the Service or British national interest may be transported in Service aircraft personally allotted to or, if held on a pool basis, used by Cs in C, Flag Officers, GOCs and AOCs, or in aircraft fully chartered to the Services. Responsibility for the passenger list of such aircraft rests with the senior officer or charterer concerned.

(12) ***Spouses of Senior Officers.*** Applications for senior officers to be accompanied by their spouses when travelling on duty in Service aircraft are to be dealt with in accordance with the instructions issued to all Cs in C.

J738. Passenger Flights by Commonwealth or Foreign Service Personnel in British Service Aircraft or by British Service Personnel in Commonwealth or Foreign Service Aircraft. *Sponsor: STC LP*

3(Movs)

(1) COs not below the rank of Commander RN, Lieutenant-Colonel or Wing Commander, may give permission for members of Commonwealth or Foreign Naval, Military or Air Forces whose conveyance is in the interests of the British Services to fly as passengers in British Service aircraft under their command.

(2) COs, not below the rank of Commander RN, Lieutenant-Colonel or Wing Commander may authorize British Service personnel to accept invitations to fly as passengers in Commonwealth or Foreign Service aircraft. Personnel carried in Commonwealth or Foreign Service aircraft with due authority under this regulation will, in the event of injury or death, be dealt with for purposes of non-effective benefits as if the aircraft had been a British Service aircraft. An assurance to this effect may be given, if required, by the officer authorizing the flight.

(3) Permission for members of the British Forces to accept invitations to travel on duty in Service aircraft of the countries participating in NATO may be given by the Senior British Officer in a recognised group or division of that Organization, provided that he is not below the rank of Commander RN, Lieutenant-Colonel or Wing Commander. Indemnities are not required for passages in Service aircraft of NATO countries.

(4) The following arrangements for permitting persons attending NATO exercises to fly in aircraft of nations other than their own have been agreed by all NATO countries:

(a) Persons acting as observers or liaison officers, or in other similar capacities, may be permitted to fly in aircraft of nations other than their own during the period of the exercise when this would assist the performance of their duties as *observers, etc.*

- (b) Subject to national security regulations, the persons referred to in (a) may be allowed to fly in any aircraft participating in the exercise.

The authority to approve such passages rests with the Exercise Commanders who may, at their discretion, delegate it to local naval, military or air commanders. The officer authorising the flight is to satisfy himself that it has been approved accordingly.

739. Non-Passenger Flights for Commonwealth or Foreign Service Personnel in British Service Aircraft and for British Service Personnel in Commonwealth or Foreign Service Aircraft. *Sponsor: STC LP 3(Movs)*

- (1) When it is considered that the flight or flights would serve a definite British Service interest, a CO not below the rank of Captain RN, Colonel or Group Captain, may, at his discretion, and subject to the conditions laid down in clause (2) below:

(a) Grant permission to suitably qualified members of Commonwealth or foreign naval, military and air forces to fly British Service aircraft.

(b) Authorize suitably qualified members of his own Service to fly Commonwealth or foreign Service aircraft.

- (2) Flights are not to be authorized unless:

(a) The Government of the country to which the aircrew belong will accept full financial responsibility for its own members in respect of:

(i) death or injury

(ii) loss, of, or damage to, uniform and personal equipment

(b) The Government owning the aircraft will accept full financial liability for:

(i) injury to the person or damage to the property of third parties irrespective of the nationality of the pilot or the precise circumstances in which the injury or damage was caused

(ii) loss of or damage to its own equipment and property.

(3) Before granting permission under clause (1)(a), the CO concerned is to obtain from a responsible authority of the Commonwealth or Foreign Government or Service concerned a written acceptance of the conditions laid down in clause (2)(a) and an understanding that reciprocal facilities will, should occasion arise, be afforded to members of the British Forces to fly corresponding types of aircraft in the service of the Commonwealth or Foreign Government concerned, with acceptance by that Government of the risks involved provided for in clause (2)(b). Before authorizing flights under clause (1)(b) the CO is to obtain written acceptance of the conditions laid down in clause (2)(b) and may, if necessary, give an assurance regarding reciprocal facilities.

- (4) Member countries of NATO may ask that, instead of making the arrangements at clause (2) above, it should be agreed that the flights will be covered by the NATO Status of Forces

Agreement. MOD guidance should be sought in these cases and in any other case in which difficulty is encountered in securing agreement to the conditions set out above, or in which special considerations are thought to arise. The Officer authorising the flight is to satisfy himself that it has been approved accordingly.

740. (Omitted)

J741. Passenger Flights for VIPs.

Sponsor: STC LP 3(Movs)

The persons who are to be accorded VIP treatment when flights in Service aircraft are authorized are listed in Appendix 44.

742-749. (Omitted)

750. Meteorological Services - General.

Sponsor: Cmd Met O STC

(1) Meteorological services are supplied by the Directorate of Naval Oceanography and Meteorology for the RN and by the Meteorological Office for the Army and RAF.

(2) These services include:

(a) The preparation, collection and distribution of weather reports, forecasts and warnings.

(b) The supply of information and advice by meteorological officers.

(c) The provision of technical advice on the preparation of meteorological publications and training syllabi.

751. Duties and Responsibilities of Meteorological Officers.

Sponsor: Met O/FD(DP)

(1) It is the duty of the meteorological staff to describe the weather - past, present and future - promptly and as accurately as possible, but the responsibility for deciding its significance in relation to the planned operations and the safety of material and personnel rests solely with the CO.

(2) The responsibility of the meteorological officer does not end with the issue of routine forecasts, warnings and forecasts on request. He is to keep weather reports, and other information received, under constant review in relation to the programme of operations, exercises or training and is to take prompt action to pass relevant information and advice to the appropriate authority.

(3) When a meteorological officer is forecasting for a particular operation, he is to frame his forecast with relevance to that operation.

(4) To enable a meteorological officer to carry out these duties efficiently, the CO is to ensure that the meteorological officer is given adequate warning of the operations scheduled to take place, the progress of these operations, and of the factors involved. In particular meteorological officers acting as advisers to Cs in C, or other senior officers, should be afforded facilities to acquaint themselves with the factors involved in operational planning.

752. Warnings of Adverse Weather Conditions.

Sponsor: Met O/FD(DP)

warning of weather conditions which may affect the safety of material or personnel has been received from a higher authority, or should he forecast the development of such conditions when no special warning has been received.

753-824. *(Omitted)*

- ¹ The cover for third-party risks where called for in Para J722(1)(a) must be for a minimum of £2 million in respect of any one incident.
- ² The following exclusions usually contained in third-party insurance policies may be allowed:
 - (a) Any person in the employment of the insured
 - (b) Any member of the household or family of the insured.
 - (c) Injury (fatal or non-fatal) to any person whilst entering into, being carried in, or alighting from the aircraft
 - (d) Pilot or member of the aircraft, or any person working in, on, or about the aircraft
 - (e) Spectators at an aerodrome or flying ground at public aviation meetings, unless attendance at such meeting
s in a private aircraft is on duty , when this risk must be specially covered.

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CHAPTER 13

GENERAL DUTIES AND MISCELLANEOUS PROVISIONS**SECTION 1 - DAILY DUTIES****825. Daily Duties at Stations.***Sponsor: ACOS Pers Pol (RAF)*

- (1) At every station, duty personnel are to be detailed under the orders of the CO of the station as follows:
 - (a) Station duty officer (see Para **826**).
 - (b) Orderly officer (see Para **827**).
 - (c) Duty air traffic control officer (see Para **828**).
 - (d) Station Orderly Sergeant (see Para **836(1)**).
 - (e) Station Orderly Corporal (see Para **836(2)**).
- (2) At every station where there is more than one MO a duty MO is to be detailed in orders and is to be nominated by the SMO of the station. His orders are to be prepared by the SMO and approved by the CO of the station.
- (3) The CO of the station is to draw up standing orders for each of the duties referred to in clause (1). He is to arrange the details of the tours of duties and ensure that the person relieving takes over correctly from the officer he relieves. He is to call for such reports from the duty officers on the conclusion of their tours of duty as he may consider necessary.
- (4) The CO of the station is to cause duty rosters to be kept of the personnel available for duty, and is to ensure that personnel are not detailed for duty out of their turn, unless such a course is in the interest of the Service.
- (5) Personnel detailed for duty are not to exchange their duty with other personnel without consent of the CO or person authorised to act on his behalf.

826. The Station Duty Officer.*Sponsor: ACOS Pers Pol (RAF)*

The Station Duty Officer is never to be an officer below the rank of Flight Lieutenant and is to be an officer with appropriate productive service experience. His tour of duty is to cover only periods outside the normal working hours of the station. He is to receive all reports, which would normally be referred to the CO, in the absence of the latter, and if the matter is urgent, is to take the necessary action, reporting such action to the CO at the earliest opportunity. The duty may be combined with another station duty, including that of orderly officer, where the CO considers this practicable and desirable.

827. The Orderly Officer.*Sponsor: ACOS Pers Pol (RAF)*

(1) The CO of the station is responsible for ensuring that all junior officers are fully capable of performing the duties of orderly officer. They are to be attached to officers performing these duties for such instructional tours of duty as the CO considers necessary. An officer is not to be put on the orderly officer roster until he is competent to perform this duty.

(2) Normally the duty of orderly officer is to be performed by officers below the rank of Flt Lt but the CO may, at his discretion, approve the employment of Flt Lts and/or warrant officers, either temporarily or as a permanent measure. If the number of junior and warrant officers available at a unit results in a duty recurring excessively, the CO may, in exceptional cases, consider the inclusion of flight sergeants in the orderly officer roster. In such circumstances, a case for exceptional dispensation, for a period of no more than 12 months, is to be sought from the AOC. The inclusion of flight sergeants is to be in lieu of orderly sergeants' duty.

(3) The orderly officer is to be responsible for the following duties and such others as the CO of the station may order:

(a) Supervision of the guard unless another officer is detailed a guard commander.

(b) Such duties in connection with parades as the CO may direct.

(c) The maintenance of order and discipline on the station outside normal working hours, and for reporting immediately any major breaches to the station duty officer or other senior officer available.

(d) The safety of buildings, sheds and compounds outside normal working hours (see Para 834).

(e) The reception of visitors and ensuring that new arrivals on the station are, when required, allotted accommodation and given meals.

828. The Air Traffic Control Officer in Charge of the Watch (ATCO IC). *Sponsor: HQ 3GP (ATC(T))*

At airfields where a supervisor is not established, or outside established supervisor hours, the SATCO is to roster an officer as ATCO IC the watch. If no officer is available, the CO may consider the appointment of a warrant officer or master aircrewman when deemed necessary. In exceptional circumstances a flight sergeant or sergeant may be appointed as ATCO IC for a specified period but, in addition to the endorsement of the CO, dispensation is to be obtained from HQ 3GP (SO1 ATC(T)). The duties of an ATCO IC are laid down in JSP 552 (Military Air Traffic Services).

829-830. (Omitted)**831. (Omitted)****832. Guards, Escorts and Authority for Arming.***Sponsor: CPSyO*

(1) **Definition of Terms.** The terms used in, or related to the subject matter of this paragraph are defined as follows:

- (a) *Guard.* A guard is a body of personnel (armed or unarmed) mounted or ordered to patrol for the purpose of protecting any persons, premises or places.
- (b) *Guard Room.* A guardroom is the headquarters of a guard force and the place where a guard is accommodated.
- (c) *Guard Commander.* A guard commander is the senior member of the guard force and is responsible to the CO of the unit for the conduct, efficiency and welfare of the guard force. RAF guard commanders are normally to be of at least SNCO rank. On occasions when insufficient numbers of SNCOs results in the unit's inability to generate a SNCO guard commander, the CO may exceptionally use a substantive JNCO when it is assessed that they are suitable for these duties and have been individually appointed on the CO's written authority. At units where there are sufficient numbers of SNCOs, or where SNCOs are established to carry out guard commander duties, JNCO guard commanders are not to be used. JNCO guard commanders are to receive the same training as guard commanders of other ranks. Substantive JNCOs may act as deputy guard commanders on any unit (see paras 832(4) and (5)). Substantive JNCOs of the Military Provost Guard Service (MPGS) can be used routinely as guard commanders. This is also the case for MPGS L/Cpls when acting as deputy guard commanders.
- (d) *Sentry.* A sentry is a member of a guard force, who is posted or ordered to patrol for the purpose of protecting persons, premises or places.
- (e) *Sentry Post.* A sentry post is the place where a sentry is located when not moving along a beat.
- (f) *Sentry Beat.* A sentry beat is an approved route along which a sentry is to move when not standing at his post. Sentries should be able to see from any point on their beat the personnel or property which they are responsible for safe-guarding, and should be able to challenge from any point on their beat persons approaching such personnel or property.
- (g) *Patrol.* A patrol comprises one or more members of a guard force detailed to safeguard personnel or property in a given area, but not confined to a specific beat or post.
- (h) *Reaction Force (RF).* The RF is a body of personnel capable of mounting a swift⁷, effective response to either a terrorist attack, a request for assistance from a member of the guard force, Intruder Detection Alarm Activation, or other emergency as directed by the guard commander. The RF is to consist of a minimum of 2 personnel. Specific composition, role, equipment and reaction times are dependent upon the threat and geography and are to be decided by the CO of the unit.
- (i) *To Post a Sentry.* To post a sentry is to instruct a sentry in their duties and responsibilities and appoint them to their place of duty.
- (j) *To Mount a Guard.* To mount a guard is to instruct the members of a guard force in their duties and responsibilities at the start of their period of duty and, if required, to issue the guard force with weapons and ammunition, (see Para 832(4)).

(k) *To Mount a Patrol.* To mount a patrol is to instruct the members of a patrol in their duties and responsibilities and to order them to proceed.

(l) *Turning Out the Guard.* To turn out the guard is to call from the guardroom those of the guard force who are not performing duties as sentries or patrols.

(m) *Relieving a Sentry or Patrol.* To relieve a sentry or patrol is to replace them by another sentry or patrol.

(2) ***The Composition of a Guard Force.*** The composition of a guard force is at the discretion of the CO of a station; the CO is responsible for ensuring that the number of personnel detailed is kept to a minimum compatible with security. All personnel, including females, are available for guard duties.

(3) ***Arming of Guards.*** In Great Britain, AOCinCs may authorise the arming of guards with weapons and live ammunition, in accordance with MOD Directives. An AOCinC, or in his absence his deputy, is to personally make the decision to arm guards within his Command. Weapons are not to be issued to guards without ammunition. Notwithstanding the above, the CO of any installation may authorise the arming of Service personnel in response to a substantive and/or immediate threat. Ministerial approval is to be sought retrospectively through the chain of command without delay. AOCinCs will personally issue written arming and guarding directives and authorise Rules of Engagement (ROE) in accordance with their Directives. Personnel are not to be detailed as a member of an armed guard force unless they have successfully undergone the requisite pre-training as detailed by the AOCinCs arming directive. ROE cards, appropriate to theatre, are to be issued to all members of an armed guard force and are to be carried throughout their tour of duty. The term "armed sentry/guard" means all sentries armed with weapons and ammunition.

(4) ***Issue of Ammunition.*** When ammunition is to be issued to an armed guard (or armed patrol or escort), the issue is to be supervised by an officer or authorised WO, SNCO or, exceptionally, a JNCO, who may be the guard commander, at the time of the guard (or armed patrol or escort) mounting. For these purposes an "authorised WO, SNCO, or JNCO" is a WO, SNCO or JNCO, appointed by name on the written authority of the CO. Deputy Guard Commanders, may in the temporary absence of an officer or authorised WO, SNCO or JNCO, in the event of an emergency, issue ammunition. When the guard (or armed patrol or escort) is finally dismounted, ammunition is to be collected in the presence of an officer or authorised WO, SNCO or JNCO, accounted for, and returned to the ammunition store. Any expenditure or deficiency of ammunition is to be reported in writing by the guard or other commander. Ammunition is never to be left unattended. The issue and withdrawal of weapons and ammunition is to be recorded in a register designated "The Armed Duty Book". This Register (RAF Form 4429) is to be maintained in all guardrooms

(5) ***Loading and Unloading.*** Loading and unloading of weapons may be carried out by any NCO providing they have successfully completed those elements of training required by the responsible RAF authority. Substantive RAF Regt JNCOs may, as a matter of routine, supervise members of an armed guard force loading and unloading their weapons prior to a period of duty as a sentry or as part of an armed patrol or escort.

(6) ***Tour of Duty.*** Personnel are not normally to be employed on a guard post continuously for a period exceeding 2 hours. After completing such a period of duty, personnel should be moved to a different task or a period of standby. A CO of a unit may, in emergency, increase the period of continuous duty to a maximum of 4 hours, provided that the sum total of periods of guards and standby duties does not exceed 8 hours in any 24 hours for personnel who have additional trade duties, and 16 hours in any 24 hours for personnel employed exclusively on guard duties. A CO may also reduce the period of duty below 2 hours and

proportionately reduce the minimum period of standby time (see also Para 832(22)).

(7) **Orders - General.** A CO of a unit is to arrange for the compilation of the following orders:

- (a) Orders to the guard force (see Para 832(16)).
- (b) Orders to the guard commander (see Para 832(17)).
- (c) Orders to each sentry/patrol (see Para 832(18)).

One set of these orders is to be kept in the guardroom.

(8) **Promulgation of Orders.** The orders to the guard force are to be read and explained to sentries and patrols when they are mounted, and a copy of the orders is to be left in the custody of each sentry and patrol. Guard force personnel are to sign as having read and understood their orders.

(9) **Posting, Inspection and Visits.**

(a) Guard commanders are responsible for ensuring that either they or their deputy posts and relieves all sentries and mounts and relieves all patrols. On such occasions they are to inspect the arms of personnel concerned to ensure that orders relating to loading, charging and unloading of magazines are carried out.

(b) Guard commanders are to visit sentries and patrols at least once during their tour of duty.

(10) **Inspection by the Orderly Officer.** The orderly officer is to visit the guard and all sentries and patrols at least twice by day, and once by night between 2300 hours and dawn.

