

(2) Sundays/Good Fridays/and Christmas Day are, as far as possible, to be observed as days of rest when parades and duties are reduced to a minimum. Inspections, exercises and organized games are not to be arranged, save very exceptionally, at times which would interfere with normal morning service.

(3) As far as possible, commanders are to permit personnel of the 5 Recognised World Faiths other than Christian to observe the principal festivals of their faith in accordance with the appropriate DIN on World Faiths Festivals.

(4) Parades are not to be ordered in connection with religious worship except as provided in para 842(3) below.

(5) COs are responsible for initiating administrative action for the provision of churches, special church rooms and World Faiths Prayer Rooms permitted under approved policy, and for the proper maintenance of church buildings. When a church, church room or World Faiths Prayer Room is not available, COs are to ensure, as far as is practicable, that adequate and suitable accommodation is made available for the purpose of conducting Worship.

842. Worship.

Sponsor: Chap Servs(RAF)

(1) In the light of local circumstances, Christian worship is to be arranged within Service churches or, if necessary, at convenient civilian churches, at suitable times (eg morning and evening) on Sundays, Good Friday and Christmas Day to permit the greatest possible number of personnel to attend. Week-day services are also to be arranged as convenient. Similarly, adherents of the 5 Recognised World Faiths other than Christian should be permitted to make their religious observances on the days and at the times prescribed by their faith.

(2) Where necessary, transport may be provided without charge in accordance with JSP 341 (Joint Service Road Transport Regs) to enable Service personnel and their families to attend worship.

(3) Special Occasions.

(a) Joint services in which all Christian denominations may take part will often be found to constitute a suitable expression of corporate and "family" worship on special occasions of national and local importance. They are subject to the approval of the CO and they should not be arranged at times which interfere with an individual's opportunity to attend normal denominational worship. Joint services should not be arranged without full consultation beforehand with all the chaplains concerned who will, subject to denominational instructions, agree the form and place of the service and the extent to which each denomination will take part.

(b) Sensitive consideration should be given to the format of any acts of worship which include participation of personnel of faiths other than Christian, and the appropriate Civilian Chaplain to the Military should be engaged. There may be no syncretistic worship, although worship in which there are distinct sections for different faiths is permitted. Personnel attending such services are to be made aware of the nature of the service in advance of the event.

(c) On Remembrance Sunday the service should be arranged to incorporate two minutes silence. Mourning bands are not to be worn.

(d) A CinC or Air Officer may order a parade which includes a religious service on special occasions of national or local importance. No officer or person on such a parade is to be compelled to take part in the religious service against their wishes. In special circumstances, authority to order such a parade may be delegated to local commanders.

843. Consecration and Laying Up of Colours and Standards.

Sponsor: Chap Servs(RAF)

The established Service practice as laid down in AP 3327 is to be observed.

844. Courses at the Armed Forces Chaplaincy Centre and Elsewhere. *Sponsor: Chap Servs(RAF)*

(1) A large variety of courses is offered by the Armed Forces' Chaplaincy Centre. COs are to foster attendance at such courses and to make personnel available, subject to the most urgent needs of the Service, to fill any vacancies allotted to them.

(2) All commissioned chaplains are entitled to attend, on duty, annual Retreats or equivalent spiritual conferences. They are also required to attend administrative conferences as arranged by the appropriate chaplaincy authorities.

845. (Omitted)**846. Provision of Worship Resources.** *Sponsor: Chap Servs(RAF)*

(1) Resources for Christian worship, such as bibles, prayer books, hymnals and psalters, can be provided. Application is to be made, in writing, to Chaplaincy Services (RAF), HQ Air Command, RAF High Wycombe.

(2) Resources for worship according to the practice of the five Recognised World Faiths may be obtained as per the DIN on this subject.

847. Communion Wine and Washing Expenses. *Sponsor: Chap Servs(RAF)*

Communion wine, altar candles and altar wafers are provided at public expense and should be procured through stn's supply chain. The washing of altar linen and surplices is normally to be performed under the station washing contract, but where this is impracticable expenses incurred personally by chaplains may be claimed quarterly on a schedule showing in detail the amounts actually expended, and certified as follows:

"I certify that the expenditure shown on this schedule was actually and necessarily incurred by me for the purpose of divine service."

