

(18) **Orders to Sentries and Patrols.** Separate orders are to be issued to each sentry and patrol. They are to contain orders and instructions for the following:

- (a) Instructions as to the types of arms and the amount of ammunition with which the sentry or patrol is to be armed.
- (b) Orders for the loading and unloading of weapons and the safety precautions to be observed.
- (c) Details of the tour of duty of the sentry or patrol.
- (d) A definition of the area or property to be safeguarded.
- (e) Orders for making contact with other sentries or patrols.
- (f) Details of the relevant Rules of Engagement.
- (g) The action to be taken in an emergency, including orders for summoning the guard commander and turning out the guard force.
- (h) Instructions for deportment and the paying of compliments.
- (i) Where the sentry or patrol orders are to be kept and how they are to be safeguarded.
- (j) Any other orders and instructions it may be necessary to issue.

(19) The provisions of this paragraph are to be applied, as far as may be practicable, to guards mounted on crashed aircraft, and station standing orders are to include orders for guards of this nature.

(20) **Orders for Armed Escorts.** When it is necessary to detail escorts for persons or property in transit, such escorts are to be armed and issued with ammunition only with the approval of the responsible authority (see para 832(3) above). Due regard should be paid to the following provisions:

- (a) The officer authorising the arming of an escort party is to issue instructions, appropriate to the particular duty to be performed, on the number of rounds, if any to be issued for each weapon and whether or not the weapon is to be carried loaded. They are also to draw attention to the relevant Rules of Engagement.
- (b) The officer in charge of the escort is to ensure that all personnel to whom weapons and ammunition are issued have received full instructions in the use of those weapons in accordance with paras 832(4) and 832(5) above.
- (c) Ammunition is to be issued, and all weapons are to be inspected, loaded and unloaded in the presence of the Guard Commander (see paras 832(1 c), (4) and (5)). Substantive RAF Regt JNCOs may, as a matter of routine, supervise loading and unloading (see para 832(5)). The inspection is to be made at the beginning and the end of the duty and the issue and withdrawal of weapons and ammunition is to be recorded in a register designated "The Armed Duty Book". This Register (RAF Form 4429) is to be maintained in all guardrooms.
- (d) All personnel detailed for armed escort duties are to be paraded prior to the commencement of their duties, and are to be briefed on their duties and responsibilities. Instructions about the issue of ammunition and on when to load are to be given by the officer in charge of the briefing. When an officer is not available this responsibility may be delegated to a nominated WO or SNCO or a JNCO, on the written authority of the CO (see paras 832(4) and (5)).

(21) Arming of Personnel Abroad.

(a) On duty or exercises overseas, the authority to arm is vested in CJO or the appropriate AOCinC. Specific instructions will be issued outlining what types of weapons and ammunition personnel are to be armed with, complimented with any additional local instructions that they may consider necessary. UK ROE may be used as a guide by CJO or AOCinCs.

(b) COs of stations and units in overseas areas are to comply with the rules issued by the responsible military authority in accordance with the appropriate single-Service Arming Directive. The responsible military authority in these circumstances is the senior local commander, who will issue appropriate orders and instructions to all personnel under his command.

(22) **Special Conditions.** This regulation may become inapplicable under conditions of increased or heightened alert states, insurrection or conflict, when guards are deployed tactically. Furthermore, the special nature of RAF Field Force, RAF Regiment and RAF Police operations may render paragraph 832(6) of this regulation impractical and/or inappropriate for operations of this nature. Air or other Officers Commanding are in such circumstances, therefore, to exercise discretion as to its interpretation but are to be guided by the spirit of the regulation in protecting their personnel against excessive periods of duty.

833. Prevention of Theft and Fraud.*Sponsor: Policy Staffs, HQ RAFFP*

The CO of a station is to make such local orders and take such administrative safeguards as he considers necessary to prevent the theft or fraudulent mis-application of public and Service property. If the CO suspects that any theft or fraud on his unit may be a Schedule 2 offence within the meaning of the AFA06 he is to report this to the RAF Police immediately. 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.

834. Custody of Keys to External Doors of Store buildings, Offices and Sheds. *Sponsor: PSyA(Air)*

(1) External door keys are to be kept separate from internal door keys. They are to be placed on metal rings which are to be sealed with solder.

(2) A glass-fronted lockable key case, known as No 1 case, is to be provided at all stations and fixed in a suitable position in the guardroom. The key case is to be divided into 2 parts, one for keys of the buildings in use and the other for keys of buildings not in use. A daily record of the movements of keys is to be maintained in the guard room in the Key Register (RAF Form 3958) showing:

- (a) The time each key is handed in and by whom.
- (b) The time each key is issued and the signature of the drawer.

The keys of buildings in use are to be issued only on the authority of the individual in charge of the building(s) and this individual is to ensure that adequate supervision is exercised over their use until such time as they are returned to the guardroom. The keys of buildings not in use are to be issued only on personal or written application by the individual in charge of the building(s).

(3) The key of No.1 case is to remain in the guardroom in the custody of the NCO IC of the guardroom, the Guard Commander or the senior person on duty in the guardroom as appropriate.

(4) At "cease work" each day, keys of buildings are to be taken to the guard room and hung in the key case, a record of these facts being entered in the key register. When keys are retained after normal working hours the responsible officer or SNCO is to inform the NCO IC Guardroom or the guard commander, as appropriate, of the reason for their retention and the anticipated time of return. Shortly after "cease work" the NCO IC of the Guardroom, the guard commander or the senior person on duty in the guardroom, as appropriate, is to satisfy himself that all keys have been returned and are in the case and that the necessary entries have been made in the register, or that satisfactory information regarding their retention has been received by the NCO IC of the Guardroom, the guard commander or the senior person on duty. He is then to note the register