

J889. Yeoman Warders of the Tower of London.*Sponsor: RAF Employment Policy*

The Constable of the Tower of London is the authority for appointing Yeoman Warders. Candidates for appointment are to be former warrant officers or senior NCOs above the rank of sergeant or equivalent of the Royal Navy, Royal Marines, British Regular Army or Royal Air Force. In very exceptional circumstances of distinguished service sergeants or equivalent may be considered. Details of conditions and method of application are in Appendix 15A. Commanding officers are to bring this regulation to the notice of eligible candidates at regular intervals.

890-891 (Omitted)**892. Clearance Certificates.***Sponsor: Air Cg CRT*

(1) Before leaving a unit on assignment, attachment, cessation of attachment (including patients in RAF hospitals), release or on termination of service on full pay, an officer or airman is to be provided with a clearance certificate (JS Form JPA M001) on which he is to obtain the signatures of his flight or section commander, the supply officer and such other officers (eg officers in charge of sports, mess, library, etc) as may be printed on the form or directed by the CO. Before signing the form, the various officers are to endorse thereon details (including the values) of any damages or deficiencies of public equipment or property outstanding against the individual. The values of deficiencies will be the same as those shown in the relevant Form 664B. Recoveries in respect of outstanding subscriptions, etc, or loss of, or damage to, non-public equipment or property are to be effected by the appropriate officers.

(2) (a) The clearance certificate is to be signed in the appropriate space against the title of the flight or section concerned by the appropriate officers. Where any section indicated on the form is not applicable, it is to be struck out by the flight or section commander and initialled by him. Titles of sections, etc, not already shown on the form are to be added as necessary.

(b) Where an individual is himself the flight or section commander, the flight or section signature is to be that of his relief. In the absence of the relief the CO or his deputy is to sign.

(c) Where handing-over certificates are required (see AP830, Vol 1, Part 1, Leaflet A10/1) they are to be completed before signing the appropriate section of the clearance certificates.

(3) When all necessary signatures have been obtained the form is to be taken to the OC Accounts Flight, who is to ensure that it has been completed in all respects, enter any further liabilities which remain outstanding in the accounts section, total the value of the deficiencies and outstanding charges and obtain the individual's signature as admitting the total liability recorded. The OC Accounts Flight is then to sign the certificate in the appropriate space.

(4) When an officer or airman dies, is taken prisoner of war, or is declared missing or insane, arrangements are to be made for a clearance certificate to be completed in accordance with this para. Any financial liability outstanding against such personnel is to be investigated and clearance obtained by the OC Accounts Flight.

(5) The OC Accounts Flight is to ensure that clearance certificates are received in respect of all personnel referred to in clauses (1) to (4). He is to request the flight or section commander to initiate clearance certificates for any individual who has left the station without clearance by him.

893. (Omitted)**894. Conduct of Written Examinations at RAF Centres.***Sponsor: DACOS Trg Plans*

In order to ensure the proper organization and conduct of all written examinations held at RAF centres, other than internal examinations conducted by the staffs of RAF colleges, schools and other training establishments, the procedure set out in AP3379 Lflt 1401 (Examinations) is to be followed.

J895. Found Property.*Sponsor: Air Cg CRT*

(1) Any article found in a ship, unit, or establishment which the finder is unable to return direct to the owner is to be handed over to the appropriate Service authorities. Any claimant to the

property will be required to supply evidence of ownership and may be called upon to defray any identifiable costs incurred.

(2) Property, not being public property, which is unclaimed after being held for three months is to be disposed of, if necessary by sale, at the discretion of the CO.

(3) Where the property is money or is sold for cash, the amount is to be credited to public funds. A proportion of the money may be paid as a reward to the finder.

896. Flag Days.

Sponsor: P1(Cer)(RAF)

Flag days may be held on RAF stations for the Earl Haig appeal and for the Royal Air Forces Association Wings appeal. They may also be held for civil service charity appeals on stations at which substantial numbers of civilians are employed, provided the flags are not sold to service personnel. No other flag days are permitted. (See para 195 as to the wearing of emblems).

