

- (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: Air DRes FPP

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: College HQ, COS

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