The schedule, supported by receipted bills for the items shown, is to be passed to the accountant officer.

848. Field Communion and Altar Sets for use Out of Area. *Sponsor: Chap Servs(RAF)*

(1) Field Communion and Altar sets are held centrally by Chaplaincy Services (RAF) and either or both may be issued on loan to chaplains who are deploying to an Out of Area location where no such equipment is available, or where portable equipment of this nature is considered necessary.

(2) Upon completion of such a deployment, Field Communion sets and/or Altars are to be returned to Chaplaincy Services (RAF).

849. Payment of Civilian and Military Personnel Accompanists at RAF Church Services.

Sponsor: Chap Servs(RAF)

(1) Civilians and service personnel who act as accompanists at divine services arranged for RAF personnel may receive payment for their services at the rates promulgated from time to time in DINs.

(2) Payment may be claimed for both personal and choir practices, up to a combined weekly maximum of two in number. An additional personal or choir practice session is permissible to accommodate special services. Each practice must not be of less than 45 minutes duration.

(3) Payments are to be made quarterly in arrears using MOD Form 891. A certificate, signed by the chaplain concerned, which states 'The accompanist duties were satisfactorily performed' must be sent with the form.

(4) When another person acts as a substitute for the regularly appointed accompanist the above procedure is used. In addition the regular accompanist's MOD Form 891 is annotated to indicate the services the substitute accompanist carried out.

- (5) Where civilian accompanists necessarily travel in excess of 5 miles in order to carry out their duties, they may be paid the actual cost of the journey by public transport or motor mileage allowance at the public transport rate if a private motor vehicle is used.

850-851. (Omitted)

SECTION 3 - MILITARY AID TO THE CIVIL AUTHORITIES

These regulations are to be read in conjunction with DCIs and the following publications:

- (a) Manual of Military Law, Part II, Section V (Army Code No 14470) or Manual of Air Force Law Volume 1, Chapter IX.
- (b) Land Operations Volume III (Army Code No 70516).
- (c) Internal Security Doctrine and Instructions - Aide Memoire for Sub-unit and Detachment Commanders - The Suppression of Unlawful Disturbances (Army Code No 70726).
- (d) Handbook for Naval Landing Parties. (BR 1920A).
- (e) JSP 373 MACP Handbook MAGD Index 2.

J852. Military Aid to the Civil Power (MACP).

Sponsor: Ops Dir, CT&R

- (1) United Kingdom. Should the assistance of the Armed Forces be called for to maintain law, order and public safety, the officer to whom the application is made is at once to inform the Ministry of Defence (Directorate of Military Operations) and his immediately superior authority. A request for assistance will normally be made to the Ministry of Defence by the relevant government department and should be confirmed in writing. If a direct request for assistance is received, and standing arrangements do not provide otherwise, the Service Commander on the spot is to brief the requesting authority on the above procedures and report it to his superiors. It is possible, however, in very exceptional circumstances for grave and sudden emergencies to arise which in the opinion of the commander demand his immediate intervention to protect life and property. In such emergencies he is to act on his own responsibility and is to report as early as possible the matter and the action he has taken to the Service authorities mentioned above and to the Chief Officer of Police.

*The "Chief Officer of Police" means:

- (a) In England and Wales, the Commissioner of Police for the City of London, the Commissioner of Police of the Metropolis, or the Chief Constable of a County, or a combined area (schedule 8 to the Police Act 1964).
 - (b) In Scotland, the Chief Constable of a given police area (Police (Scotland) Act 1967).
 - (c) In Northern Ireland, the Chief Constable of the Royal Ulster Constabulary.
- (2) Overseas. In territories outside the UK, the principles governing the provision of aid to the civil power may vary according to local conditions and local laws. When necessary, separate instructions setting out the rights and duties of members of HM Forces may be issued by the MOD. If, by agreement of HM Government with the local government, HM Forces are employed on internal security duties, regard must be paid by the Commander both to local law and any existing emergency regulations affecting that employment. Any request for assistance will normally be dealt with through HM Representative* and the Commander will always act in consultation with him. In exceptional cases where prior consultation is impossible, the Commander must inform HM Representative as soon as possible.

* "HM Representative" in paras J 852 and J 854 means:

- (a) In a foreign country, the British Ambassador.