897. Leave of Absence.

Sponsor: PMA(PAC)

The regulations relating to the various types of leave of absence which may be granted are laid down in AP 3392, Vol 2, Chapter 17.

898. (Omitted)

899. Placing of Premises Out of Bounds.

Sponsor: Policy Staffs, HQ RAFP

(1) When it is considered that particular premises in the UK should be placed out of bounds to all ranks of the RAF the facts are to be reported to the OC RAF Police Wg of the district in which the premises are situated. The OC RAF Police Wg is to arrange for the matter to be investigated and is to send a report, to the PM(RAF), who will, in turn, report the matter to the PSyA and or ACOS FP as necessary. It will be the duty of the OC RAF Police Wg to co-operate in such matters with the Civilian Police and RN/Army and other authorities as required.

(2) The decision as to whether any premises in the UK are to be placed out of bounds to all ranks will invariably be taken by the Defence Council and the appropriate instructions will be promulgated accordingly.

(3) The question of placing premises out of bounds overseas is to be dealt with as directed by the AOC or the senior RAF officer, as appropriate.

900. Blood Donations.

Sponsor: DGMS(RAF)

(1) The National Blood Transfusion Service is authorized to make periodic visits to RAF stations conveniently accessible to its local centres for the purpose of collecting blood from RAF personnel who volunteer as donors. At least six months will elapse between the visits of collecting teams, except for the larger training establishments which may provide facilities for the collection of blood from donors once during each course. Volunteers will not, however, be asked to give blood at intervals of less than six months.

(2) All aircrew personnel are eligible to volunteer as blood donors. Following a blood donation aircrew will normally be removed from flying duties for 24 hours.

901. (Omitted)

902. (Omitted)

903-908. (Omitted)

SECTION 5 - BUSINESS ACTIVITIES AND OFF-DUTY EMPLOYMENT**909. General.***Sponsor: ACOS Pers Pol (RAF)*

- (1) Serving personnel must at all times guard against being placed in such a position as may leave them open to the suspicion of being influenced in the discharge of their duty by other than purely public considerations. They must be scrupulously careful in their relationships and in any private dealings with Government contractors and their agents or employees. They are forbidden to furnish testimonials to any company, firm or person in respect of the quality of commodities, supplied for Service purposes.
- (2) If a member of the regular and reserve forces has, in the course of his duty, to come into contact with any matter concerning a business organisation in which he has an interest he is to disclose that interest to his superior officer and to ask that some other person may deal with the case. He should not be permitted to deal with the case without the approval of the HQ AIR (Air Personnel Casework)

909A. Service and Private Interests Including Shareholding.*Sponsor: ACOS Pers Pol (RAF)*

- (1) These instructions cover the principles which govern the way in which individuals are required to order their affairs so that no conflict arises, or may be perceived to arise, between their private interests and their public duties.
- (2) **Criminal Offences.** It is a criminal offence under section 52 of the Criminal Justice Act 1993 for a person, who has information about securities as an insider, to deal in securities whose price may be affected by that information. In this context, a person is an insider if they or their source (whether direct or indirect) have access to the inside information by virtue of their office or employment, and they know this to be the case.
- (3) **Principles.** Service personnel must not be involved in taking or contributing to any official decision that would affect the value of their private investments or private interests, or any private interests they may reasonably be expected to be aware of held by others to whom they may give advice. Nor should they use information acquired in the course of their official duties to advance their private financial interests, or the private interest of others to whom they may give advice.
- (4) **Investments.** Individuals must declare to their Commanding Officer all investments in any company with which they have official dealings. These declarations should also include details of such investments held by an individual's immediate family. The scope of family declarations will depend on good judgement, but must include investments held by an individual's spouse or partner and children, as far as he/she is aware of such interests, or could reasonably be expected to have known of them. Changes in the private interests (eg shares disposals or acquisitions) of all those covered by these instructions must also be declared. It is not necessary to declare investments in Unit Trusts or other managed funds, over which the individual has no control, unless a sensitive company is the dominant factor in the investment.
- (5) Where an individual's Commanding Officer considers, as a result of these declarations, that there may be a conflict of interest, he will discuss with the declarant what further action might be necessary or desirable. This might range from a voluntary undertaking not to deal in or advise on the holdings in question to, in rare cases, instructions from the Department to dispose of personally held investments. Failure to comply with such instructions may lead to disciplinary action. Each case will be examined on its merits, and the advice of DLS(RAF) will be sought.
- (6) **Directorships, Partnerships and Other Private Commercial Activities.** The requirement of Crown Service must be the first call on the loyalty and the time of Service personnel. Service personnel who are themselves directors or partners, or who hold any other appointment in a private sector commercial organization must, if the private interest is associated in any way with their official duties, declare such interests to their Commanding Officer. It may also be necessary to declare such appointments held by an individual's immediate family.