(11) **Turning out the Guard Force.** The guard force is to turn out with weapons on the following occasions:

- (a) When required for training in its duties.
- (b) In the event of a security-related emergency or alarm.

The guard commander is to inspect the guard force on all these occasions and dismiss it to the guard room only when the reason for turning out no longer exists.

(12) **Conduct in the Guard Room.**

(a) Guard commanders are not to leave the guard room except to visit sentries or patrols, or for duties and occasions specifically authorised by the CO of the unit, on which they are to hand over their responsibilities to their deputy and specify the probable duration of absence.

(b) Guard commanders are not to allow any members of the guard force, not employed on sentry or patrol duty, to quit the guard room unless they consider it to be essential and are satisfied that the absence will not be detrimental to the fulfilment of the responsibilities of the guard force.

- (c) Members of the guard force are not to remove articles of clothing or equipment whilst on guard duty unless such practice is specifically authorised by the CO of the unit.
 - (d) Members of the guard force are forbidden to loiter or lounge outside the guardroom, or to converse with persons not on duty.
 - (e) Personnel of the guard force are not to consume alcohol whilst on duty (including standby commitment), nor are they to consume alcohol prior to commencing such a duty to such an extent they are unfit to fulfil the duty.
 - (f) Alcoholic liquor is not to be taken into the guardroom unless specifically authorised by the CO of the station.
 - (g) No person is to be allowed inside the guardroom except on duty.
- (13) **Handing Over and Taking Over.** All equipment, stores, furniture, fixtures and keys on charge in the guard room are to be handed over from one guard commander to the next, or to the person in charge of the guard room when no relief is taking place. All such articles are to be checked against an inventory. In the event of losses or damage, the relieving guard commander or person accepting charge is to report, in writing, any discrepancies. (See also Para **834** regarding custody of keys).
- (14) **Dismissing a Guard Force.** Every guard force is to be dismissed formally; the guard force is to be inspected, its arms examined and ammunition collected.
- (15) **The Guard Report.** The guard commander is to submit a report in writing to be compiled and delivered as directed by the CO of the unit.
- (16) **Orders to the Guard.** Orders to the guard force are to include the following:
- (a) The duties of the guard force, i.e. personnel, property or areas to be safeguarded.
 - (b) The composition of the guard force.
 - (c) The tour of duty of the guard force.
 - (d) Instructions as to when and where sentries and patrols are to be mounted and what their duties are to be.
 - (e) Instructions regarding the escorting of visitors within the unit.
 - (f) Instructions regarding the scrutiny of passes.
 - (g) Orders for the inspection of the guard force and its arms and ammunition.
 - (h) Instruction for the storage and issue of arms and ammunition.
 - (i) Orders for loading and unloading of weapons.

- (j) Instructions regarding turning out the guard force.
- (k) Orders for paying compliments by the guard force.
- (l) Where orders for guard force, orders for the guard commander, orders to sentries and orders to patrols are to be displayed.
- (m) Administrative matters such as any relaxation of dress and equipment permitted when not on sentry duty e.g. when eating meals and when washing.
- (n) Such other orders and instructions as are necessary.

(17) **Orders to Guard Commanders.** Orders to guard commanders are to include the following:

- (a) That they must acquaint personnel of the guard force with their orders and instructions.
- (b) That they must acquaint sentries and patrols with their orders before they commence their duties.
- (c) How the guard force is to be dressed, armed and equipped.
- (d) How the arms and ammunition of the guard force are to be stored and issued.
- (e) The tour of duty of each sentry and patrol.
- (f) The need to prepare a guard roster.
- (g) How sentries are to be posted and how patrols are to be mounted.
- (h) That they are to inspect the arms and ammunition of all sentries and patrols when they are posted and relieved to ensure that arms are correctly loaded and unloaded under supervision and the proper safety precautions are taken.
- (i) That they are to inspect the arms and ammunition of all personnel of the guard force when the guard force is dismounted to ensure that all arms are unloaded and all ammunition accounted for.
- (j) That they are to visit each sentry and patrol at irregular intervals and at least once during the tour of duty of each sentry and patrol.
- (k) The action to be taken in an emergency.
- (l) That they are not to leave the guard room except to inspect or post sentries and patrols, or as specifically authorised by the CO of the unit, and that in such cases they are to leave their deputy in charge.

in the guardroom, unless they permit them to leave.

- (n) That unauthorised persons are not to enter the guard room.
- (o) That alcoholic liquor is not to be allowed in the guardroom, unless specifically authorised by the station commander.
- (p) That they are responsible for the property, equipment and fixtures listed in the guardroom inventories.
- (q) How they are to take over and hand-over their duties.
- (r) How they are to deal with persons and property handed over to them for custody.
- (s) Other matters on which it is necessary to instruct the guard commander.

(18) **Orders to Sentries and Patrols.** Separate orders are to be issued to each sentry and patrol. They are to contain orders and instructions for the following:

- (a) Instructions as to the types of arms and the amount of ammunition with which the sentry or patrol is to be armed.
- (b) Orders for the loading and unloading of weapons and the safety precautions to be observed.
- (c) Details of the tour of duty of the sentry or patrol.
- (d) A definition of the area or property to be safeguarded.
- (e) Orders for making contact with other sentries or patrols.
- (f) Details of the relevant Rules of Engagement.
- (g) The action to be taken in an emergency, including orders for summoning the guard commander and turning out the guard force.
- (h) Instructions for deportment and the paying of compliments.
- (i) Where the sentry or patrol orders are to be kept and how they are to be safeguarded.
- (j) Any other orders and instructions it may be necessary to issue.

(19) The provisions of this paragraph are to be applied, as far as may be practicable, to guards mounted on crashed aircraft, and station standing orders are to include orders for guards of this nature.

(20) **Orders for Armed Escorts.** When it is necessary to detail escorts for persons or property in transit, such escorts are to be armed and issued with ammunition only with the approval of the

responsible authority (see Para **832(3)** above). Due regard should be paid to the following provisions:

- (a) The officer authorising the arming of an escort party is to issue instructions, appropriate to the particular duty to be performed, on the number of rounds, if any to be issued for each weapon and whether or not the weapon is to be carried loaded. They are also to draw attention to the relevant Rules of Engagement.
- (b) The officer in charge of the escort is to ensure that all personnel to whom weapons and ammunition are issued have received full instructions in the use of those weapons in accordance with paras **832(4)** and **832(5)** above.
- (c) Ammunition is to be issued, and all weapons are to be inspected, loaded and unloaded in the presence of the Guard Commander (see paras **832(1c)**, (4) and (5)). Substantive RAF Regt JNCOs may, as a matter of routine, supervise loading and unloading (see Para **832(5)**). The inspection is to be made at the beginning and the end of the duty and the issue and withdrawal of weapons and ammunition is to be recorded in a register designated "The Armed Duty Book". This Register (RAF Form 4429) is to be maintained in all guardrooms.
- (d) All personnel detailed for armed escort duties are to be paraded prior to the commencement of their duties, and are to be briefed on their duties and responsibilities. Instructions about the issue of ammunition and on when to load are to be given by the officer in charge of the briefing. When an officer is not available this responsibility may be delegated to a nominated WO or SNCO or a JNCO, on the written authority of the CO (see paras **832(4)** and (5)).

(21) ***Arming of Personnel Abroad.***

- (a) On duty or exercises overseas, the authority to arm is vested in CJO or the appropriate AOCinC. Specific instructions will be issued outlining what types of weapons and ammunition personnel are to be armed with, complimented with any additional local instructions that they may consider necessary. UK ROE may be used as a guide by CJO or AOCinCs.
- (b) COs of stations and units in overseas areas are to comply with the rules issued by the responsible military authority in accordance with the appropriate single-Service Arming Directive. The responsible military authority in these circumstances is the senior local commander, who will issue appropriate orders and instructions to all personnel under his command.

(22) ***Special Conditions.*** This regulation may become inapplicable under conditions of increased or heightened alert states, insurrection or conflict, when guards are deployed tactically. Furthermore, the special nature of RAF Field Force, RAF Regiment and RAF Police operations may render paragraph **832(6)** of this regulation impractical and/or inappropriate for operations of this nature. Air or other Officers Commanding are in such circumstances, therefore, to exercise discretion as to its interpretation but are to be guided by the spirit of the regulation in protecting their personnel against excessive periods of duty.

833. Prevention of Theft and Fraud.

Sponsor: Policy Staffs, HQ RAFP

The CO of a station is to make such local orders and take such administrative safeguards as he considers

suspects that any theft or fraud on his unit may be a Schedule 2 offence within the meaning of the AFA06 he is to report this to the RAF Police immediately. He should also consider seeking the advice of the RAF Police prior to dealing with any Schedule 1 offences that may be protracted in nature.

834. Custody of Keys to External Doors of Store buildings, Offices and Sheds. *Sponsor: DA COS/A3/Sy*

- (1) External door keys are to be kept separate from internal door keys. They are to be placed on metal rings which are to be sealed with solder.
- (2) A glass-fronted lockable key case, known as No 1 case, is to be provided at all stations and fixed in a suitable position in the guardroom. The key case is to be divided into 2 parts, one for keys of the buildings in use and the other for keys of buildings not in use. A daily record of the movements of keys is to be maintained in the guard room in the Key Register (RAF Form 3958) showing:

- (a) The time each key is handed in and by whom.
- (b) The time each key is issued and the signature of the drawer.

The keys of buildings in use are to be issued only on the authority of the individual in charge of the building(s) and this individual is to ensure that adequate supervision is exercised over their use until such time as they are returned to the guardroom. The keys of buildings not in use are to be issued only on personal or written application by the individual in charge of the building(s).

- (3) The key of No.1 case is to remain in the guardroom in the custody of the NCO IC of the guardroom, the Guard Commander or the senior person on duty in the guardroom as appropriate.
- (4) At "cease work" each day, keys of buildings are to be taken to the guard room and hung in the key case, a record of these facts being entered in the key register. When keys are retained after normal working hours the responsible officer or SNCO is to inform the NCO IC Guardroom or the guard commander, as appropriate, of the reason for their retention and the anticipated time of return. Shortly after "cease work" the NCO IC of the Guardroom, the guard commander or the senior person on duty in the guardroom, as appropriate, is to satisfy himself that all keys have been returned and are in the case and that the necessary entries have been made in the register, or that satisfactory information regarding their retention has been received by the NCO IC of the Guardroom, the guard commander or the senior person on duty. He is then to note the register accordingly. The NCO IC of the Guardroom, guard commander or senior person on duty is also to inspect the key case and register at 2200 hours and is to note the register. Any irregularities are to be reported to the Orderly Officer immediately.
- (5) When in certain circumstances, e.g., night flying, urgent work necessitating the employment of personnel after normal working hours, etc, it is not practicable to comply fully with the instructions laid down in clause (4), doors are to be locked when the buildings are vacated and the keys handed in to the guard room immediately. When it is necessary to re-open buildings after normal working hours the NCO IC Guardroom or the guard commander is to release the keys only on the written authority of the individual(s) in charge of the building(s).
- (6) All duplicate and, when provided, triplicate keys of buildings are to be kept in a separate glass-fronted lockable key case, known as No 2 case, in the guardroom and the case is to be checked by the NCO IC of the Guardroom, guard commander or senior person on duty in

accordingly. Any irregularities are to be reported to the Orderly Officer immediately. The key to this case is to be kept in No 3 case (see below). The keys retained in No 2 case are not to be issued except on the authority of the OIC Main Guardroom or, if he is not available, in an emergency. In the latter event the glass in No 3 case is to be broken in order to obtain the key to the duplicate case, and a full written report of the circumstances is to be made to the orderly officer without delay. The keys of a building used solely for the storage of valuable and attractive items are to be kept in No 2 case when not in use and are to be issued, on the authority of the adjutant, only to the individual in charge of the store as nominated in writing by the station supply officer.

(7) No 3 case, an emergency key case, much smaller than the other two, is to be provided and fixed in the guardroom and is to contain the master and sub-master keys of the station, if provided, and the key to No 2 case. This case is to be checked by the NCO IC of the Guardroom, guard commander or senior person on duty in the guardroom on the occasions mentioned in clause (4) and he is to note the key register accordingly. Any irregularities are to be reported to the Orderly Officer immediately. The key for No 3 case is to be held by OIC Main Guardroom.

(8) Where it is impracticable to comply strictly with the regulations contained in this Para, as, for example, in Maintenance Units and hospitals, suitable arrangements for the location of key cases and the custody of keys are to be made by the CO subject to the approval of the air or other OC. Such arrangements are to follow as closely as possible the provisions of the preceding clauses and are to ensure in particular that:

- (a) The exact location of the key cases and the identity of the custodian are known throughout the formation, station or unit.
- (b) A key register is maintained and all issues and returns are recorded therein.
- (c) Keys are issued only on the authority of the individual in charge of the building(s).

J835. Safety Precautions for Marching Troops.

Sponsor: Sec Spon (Pers Fin)

When troops are moving by foot on public roads in formed bodies, personnel are to be posted at a suitable distance in front and rear to warn drivers of approaching vehicles. In daylight these personnel are to wear the high visibility reflective waistcoat (Part No 8415-99-137-9574) and use appropriate hand signals. In darkness or conditions of poor visibility, the high visibility reflective waistcoat is to be worn and additionally 2 white lights in front and 2 red lights at the rear are to be so positioned as to indicate the width and length of the column. Instruction on the necessary hand signals is to be given to the look out personnel. All formed bodies of troops are to observe traffic signals.

836. Station Orderlies.

Sponsor: ACOS Pers Pol (RAF)

(1) ***The Station Orderly Sergeant.*** The duty of Station Orderly Sergeant is to be carried out by all SNCOs on the posted strength of a station unless exempted by the CO. A SNCO is not to be put on the Orderly Sergeant Roster until he is competent to do this duty. The Orderly Sergeant is responsible for the following duties and such others as the CO of the station may order:

- (a) The duties of Guard Commander (Para 832).
- (b) Assisting the Orderly Officer in maintaining order and discipline on

the station outside normal working hours.

- (c) Attending Ensign hoisting and lowering parades in company with the Orderly Officer.
- (d) Attending staff parades as laid down in station standing orders.
- (e) Supervision of Station Orderly Corporals duties.
- (f) Activation of unit emergency/alert procedures as detailed.

(2) **The Station Orderly Corporal.** The duty of the Orderly Corporal is to be carried out by all JNCOs on the posted strength of the station unless exempted by the CO. The Orderly Corporal is responsible for the following duties and such others as the CO of the station may order:

- (a) The duties of NCO IC Guardroom outside normal working hours.
- (b) The control and custody of keys to external doors of stores, buildings, offices and sheds (Para 834).
- (c) The reception of visitors at the Guardroom and the allocation of transit accommodation to entitled personnel below the rank of Sergeant.
- (d) The duties of a Deputy Guard Commander.
- (e) Supervision of airmen held in detention rooms or undergoing restrictions.
- (f) Supervision of airmen on duty in the Guardroom.
- (g) Supervision of airmen employed on entry control point of duty.

SECTION 2 - RELIGION AND THE CHAPLAINCY SERVICES

J837. General - Observance of Religion.

Sponsor: Chap Servs(RAF)

(1) Christian Chaplains are commissioned by HM The Queen to provide for the spiritual wellbeing, pastoral care and moral teaching and guidance of Service personnel and their families, regardless of faith or profession of no faith. They are to be given every support in the fulfilment of their ministry. They are not to be required to perform executive or operational duties save those proper to their profession. When a commissioned Chaplain cannot be made available, civilian Christian clerics of the appropriate denomination may be appointed Officiating Chaplains to the Military.

(2) The reverent observance of religion in the Armed Forces is of the highest importance. It is the duty of all concerned to make adequate provision for the spiritual and moral needs of all personnel and dependants.

- (3) COs are to encourage religious observance by those under their command and are themselves to set a good example in this respect.
- (4) On entry to the Service, every member of the Armed Forces is to be asked to declare, with complete freedom, their religious faith group or Christian denomination, or that they are atheist or agnostic. Appropriate abbreviations to be recorded on personal identity documents are given in Appendix J33A.
- (5) No one is to be compelled to attend divine service against their wishes.
- (6) In addition to commissioned and officiating Christian chaplains, five Civilian Chaplains to the Military and a Jewish Officiating chaplain to HM Forces are appointed by the MOD to ensure appropriate consideration is given to Recognised World Faiths other than Christian. The five world faiths so recognised are:

Buddhist

Hindu

Jewish

Muslim

Sikh.

838. Religious Denomination.

Sponsor: Chap Servs(RAF)

- (1) When a member of the Armed Forces wishes to change their denomination or faith, this is to be done using the Joint Personnel Administration System.
- (2) A nominal roll of personnel who belong to any particular denomination or faith is to be supplied on request to the chaplain who is responsible for the care of that denomination or faith.

839. Chaplains - Appointment and Status.

Sponsor: Chap Servs(RAF)

- (1) As far as possible, commissioned chaplains, Officiating Chaplains to the Military or Civilian Chaplains to the Military are appointed to minister in the name of the following denominations and faiths:

Church of England (including all Anglicans)

Church of Scotland and Free Churches (including Baptist, Congregationalist, Methodist, Presbyterian, United Reformed, Assemblies of God, Elim Pentecostal) and the Salvation Army.

Roman Catholic

Jewish

Buddhist

Hindu

Muslim

Sikh

Regulations regarding the appointment of officiating chaplains are contained in Appendix 33B.