- (b) In an independent Commonwealth country, the British High Commissioner.
- (c) In an overseas territory of the UK, the Governor or other officer administering the government of the territory.
- (d) In the New Hebrides, the British Resident Commissioner.

J853. Military Aid to Other Government Departments (MAGD) and Military Aid to the Civil Community (MACC) in emergencies in peacetime.

Sponsor: Ops Dir, CT&R

(1) If a national emergency is proclaimed under the Emergency Powers Act 1920 (or the Emergency Powers (Northern Ireland) Act 1926 in Northern Ireland) in a situation where the supply and distribution of the essentials of life to the community are extensively threatened, the powers of the authorities will be regulated by Order in Council. The MOD will issue the necessary instructions to Commands affected.

(2) Where there is no proclamation the Defence Council may, under the Defence (Armed Forces) Regulations 1939, Part C of the Second Schedule to the Emergency Laws (Repeal) Act 1959, the Emergency Powers Act 1964 and the Defence (Transfer of Functions) Act 1964 and in accordance with Instructions issued by them, authorise the temporary employment of service personnel on work which the Council has first approved as being urgent work of national importance.

(3) Service personnel will normally be provided in cases of emergency for the following purposes only:

- (a) To maintain essential supplies and services (MAGD).
- (b) To give assistance in the event of a sudden emergency such as a flood or widespread fire where sufficient civil resources cannot be mobilised in time (MACC).
- (c) To give temporary assistance to farmers in an agricultural crisis (MACC).

Such assistance is to be carried out under the supervision of officers, petty officers, warrant officers, non-commissioned officers or leading ratings, who are to ensure that any instructions issued by the representative of the civil authority or organisation for the proper and safe performance of the work are observed.

(4) In a major emergency, MOD (Director of Military Operations) is responsible for issuing overall directives and policy; planning, co-ordinating and controlling the assistance provided, including assistance provided by the RN, RM, the RAF and any additional resources which may be allotted. Army Divisions or Districts are responsible for planning, co-ordinating and controlling the assistance provided within their boundaries. HQ Land Command is responsible for co-ordination between Divisions or Districts as and when needed. RN and RAF liaison officers are provided at HQ Land Command and Army Divisional or District HQ as necessary.

(5) Applications for assistance to maintain essential supplies and services or for temporary agricultural work (clause 3(a) and (c)) will be made by the appropriate Govt Dept to the MOD.

(6) The Defence Council has, by order dated 17 January 1983, approved such work as is considered by a local commander, at the time when the work needs to be performed, to be urgently necessary for the purpose of alleviation of distress and preservation and safeguarding of lives and property in time of disaster as urgent work of national importance and has authorised the temporary employment on such work of service personnel. Applications for this category of assistance may be made direct to the nearest service headquarters or unit. Requests for MACC are to be handled in accordance with the guidance given in JSP 373, however, a local commander has authority to use his discretion in exceptional cases of emergency, particularly when danger to life is involved, to provide assistance immediately and without reference to higher authority. The local

commander is at once to inform the MOD, RN or RAF Command HQ, HQ Land Command and Army Divisional or District HQ as appropriate, and his immediate superior authority of any such assistance given.

J854. Service assistance in disasters overseas.

Sponsor: Ops Dir, Global Commitments

- (1) Service personnel may be called upon to assist in relief operations following disasters overseas. HM Representative* is responsible for deciding whether there is a need for, and the extent of Service assistance.
- (2) Where United Nations Forces are stationed in the country concerned and when very exceptional circumstances arise which preclude prior consultation with HM Representative, a Service commander may offer immediate relief on his own initiative. If relief is accepted he is to inform HM Representative, MOD, Command Headquarters and his immediate superior as soon as possible of the action taken, including the extent of the relief provided which must be kept to the minimum and in no circumstances is to exceed £20,000 in value.
- (3) (RAF only.) The procedures to be followed are contained in J852 and in GAI.