(7) Where an individual's Commanding Officer considers that there might be a conflict of interest between the declarant's personal activities and their official duties, it may be necessary to instruct the individual to resign from the private position. The Department cannot require a member of an individual's family to comply with such an instruction, but, where a conflict of interest arises, it may be necessary to remove the individual from the work in question, or to transfer them to a new post.

(8) Any information declared under this instruction will be confidential to the declarant, the individual's Commanding Officer and, if appropriate, ACOS Manning. It is to be destroyed when the declarant leaves the post to which the declaration refers. On assuming a new position within the Department, individual's must decide whether they need to make a new declaration.

(9) **Further Information.** Any enquiry about the content of these instructions or request for advice about the application of the principles to particular circumstances, should be referred through the chain of command to ACOS Pers Pol (RAF) (who will seek advice from MoD DGCP HR Ops Cond 7 as appropriate).

910. Acceptance of Business Appointments and Off-Duty Employment during Service.

Sponsor: ACOS Pers Pol (RAF)

(1) **Introduction.** The Services will only restrict the off-duty activities of its personnel where necessary and justifiable. The Services have a responsibility to the nation to provide immediate and constant operational capability. Such unique responsibilities require Service personnel to work and operate in a way that may be different from those in civilian employment. In some circumstances, therefore, it is necessary for the Service to place restrictions on the private lives of its members. This is to ensure that they can properly exercise their functions as Service personnel and to protect the efficiency and/or operational effectiveness of the Service as a whole

(2) Personnel wishing to seek external off-duty employment, during service are, for the reasons stated above, required to seek approval from their CO. Each application is to be considered fairly, impartially and separately by the CO of the applicant. COs are to give full weight to the unique nature and demands of the Service when assessing an application. Guidance is provided in Appendix 17, and below.

(3) **Guiding Principles.** Service duty takes precedence over all other forms of employment and Service personnel are required to be available for service on demand. To ensure that the interests of the Services are protected, Service personnel may not, without authority, accept any form of employment during full-time service. Certain types of employment may be barred to Service personnel because of the potential for the duties of the employment to conflict with Service duty. However, personnel may be authorised by their CO to take up external off duty employment to carry out a profession or trade, or undertake employment where:

- (a) The activity does not involve the use of official time or affect the individual's efficiency as a member of his Service or in any way interfere with any of his Service duties;
- (b) The activity does not involve the use of official information or resources;
- (c) Service uniform is not worn and the individual must not represent themselves as a member of the Armed Forces.
- (d) The activity will not bring the Service into disrepute

(4) **Insurance covering Civil Employment.** The MOD will in no circumstances accept any responsibility for injury, loss or damage to the applicant, other parties or to property arising in the course of or out of the activities of such personnel during employment outside their official duties. The CO should therefore advise them to ensure that they are adequately covered by insurance.