- (2) As far as the Christian chaplaincy is concerned:
- (a) The Chaplain-in-Chief as Head of Branch is responsible to the Air Member for Personnel for all matters concerning Chaplaincy within the Royal Air Force. He is assisted by the Principal Chaplains in matters relating to Denominational issues.
 - (b) The Deputy Chaplain-in-Chief Personnel and the Deputy Chaplain-in-Chief Operations are located at Headquarters Air Command and are responsible, under the direction of the Chaplain-in-Chief for the organization and supervision of chaplaincy services within the Royal Air Force.
 - (c) Commissioned chaplains are posted to RAF stations on the instructions of the Chaplain-in-Chief and Deputy Chaplain-in-Chief Personnel, and are under their direction, and that of Deputy Chaplain-in-Chief Operations in matters relating to their professional duties.
 - (d) Chaplains have the right of access to their denominational head in the Chaplains' Branch either through chaplaincy administrative chain of command or, on personal matters, directly.
 - (e) In spiritual and ecclesiastical matters a chaplain is under the discipline of his or her Church.
 - (f) As a commissioned officer, a chaplain comes under the same regulations for order and discipline as other officers, and is responsible in these matters to the CO of his station. During normal duty hours chaplains are to wear uniform in accordance with dress regulations and local orders.
 - (g) Chaplains are at all times to be treated with the respect due to their calling. Chaplains are to be addressed both officially and otherwise by their ecclesiastical title or official appointment and not by their relative rank (see para 114), but are entitled to the compliments which are due to an officer of their relative rank.
 - (h) Chaplains should at all times be very conscious of their calling and of the need to maintain the highest standards of efficiency and good example.

840. Duties of Chaplains.

Sponsor: Chap Servs(RAF)

- (1) Commissioned and Officiating Chaplains to the Military are responsible to their CO for:
- (a) Conducting divine service in accordance with the official usage of their Church.

- (b) Ensuring that provision is made for the administration of the sacraments and other services in accordance with the practice of their Church.
 - (c) Providing pastoral care for all personnel and their families.
 - (d) Giving religious instruction to the personnel of the RAF and to their families and children living with them, including those in Service children's schools overseas.
 - (e) Visiting the sick and personnel in detention or under sentence and caring for their spiritual needs.
 - (f) Ensuring that the building set aside as a church for the use of the chaplain's denomination is kept clean and in proper repair.
 - (g) Supporting and facilitating opportunities for adherents of the five Recognised World Faiths other than Christian to hold acts of worship, as required.
- (2) Chaplains are not entitled to accept a fee in respect of any service which is carried out in their official capacity or as part of their Royal Air Force duty, nor for furnishing to officers and airmen or their families, copies required of certificates of baptism, marriage or burial.
- (3) In the case of more than one chaplain of the same denomination at a station, the senior is to be responsible to the CO for the performance of the duties pertaining to that denomination.
- (4) Chaplains are free, should they be willing and work permits, to assist in the many activities (physical and social) of their station. In no sense are such to be regarded as a necessary part of their duties, nor is the chaplain to be ordered to undertake any such work. A chaplain is not to undertake the duty of Prisoner's Friend in courts-martial, nor otherwise act in any way which might lead the chaplain to abandon a position of strict impartiality. The chaplain is not to undertake secular duties on the station or in messes without obtaining the prior permission of the Chaplain-in-Chief or Principal Chaplain, as appropriate, through the Chaplain's command chain.
- (5) Commissioned and Officiating Chaplains to the Military are to hold contact details of the five Civilian Chaplains to the Military.

841. Responsibilities of Commanding Officers.

Sponsor: Chap Servs(RAF)

- (1) COs of training establishments and other stations where appropriate, are to ensure that the Beliefs and Values Programme is delivered in accordance with the approved syllabus.
- (2) Sundays/Good Fridays/and Christmas Day are, as far as possible, to be observed as days of rest when parades and duties are reduced to a minimum. Inspections, exercises and organized games are not to be arranged, save very exceptionally, at times which would interfere with normal morning service.
- (3) As far as possible, commanders are to permit personnel of the five Recognised World Faiths other than Christian to observe the principal festivals of their faith in accordance with the appropriate DIN on World Faiths Festivals.

(4) Parades are not to be ordered in connection with religious worship except as provided in Para 842(3) below.

(5) COs are responsible for initiating administrative action for the provision of churches, special church rooms and World Faiths Prayer Rooms permitted under approved policy, and for the proper maintenance of church buildings. When a church, church room or World Faiths Prayer Room is not available, COs are to ensure, as far as is practicable, that adequate and suitable accommodation is made available for the purpose of conducting Worship.

842. Worship.

Sponsor: Chap Servs(RAF)

(1) In the light of local circumstances, Christian worship is to be arranged within Service churches or, if necessary, at convenient civilian churches, at suitable times (e.g. morning and evening) on Sundays, Good Friday and Christmas Day to permit the greatest possible number of personnel to attend. Week-day services are also to be arranged as convenient. Similarly, adherents of the five Recognised World Faiths other than Christian should be permitted to make their religious observances on the days and at the times prescribed by their faith.

(2) Where necessary, transport may be provided without charge in accordance with JSP 341 (Joint Service Road Transport Regs) to enable Service personnel and their families to attend worship.

(3) Special Occasions.

(a) Joint services in which all Christian denominations may take part will often be found to constitute a suitable expression of corporate and "family" worship on special occasions of national and local importance. They are subject to the approval of the CO and they should not be arranged at times which interfere with an individual's opportunity to attend normal denominational worship. Joint services should not be arranged without full consultation beforehand with all the chaplains concerned who will, subject to denominational instructions, agree the form and place of the service and the extent to which each denomination will take part.

(b) Sensitive consideration should be given to the format of any acts of worship which include participation of personnel of faiths other than Christian, and the appropriate Civilian Chaplain to the Military or Officiating Chaplain should be engaged. There may be no syncretistic worship, although worship in which there are distinct sections for different faiths is permitted. Personnel attending such services are to be made aware of the nature of the service in advance of the event.

(c) On Remembrance Sunday the service should be arranged to incorporate two minutes silence. Mourning bands are not to be worn.

(d) A CinC or Air Officer may order a parade which includes a religious service on special occasions of national or local importance. No officer or person on such a parade is to be compelled to take part in the religious service against their wishes. In special circumstances, authority to order such a parade may be delegated to local commanders.

843. Consecration and Laying Up of Colours and Standards.

Sponsor: Chap Servs(RAF)

The established Service practice as laid down in AP 3327 is to be observed.

844. Courses at the Armed Forces Chaplaincy Centre and Elsewhere.
*Servs(RAF)**Sponsor: Chap*

(1) A large variety of courses is offered by the Armed Forces' Chaplaincy Centre. COs are to foster attendance at such courses and to make personnel available, subject to the most urgent needs of the Service, to fill any vacancies allotted to them.

(2) All commissioned chaplains are entitled to attend, on duty, annual Retreats or equivalent spiritual conferences. They are also required to attend administrative conferences as arranged by the appropriate chaplaincy authorities.

845. (Omitted)**846. Provision of Worship Resources.***Sponsor: Chap Servs(RAF)*

(1) Resources for Christian worship, such as bibles, prayer books, hymnals and psalters, can be provided. Application is to be made, in writing, to Chaplaincy Services (RAF), HQ Air Command, RAF High Wycombe.

(2) Resources for worship according to the practice of the five Recognised World Faiths may be obtained as per the DIN on this subject.

847. Communion Wine and Washing Expenses.*Sponsor: Chap Servs(RAF)*

Communion wine, altar candles and altar wafers are provided at public expense and should be procured through stn's supply chain. The washing of altar linen and surplices is normally to be performed under the station washing contract, but where this is impracticable expenses incurred personally by chaplains may be claimed quarterly on a schedule showing in detail the amounts actually expended, and certified as follows:

"I certify that the expenditure shown on this schedule was actually and necessarily incurred by me for the purpose of divine service."

The schedule, supported by receipted bills for the items shown, is to be passed to the accountant officer.

848. Field Communion and Altar Sets for use Out of Area.*Sponsor: Chap Servs(RAF)*

(1) Field Communion and Altar sets are held centrally by Chaplaincy Services (RAF) and either or both may be issued on loan to chaplains who are deploying to an Out of Area location where no such equipment is available, or where portable equipment of this nature is considered necessary.

(2) Upon completion of such a deployment, Field Communion sets and/or Altars are to be returned to Chaplaincy Services (RAF).

849. Payment of Civilian and Military Personnel Accompanists at RAF Church Services.*Sponsor: Chap Servs(RAF)*

(1) Civilians and service personnel who act as accompanists at divine services arranged for RAF personnel may receive payment for their services at the rates promulgated from time to time in DINs.

maximum of two in number. An additional personal or choir practice session is permissible to accommodate special services. Each practice must not be of less than 45 minutes duration.

- (3) Payments are to be made quarterly in arrears using MOD Form 891. A certificate, signed by the chaplain concerned, which states 'The accompanist duties were satisfactorily performed' must be sent with the form.
- (4) When another person acts as a substitute for the regularly appointed accompanist the above procedure is used. In addition the regular accompanist's MOD Form 891 is annotated to indicate the services the substitute accompanist carried out.
- (5) Where civilian accompanists necessarily travel in excess of 5 miles in order to carry out their duties, they may be paid the actual cost of the journey by public transport or motor mileage allowance at the public transport rate if a private motor vehicle is used.

850-851. (Omitted)

SECTION 3 - MILITARY AID TO THE CIVIL AUTHORITIES

These regulations are to be read in conjunction with DCIs and the following publications:

- (a) Manual of Military Law, Part II, Section V (Army Code No 14470) or Manual of Air Force Law Volume 1, Chapter IX.
- (b) Land Operations Volume III (Army Code No 70516).
- (c) Internal Security Doctrine and Instructions - Aide Memoire for Sub-unit and Detachment Commanders - The Suppression of Unlawful Disturbances (Army Code No 70726).
- (d) Handbook for Naval Landing Parties. (BR 1920A).
- (e) JSP 373 MACP Handbook MAGD Index 2.

J852. Military Aid to the Civil Power (MACP).

Sponsor: Sec HSF1

(1) United Kingdom. Should the assistance of the Armed Forces be called for to maintain law, order and public safety, the officer to whom the application is made is at once to inform the Ministry of Defence (Directorate of Military Operations) and his immediately superior authority. A request for assistance will normally be made to the Ministry of Defence by the relevant government department and should be confirmed in writing. If a direct request for assistance is received, and standing arrangements do not provide otherwise, the Service Commander on the spot is to brief the requesting authority on the above procedures and report it to his superiors. It is possible, however, in very exceptional circumstances for grave and sudden emergencies to arise which in the opinion of the commander demand his immediate intervention to protect life and property. In such emergencies he is to act on his own responsibility and is to report as early as possible the matter and the action he has taken to the Service authorities mentioned above and to the Chief Officer of Police.

*The "Chief Officer of Police" means:

- (a) In England and Wales, the Commissioner of Police for the City of

of a County, or a combined area (schedule 8 to the Police Act 1964).

(b) In Scotland, the Chief Constable of a given police area (Police (Scotland) Act 1967).

(c) In Northern Ireland, the Chief Constable of the Royal Ulster Constabulary.

(2) Overseas. In territories outside the UK, the principles governing the provision of aid to the civil power may vary according to local conditions and local laws. When necessary, separate instructions setting out the rights and duties of members of HM Forces may be issued by the MOD. If, by agreement of HM Government with the local government, HM Forces are employed on internal security duties, regard must be paid by the Commander both to local law and any existing emergency regulations affecting that employment. Any request for assistance will normally be dealt with through HM Representative* and the Commander will always act in consultation with him. In exceptional cases where prior consultation is impossible, the Commander must inform HM Representative as soon as possible.

* "HM Representative" in paras J 852 and J 854 means:

(a) In a foreign country, the British Ambassador.

(b) In an independent Commonwealth country, the British High Commissioner.

(c) In an overseas territory of the UK, the Governor or other officer administering the government of the territory.

(d) In the New Hebrides, the British Resident Commissioner.

J853. Military Aid to Other Government Departments (MAGD) and Military Aid to the Civil Community (MACC) in emergencies in peacetime.

Sponsor: Sec HSF1

(1) If a national emergency is proclaimed under the Emergency Powers Act 1920 (or the Emergency Powers (Northern Ireland) Act 1926 in Northern Ireland) in a situation where the supply and distribution of the essentials of life to the community are extensively threatened, the powers of the authorities will be regulated by Order in Council. The MOD will issue the necessary instructions to Commands affected.

(2) Where there is no proclamation the Defence Council may, under the Defence (Armed Forces) Regulations 1939, Part C of the Second Schedule to the Emergency Laws (Repeal) Act 1959, the Emergency Powers Act 1964 and the Defence (Transfer of Functions) Act 1964 and in accordance with Instructions issued by them, authorise the temporary employment of service personnel on work which the Council has first approved as being urgent work of national importance.

(3) Service personnel will normally be provided in cases of emergency for the following purposes only:

(a) To maintain essential supplies and services (MAGD).

(b) To give assistance in the event of a sudden emergency such as a

in time (MACC).

- (c) To give temporary assistance to farmers in an agricultural crisis (MACC).

Such assistance is to be carried out under the supervision of officers, petty officers, warrant officers, non-commissioned officers or leading ratings, who are to ensure that any instructions issued by the representative of the civil authority or organisation for the proper and safe performance of the work are observed.

- (4) In a major emergency, MOD (Director of Military Operations) is responsible for issuing overall directives and policy; planning, co-ordinating and controlling the assistance provided, including assistance provided by the RN, RM, the RAF and any additional resources which may be allotted. Army Divisions or Districts are responsible for planning, co-ordinating and controlling the assistance provided within their boundaries. HQ Land Command is responsible for co-ordination between Divisions or Districts as and when needed. RN and RAF liaison officers are provided at HQ Land Command and Army Divisional or District HQ as necessary.

- (5) Applications for assistance to maintain essential supplies and services or for temporary agricultural work (clause 3(a) and (c)) will be made by the appropriate Govt Dept to the MOD.

- (6) The Defence Council has, by order dated 17 January 1983, approved such work as is considered by a local commander, at the time when the work needs to be performed, to be urgently necessary for the purpose of alleviation of distress and preservation and safeguarding of lives and property in time of disaster as urgent work of national importance and has authorised the temporary employment on such work of service personnel. Applications for this category of assistance may be made direct to the nearest service headquarters or unit. Requests for MACC are to be handled in accordance with the guidance given in JSP 373, however, a local commander has authority to use his discretion in exceptional cases of emergency, particularly when danger to life is involved, to provide assistance immediately and without reference to higher authority. The local commander is at once to inform the MOD, RN or RAF Command HQ, HQ Land Command and Army Divisional or District HQ as appropriate, and his immediate superior authority of any such assistance given.

J854. Service assistance in disasters overseas.

Sponsor: Sec HSF1

- (1) Service personnel may be called upon to assist in relief operations following disasters overseas. HM Representative* is responsible for deciding whether there is a need for, and the extent of Service assistance.
- (2) Where United Nations Forces are stationed in the country concerned and when very exceptional circumstances arise which preclude prior consultation with HM Representative, a Service commander may offer immediate relief on his own initiative. If relief is accepted he is to inform HM Representative, MOD, Command Headquarters and his immediate superior as soon as possible of the action taken, including the extent of the relief provided which must be kept to the minimum and in no circumstances is to exceed £20,000 in value.
- (3) (RAF only.) The procedures to be followed are contained in J852 and in GAI.

855-862. *(Omitted)*

SECTION 4 - MISCELLANEOUS REGULATIONS

863. Aliens.*Sponsor: Policy Staffs, HQ RAFP*

(1) Except when serving in HM forces an alien may not, without due authority, be employed or stay in any RAF establishments, quarters or hirings occupied by RAF personnel or by civilians paid from RAF funds. Applications for approval will, in home commands, be made in accordance with JSP 440 Defence Manual of Security.

(2) Abroad, the air or other OC has authority to approve as above if he is satisfied that the alien is not a person of criminal character, is not likely to act in a manner prejudicial to the security or welfare of HM forces or establishments, and is subject to responsible supervision. Application for approval will be made through the usual channels to the Command Security Officer. Where approval is withheld, the Command Security Officer is to report the facts to the Gp Capt Prov & Pers Sy (RAF), HQ PTC.

864. Private Cameras and Photography.*Sponsor: CPSyO*

The CO or Head of Establishment is to issue Standing Orders relating to the possession and use of private photographic equipment. The contents of such Orders will depend on the role of the establishment.

OFFICIAL PHOTOGRAPHS

865. Storage, Retrieval and Disposal.*Sponsor: DI IM Pol*

(1) The regulations relating to the classification of official material are laid down in JSP 440 The Defence Manual of Security.

(2) The regulations and procedures for the security, demanding, recording, storage, and disposal of air photography/imagery and associated materials used for UK defence purposes are laid down in JSP 348.

865A. (Omitted)**866. Civilian Staff at Home and Abroad - Strength Returns.***Sponsor :CPM*

Periodic strength returns of civilian staff are to be made by all formations and units in accordance with instructions issued by commands.

J867. Resettlement on Retirement or Discharge.*Sponsor: D TD Pol*

(1) The resettlement service is designed to give assistance to all officers, ratings, soldiers and airmen with their resettlement in civilian life. Details of the service are given in DCIs (RAF) and any further information required may be obtained from Service resettlement authorities.

(2) The resettlement service:

(a) Provides for all ranks information and advice on all matters affecting their

resettlement.

(b) Emphasizes the need to prepare for eventual return to civilian life by use of the educational and training facilities provided during service life and after leaving the Service.

(c) Provides personal resettlement interviews for officers, ratings, soldiers and airmen.

(3) COs are responsible for ensuring that information and advice on all aspects of resettlement in civil life are available to all ranks at any time during their service.

868. (Omitted)

869. **Inventions and Patents.**

Sponsor: D GDC DIPR/Paras 1-15C

Sponsor: DBI Para

16 .

(1) **Introduction.** These instructions set out the procedures relating to the making and reporting of inventions (whether patentable or not) by MOD(Air) personnel, the filing of patent applications, and the procedures relating to compensation.

(2) **Confidentiality.** Nothing in the instructions is to be taken to override or detract from the obligations of confidentiality which MOD employees have to the Department. In particular, the Official Secrets Act and other appropriate security precautions must be observed in all circumstances and at all stages. No Serviceman may disclose, or cause to be disclosed to any unauthorised person (not even to a patent agent or a solicitor) any official information obtained or developed during the period of his employment and he may not file a patent application in respect of an invention incorporating official information without the prior written consent of his OC or his Head of Establishment or Division (H/E) and the Head of Defence Intellectual Property Rights, MOD, DGDC DIPR.

