

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: PSyA(Air)

(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.