(5) **Business, Professional and Trade Appointments.** Subject to paras (6) and (7) below, a CO may approve applications for continuous, temporary or part-time employment where an individual wishes to:

- (a) Carry on a profession or a trade;
 - (b) Be a member of a governing body of any corporation, company or undertaking, or any partnership engaged in any trade or carrying on any profession;
 - (c) Assist, advise or act directly or indirectly as agent for any corporation, company, partnership, undertaking or individual which or who is carrying on any profession or is engaged in trade or is profitably employed.
- (6) COs are to satisfy themselves that applications submitted under para (5) contain an undertaking that:
- (a) The conditions at para (3)(a)-(d) are met;
 - (b) Applicants understand the importance of securing appropriate commercial insurance as outlined at para (4).
 - (c) They will take no part in activities that could give rise to a reasonable suspicion that they have used or could use information gained as a result of their Service to further any business interest, be it their own or otherwise.
 - (d) They will take no part in transactions between the firm or enterprise and the Services or any department or branches of the Government or any semi-public organization brought into being by the Government.
 - (e) They understand that no special facilities such as leave of absence will be granted and that approval will not debar them being required to serve, whether afloat or ashore, at home or abroad.
 - (f) They will inform their new CO of the nature and extent of their business activities each time they are posted/attached or following a change in the type of employment.
- (7) **Applications General.** Applications from individuals should be submitted to COs through the normal chain of command. The type of employment and the duties required to be carried out should be clearly described by the applicant. A CO when considering an application submitted in accordance with para (5) should exercise particular care where Service personnel seek approval for employment in certain roles where interference or conflict with an individual's ability to meet or carry out the full range of his duties may be reasonably anticipated. In addition to the general criteria at para (3), COs should pay particular attention to the following areas of employment:
- (a) **Special Constable.** The duties of a special constable are such that they have clear potential to conflict with duties carried out as an element of military aid to the civilian authorities. It is, therefore, most unlikely that a police authority would seek to employ serving personnel in such a position. Further, attestation as a constable will inevitably give rise to a conflict between police and Service duties. Special constables fall under the direction and control of the Chief Officer of Police and provide a reserve capability to the police. Consequently, an application to become a special constable should not be approved.
 - (b) **Security Staff.** COs should be careful to ensure that the exact nature of the duties is described in the application. A CO would need to consider the likelihood that secondary circumstances, beyond the immediate requirements of the employment (eg court appearances as a witness following a fracas) might effect an individual's ability to fulfil their operational commitments. Jobs where confrontation with members of the public may take place or the use of physical force is likely, should be avoided.
 - (c) **Insurance or Financial Agent.** The purchase of insurance or financial products requires careful thought and consideration and is best achieved following the acquisition of professional and independent advice. COs should consider

carefully all applications for this form of employment and in particular they will wish to know if Service personnel are to be potential clients. Because of the strict rank structure within the Services, COs will need to consider whether rank might have a bearing on some aspect of sales, or whether the product on offer may gain an endorsement or undue authority based upon the rank or position of the individual selling the product.

(d) **Commercial Advertisements.** Participation in commercial advertisements may have the potential to give the impression that the Services endorse or have a view on a commercial product, service or political position. Applicants must therefore provide the fullest details so that a CO may consider whether:

- (i) The individual would be identified as a serving member of the Services.
- (ii) The Services would be directly or indirectly associated with the advertisement;
- (iii) The individual's participation might align him, or the Service, with any political position.

(e) **RAF Firefighter.** Trade Group 8 RAF Firefighters may be employed as retained firefighters by the local authorities; however, the employing authority must be made aware in writing that:

- (i) A Royal Air Force Firefighter employed as a retained firefighter must not be called out on local authority duties within the 2-hour period preceding his Royal Air Force start-duty time.
- (ii) The Royal Air Force reserves the right to recall instantly a retained firefighter to duty, without recourse to reason, whilst he is on duty with a local authority.

(f) **Trade Dispute.** Service personnel may become members of civilian trade unions and professional associations in order to enhance their trade skills and professional knowledge and as an aid to resettlement into civilian life. They are not to participate in industrial action or in any form of political activity organized by civilian trade unions or professional associations. Where it is believed that a trade dispute is in progress, in order to safeguard the reputation of the Service, COs should not authorize, or should withdraw authorization given, in respect of off-duty employment with that organization. Where there is doubt about the existence of a trade dispute, the CO should refer the matter through his chain of command, with full details and recommendations.