(3) Inventors should also always bear in mind that any patent obtained, whether belonging to the inventor or to the Crown, may be rendered invalid as a result of any disclosure, otherwise than in confidence, of the invention to others, made before a patent application is filed.

INVENTIONS MADE BY CROWN EMPLOYEES

(4) **Ownership.** The ownership of inventions, whether or not patented or patentable made since 1 June 1978 by employees, including civilian and Service employees of the Crown, is determined according to the principles set out in Section 39 of the Patents Act 1977 reproduced at Appendix 48, Section 1. Under the provisions of Section 39(1) an invention made by an MOD employee on or after 1 June 1978 belongs to the Crown, as represented by the Secretary of State for Defence -

(a) if the invention was made by the inventor in the course of his normal duties or duties specifically assigned to him and the circumstances were such that an invention might reasonably be expected to result; or

(b) If the invention was made by the inventor in the course of his duties and, at the time of making the invention, because of the nature of his duties and the particular responsibilities arising from them, the inventor had a special obligation to further the interests of the Department (this last provision would normally apply to all senior RAF personnel).

Otherwise, in accordance with Section 39(2), the invention belongs to the inventor. Any dispute as to the ownership of an invention made by an MOD employee should be referred to DIPR who will endeavour to settle the matter. If agreement cannot be reached either the inventor or DIPR may request the Comptroller-General of Patents or the Patents Court to determine the ownership of the invention.

(5) **Reporting of Inventions.** Inventions made in the course of an inventor's duty, falling under Section 39(1) of the Patents Act, should be reported without delay with full details through the inventor's OC or H/E (or as otherwise prescribed locally), to DIPR. The details should include a description by the inventor of the invention, and a section completed by or on behalf of the OC or H/E - which should include the inventor's name and grade and his duties on and before the date of the invention, and why it is considered that the invention was made in the course of the inventor's duties and hence belongs to the Crown. DIPR will advise on the establishment of procedures for the recording and reporting of inventions by Divisions and Establishments if requested.

(6) To try to resolve the matter of ownership at an early stage, MOD(Air) personnel who have made an invention which they believe they own and which may be capable of patent protection should report the invention immediately to DIPR. The report should include a description of the invention, the circumstances under which it was made and the inventor's grade and duties at the time the invention was made. All this information will be treated as having been communicated in confidence and, subject to any subsequent agreement between the inventor and the Department, only for the purpose of obtaining agreement as to ownership. The inventor will be informed with the minimum of delay of DIPR's view on ownership of the invention.

(7) **Patenting of Inventions.** The decision whether or not the MOD will use any invention or whether a patent will be applied for at public expense in respect of an invention owned by the MOD or in respect of which rights have been offered to the MOD (for which see below), is purely a matter of Departmental discretion; the responsibility of determining whether patent or other protective action shall be undertaken in respect of such inventions falls to DIPR. The considerations involved in deciding whether or not to file a patent application at public expense will include the scope of protection likely to be obtained, the desirability of registration or establishment of the Crown's rights, especially relating to work carried out by Industry or other governments, and the likelihood of commercial exploitation. Inventors are to co-operate fully with DIPR staff in the preparation of documentation relating to patent applications, including the supply of background and explanatory material, the vetting of draft specifications and the signing of documents.

(8) All MOD(Air) personnel are reminded (see Clauses 2 and 3) that prior clearance is required before any disclosure of official information is made to third parties, including government contractors and patent agents. Inventors must not file patent applications at the Patent Office in respect of an invention incorporating official information without prior permission from DIPR.

(9) **Inventions and Note Taking.** It is important that anyone employed in a capacity where the making of an invention is a possibility should keep dated records of their research and particularly key development milestones. Failure to do this may make it difficult to prove when an invention was made and this in turn may prevent patent protection being obtained in certain countries.

(10) DIPR recommends that bound and numbered notebooks are used to keep records of research and inventions. Loose-leaf notebooks should not be used as page orders will not help establish the chronology of events. At regular time intervals, notebooks should be endorsed by a superior in the form, "I have read and understood this entry", signed and dated. A person who endorses a notebook entry must not be a co-inventor of an invention to which that entry relates.

- (11) Notebooks should be retained when either completed or no longer required (e.g. when an employee leaves a post).

For further advice on note keeping, please contact DIPR.

USE OF INVENTIONS

- (12) **Offer of employees rights in inventions to the Crown.** The proprietor of an invention who is an employee of MOD may offer rights in the invention to the MOD. Such offers should be made to DIPR who will determine whether or not such an offer is to be accepted and will negotiate terms with the proprietor. Alternatively the proprietor may retain some or all of his rights in an invention or dispose of them elsewhere, but in doing this he must observe the obligations of security and confidentiality referred to in Clause 2.

- (13) **Rights of Crown to Use Inventions.** It should be noted that in any case a Government Department or any person authorised by a Government Department may use any patented invention for the services of the Crown under Section 55 of the Patents Act 1977 subject to terms to be agreed before or after use with the proprietor of the patent or as determined by the Court.

- (14) **Rewards to Inventors Scheme.** The MOD Rewards to Inventors (RTI) scheme provides incentives for MOD civilians and military staff to notify MOD of inventions and technical innovations, and to assist in their production and exploitation. The RTI scheme sits alongside GEMS – The Defence Ideas Scheme – but specifically applies to patentable inventions and technical innovations which, by virtue of the employees' employment, are owned by the MOD. All MOD civilian and military full-time and part-time staff, staff on short-term contracts whose inventions are owned by the MOD, and staff who at the time of their contribution to the exploitation of the invention or technical innovation were similarly employed, are eligible for consideration for awards. Access to GEMS is unaffected by the scheme. Rewards under the scheme are divided into two parts:

- a. fixed awards to inventors for the filing and grant of patentable inventions, and
- b. rewards to inventors and other staff for commercial exploitation of the technical innovation.

All rewards are paid automatically and as such no application is required. The receipt of a reward under the scheme does not remove the right of an inventor to claim compensation under section 40 of the Patents Act 1977, but the amount of the reward under the scheme will be deducted from any compensation under the Patents Act 1977 whether agreed or awarded by any court or tribunal. Further information can be found in DIN 2007 DIN 02-191.

- (15) **Statutory Compensation for use of employees inventions.** Sections 40 and 41 of the Patents Act 1977 (see [Appendix 48](#), Section 1) provide for compensation to be paid in certain circumstances, by an employer to an employee if the employer has derived outstanding benefit from an invention made on or after 1 June 1978 by the employee either alone or jointly with others. The decision as to whether an employee should be compensated by the employer would be made by the Comptroller General of Patents or the High Court to either of whom an application may be made. Inventors seeking payment of such compensation are however strongly recommended to make an application in the first instance to DIPR before making any formal application for compensation since it is hoped that a settlement can be reached without the formalities and expenses which will arise should a case be referred to the Comptroller or the Court. Application to DIPR would of course be entirely without prejudice to the inventor's right to make a formal application at a later date.

- (16) It should be noted that:

- (a) For a Crown employee, benefit accruing to his employer includes benefit gained by the Crown as a result of commercial exploitation of the invention by or on

behalf of the Crown.

(b) In determining whether compensation is payable, account is taken of the size and nature of the employer's undertaking.

(c) In the event that an MOD employee who has received an ex-gratia award (see below) in respect of an invention also applies for compensation in respect of the same invention, the MOD will submit that the ex-gratia award should also be a matter to be taken into account by the Comptroller or the Court in assessing the compensation, if any, to be paid.

(17) **Introduction.** 'GEMS' is the Defence-wide staff suggestion scheme that seeks and rewards ideas that improve the management and delivery of defence in the MOD and Armed Forces. This instruction summarises how the GEMS Scheme operates and how staff may make a suggestion. It supplements more detailed instructions issued to GEMS award groups.

(18) **Objectives and Eligibility.** The GEMS Scheme encourages all MOD civilian and Armed Forces personnel, ex-employees, MOD contractors and their staffs to contribute constructive ideas for improving efficiency and organisation anywhere within the Department, and recognises the value of their contribution.

(19) The GEMS Scheme covers any suggestion that satisfies one or more of the following:

- (a) Improves the design, use or maintenance of equipment;
- (b) Achieves greater efficiency/operational effectiveness;
- (c) Improves safety or quality;
- (d) Achieves savings for the MOD;
- (e) Provides greater environmental benefit;

(20) All staff have direct access to the GEMS Scheme without the need for clearance through their line managers. However the GEMS Scheme is not a substitute for reporting shortcomings in material, design or procedure through normal administrative channels.

(21) **Normal Duty.** Suggestions are not excluded from the GEMS Scheme simply because they can be considered to fall wholly or partially within a person's normal duties, although this aspect will be taken into account when deciding whether a suggestion qualifies for an award and the size of any award.

(22) **Spares Price Challenges.** A Spares Price Challenge may qualify for a GEMS award if it meets all of the following criteria:

- (a) The challenge results in real savings for the Department.
- (b) The challenger does not work in an area involved with the pricing of the item, and the requirements to price the item is outside the challenger's normal duties.
- (c) The challenger has demonstrated resourcefulness and/or additional

effort in making the challenge; e.g. where a cheaper substitute item is suggested the challenger should have made an initial check to ensure that, as far as possible, the items are interchangeable.

(d) The Purchase Research Unit (PRU) has investigated and approved the challenge and a copy of the PRU report is attached to the GEMS suggestion form confirming that the above criteria have been met

(23) **Making a Suggestion.** Suggestions may be made by individuals or as part of a team.

(24) Suggestions are made on an easy to complete GEMS Form 1, which is obtained from the unit Local Award Group (LAG) secretary. Those making suggestions (termed 'suggestors') should describe briefly the current situation (the problem) and explain how this could be improved (the solution). It would be an advantage if suggestors gave some thought about how their idea would work in practice. Any drawings or sketches together with full supporting documentation, relevant to the suggestion should be attached. A copy of the suggestor's job description/terms of reference must also be attached.

(25) The completed GEMS Forms 1 (plus any supporting documentation, drawings, etc, and a copy of the suggestor's job description or terms of reference) should be sent to the nearest appropriate LAG, of which there are over 200 situated at MOD locations across the UK and overseas. These are advertised at most sites. However the GEMS contact points listed below will be able to help those who are unable to locate their LAG or who need further advice.

(26) **GEMS on the MODWeb.** Details about the GEMS Scheme and a suggestions form 'GEMS Form 1' can be found on the MODWeb under the home page "Instructions" heading and locating "Miscellaneous Instructions" and then "GEMS Suggestion Scheme Information". Where E-mail facilities exist and all supporting documentation is available in IT format, suggestions may be sent electronically to LAGs by copying the GEMS Form 1 from the MODWeb to a Microsoft Word document. However team suggestions must be submitted in hard copy, as each team member is required to endorse their participation in the suggestion.

(27) **Confidentiality.** The GEMS Form 1 allows suggestors to indicate whether or not they are content for the amount of any award they may receive to be published.

(28) Suggestors are advised not to approach third parties outside the MOD about their suggestion without first obtaining a confidentiality agreement. Information on confidentiality agreements can be obtained from their LAG or the contact points listed below. Failure to arrange a confidentiality agreement could jeopardise a potential patent or royalty payments.

(29) **Assessing a Suggestion.** All eligible suggestions received by LAGs are referred to an expert evaluator for investigation and comment. The evaluator will be someone from the appropriate organisation with authority to decide whether the suggestion is practical and will be implemented. The evaluation will take into account the originality of the suggestion; whether it has a local or wider use; assess any savings or other benefits arising from the suggestion, and confirm whether or not the suggestion will be implemented. Only those suggestions that are implemented will be eligible for an award, although LAGs have discretion to make a small encouragement award for unsuccessful but deserving cases.

(30) **Awards.** Once the evaluation is complete the LAG will assess whether the suggestion is eligible for an award and the level of the award, taking into account of the evaluator's comments.

or, where savings cannot be quantified or are not applicable, from a scale of benefit to the Department. When assessing the level of an award, the Group will take into account factors such as the seniority and experience of the suggestor, the closeness of the suggestion to the suggestor's normal duties, and the novelty and complexity of the suggestion.

(32) **Taxation.** Under normal circumstances GEMS awards are not taxable. However awards will be paid net of the basic rate of tax where the suggestion relates to normal duty and for awards over £5,000 where the amount above this level will be taxed.

(33) **Encouragement Awards.** LAG chairmen have discretion to make small encouragement awards for unsuccessful suggestions that they consider are particularly deserving.

(34) **Payment.** All awards are financial. They are funded from a central GEMS awards budget and under a letter of delegated authority from DOMD to each group chairman/chairwoman. LAGs have delegated authority to award up to £500 for each suggestion. Further awards up to £2,500 in total may be authorised by one of 5 Service Award Groups (one for each Service plus the MOD HQ/Centre and the DPA) of up to £2,500. Awards above £2,500 are referred to the MOD headquarters-based Main Award Group for an award decision.

(35) **Team Awards.** Awards for suggestions submitted, as part of a team entry will be divided between the team members according to the relative contribution agreed and signed by each member.

(36) **Presentations and Publicity.** In addition to their cash award, award winners will also receive a GEMS Certificate of Merit to acknowledge the contribution that they have made to the Department. Presentations are made at a suitably senior level within the suggestor's organisation. Maximum publicity is encouraged both to recognise the suggestor's achievement and to encourage wider participation in the GEMS Scheme.

(37) **Role of Managers.** It is important that managers at all levels recognise the enormous potential within their staff to contribute ideas to improve efficiency and organisation. They should ensure that their staff are aware of the GEMS Scheme and should actively encourage them to contribute constructive ideas to the Scheme, regardless of whether the benefit falls within or outside their budget area. Heads of Commands, Agencies and other establishments are encouraged to take an active interest in promoting and supporting the Scheme in their organisation.

(38) **Setting up a Local Award Group.** LAGs provide access to the GEMS Scheme at all MOD/Service locations. Each group is empowered to reward suggestions from staff at its location. Local Award Groups are grouped under one of 5 Service Award Groups (SAGs) (RN, Army, RAF, DPA and Centre) to which they refer cases for further awards above their £500 limit of delegation. In addition to rewarding suggestions, LAGs promote the Scheme within their locality, forward suggestions to an appropriate evaluator, communicate with the suggestor and arrange the presentation of any awards.

(39) If there is no LAG operating in or near your area and you are interested in setting one up, you should first contact the GEMS Scheme Manager at the address shown in the contact list. Each LAG comprises a Chairman nominated by the head of the organisation (normally not below Sqn Ldr or civilian H grade), a Secretary (also nominated by the head of the organisation), and at least one other member as determined by local arrangements. If agreed, a personal letter of delegation will be issued to the nominated Chairman/Chairwoman authorising him/her to operate the LAG and to make awards from the central GEMS awards budget. Each new LAG will also be supplied with copies of the GEMS instructions, a database on which to record suggestions and various promotional items.

Contact List

GEMS SCHEME TEAM AND CENTRE SERVICE AWARD GROUP

Room 656, Northumberland House
Northumberland Avenue
London, WC2N 5BP

Tel: (020721) + MB Extension
Fax: (020721) 80223/80146 MB

GEMS Scheme Manager	David Follis
IT and Groups Liaison & Main	Don Beer
Award Group Secretary	
Finance and Publicity	John Maloney
Admin Support	Thomas Mambu

Extension	Chots E-mail
84952 MB	OMD11
88369MB	OMD12
86081 MB	OMD13
84085 MB	GEMS SUPPORT

Royal Air Force Service Awards Group

GEMS Scheme RAF SAG Manager
HQ Strike Command
Room 18, Building B
RAF High Wycombe
Bucks HP14 4UE

Tel: (01494) 7351/6116 STC
Fax: (01494 49) 7227 STC
E-mail: STC-CS-GEMSMGR

870. (Omitted)**871. Time.***Sponsor: DCISIA/SE9*

- (1) Time is to be expressed as four figures followed by a time zone suffix letter. The first pair of figures indicates the hour (24-hour clock); the second pair indicates the minutes past the hour.
- (2) Detailed rules of the use of zone times in the texts of signal messages are contained in ACP 121 (Communications Instruction - General) and Chapter 15 of JSP 101 (The Joint Service Staff Manual).
- (3) Rules for the recording of signal messages in communication centres are contained in ACP 121 UK SUPP-1 (Communications Instructions General UK Supplement).
- (4) Greenwich mean time (time zone Z) is to be used in the navigation of aircraft unless otherwise authorized by an air or other OC.

872. Routine Orders.*Sponsor: ACOS Pers Pol (RAF)*

- (1) An air or other OC is to communicate from time to time orders and general information to formations and units under his command by means of 'Routine Orders'.
- (2) At every station there is to be one issue of routine orders to cover all routine orders and general information which the CO of every unit at the station may find it necessary to issue. The CO of the station is to be responsible for compiling and issuing the orders and for inserting any general instructions to personnel of the station. The CO of a station or unit is, from time to time, to embody in his station or unit standing orders, as appropriate, such of the orders published in routine orders which are permanent and require perpetuating. (See Para 65.)

- (3) Detailed instructions for the compilation of routine orders are contained in AP 3392 Vol 1.

873. *(Omitted)*

J874. Private Firearms.

Sponsor: Policy Staffs, HQ RAFP

Members of the armed forces, while serving, are exempt from the requirements of the Firearms Act 1968 as amended by the Firearms (Amend) Act 1997 only in respect of firearms or ammunition held by them in their capacity as members of the forces. Personnel are to take care to comply with the provisions of that Act in respect of any privately-owned firearms or ammunition in their possession (see Appendix J 14).

875. Import and Export of Private Arms and Ammunition.

Sponsor: STC LP 3 (Movs)

The regulations concerning the import to and export from Great Britain and Northern Ireland of arms and ammunition by members of HM Forces are contained in JSP 327 (Joint Service Manual of Movements).

876 - 877. *(Omitted)*

J878. Salvage.