855-862. (Omitted)

SECTION 4 - MISCELLANEOUS REGULATIONS

863. Aliens.

Sponsor: Policy Staffs, HQ RAFP

- (1) Except when serving in HM forces a foreign national may not, without due authority, be employed or stay in any Defence Establishments – MOD HQ, MOD Establishments, Service Establishments, SFA's or hirings occupied by RAF personnel or by civilians paid from RAF funds. Applications for approval will, in home commands, be made in accordance with JSP 440 Defence Manual of Security, Part 5, Section 5, Chapter 7.
- (2) Abroad, the air or other OC has authority to approve as above if he is satisfied that the foreign national is not a person of criminal character, is not likely to act in a manner prejudicial to the security or welfare of HM forces or establishments, and is subject to responsible supervision. Application for approval will be made through the usual channels to the Command Security Officer. Where approval is withheld, the Command Security Officer is to report the facts to the Principle Security Advisor (RAF) (PSyA (RAF)), HQ AIR.

864. Private Cameras and Photography.

Sponsor: PSyA(Air)

The CO or Head of Establishment is to issue Standing Orders relating to the possession and use of private photographic equipment. The contents of such Orders will depend on the role of the establishment.

OFFICIAL PHOTOGRAPHS

865. Storage, Retrieval and Disposal.

Sponsor: DI IM Pol

- (1) The regulations relating to the classification of official material are laid down in JSP 440 The Defence Manual of Security.
- (2) The regulations and procedures for the security, demanding, recording, storage, and disposal of air photography/imagery and associated materials used for UK defence purposes are laid down in JSP 348.

865A. (Omitted)

866. Civilian Staff at Home and Abroad - Strength Returns.

Sponsor :CPM

Periodic strength returns of civilian staff are to be made by all formations and units in accordance with instructions issued by commands.

J867. Resettlement on Retirement or Discharge.*Sponsor: DACOS Trg Plans*

- (1) The resettlement service is designed to give assistance to all officers, ratings, soldiers and airmen with their resettlement in civilian life. Details of the service are given in DCIs (RAF) and any further information required may be obtained from Service resettlement authorities.
- (2) The resettlement service:
 - (a) Provides for all ranks information and advice on all matters affecting their resettlement.
 - (b) Emphasizes the need to prepare for eventual return to civilian life by use of the educational and training facilities provided during service life and after leaving the Service.
 - (c) Provides personal resettlement interviews for officers, ratings, soldiers and airmen.
- (3) COs are responsible for ensuring that information and advice on all aspects of resettlement in civil life are available to all ranks at any time during their service.

868. *(Omitted)***869. Inventions and Patents.***Sponsor: D GDC DIPR/Paras 1-15C**Sponsor: DBI Para16*

- (1) **Introduction.** These instructions set out the procedures relating to the making and reporting of inventions (whether patentable or not) by MOD(Air) personnel, the filing of patent applications, and the procedures relating to compensation.
- (2) **Confidentiality.** Nothing in the instructions is to be taken to override or detract from the obligations of confidentiality which MOD employees have to the Department. In particular, the Official Secrets Act and other appropriate security precautions must be observed in all circumstances and at all stages. No Serviceman may disclose, or cause to be disclosed to any unauthorised person (not even to a patent agent or a solicitor) any official information obtained or developed during the period of his employment and he may not file a patent application in respect of an invention incorporating official information without the prior written consent of his OC or his Head of Establishment or Division (H/E) and the Head of Defence Intellectual Property Rights, MOD, DGDC DIPR.
- (3) Inventors should also always bear in mind that any patent obtained, whether belonging to the inventor or to the Crown, may be rendered invalid as a result of any disclosure, otherwise than in confidence, of the invention to others, made before a patent application is filed.

INVENTIONS MADE BY CROWN EMPLOYEES

- (4) **Ownership.** The ownership of inventions, whether or not patented or patentable made since 1 June 1978 by employees, including civilian and Service employees of the Crown, is determined according to the principles set out in Section 39 of the Patents Act 1977 reproduced at Appendix 48, Section 1. Under the provisions of Section 39(1) an invention made by an MOD employee on or after 1 June 1978 belongs to the Crown, as represented by the Secretary of State for Defence -
 - (a) if the invention was made by the inventor in the course of his normal duties or duties specifically assigned to him and the circumstances were such that an invention might reasonably be expected to result; or
 - (b) If the invention was made by the inventor in the course of his duties and, at the time of making the invention, because of the nature of his duties and the particular responsibilities arising from them, the inventor had a special obligation to further the interests of the Department (this last provision would normally apply to all senior RAF personnel).

Otherwise, in accordance with Section 39(2), the invention belongs to the inventor. Any dispute as