(8) **Referral to MOD.** Where uncertainty exists on any matter associated with an application the case should be referred through the local chain of command to HQ AIR (Air Personnel Casework). Each case should be accompanied by the full facts of the case and, wherever possible, should include the CO's recommendation.

J910A. Employment During Terminal Leave.*Sponsor: ACOS Pers Pol (RAF)*

(1) Service personnel leaving the Regular Forces may accept permanent or temporary employment subject to the requirements of J910 and J913. These requirements apply equally to Service personnel who wish to commence civil employment during Terminal Leave or other Annual Leave added to it. However, Service personnel may not take up civil employment during:

- (a) Terminal Leave in an operational theatre.
- (b) A resettlement course or Civilian Working Attachment.

(2) Where a post is covered by the Business Appointment Rules further advice must be sought from Defence Business Services (DBS) Civilian HR by calling the People Service Centre on 93345 7772 (Mil) or 0800 345 7772 (STD) and if overseas +44 1225 829572. Or by using the Contact Us link on the People Service Channel ([Contact/Email](#))

911. Payments from Government Departments.*Sponsor: ACOS Pers Pol (RAF)*

When a Crown servant produces or does something which is of value to the Government, he shall not receive the full price which would have been paid to a person outside the public service for the same activity. This applies particularly when performed with the help of official information, experience or time even though not performed as part of his official duties. This rule has been modified to the extent that payments to Crown servants over and above normal salary for activities outside the scope of their duties and involving no use of official time are calculated on the same basis as payment to persons outside the public service for the same activity.

J912. Payments for Broadcasting, Lecturing or Writing for Publication. *Sponsor: ACOS Pers Pol (RAF)*

(1) Broadcasts by serving personnel acting as official spokesmen and speeches and lectures on official subjects will normally be undertaken as part of their official duty and, as such, covered by their Service pay; no question of extra payment to individuals will therefore arise. If, however, all or part of the preparatory work and delivery of the broadcast, speech or lecture is done during the individual's off-duty time, he may retain the whole or part of any fees payable, as appropriate. This provision also governs the retention of any fees payable for the writing of books or articles on official matters or involving the use of official material or experience. Details of any payments should be sent to the appropriate Public Relations or Publication Clearance authority (See [J Appendix 43](#)) to consider what proportion should be credited to public funds.

(2) Participation in the activities referred to in clause (1) above is also governed by paras [J 2452 to J 2458](#) and [J Appendix 43](#) relating to the use of official information and experience and the procedures for seeking permission to speak in public and to write for publication.

J913. External Employment covered by the Business Appointment Rules. *Sponsor: ACOS Pers Pol (RAF)*

(1) The Business Appointment Rules apply to Service personnel (Warrant Officer equivalent and above) who intend to take up an outside appointment or employment after leaving the Services. The operation of these Rules is overseen by the independent Advisory Committee on Business Appointments (ACOPA) (<http://acoba.independent.gov.uk>). The approval process for applications under the Rules differs depending on the applicant's seniority. The Rules continue to apply for two years after the last day of paid Service employment.

(2) Before accepting any new appointment or employment, whether in the UK or overseas, which they intend to take up after they have left the Services, all serving/former Service personnel must consider whether an application under the Rules is required. Applications must be submitted on HR Form 038: MOD Business Appointment Application. COs should take into account the Key Principles (see above link) when considering a request for external employment prior to making a final decision. Additional guidance for COs is provided at Appendix 18.