Sponsor: DBR CLCP

- (1) The following rules have been framed to indicate the extent to which assistance should be given by any ship or aircraft belonging to the Armed Forces of the Crown to vessels or aircraft in distress and the conditions under which claims for salvage services should be made.
- (2) Assistance should be rendered to a ship or an aircraft endangered at sea, in tidal waters, or on the shores thereof, on occasions where it is within the reasonable power of any ship or aircraft belonging to the Armed Forces of the Crown, or any shore-based personnel.
- (3) Salvage services are voluntary services which save, or help to save a ship, an aircraft, its apparel, cargo or wreck when in danger, either at sea or in tidal waters or on the shores thereof. The danger does not necessarily have to be imminent: it suffices if, at the time the services are rendered, the ship or aircraft has encountered any danger or misfortune which might expose it to injury or destruction were the services not rendered.
- (4)
 - (a) The Civil Aviation Act 1982 has applied the law relating to wreck and salvage of life or property to aircraft in, on or over the sea or tidal waters as it applies to vessels.
 - (b) Under Section 230 (2) of the Merchant Shipping Act 1995, the Crown is entitled to claim salvage in respect of services rendered by any ship or aircraft belonging to the Crown.
 - (c) So that the presentation of salvage claims may be considered, a full report of the circumstances is to be submitted whenever Service personnel, or ships or aircraft belonging to the Crown, perform a service entitling them to salvage money.
 - (d) Service personnel engaged in salvage operations may make a claim for salvage, but only with the written sanction of the MOD. No claim will be sanctioned for salvage or recovery of Crown property by any member of HM Forces.

- (e) The MOD has the right to put forward a claim in respect of salvage performed by ships or aircraft belonging to the Crown in its name alone.
- (f) The Treasury Solicitor acts for the MOD in the presentation of salvage claims on the Ministry's behalf and is also prepared to accept instructions from ship's agents.
- (g) The Treasury Solicitor is also prepared to act for personnel of ships which do not have a ship's agent, such as ships hired by the MOD on demise charter, and for personnel attached to shore establishments. Before the Treasury Solicitor can act for these personnel they require a letter of retainer on Form S 1522 signed by the CO or other officer. It is to be sent to the Treasury Solicitor with the full written report. The services of the Treasury Solicitor will be given only on the terms that they may enforce, compromise or withdraw the claim as he in his absolute discretion may think advisable and without prior communication with the personnel.
- (h) When a lump sum is recovered for the joint claims of the MOD and of personnel represented by the Treasury Solicitor, the apportionment of that sum between the respective claimants or groups of claimants by the MOD and the Treasury Solicitor will be accepted without question. A nominal roll giving particulars of those on whose behalf the claim is to be made is to be provided in duplicate and reference is to be made of those who perform special services. This list is required in addition to the one forwarded with the full written report.
- (i) In any case where the owner of the salvaged vessel or aircraft does not want to take possession of it, reference should be made to the MOD before action is taken to dispose of it, even if the owner had suggested such disposal action.
- (j) Salvage reports sent to the Treasury Solicitor are to be copied to MOD DBR CLCP.

879. Salvage and Recovery of Torpedoes and Missiles.*Sponsor: DBR CLCP*

- (1) The following rewards may be authorised by an AOC, and paid locally to salvors of torpedoes and missiles:

	<u>Serviceable</u>	<u>Unserviceable</u>
(a) For providing information (first report) to the nearest port or Custom authority leading to the recovery of a torpedo or missile.	Up to a maximum of £1000.	Up to a maximum of £250.
(b) For salving a torpedo or missile and delivering to the local authority.	Up to a maximum of £5000.	Up to a maximum of £1000.

- (2) When assessing the appropriate level of reward, account should be taken of the value of the equipment and the degree of difficulty or danger the salvor experienced during its recovery.
- (3) In addition to the rewards in clause 1, compensation may be paid for any material damage or loss (including loss of earnings) incurred in salving, subject to confirmation and certification by the local Fishery Officer.
- (4) When payment is made the salvor is to be informed that the award is in full and final settlement of his claim.

(5) In the event that the salvor disputes the award his claim, together with the Fishery Officer's report and a report on the type, age, origin, condition and final disposal of the torpedo or missile, is to be referred to DBR CLCP Claims 2, for further consideration.

(6) Rewards are not payable to personnel of HM Forces or civilians employed by the MOD.

879A. Recovery of Sleeve or Flag Targets.

Sponsor: DBR CLCP

Awards for recovering sleeve or flag targets are to be limited to £25 and may be paid on the authority of the CO. An award in excess of this amount is not to be made without MOD authority. Awards are not payable to personnel of HM Forces or civilians employed by the MOD.

J879B. Rewards to Civilians after Aircraft Crashes.

Sponsor: DBR CLCP

Payments as set out below may be made locally to persons not in HM Forces for assistance of benefit to the Service in connection with aircraft belonging to the Crown that have crashed or force-landed:

(1) For rescuing or helping aircrews to safety in difficult conditions overseas - up to £150, for each aircrew member rescued, or, if more than one person assisted, or if justified by the expenses incurred or efforts expended, up to a total of £1000, for any one incident.

(2) For locating or giving a first report about a missing crashed aircraft in territories overseas - up to £100, but this cannot be made in addition to an award under sub Para (1).

(3) For salvage of crashed aircraft, parts or equipment:

(a) At sea, when recovery is important for security reasons or for determining the causes of the accident, or when for some other reason the recovered wreckage is of value to the MOD, a reward of up to £3000 may be made. Claims for such rewards should be forwarded to DBR CLCP Claims 2 for action. In addition to the reward, the MOD may pay compensation for loss or damage suffered as a direct result of the recovery (subject to confirmation by the local Fishery Officer in the case of UK fishing vessels). DBR CLCP Claims 2 are responsible for all such claims arising from contact with service aircraft. Compensation may also be paid for damage arising from accidental contact with submerged aircraft wreckage.

(b) On land, no reward is to be paid or offered without DBR CLCP Claims 2 approval which will be given only when aircraft or equipment of particular significance are concerned and will be limited to a maximum of £3000. However, the appropriate senior Service officer overseas may, at his discretion, in urgent cases pay or offer up to £300 for recovery on land, reporting all such payments to DBR CLCP Claims 2. Claims for injury, loss or damage suffered by civilians as a result of an aircraft crash, including those arising during the recovery stage, are dealt with either by DBR CLCP Claims 2, or the appropriate Defence Land Agent, using the delegated authority issued by Head of CLCP. Payments for (2) and (3) are chargeable to the appropriate Claims IAC.

880. Disposal of Derelict Explosives.

Sponsor: SM(Wps)16(RAF)

- (1) Derelict explosives are not to be touched or otherwise interfered with except by personnel specifically trained for the purpose.
- (2) Reports of derelict explosives are to be passed as follows:
 - (a) On MOD property - to Command HQ.
 - (b) On civilian property - to the civil Police.

881. Prevention of Waste.*Sponsor: EP Pol*

COs of stations are to take active steps to prevent the waste, or uneconomic use of resources and material. To this end COs should consider the appointment of a committee to oversee the measures adopted to ensure that such waste or the uneconomic use of resources and material does not occur. In particular energy resources cost the MOD a large proportion of the total budget and every effort should be made to keep the consumption of electricity, gas, water and heating fuels to the minimum necessary for the efficient operation of the station.

882. Protection of the Environment.*Sponsor: EP Pol*

- (1) COs are to ensure that the disposal of potentially hazardous or polluting materials such as waste oils, acids or radio-active waste does not infringe the requirements of environmental or health and safety legislation.
- (2) The arrangements for the storage and disposal of waste, particularly on isolated sites, is to be strictly controlled to ensure that polluting materials are not indiscriminately dumped. Any serious infringement of legislation is to be reported immediately to CESO(RAF) with details of the action taken to prevent further pollution occurring or the further discharge of the offending material.

883. Fire Safety and Fire Fighting.*Sponsor: D/CFO*

Detailed instructions and advice on the subject of fire safety and fire fighting are contained in Crown Fire Standards and AP957, they are to be observed by all concerned.

J884. National Insurance.*Sponsor: SP Pol Pay & Charges*

Service personnel are insurable under the Social Security Act but pay earnings related contributions at special reduced rates. During service they and their families are eligible for most of the social security benefits or for broadly equivalent benefits under Service arrangements. On return to civil life, contributions paid during service will reckon in full for the normal benefits. Details of contribution rates, benefits and the procedure for claims are published in DCIs or other regulations.

J885. Service Animals.*Sponsor: Policy Staffs, HQ RAFP*

- (1) **General Aspects.** The Service publications applicable to animal management are:
 - (a) RN and Army - Regulations and Instructions for Army Veterinary and Remount Services, 1976 (Code No 61641).
 - (b) Royal Air Force - AP 1722 (6th Edition) Manual of RAFP and Provost Procedure and Guide to RAFP Investigative Procedures.

(2) ***Responsibilities of a Commanding Officer.***

- (a) The CO of the establishment is responsible for the health, well-being and general fitness, as well as the availability for duty, of all animals on ration strength or forage account. He, or an officer delegated by him, is to inspect all animals once weekly.
- (b) He is to maintain separate registers for each type of animal on ration strength or forage account.
- (c) In an emergency, and in the absence of the appointed veterinary surgeon or Service veterinary officer, the CO may seek the services of any veterinary surgeon. If an animal is seriously injured and shows signs of considerable distress, the CO is to consult the Duty Service Veterinary Officer at the Defence Animal Centre, Melton Mowbray.
- (d) The CO may not dispose of an animal unless casting authority has been issued by the authority as laid down in the appropriate publication in clause (1) above.
- (e) Any officer or airman who wishes to acquire a cast government animal may submit an application, in accordance with AP 1722 (6th Edition).
- (f) The provisions of sub-clause (a) to (e) will not apply to dogs which are permanently issued to and employed on security duties with the MDP; in such cases the responsibility lies with the appropriate senior police officer who will act in accordance with the MDP Manual.

(3) ***Responsibilities of a Service Veterinary Officer when appointed to an animal holding unit.***

- (a) The Service veterinary officer, when appointed, is responsible to the CO on all animal welfare and health matters. He is to examine all established animals weekly and sick animals daily.
- (b) He is to inform the CO immediately of an infectious or contagious disease tentatively suspected within the establishment and is to advise the CO on the necessary action required.
- (c) He is to render a monthly inspection report to his CO on the condition and well-being of all animals on ration strength or forage account.

(4) ***Transportation of Service Animals.*** All Service animals are to be transported in accordance with the provisions of the Welfare of Animals (Transport) Order 1997.(5) ***Provost Marshal (RAF)'s Dog Inspectorate (PMDI).*** The PMDI (RAF) is responsible for the inspection and licensing of RAF dogs and their handlers: this includes associated support facilities such as kennel compounds, training areas and transportation.**J885A. Domestic Animals and Livestock.***Sponsor: Policy Staffs, HQ RAFP*

(1) COs are to issue such orders as are necessary to ensure that livestock and domestic animals which are kept within stations, establishments, barracks or married quarters, are properly maintained and controlled so that they are neither a nuisance, nor a hazard to health, nor bring the Service into disrepute. These orders must be compatible with such local bye-laws and regulations issued by the civil authorities as may be in force and should make it clear in what circumstances the prior permission of the CO will be required and should also define any conditions which will automatically be attached to permits issued on his authority.

(2) When an entire unit or establishment moves, COs are to ensure that all local rules and regulations covering the movement of animals from one country to another or from one part of a country to another are readily available and are brought to the notice of servicemen and their families, particularly during times of epidemic.

(3) Owners of animals are individually responsible whenever they move for informing themselves of current laws, rules and regulations, whether in the UK or abroad, concerning the import or export of animals.

(4) Servicemen moved from one area to another who do not wish or are unable to take their domestic animals with them are to make suitable arrangements either for their transfer to another home or for their humane disposal by a civilian veterinary officer or inspector of the RSPCA or other similar organisation. Where no such organisation exists, units are to make their own arrangements. In no circumstances are dogs or other domestic animals to be abandoned.

(5) COs are to arrange with the RSPCA or similar organisation, or the local public health department, for the humane disposal of any stray animals found on their stations, establishments, barracks or married quarters. Where there is no alternative, units are to make their own arrangements for disposal.

886. Destruction and Control of Vermin and Pests.

Sponsor: UC(PSM)

COs of stations are to maintain effective measures for the destruction and control of vermin and pests, seeking advice of the station MO or the Senior Estate Surveyor, as appropriate. The Senior Estate Surveyor will approach local authorities, as necessary, on aspects of vermin and pest control requiring their co-operation.

887. Presentation at a Foreign Court.

Sponsor: AMPSec(SC)1

An officer who wishes to be presented at a foreign court is to make application to HMs representative at that court. (See Para J 198 as to wearing uniform).

J888. Yeomen of the Guard.

Sponsor: PMA(SPACE)AS

Candidates for appointment are to be serving or discharged warrant officers, or senior NCOs, of the Royal Marines, Regular Army or Royal Air Force who have completed at least 22 years pensionable service. Details of conditions and method of application are contained in Appendix 15A. Commanding officers are to bring this regulation to the notice of eligible candidates at regular intervals.

J889. Yeoman Warders of the Tower of London.

Sponsor: AMPSec(SC)1

appointment are to be former warrant officers or senior NCOs above the rank of sergeant or equivalent of the Royal Navy, Royal Marines, British Regular Army or Royal Air Force. In very exceptional circumstances of distinguished service sergeants or equivalent may be considered. Details of conditions and method of application are in Appendix 15A. Commanding officers are to bring this regulation to the notice of eligible candidates at regular intervals.

890-891 *(Omitted)***892. Clearance Certificates.***Sponsor: Air Cg CRT*

(1) Before leaving a unit on assignment, attachment, cessation of attachment (including patients in RAF hospitals), release or on termination of service on full pay, an officer or airman is to be provided with a clearance certificate (JS Form JPA M001) on which he is to obtain the signatures of his flight or section commander, the supply officer and such other officers (e.g. officers in charge of sports, mess, library, etc) as may be printed on the form or directed by the CO. Before signing the form, the various officers are to endorse thereon details (including the values) of any damages or deficiencies of public equipment or property outstanding against the individual. The values of deficiencies will be the same as those shown in the relevant Form 664B. Recoveries in respect of outstanding subscriptions, etc, or loss of, or damage to, non-public equipment or property are to be effected by the appropriate officers.

(2) (a) The clearance certificate is to be signed in the appropriate space against the title of the flight or section concerned by the appropriate officers. Where any section indicated on the form is not applicable, it is to be struck out by the flight or section commander and initialled by him. Titles of sections, etc, not already shown on the form are to be added as necessary.

(b) Where an individual is himself the flight or section commander, the flight or section signature is to be that of his relief. In the absence of the relief the CO or his deputy is to sign.

(c) Where handing-over certificates are required (see AP830, Vol 1, Part 1, Leaflet A10/1) they are to be completed before signing the appropriate section of the clearance certificates.

(3) When all necessary signatures have been obtained the form is to be taken to the OC Accounts Flight, who is to ensure that it has been completed in all respects, enter any further liabilities which remain outstanding in the accounts section, total the value of the deficiencies and outstanding charges and obtain the individual's signature as admitting the total liability recorded. The OC Accounts Flight is then to sign the certificate in the appropriate space.

(4) When an officer or airman dies, is taken prisoner of war, or is declared missing or insane, arrangements are to be made for a clearance certificate to be completed in accordance with this Para. Any financial liability outstanding against such personnel is to be investigated and clearance obtained by the OC Accounts Flight.

(5) The OC Accounts Flight is to ensure that clearance certificates are received in respect of all personnel referred to in clauses (1) to (4). He is to request the flight or section commander to initiate clearance certificates for any individual who has left the station without clearance by him.

893. *(Omitted)***894. Conduct of Written Examinations at RAF Centres.***Sponsor: D TD Pol*

In order to ensure the proper organization and conduct of all written examinations held at RAF centres, other than internal examinations conducted by the staffs of RAF colleges, schools and other training establishments, the procedure set out in AP3379 Lflt 1401 (Examinations) is to be followed.

J895. Found Property.*Sponsor: Air Cg CRT*

(1) Any article found in a ship, unit, or establishment which the finder is unable to return direct to the owner is to be handed over to the appropriate Service authorities. Any claimant to the property will be required to supply evidence of ownership and may be called upon to defray any identifiable costs incurred.

(2) Property, not being public property, which is unclaimed after being held for three months is to be disposed of, if necessary by sale, at the discretion of the CO.

(3) Where the property is money or is sold for cash, the amount is to be credited to public funds. A proportion of the money may be paid as a reward to the finder.

896. Flag Days.*Sponsor: P1(Cer)(RAF)*

Flag days may be held on RAF stations for the Earl Haig appeal and for the Royal Air Forces Association Wings appeal. They may also be held for civil service charity appeals on stations at which substantial numbers of civilians are employed, provided the flags are not sold to service personnel. No other flag days are permitted. (See Para 195 as to the wearing of emblems).

897. Leave of Absence.*Sponsor: PMA(PAC)*

The regulations relating to the various types of leave of absence which may be granted are laid down in AP 3392, Vol 2, Chapter 17.

898. (Omitted)**899. Placing of Premises Out of Bounds.***Sponsor: Policy Staffs, HQ RAFP*

(1) When it is considered that particular premises in the UK should be placed out of bounds to all ranks of the RAF the facts are to be reported to the OC RAF P & SS Region of the district in which the premises are situated. The OC RAF P & SS Region is to arrange for the matter to be investigated and is to send his report with the complaint, to the OC HQ RAF P & SS, who will, in turn, report the matter to AO Sy&PM(RAF). It will be the duty of the OC RAF P & SS Region to co-operate in such matters with the civil police and the naval and military authorities.

(2) The decision as to whether any premises in the UK are to be placed out of bounds to all ranks will invariably be taken by the Defence Council and the appropriate instructions will be published in DCIs.

(3) The question of placing premises out of bounds overseas is to be dealt with as directed by the AOC or the senior RAF officer, as appropriate.

