

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. (Omitted)**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, eg 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: DACOS A4 Cap&Progs

(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: Air DRes FPP

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: SO1 OD&T Delivery

- (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**.