

CHAPTER 1

THE QUEEN'S REGULATIONS FOR THE ROYAL AIR FORCE

INTRODUCTION

1. Applicability of Regulations.*Sponsor: QR Editor, HQ Air*

- (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 (eg '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: QR Editor, HQ Air*

- (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, eg, 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 (eg, 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, incapable of managing his own affairs by reason of mental infirmity, may, at the discretion of the 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: QR Editor, HQ Air

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: QR Editor, HQ Air

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: QR Editor, HQ Air

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: HQ Air- QR Editor

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 ie '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: HQ Air- QR Editor

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

16-18. *(Omitted)*