900. Blood Donations.*Sponsor: DGMS(RAF)*

(1) The National Blood Transfusion Service is authorized to make periodic visits to RAF

RAF personnel who volunteer as donors. At least six months will elapse between the visits of collecting teams, except for the larger training establishments which may provide facilities for the collection of blood from donors once during each course. Volunteers will not, however, be asked to give blood at intervals of less than six months.

(2) All aircrew personnel are eligible to volunteer as blood donors. Following a blood donation aircrew will normally be removed from flying duties for 24 hours.

901. (Omitted)

902. (Omitted)

903-908. (Omitted)

SECTION 5 - BUSINESS ACTIVITIES AND OFF-DUTY EMPLOYMENT

909. **General.**

Sponsor: ACOS Pers Pol (RAF)

(1) Serving personnel must at all times guard against being placed in such a position as may leave them open to the suspicion of being influenced in the discharge of their duty by other than purely public considerations. They must be scrupulously careful in their relationships and in any private dealings with Government contractors and their agents or employees. They are forbidden to furnish testimonials to any company, firm or person in respect of the quality of commodities, supplied for Service purposes.

(2) If a member of the regular and reserve forces has, in the course of his duty, to come into contact with any matter concerning a business organisation in which he has an interest he is to disclose that interest to his superior officer and to ask that some other person may deal with the case. He should not be permitted to deal with the case without the approval of the HQ AIR (Air Personnel Casework)

909A. **Service and Private Interests Including Shareholding.**

Sponsor: ACOS Pers Pol (RAF)

(1) These instructions cover the principles which govern the way in which individuals are required to order their affairs so that no conflict arises, or may be perceived to arise, between their private interests and their public duties.

(2) **Criminal Offences.** It is a criminal offence under section 52 of the Criminal Justice Act 1993 for a person, who has information about securities as an insider, to deal in securities whose price may be affected by that information. In this context, a person is an insider if they or their source (whether direct or indirect) have access to the inside information by virtue of their office or employment, and they know this to be the case.

(3) **Principles.** Service personnel must not be involved in taking or contributing to any official decision that would affect the value of their private investments or private interests, or any private interests they may reasonably be expected to be aware of held by others to whom they may give advice. Nor should they use information acquired in the course of their official duties to advance their private financial interests, or the private interest of others to whom they may give advice.

(4) **Investments.** Individuals must declare to their Commanding Officer all investments in any company with which they have official dealings. These declarations should also include details of such investments held by an individual's immediate family. The scope of family declarations will depend on good judgement, but must include investments held by an individual's spouse or partner and children, as far as he/she is aware of such interests, or could reasonably be expected to have known of them. Changes in the private interests (e.g. shares disposals or acquisitions) of all those covered by these instructions must also be declared. It is not necessary to declare investments in Unit Trusts or other managed funds, over which the individual has no control, unless a sensitive company is the dominant factor in the investment.

(5) Where an individual's Commanding Officer considers, as a result of these declarations, that there may be a conflict of interest, he will discuss with the declarant what further action might be necessary or desirable. This might range from a voluntary undertaking not to deal in or advise on the holdings in question to, in rare cases, instructions from the Department to dispose of personally held investments. Failure to comply with such instructions may lead to disciplinary action. Each case will be examined on its merits, and the advice of DLS(RAF) will be sought.

(6) **Directorships, Partnerships and Other Private Commercial Activities.** The requirement of Crown Service must be the first call on the loyalty and the time of Service personnel. Service personnel who are themselves directors or partners, or who hold any other appointment in a private sector commercial organization must, if the private interest is associated in any way with their official duties, declare such interests to their Commanding Officer. It may also be necessary to declare such appointments held by an individual's immediate family.

(7) Where an individual's Commanding Officer considers that there might be a conflict of interest between the declarant's personal activities and their official duties, it may be necessary to instruct the individual to resign from the private position. The Department cannot require a member of an individual's family to comply with such an instruction, but, where a conflict of interest arises, it may be necessary to remove the individual from the work in question, or to transfer them to a new post.

(8) Any information declared under this instruction will be confidential to the declarant, the individual's Commanding Officer and, if appropriate, ACOS Manning. It is to be destroyed when the declarant leaves the post to which the declaration refers. On assuming a new position within the Department, individual's must decide whether they need to make a new declaration.

(9) **Further Information.** Any enquiry about the content of these instructions or request for advice about the application of the principles to particular circumstances, should be referred through the chain of command to ACOS Pers Pol (RAF) (who will seek advice from MoD DGCP HR Ops Cond 7 as appropriate).

910. Acceptance of Business Appointments and Off-Duty Employment during Service.

Sponsor: ACOS Pers Pol (RAF)

(1) **Introduction.** The Services will only restrict the off-duty activities of its personnel where necessary and justifiable. The Services have a responsibility to the nation to provide an immediate and constant operational capability. Such unique responsibilities require Service personnel to work and operate in a way that may be different from those in civilian employment. In some circumstances therefore, it is necessary for the Services to place restrictions on the private lives of its members. This is to ensure that they can properly exercise their functions as Service personnel and to protect the efficiency and/or operational effectiveness of the Services as a whole. In accordance with the European Convention on Human Rights, a CO may only restrict the activities of an individual so as to protect or safeguard:

of the RAF).

- (b) Public safety or the economic well-being of the UK.
- (c) The prevention of crime.
- (d) The protection of health or morals.
- (e) The protection of the rights and freedom of others.

(2) Personnel wishing to take up business appointments, or to seek off-duty employment, during service are, for the reasons stated above, required to seek approval from their CO. Each application is to be considered fairly, impartially and separately by the CO of the applicant. COs are to give full weight to the unique nature and demands of the Services when assessing an application against the criteria set out above.

(3) **Guiding Principles.** Service duty takes precedence over all other forms of employment and Service personnel are required to be available for service on demand. To ensure that the interests of the Service are protected, Service personnel may not, without authority, accept any form of employment during full-time service. Certain types of employment may be barred to Service personnel because of the potential for the duties of the employment to conflict with Service duty. However, personnel may be authorized by their CO to hold business appointments, carry out a profession or trade, or undertake other employment where:

- (a) The activity does not involve the use of official time or affect the individual's efficiency as a member of his Service or in anyway interfere with any of his Service duties.
- (b) The activity does not involve the use of official information or resources.
- (c) Service uniform is not worn.
- (d) The activity will not bring the Service into disrepute.

(4) **Insurance covering Civil Employment.** The MOD will in no circumstances accept any responsibility for injury, loss or damage to the applicant, other parties or to property arising in the course of or out of the activities of such personnel during employment outside their official duties. The CO should therefore advise them to ensure that they are adequately covered by insurance.

(5) **Business, Professional and Trade Appointments.** Subject to paras (6) and (7) below, a CO may approve applications for continuous, temporary or part-time employment where an individual wishes to:

- (a) Carry on a profession or a trade;
- (b) Be a member of a governing body of any corporation, company or undertaking, or any partnership engaged in any trade or carrying on any profession;
- (c) Assist, advise or act directly or indirectly as agent for any corporation,

any profession or is engaged in trade or is profitably employed.

(6) COs are to satisfy themselves that applications submitted under Para (5) contain an undertaking that:

- (a) The conditions at Para (3)(a)-(d) are met;
- (b) Applicants understand the importance of securing appropriate commercial insurance as outlined at Para (4).
- (c) They will take no part in activities that could give rise to a reasonable suspicion that they have used or could use information gained as a result of their Service to further any business interest, be it their own or otherwise.
- (d) They will take no part in transactions between the firm or enterprise and the Services or any department or branches of the Government or any semi-public organization brought into being by the Government.
- (e) They understand that no special facilities such as leave of absence will be granted and that approval will not debar them being required to serve, whether afloat or ashore, at home or abroad.
- (f) They will inform their new CO of the nature and extent of their business activities each time they are posted/attached or following a change in the type of employment.

(7) **Applications General.** Applications from individuals should be submitted to COs through the normal chain of command. The type of employment and the duties required to be carried out should be clearly described by the applicant. A CO when considering an application submitted in accordance with Para (5) should exercise particular care where Service personnel seek approval for employment in certain roles where interference or conflict with an individual's ability to meet or carry out the full range of his duties may be reasonably anticipated. In addition to the general criteria at Para (3), COs should pay particular attention to the following areas of employment:

- (a) **Special Constable.** The duties of a special constable are such that they have clear potential to conflict with duties carried out as an element of military aid to the civilian authorities. It is, therefore, most unlikely that a police authority would seek to employ serving personnel in such a position. Further, attestation as a constable will inevitably give rise to a conflict between police and Service duties. Special constables fall under the direction and control of the Chief Officer of Police and provide a reserve capability to the police. Consequently, an application to become a special constable should not be approved.
- (b) **Security Staff.** COs should be careful to ensure that the exact nature of the duties is described in the application. A CO would need to consider the likelihood that secondary circumstances, beyond the immediate requirements of the employment (e.g. court appearances as a witness following a fracas) might effect an individual's ability to fulfil their operational commitments. Jobs where confrontation with members of the public may take place or the use of physical force is likely, should be avoided.
- (c) **Insurance or Financial Agent.** The purchase of insurance or

financial products requires careful thought and consideration and is best achieved following the acquisition of professional and independent advice. COs should consider carefully all applications for this form of employment and in particular they will wish to know if Service personnel are to be potential clients. Because of the strict rank structure within the Services, COs will need to consider whether rank might have a bearing on some aspect of sales, or whether the product on offer may gain an endorsement or undue authority based upon the rank or position of the individual selling the product.

(d) **Commercial Advertisements.** Participation in commercial advertisements may have the potential to give the impression that the Services endorse or have a view on a commercial product, service or political position. Applicants must therefore provide the fullest details so that a CO may consider whether:

- (i) The individual would be identified as a serving member of the Services.
- (ii) The Services would be directly or indirectly associated with the advertisement;
- (iii) The individual's participation might align him, or the Service, with any political position.

(e) **RAF Fire-fighter.** Trade Group 8 RAF Fire-fighters may be employed as retained fire-fighters by the local authorities; however, the employing authority must be made aware in writing that:

- (i) A Royal Air Force Fire-fighter employed as a retained fire-fighter must not be called out on local authority duties within the 2-hour period preceding his Royal Air Force start-duty time.
- (ii) The Royal Air Force reserves the right to recall instantly a retained fire-fighter to duty, without recourse to reason, whilst he is on duty with a local authority.

(f) **Trade Dispute.** Service personnel may become members of civilian trade unions and professional associations in order to enhance their trade skills and professional knowledge and as an aid to resettlement into civilian life. They are not to participate in industrial action or in any form of political activity organized by civilian trade unions or professional associations. Where it is believed that a trade dispute is in progress, in order to safeguard the reputation of the Service, COs should not authorize, or should withdraw authorization given, in respect of off-duty employment with that organization. Where there is doubt about the existence of a trade dispute, the CO should refer the matter through his chain of command, with full details and recommendations.

(8) **Referral to MOD.** Where uncertainty exists on any matter associated with an application the case should be referred through the local chain of command to HQ AIR (Air Personnel Casework). Each case should be accompanied by the full facts of the case and, wherever possible, should include the CO's recommendation.

J910A. Employment During Terminal Leave.*Sponsor: ACOS Pers Pol (RAF)*

Service personnel leaving the Regular Forces may accept paid permanent or temporary employment subject to the requirements of QR J910 and J913 (officers). It should be particularly noted that the requirement for suitable insurance remains.

- (1) **RAF only.** The conditions at QR J910 and J910A apply also to Service personnel who wish to commence civil employment during annual or other leave added to terminal leave.

911. Payments from Government Departments.*Sponsor: ACOS Pers Pol (RAF)*

When a Crown servant produces or does something which is of value to the Government, he shall not receive the full price which would have been paid to a person outside the public service for the same activity. This applies particularly when performed with the help of official information, experience or time even though not performed as part of his official duties. This rule has been modified to the extent that payments to Crown servants over and above normal salary for activities outside the scope of their duties and involving no use of official time are calculated on the same basis as payment to persons outside the public service for the same activity.

J912. Payments for Broadcasting, Lecturing or Writing for Publication.*Sponsor: ACOS Pers Pol**(RAF)*

- (1) Broadcasts by serving personnel acting as official spokesmen and speeches and lectures on official subjects will normally be undertaken as part of their official duty and, as such, covered by their Service pay; no question of extra payment to individuals will therefore arise. If, however, all or part of the preparatory work and delivery of the broadcast, speech or lecture is done during the individual's off-duty time, he may retain the whole or part of any fees payable, as appropriate. This provision also governs the retention of any fees payable for the writing of books or articles on official matters or involving the use of official material or experience. Details of any payments should be sent to the appropriate Public Relations or Publication Clearance authority (See J Appendix 43) to consider what proportion should be credited to public funds.

- (2) Participation in the activities referred to in clause (1) above is also governed by paras J 2452 to J 2458 and J Appendix 43 relating to the use of official information and experience and the procedures for seeking permission to speak in public and to write for publication.

J913. Acceptance of Business Appointments after leaving the Services.*Sponsor: ACOS Pers Pol**(RAF)*

- (1) The principles governing the acceptance of business appointments by officers of the Crown Services after leaving the Services are laid down in Command Paper 5517, an extract from which is reproduced in Appendix 17.
- (2) Before accepting, within two years of leaving the Service, an offer of employment of a consultancy with a defence contractor or foreign government all officers must obtain the approval of the Ministry of Defence. An officer at or above the rank of Rear Admiral, Major General or Air Vice-Marshal must obtain approval to take up any paid employment, whether or not with a defence contractor or foreign government.
- (3) This procedure is necessary to ensure that when an officer accepts outside employment there should be no cause for suspicion of impropriety. In particular the procedure is designed to allay public concern that the advice and decisions of an officer in Crown Service might have been influenced by the hope or expectation of future employment with a particular firm or

over competitors by employing an officer who has had access to commercial, technical or other information which those competitors could legitimately regard as their trade secrets. Most applications will be approved without condition, but waiting periods or other conditions may be imposed on those applications where there has been a close link between the applicant (when serving in the Armed Forces) and the proposed employer, or that company's competitors.

(4) Applications should be made on MoD Form BA42 which can be found in the Defence Intranet Library under Government Jobs as Business Appointment Form. Full details of contacts are shown on the form and queries should be addressed to, DGCP-HR Ops Industrial Relations, Main Building, Level 6 Zone N, Whitehall London, SW1A 2HB. It is essential that no appointments are accepted until formal approval has been obtained.

J914. Commercial Sponsorship.

Sponsor: DSB(RAF)

(1) **General.** Commercial sponsorship has a useful part to play in enhancing some Service activities, notably sporting events. However, in undertaking sponsorship arrangements, the overriding consideration is that the Services should not engage in the active sales promotion of any commercial product, or in any activity which could be regarded as bringing the Armed Forces into disrepute.

(2) **Defence Contractors.** Under no circumstances should commercial sponsorship, including the award of grants, gifts, trophies, and prizes, be solicited from firms which are Defence Contractors. Unsolicited approaches from Defence Contractors offering sponsorship are to be referred for decision to Director General Commercial (DG C). Any doubt as to a company's status should be referred to DG C.

(3) **Sponsorship of Sport.** Sponsorship of Sport provides additional funds for the benefit of Service personnel. Sponsorship from Defence Contractors should not be sought but may be offered. Such offers of sponsorship from Defence Contractors for sport are to be referred to DSB(RAF) in the first instance, who will seek DG C's agreement.

(4) Sponsorship From Tobacco Companies.

(a) Sponsorship from tobacco companies must not be accepted in respect of any public or military events (i.e. events which the Services organize or participate in, about which the public has prior knowledge and to which they have access) regardless of size and importance. No event which attracts any tobacco sponsorship whatsoever is to take place on MOD property. Service personnel are not permitted to take part in other events which are sponsored by tobacco companies for the benefit of a third party, for example a Service benevolent fund or charity.

(b) Service participation may be permissible at events sponsored by organizations with no connection with the tobacco industry but which include some low key tobacco industry involvement, such as a hospitality marquee or sales stand. At such events Service participants are to avoid all contact with the tobacco company and are not to allow themselves to become party to tobacco advertising, for instance by being photographed in uniform in front of a tobacco company advertising hoarding.

(c) Events, sponsored by tobacco companies, to which the Service have already made contractual obligations must be reviewed in the light of these regulations. Each case should be considered on its merits and queries should, in the first instance, be directed to AMP Sec 2, HQPTC.

(5) **Advertisements.** Permission will not normally be given for the appearance, on or off duty, of Service personnel, or the use of Service equipment in commercial advertisements. Any cases, which it is felt might justify an exception to this rule, should be referred to DG C.

(6) **Service Bands.** In addition to the rules governing acceptance of engagements laid down in Band Regulations, Service bands are also to observe the rules on commercial sponsorship set out above when the acceptance of Category IV or other outside engagements is under consideration. Exceptionally, permission may be given for overseas engagements which would otherwise fall outside these rules where they are associated with the promotion of British commercial firms, or products abroad, or have a general public relations value for the British Forces. In such exceptional cases prior permission must always be sought from the MOD (P1 Ceremonial).

(7) **Contracts.** Once an offer of sponsorship has been accepted, then a contract has been entered into with the sponsor. Withdrawal from the contract, for whatever reason, may result in a claim for financial liability. With any sponsorship the organizers must be aware that participation may have to be cancelled at no notice because of service requirements. Units should ensure that they are adequately protected in such an event, particularly if large sums of money are involved, through a legally drawn up contract. Advice should be sought from the DG C.

(8) **Further Rules.** Further rules governing sponsorship for sport are contained in AP3415 (Sport & Recreation in the Royal Air Force), Section 2, Chapter 6.

915. Sports and Financial Incentives.

Sponsor: ACOS Pers Pol (RAF)

Guidelines for individuals undertaking sport for financial incentive are contained in AP 3415, Chapter 2, Annex B, Section 2.

916. (Omitted)

SECTION 6 - PRISONERS OF WAR.

J917. Responsibility for Prisoners of War.

