

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 RAFP

(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: Air-COS Pers-Pol Svc Funds

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 the MO on any medical or dental or sanitary matter, or if he neglects to secure for the MO or dental 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, eg 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 (ie 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: SOI Discipline Policy

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-COS Pers-Pol-Svc Funds

(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