Sponsor: ACOS Pers Pol (RAF)

(1) Both the Government whose forces capture them and the individual members of those forces are responsible for ensuring that, from the moment of capture, prisoners of war are treated in accordance with international law, in particular the provisions of 1949 Geneva Convention III Relative to the Treatment of Prisoners of War.

(2) Prisoners are on no account to be regarded as the property of or at the mercy of the units or individuals who capture them or have them in their charge. Consequently all persons who have prisoners of war in their charge are strictly to observe in their treatment of them the requirements of international law, including the provisions of 1949 Geneva Convention III Relative to the Treatment of Prisoners of War, which are set out in Joint Service Publication 383 – The Joint service Manual on the Law of Armed Conflict. In particular, prisoners of war are to be treated humanely at all times, given appropriate medical attention and provisions, and protected, particularly against acts of violence or intimidation and against insults and public curiosity. They shall be evacuated as soon as possible after capture to areas out of danger from combat.

J918. Status of Captured Persons.*Sponsor: ACOS Pers Pol (RAF)*

Prisoners of war shall be treated as such from the time of capture until final release and repatriation. If a doubt arises as to whether a person who committed a belligerent act and was captured as a prisoner of war is entitled to prisoner of war status, they shall be given the protection afforded to prisoners of war until their status is determined by a tribunal in accordance with the 1949 Geneva Convention III Relative to the Treatment of Prisoners of War.

J919. Knowledge of Duties and Obligations towards Prisoners of War. *Sponsor: ACOS Pers Pol (RAF)*

(1) Although the permanent custody of prisoners of war is generally an Army responsibility and the practical aspects of their custody and administration are dealt with in the Army publication "Unit Documentation Manual (Soldiers) 1994 (Army Code No 60136)" any Service may have to guard and administer prisoners of war from the time they are captured until they are delivered into Army charge.

(2) COs are therefore to ensure that all personnel under their command are properly instructed in their duties and obligations towards prisoners of war.

J920. Conduct after Capture by the Enemy.*Sponsor: ACOS Pers Pol (RAF)*

COs are to satisfy themselves that all personnel under their command are familiar with the precautions to be observed in the event of their being taken prisoner of war and, in particular, of the need to prevent material likely to be useful to the enemy from falling into his hands.

921-925. *(Omitted)***SECTION 7 - PROTECTION OF CIVIL INTERESTS****926. The Reserve and Auxiliary Forces (Protection of Civil Interests) Act, 1951.***Sponsor: Air Cmd SO2 Res Spt*

(1) This Act protects certain civil interests of personnel of the reserve and auxiliary forces during their service with HM Forces and for a short period thereafter. It may also protect the serviceman's dependants and other persons directly affected by his absence on service. It does not apply to regular personnel.

(2) Guidance on the main provisions of the Act and on the classes of personnel protected is given in JSP 753 Chapter 8 and a copy is included with mobilisation notification.

(3) RAuxAF unit Cdrs are to ensure that reservists are briefed annually on the provisions of the Act and that a copy of it is issued to each auxiliary or reservist who reports for service or training if he has not previously received one. He is to be advised to forward it to his immediate dependant for safekeeping.

(4) !! Copies are to be held by units for reference and loan purposes. Care is to be exercised in offering advice on the interpretation of the necessarily complicated provisions of the Act. Unless the enquiry is straight-forward the enquirer should be recommended to obtain

legal advice (under paras 983 to 985, as applicable).

(5) When it is necessary to obtain a "certificate as to performance of relevant service", personnel should apply to the Air Cmd Reserves Forces Manning Cell (RFMC) giving their personal details and periods of mobilisation for which they require the certificate.

927-929. *(Omitted)*

SECTION 8 - WAR MEMORIALS

J930. Memorials.

Sponsor: Infra(Pol)

Memorial statues, plinths or plaques are normally organised by Regimental or Service Associations in memory of Service personnel who have died in past and present wars and conflicts. Before the construction or erection of any memorial is considered the following guidelines must be followed and approval sought from the relevant Chain of Command:

a. Memorials in the UK.

(1) Financial provision for a memorial's long term care and maintenance (including taking account of possible amalgamation or disbandment of the proposing unit at some time in the future) must be established before any work is undertaken. The erection of a permanent outdoor memorial will inevitably require the permission of the local authority, whether on military or civilian real estate. No MoD money may be used to erect or maintain memorials.

(2) Movable memorials such as inscribed blocks or small cairns based within a unit's lines are more easily approved by the Chain of Command as they remain unit property and can be removed in the event of a change of unit location.

(3) The installation of plaques/sustained glass windows/Books of Remembrance in appropriate Churches/Chapels is permissible provided their long term care and maintenance can be assured to the satisfaction of the relevant Church authority. The erecting unit is responsible for the memorial and any subsequent relocation and maintenance costs must be met by non public funds.

(4) The addition of names to existing War Memorials is a matter for the owner or the organisation in which ownership is vested.

b. Memorials Overseas.

(1) There are no guarantees that memorials erected overseas will be respected or that access will subsequently be granted to anyone wishing to provide for their long term care and maintenance.

(2) Memorials overseas should be discouraged by the Chain of Command unless they are of such a size or nature that they can be returned to the UK at minimal private cost with the unit concerned once operations are completed and that financial provision for the memorial's long term care and maintenance has been established.

Appropriate arrangements must be put in place to convene a Siting Board *and its findings recorded within an RAF Form 2*, prior to the construction of any memorial.

In all cases the advice of the appropriate single Service staff branch, (DNSC4, PS12(A) or P1(Cer) RAF) should be sought.

931-934. *(Omitted)*

SECTION 9 - MAKING A WILL

J935. Wills.

Sponsor: ACOS Pers Pol (RAF)

(1) The recommended methods of making a will which are available to Service personnel may be summarized as follows:

(a) As for civilians:

(i) By drawing up a will on expert advice.

(ii) By using one of the printed forms which can be purchased.

(iii) By writing a simple will on a sheet of paper.

(b) Methods available to Service personnel only:

(i) Use of MOD Form 106 (see clause 4).

(ii) In exceptional circumstances, as stated in clause (6).

(2) Subject to the exceptions stated in clause (6), the laws which apply to the making of wills by civilians apply to the making of wills by members of the Armed Forces. The laws for England, Wales and Northern Ireland differ from those for Scotland and other parts of the world. Personnel domiciled outside these countries, or who are not British subjects, and who wish to make a will are advised to obtain legal advice in order to ascertain the procedure which must be followed and the formalities which must be observed. Persons under the age of 18 years cannot make a will under the law applicable to England, Wales and Northern Ireland. Persons domiciled in Scotland may, however, make a will at the age of 14 years.

(3) COs are to ensure that all personnel entitled to make a will are urged to do so. Personnel making a will should be advised that if for any reason they afterwards wish to change the distribution of their estate they should make a fresh will. In addition COs are to remind personnel that it may be desirable to make a will (or a fresh will) on any alteration of marital status or change of next-of-kin and that it is desirable to make a will before proceeding overseas. They should point out that if no will is made the estate (including money, balance of pay and personal belongings) must be distributed in the event of death according to the laws of the country or domicile governing intestate estates, which may result in the estate having to be distributed in a way which the deceased would not have wished, and that the nomination of a next-of-kin does not take the place of a will.

- (4) A form of will (MOD Form 106) may be obtained on application to the CO. The attention of personnel using this form should be drawn to the Notes on the reverse side of the form. Personnel may make their own arrangements for drawing up a will if they prefer to do so.
- (5) Service personnel, including those under 18 years of age, may be able to make informal unwitnessed wills, usually during war time, but in the interests of their beneficiaries they should make a formal will at the earliest opportunity. Naval personnel under 18 years of age may also, when at sea, make a formal will.
- (6) RAF Only. For safekeeping, wills may be lodged with: the Document Handling Centre (DHC) Glasgow; the individual's bank or building society; a solicitor; the probate registry (via the local probate office) for a fee, or with a member of the family or close friend. Individuals who wish to store their wills with DHC or make a new or replacement will, are to complete a will form MOD Form 106, place this in MOD Form 106A, Will Form Envelope, complete Parts A and B of JPA Form N004 and pass to unit HR for processing. The DHC will also accept civilian-generated wills but due to storage constraints all wills are to be sent in the standardised pre-printed envelopes, MOD Form 106A, available from unit HR.

SECTION 10 - SERVICE INSTITUTES, CORPORALS' AND AIRMEN'S CLUBS, NAAFI SERVICES

936. NAAFI.

Sponsor: GC SF&W

The relationship between the MOD and NAAFI is set out in a charter, which is published annually as a DCI(General). This Charter replaces JSP 393 - Rules for NAAFI Services - and details the obligations each party has to the other, with regard to policy on how NAAFI conducts business with the Armed Forces for the provision of welfare facilities.

937. Service Institutes, Corporals' and Airmen's Clubs.

Sponsor: GC SF&W

- (1) For the purposes of this Regulation, the following definitions apply to terms used:
- (a) **Service Institute.** The committee responsible for organizing all activities of a welfare or amenity nature on a station for personnel below the rank of sergeant.
 - (b) **Corporals' Club.** The building, including temporary structures, or portion thereof, set aside for corporals in which the main group of activities organized for them by the service institute takes place and in which the trading activities are normally conducted by the NAAFI.
 - (c) **Airmen's Club.** The building or buildings, including temporary structures, in which the main group of activities organized by the service institute for airmen (see (d) below) takes place and in which the trading activities are normally conducted by the NAAFI.
 - (d) **Airmen.** Personnel of the rank of junior technician and aircraftman.

- (2) Detailed instructions on the management and administration of the Service Institute, Corporals' and Airmen's Clubs are contained in the Manual of Accounting and Administration for Service Funds, AP3223.

938-943. *(Omitted)*

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CHAPTER 14

GENERAL LEGAL MATTERS**SECTION 1 – JURISDICTION****J944. General.***Sponsor: DLS(RAF)*

(1) Service Courts have jurisdiction to try any Service offence. A Service offence is an offence that is a non-criminal conduct offence under Part 1 of the Act, other than an offence under section 42, and any criminal conduct offence under section 42 of the Armed Forces Act 2006 (AFA 06).

(2) For jurisdiction as to the person attention is drawn to AFA 06, Part 2, Chapter 1, regulations made under AFA 06 and the Manual of Service Law (MSL), Volume 1, Chapter 3, Part 1.

J945. Jurisdiction in the United Kingdom.*Sponsor: DLS(RAF)*

(1) In respect of offences committed by persons subject to Service law, Jurisdiction may lie with the Service authorities or with both the Service authorities and the civilian authorities under the ordinary law of the relevant part of the UK. In the latter circumstance, there are a number of established procedures and protocols that determine the exercise of jurisdiction and COs should liaise with the Service Police (SP) and seek staff legal advice on jurisdiction.

(2) Where jurisdictional issues arise in the UK, consultation with relevant civilian authority will be handled by the SP or Ministry of Defence Police (MDP) and by the Director of Service Prosecutions (DSP), where appropriate. COs should therefore liaise in the first instance with SP in these cases.

(3) If there is in any doubt as to whether an alleged offence should be reported to a relevant civilian authority or if there is any doubt as to whether the Services have jurisdiction to deal with the case, staff legal advice should be sought.

(4) Detailed information regarding jurisdiction in the United Kingdom is contained in MSL, Volume 1, Chapter 3, Part 3.

J946. Jurisdiction in Commonwealth and Foreign Countries.*Sponsor: DLS(RAF)*

(1) The proper exercise of Service jurisdiction in a foreign country is often regulated by a treaty, MOU or ad hoc agreement.

(2) Detailed information regarding jurisdiction outside the United Kingdom is contained in MSL, Volume 1, Chapter 3, Part 3.

J947. Jurisdiction in NATO and Partnership for Peace Countries.*Sponsor: DLS(RAF)*

(1) Jurisdiction in NATO countries and the other states participating in the Partnership for Peace (PfP) is dealt with in Article VII of the Agreement Regarding the Status of Forces of Parties to the North Atlantic Treaty (Command 9363) signed in London on 19 June 1951 (the Agreement). The full text of the Agreement is in MSL, Volume 3.

(2) The status of UK forces stationed in Germany is governed by the Agreement Regarding the Status of Forces of Parties to the North Atlantic Treaty (Command 9363) as modified by the Supplementary Agreement (Command 2191 of 1963 and Command 2479 of 1994).

(3) Detailed information regarding Jurisdiction in NATO and PfP countries is contained in MSL, Volume 1, Chapter 3, Part 3.

J948. Jurisdiction in British Overseas Territories.*Sponsor: DLS(RAF)*

(1) In the British overseas territories listed in the UK Forces (Jurisdiction of Colonial Courts) Order 1965 (as amended) – SI No 1203 of 1965, reproduced at Appendix 3B, the jurisdiction of the civil courts to try members of Her Majesty's forces (or the civilian component of those forces) in respect of offences against the law of the territory has been removed in certain circumstances.

(2) Cyprus Sovereign Base Areas (SBAs) form a special category governed by the Treaty of Establishment 1964. Differing jurisdictional arrangements exist depending on whether the events giving rise to the charge occurred within the SBAs or in the Republic of Cyprus. In the light of such complications, where such issues arise staff legal advice should always be obtained.

(3) Detailed information regarding Jurisdiction in British overseas territories is contained in MSL, Volume 1, Chapter 3, Part 3.

J949. Jurisdiction Security Cases - World Wide.*Sponsor: DLS(RAF)*

In cases where there has been a breach of security and it appears that:

(1) The offence could involve damage to the public interest.

or

(2) The offender could have been acting for a purpose prejudicial to the interests of the State, the CO of the accused is immediately to refer the case to DLS(RAF) for a decision on reference to the civil authorities.

J950. Murder and Manslaughter Abroad by Accompanying Civilians.*Sponsor: DLS(RAF)*

Where it is alleged that a civilian subject to Service discipline has committed an offence of murder or manslaughter outside the United Kingdom and the authorities of the host country do not intend to exercise jurisdiction, the commanding officer is immediately to report the case to HQ Air PersPol-DisPol and DLS(RAF). Pending a decision as to whether any trial should take place in the United Kingdom courts or by court-martial overseas, police enquiries and, if necessary, the formal investigation of the charge where the accused is in arrest, may continue. If the United Kingdom civil authorities decide to exercise jurisdiction, any proceedings under AFA 06 will be stayed.

J951-957. (Omitted)**SECTION 2 - CIVIL LAW AND PROCEEDINGS**

Note: This section does not cover either the provision of advice on Service law or the procedures connected with Service courts.

J958. Civil Proceedings.*Sponsor: DLS(RAF)*

(1) When an individual has been, or is likely to be, made a defendant in civil proceedings, arising out of an act which was sanctioned by Service authority or which occurred in the course of his duty, he is at once to report the matter to his CO.

(2) On receipt of a writ, summons or other legal document naming a Serviceman or the Department as a defendant in these circumstances, the CO is to take action as follows:

(a) If it relates to common law claims for negligence, it should be sent to the Directorate of Business Resilience - Common Law Claims & Policy (DBR-CLC&P) division.

(b) If it relates to an Employment Tribunal (Industrial Tribunal in Northern Ireland), the Originating Application (ET1/IT1) should be sent to RAF PersSec (ET), HQ Air Command.

(c) For all other civil proceedings, a copy of the legal document is immediately to be sent to MOD Central Legal Services - General Law (CLS-GL) division. A full statement of the facts is to be sent with the legal document whenever possible, but the forwarding of the document must not be delayed on this account. Further action is to be taken only on the instructions of MOD CLS – GL.

959. Common Law Claims.

Sponsor: DLS(RAF)

See Chapter 23.

J960. Employment Tribunals.

Sponsor: DLS(RAF)

(1) Service (and civilian) personnel have certain rights to pursue complaints at Employment Tribunals (ET). However, applications to an ET by Service personnel can only be made after a Service complaint has been made with the chain of command (and not withdrawn). The Service complaint process is detailed in JSP 831. The Service (or civilian) person bringing the case has to arrange for an Originating Application (an ET1/IT1) to be issued at a Tribunal Office. This sets out in detail the complaint and the remedy being sought, and will be sent to the named Respondent, normally the "MOD". The MOD has only 21 days from receipt of the ET1/IT1 to respond, so any applications received by a unit must be sent immediately to RAF PersSec (ET), HQ Air Command, who will arrange with the MOD's legal representative for the Grounds of Resistance (the ET3/IT3) to be issued.

(2) Where the MOD accepts legal liability for the action of its personnel, its legal representation will subsume the interests of individual defendants. However, if the MOD's legal representative declares a conflict of interest, the MOD's legal representative can no longer represent those defendants whose interests are in conflict with those of the Department. In such cases, the MOD will not arrange or pay for separate legal representation. Any legal representation that individuals may feel is necessary will be at their own expense.

J961. Civil Legal Proceedings Involving an Individual's Private Affairs - Service of Writs, Summonses or other Processes.

Sponsor:

DLS(RAF)

(1) Service authorities are not responsible for the service of process on personnel who, in their private affairs, are a party to legal proceedings in the civil courts either in the UK or abroad. COs may nevertheless assist solicitors to the extent described below. A summary of the requirements of the English and Scottish courts in relation to the service of Writs, Claims or other process is set out in **Appendix 3c** for the guidance of those who may be asked to assist solicitors wishing to serve process on Service personnel. (For the service of process in respect of maintenance proceedings, however, see Armed Forces (Service of Process in Maintenance Proceedings) Regulations 2009.

(2) If the individual is serving in the UK, he is to be told of the process and, if he is willing to accept service, mutually agreeable arrangements are to be made for him to meet the process server. If the individual is unwilling to accept service, he is to be advised that other means of service may be available, the cost of which he may have to bear if he is the unsuccessful party in any subsequent action. If he nevertheless persists in refusing to accept service, the solicitor is to be advised that the CO can do no more to assist.

(3) The CO is to provide the same assistance as in clause (3) above if the individual is serving abroad, provided the solicitor has obtained leave of the court to serve process overseas. Otherwise, the solicitor is to be informed that no assistance can be given pending the individual's return to the UK, the approximate date of which may be given. Similar assistance should be provided in respect of the service of foreign court orders where such a duty exists under the NATO Status of Forces Agreement or a Memorandum of Understanding.

J962. Legal Advice or/Representation.

Sponsor: DLS(RAF)

If the actual or potential legal action relates to private affairs, the MOD will not provide or pay for either

legal advice or any subsequent legal representation. Legal advice and assistance for personnel in commands abroad may be available from Service lawyers in certain circumstances under the terms of their single Service regulations.

J963. Attendance of Personnel at Civil Courts.

Sponsor: DLS(RAF)

(1) If, at a time when required to attend in person at a civil court in whatever capacity, the individual concerned is (or expects shortly to be) under orders to proceed outside the UK or otherwise outside the jurisdiction of the court, he is to inform his CO without delay. The CO is immediately to notify the facts to higher authority. No assistance by way of payment of expenses is to be made to an individual to appear before a civilian court where the matter is not duty related.

(2) COs are reminded that, in the UK, an individual must attend court when summoned to do so. If he does not attend, he may be prosecuted for contempt and action may also lie against anyone who sought to prevent his attendance. The position is not necessarily the same for personnel summoned by foreign courts and COs should be guided by the appropriate legal advisers. It is open to COs to ask the civilian authorities to adjourn a hearing, on the grounds that the date chosen is particularly detrimental to the Service interest, but permission must nevertheless be given for the individual to attend if the summons has not been cancelled by the time it falls due to be answered.

J963A. (Omitted)

J964. Criminal Proceedings - Legal Representation of Service Personnel Facing Interview Under Caution.

Sponsor:

DLS(RAF)

(1) The MOD does not pay for legal representation for personnel being interviewed under caution by either the Service or civilian police, or for legal assistance in advance of such interviews. Individuals attending for interview in circumstances where a 'duty solicitor' scheme operates will be allowed the services of a solicitor free of charge, if they so wish. If they prefer to retain their own solicitor, this is to be at their own expense and the MOD will not reimburse the cost. Individuals being interviewed under caution by the Health and Safety Executive or the Environment Agency (where a 'duty solicitor' scheme is not available) should contact the Directorate of Safety, Environment and Fire Policy (Finance and Secretariat) for advice.

(2) (RAF only). Personnel serving overseas who are being interviewed under caution by either Service or civilian police, or require legal assistance in advance of such interviews, may be able to obtain advice and representation from Service legal officers under local arrangements. Details should be available through the individual's CO or from the local Service police authorities.

J965. Legal Representation of Service Personnel Facing Criminal Charges. *Sponsor: DLS(RAF)*

(1) The MOD has no responsibility in law to provide legal representation for personnel involved in any criminal proceedings. The decision whether or not it should support personnel in such circumstances is one of Departmental policy. Personnel should be reassured, however, that they will not be abandoned by the Department when their work takes them into difficult or unusual circumstances.

(2) In certain circumstances the MOD will consider paying for the defence of an individual charged with a criminal offence, including payment for legal representation before and during interview under caution. An individual in this position, either at home or abroad, may apply to the Department for funding for legal representation. The decision to grant or refuse MOD funding of legal representation is taken by MOD CLS-GL, in conjunction with the MOD Legal Adviser and the appropriate single Service staffs. In considering such applications, the MOD will have regard to the following:

(a) Whether the alleged act was committed in the course of the individual's employment/duties and in accordance with any applicable regulations/instructions or orders (insofar as this can be determined at the time);

(b) The implications for MOD policy, regulations, instructions (e.g. rules of engagement, operational procedures) and other relevant interests (this would include proceedings before international courts or tribunals); and

(c) The seriousness of the offence, the possible punishment and its impact on the individual's liberty and livelihood. (Departmental funding will not, as a general rule, be provided for those criminal charges in domestic courts that fall outside of the legal aid scheme such as minor driving offences).

(d) The apparent weight or strength of evidence against an individual is not relevant.

(3) The presumption will be that the cost of defence will be borne by the MOD if the alleged offence was committed in the course of the individual's duties and the proceedings have implications for Departmental policy, regulations and instructions (e.g. rules of engagement or operational procedures) or other relevant interests. Where the MOD does not fund the legal representation, personnel will have to apply for legal aid (if available) under the normal rules of eligibility or pay for their own representation.

(4) See Para **J980** regarding proceedings which do not fall within this regulation.

J966. Civil Criminal Legal Proceedings Involving an Individual's Private Affairs - Legal Advice and/or Representation. *Sponsor: DLS(RAF)*

See Para **J962**.

J967. Attendance of Personnel at Civil Criminal Courts. *Sponsor: DLS(RAF)*

(1) When an individual is charged by a civil court in respect of a criminal offence relating to his private affairs, he is to report the matter immediately to his CO in order that the necessary arrangements may be made for his attendance at the court and for other relevant Service action to be taken as prescribed in regulations. He is also to inform the CO if he intends, where appropriate, to plead guilty by letter without appearing in court. See also Para **J963**.

(2) (RAF only). The provisions of clause (1) do not apply to summonses in respect of minor offences under the Road Traffic Acts. Summonses following positive 'breathalyser' tests are not to be regarded as minor offences under the Road Traffic Acts and are therefore always to be reported. See paras **1061** and **1062**.

J968. Institution of Legal Proceedings on Behalf of the MOD. *Sponsor: DLS(RAF)*

The institution of civil proceedings on behalf of the MOD is to be undertaken only on the authority of the Department.

J969. Third Party Requests for Information For Legal Purposes. *Sponsor: DLS(RAF)*

Where the request relates either to an action or potential action to which the MOD is not a party, or to criminal proceedings, the advice of MOD DG info Access Pol is to be sought in the first instance.

J970. Witness Evidence. *Sponsor: DLS(RAF)*

Service personnel may occasionally be asked to give evidence on a variety of matters. There are two categories of witnesses: a witness of fact and an expert witness.

(1) **Witness of Fact.** (This category includes both observers of an incident and individuals who have knowledge of Service/MOD procedures). MOD has a duty to assist the court in the giving of information likely to resolve the issues before it. It is quite permissible for a witness to give such evidence as is required of him at a Court hearing, subject to any security/sensitive considerations. The witness must stick to the facts and refrain from proffering a personal view. Expressions of opinion must be avoided unless specifically asked. The criteria to be used in nominating witnesses to attend Court to represent MOD regarding knowledge of Departmental procedures should be their suitability to answer the type of questions likely to be asked and their experience.

(2) **Expert Witness.** The role of an expert witness, acting in an official or private capacity, is to assist the Court by presentation of their evidence, rather than to help either party to the proceedings. This applies to both criminal and civil proceedings, regardless of which party has asked the witness to appear. An expert witness should present their evidence with strict regard to the truth, accuracy and completeness. If the Department is asked by a party to litigation other than the Crown to provide an expert witness, the request should be declined, unless the evidence required is peculiar to the MOD, on the grounds that it is not the Department's policy to supply expert evidence. The enquirer should be advised to seek assistance from a professional consultant. Further guidance can be obtained from the Directorate of Judicial Engagement Policy (DJEP).

J971. Bail Provision Abroad.

Sponsor: DLS(RAF)

(1) Where Service personnel charged with criminal offence in civil courts abroad can obtain release from custody on providing bail, the senior Service officer in the command or territory or the CO of an HM ship may, if necessary, make advances from public funds in respect of this sum required for bail and any incidental fees. Each case is to be considered on its merits, depending on the nature of the alleged offence and the character of the person concerned.

(2) The following conditions apply:

(a) The individual concerned must be unable to find the money himself or obtain it from any other source.

(b) There is no unreasonable risk that this sum advance might be forfeited.

(c) The individual concerned is to sign an acknowledgement at the time when the bail is paid into the court that he has received the loan, which is repayable on demand, and that immediate recovery may be commenced from his pay by instalments. He is also to acknowledge that upon return of the bail money or any part thereof he will then pay such money to the Service or such part thereof as may be required to repay the loan and in the event of forfeiture of the bail the amount outstanding shall be immediately repaid, unless forfeiture was caused by reasons outside his control, in which case recovery should be by monthly instalments over a period described in single Service regulations.

(d) Action is to be taken by the CO of the individual concerned to ensure that the bail money is duly handed over to the court authorities at the appropriate time and, whenever such procedure permits, in the presence of the individual concerned.

(e) The bail money must be paid to the court by or in the name of the individual concerned and not in the name of the Service, the CO or any other person.

(3) Bail should only be advanced if it is in the interests of the Service that the individual concerned be released from custody of the overseas court. Bail should not be advanced if there is a likelihood of the individual's discharge from the Service before the debt could be

repaid.

J972. Affidavits and Statutory Declarations Abroad.

Sponsor: DLS(RAF)

(1) The Armed Forces Act 2006 authorises certain officers outside the British Islands to take affidavits or declarations from persons subject to Service law or civilians subject to Service discipline where an otherwise qualified person, for example, a solicitor may not be available.

(2) An officer is authorised to take an affidavit or declaration if he is subject to Service law and is of, or above, the rank of naval lieutenant commander, military or marine major, or air force squadron leader. Additionally, legally qualified officers subject to Service law of the rank of naval lieutenant, military or marine captain or air force flight lieutenant may also take affidavits and declarations. Legally qualified officers are solicitors, barristers or advocates in the jurisdictions of England and Wales, Scotland or Northern Ireland, or similarly qualified lawyers in the Channel Islands, the Isle of Man, a Commonwealth country or a British overseas territory, and are subject to punishment or disability for breach of professional rules.

(3) Detailed information regarding the procedure for taking affidavits and declarations are contained in MSL, Volume 1, Chapter 22.

J973. Provision of Other General Legal Advice on Civil Law and Proceedings.

Sponsor: DLS(RAF)

When other legal advice on civil law and proceedings is required, the question should be phrased as clearly as possible and supported by a concise statement of the facts of the case. The request is to be sent to MOD CLS-GL, who will consult the Department's legal advisers as appropriate.

SECTION 3 - INQUIRIES INTO DEATHS

Note: See also Para **J2147**.

J974. Inquests in England, Wales and Northern Ireland.

Sponsor: DLS(RAF)

(1) A coroner in England and Wales is required to hold an inquest on the body of any person lying within his jurisdiction who has died violently, unnaturally or suddenly from an unknown cause. In Northern Ireland, however, the holding of an inquest in these circumstances is at the coroner's discretion. When a Serviceman dies in such a way while in his unit or establishment, his death is to be notified by the CO without delay to the coroner for the district in which the body is lying so that he may decide whether an inquest is necessary. The CO is to inform the coroner of all the circumstances of the case, provide him with the names of any witnesses and ensure that Service witnesses and a Service representative are in attendance at the time and place the coroner may appoint for holding the inquest. Assistance in liaison with coroners may be obtained from the appropriate command headquarters. If the body of any person subject to Service law who has died violently, unnaturally or suddenly from a unknown cause abroad or at sea is brought into a port, airport or airfield in England, Wales or Northern Ireland, the CO is to report the particulars to the coroner and to take such action as would have been taken had death occurred there.

(1A) (RAF only) The CO should advise the coroner of any such death of which he is aware, no matter where it occurred.

(2) There is no legal requirement for any legal representation at an inquest. However, Departmental legal representation may be desirable at inquests where one or more of the following factors apply:

- (a) the death of a Serviceman on duty;
- (b) the death of a Serviceman on leave, if murder or suicide is suspected;

- (c) any death occurring on MOD property;
- (d) any death if the circumstances are likely to give rise to legal proceedings involving the MOD.
- (e) where the circumstances indicate a failure or lack of procedures.
- (f) where there has been advance public criticism of the MOD or service.

(This list is not exhaustive.) In such cases the CO or appropriate Service authority must immediately inform MOD DGLS-Sec 1, sending a full statement of the case as soon as possible so that consideration may be given to authorizing departmental legal representation.

(3) Where the MOD is legally represented, its legal representation will subsume the interests of the Department personnel. However, if the MOD's legal representative declares a conflict on interest, the MOD's legal representative can no longer subsume those individuals whose interests are in conflict with those of the Department. In such cases, the MOD will not arrange or pay for separate legal representation. Any legal representation that individuals may feel is necessary will be at their own expense.

(4) When the MOD is legally represented, the legal representative is to be provided with the full Board of Inquiry report including Higher Authority Comments, or any investigation or inquest conducted abroad by foreign authorities into a death occurring there (see Para **J976**) and is also to be given all such further information as he requests or is thought necessary. The legal representative is responsible on behalf of the Services for arrangements connected with conduct of the inquest. Apart from the initial action required under clause (1) above, the CO should refer to the legal representative any questions put to them by the coroner.

(5) The CO should ensure that an officer acquainted with the facts attends the inquest into the death of any member of the Service. In cases where the MOD is not legally represented, that officer is to send a brief report on the proceedings through the CO to MOD DGLS-Sec 1. This report should include the names of any known next of kin at the inquest, any unusual details or circumstances, and the verdict of the coroner. If an inquest is likely to attract public or press interest or to involve the disclosure of classified information MOD DGLS-Sec 1 must be informed, so that the need for special instructions may be considered.

(6) The inquest and the board of inquiry into the same incident should proceed independently. The HQ PTC (PMA(Casework)(Casualty) should provide the coroner with a copy of the board of inquiry report (if available) in advance of the inquest, in accordance with the guidance provided by MOD DGLS-Sec 1.

(7) Whilst it is the responsibility of the coroner to notify the next of kin of the deceased of the time and place of the inquest, the CO should confirm that the next of kin have received this information. If it is likely that the inquest will be unduly delayed, the CO or appropriate service authority should inform MOD DGLS-Sec 1 accordingly.

J975. Fatal Accident Inquiries in Scotland.

Sponsor: DLS(RAF)

In Scotland the Procurator Fiscal inquires into fatal accidents and sudden deaths by means of a Fatal Accident Inquiry (FAI). Where the death was caused by an accident at work, and in some other cases, the law requires an FAI to be held. The Procurator Fiscal will also ask the Sheriff to hold an FAI if there is serious public concern about the death or there is continuing risk to the public. The CO should provide the Procurator Fiscal with full particulars in writing regarding the circumstances of any such death. In addition, he is to be given particulars of any bodies brought into the country. In such circumstances the considerations at Para **J974** apply.

J976. Inquests Abroad.*Sponsor: DLS(RAF).*

- (1) Where inquests or similar inquiries into the cause of death are held overseas, the CO is to report to the appropriate civil authorities as in Para **J974(1)**. When legal representation is permitted, legal advice and, if necessary, legal representation should be sought from MOD CLS-GL.
- (2) A Service inquiry will normally be convened into a death abroad in accordance with Para **1258**. It is to proceed independently of any civil inquiry.
- (3) The holding of an inquest or civil inquiry abroad does not preclude the possibility that a further inquest will be held in the UK if the body is repatriated. Where this happens, the CO will arrange for the coroner for the area in which the body will be brought to lie to be informed, in accordance with Para **J974(1)**.

977-979. *(Omitted).***SECTION 4 - LEGAL AID SCHEMES****J980. Legal Aid for Individuals under Service Arrangements.***Sponsor: ACOS Pers Pol*

- (1) *Criminal Proceedings.* Legal aid, i.e. representation by a civilian solicitor or counsel, may in appropriate cases be made available through Service channels:
 - (a) For the defence of servicemen, members of the civilian component and dependants charged before local criminal courts abroad (for offences committed on duty, see Para **J965**).
 - (b) For those persons subject to Service law or Service discipline at custody hearings.
 - (c) For the defence of servicemen charged before the Court Martial.
 - (d) For the defence of civilians subject to Service discipline who are charged before the Service Civilian Court and/or the Court Martial abroad.
 - (e) For the preparation of appeals and applications for leave to appeal in respect of persons convicted by the Service Civilian Court or the Court Martial and for appeals to the Summary Appeal Court.

When it appears to the CO that an accused or convicted person for whom he is responsible may be eligible for a grant of legal aid, he is to arrange for that person to apply to the Armed Forces Criminal Legal Aid Authority. Scope, eligibility and the application process are detailed in JSP 838. In addition, Army Legal Aid and DLS(RAF) offices in Cyprus and Germany provide criminal defence services to personnel in those locations and in operational theatres.

- (2) *Non-Criminal Proceedings (i.e., Matrimonial Matters, Traffic Accident Claims, etc).* The RN, Army Legal Aid and the DLS(RAF) operate schemes for the assistance of servicemen abroad in legal matters of a non-criminal nature, i.e. matrimonial matters, traffic accident claims, etc. Advice given by Service lawyers is free of charge. The Services do not, however, provide financial assistance to cover travel to and from legal assistance offices or other expenses and fees, e.g., the cost of obtaining marriage certificates or other evidence and the fees of enquiry agents or solicitors.
- (3) The schemes referred to in clause (2) above, do not cover any claim made by a serviceman on duty against any British or allied serviceman on duty, any claim against the MOD or any other Government Department, any matter concerning discipline, the Court

Martial, pay or allowances, or any matter affecting the serviceman in his capacity as such.

981-982. *(Omitted).*

983. RAF Legal Assistance Scheme.

Sponsor: DLS(RAF)

(1) The DLS (RAF) is responsible for the operation and administration of the RAF Legal Assistance Scheme. Legal Advice and assistance are provided from legal officer as follows:

- (a) *Northern Ireland & Falkland Islands.* From RLO(N) at RAF Lossiemouth.
- (b) *Cyprus.* From RAFLS(Cyprus), HQ BFC.
- (c) *Other Units Abroad.* From RAFLS(NG), Hereford, Germany.

(2) All information received in connection with any problem or case submitted under the scheme shall be regarded as confidential and shall be used solely for the purposes of the scheme and for no other purpose whatsoever.

984. Procedure for obtaining Legal Assistance - Personnel in the United Kingdom.

Sponsor: ACOS Pers Pol (RAF)

In the UK, Service personnel may obtain legal advice and assistance at their own expense from local solicitors, the Citizen Advice Bureau and consumer advice agencies.

985. *Omitted*

986. *Omitted*

987. *Omitted*

J987A. *Omitted*

988. *Omitted*