J914. Commercial Sponsorship.*Sponsor: DSB(RAF)*

- (1) **General.** Commercial sponsorship has a useful part to play in enhancing some Service activities, notably sporting events. However, in undertaking sponsorship arrangements, the overriding consideration is that the Services should not engage in the active sales promotion of any commercial product, or in any activity which could be regarded as bringing the Armed Forces into disrepute.
- (2) **Defence Contractors.** Under no circumstances should commercial sponsorship, including the award of grants, gifts, trophies, and prizes, be solicited from firms which are Defence Contractors. Unsolicited approaches from Defence Contractors offering sponsorship are to be referred for decision to Director General Commercial (DG C). Any doubt as to a company's status should be referred to DG C.
- (3) **Sponsorship of Sport.** Sponsorship of Sport provides additional funds for the benefit of Service personnel. Sponsorship from Defence Contractors should not be sought but may be offered. Such offers of sponsorship from Defence Contractors for sport are to be referred to DSB(RAF) in the first instance, who will seek DG C's agreement.
- (4) **Sponsorship From Tobacco Companies.**
 - (a) Sponsorship from tobacco companies must not be accepted in respect of any public or military events (ie events which the Services organize or participate in, about which the public has prior knowledge and to which they have access) regardless of size and importance. No event which attracts any tobacco sponsorship whatsoever is to take place on MOD property. Service personnel are not permitted to take part in other events which are sponsored by tobacco companies for the benefit of a third party, for example a Service benevolent fund or charity.
 - (b) Service participation may be permissible at events sponsored by organizations with no connection with the tobacco industry but which include some low key tobacco industry involvement, such as a hospitality marquee or sales stand. At such events Service participants are to avoid all contact with the tobacco company and are not to allow themselves to become party to tobacco advertising, for instance by being photographed in uniform in front of a tobacco company advertising hoarding.
 - (c) Events, sponsored by tobacco companies, to which the Service have already made contractual obligations must be reviewed in the light of these regulations. Each case should be considered on its merits and queries should, in the first instance, be directed to AMP Sec 2, HQPTC.
- (5) **Advertisements.** Permission will not normally be given for the appearance, on or off duty, of Service personnel, or the use of Service equipment in commercial advertisements. Any cases, which it is felt might justify an exception to this rule, should be referred to DG C.
- (6) **Service Bands.** In addition to the rules governing acceptance of engagements laid down in Band Regulations, Service bands are also to observe the rules on commercial sponsorship set out above when the acceptance of Category IV or other outside engagements is under consideration. Exceptionally, permission may be given for overseas engagements which would otherwise fall outside these rules where they are associated with the promotion of British commercial firms, or products abroad, or have a general public relations value for the British Forces. In such exceptional cases prior permission must always be sought from the MOD (P1 Ceremonial).
- (7) **Contracts.** Once an offer of sponsorship has been accepted, then a contract has been entered into with the sponsor. Withdrawal from the contract, for whatever reason, may result in a claim for financial liability. With any sponsorship the organizers must be aware that participation may have to be cancelled at no notice because of service requirements. Units should ensure that they are adequately protected in such an event, particularly if large sums of money are involved, through a legally drawn up contract. Advice should be sought from the DG C.

(8) **Further Rules.** Further rules governing sponsorship for sport are contained in AP3415 (Sport & Recreation in the Royal Air Force), Section 2, Chapter 6.

915. Sports and Financial Incentives.

Sponsor: ACOS Pers Pol (RAF)

Guidelines for individuals undertaking sport for financial incentive are contained in AP 3415, Chapter 2, Annex B, Section 2.

916. (Omitted)

SECTION 6 - PRISONERS OF WAR.

J917. Responsibility for Prisoners of War.

Sponsor: ACOS Pers Pol (RAF)

(1) Both the Government whose forces capture them and the individual members of those forces are responsible for ensuring that, from the moment of capture, prisoners of war are treated in accordance with international law, in particular the provisions of 1949 Geneva Convention III Relative to the Treatment of Prisoners of War.

(2) Prisoners are on no account to be regarded as the property of or at the mercy of the units or individuals who capture them or have them in their charge. Consequently all persons who have prisoners of war in their charge are strictly to observe in their treatment of them the requirements of international law, including the provisions of 1949 Geneva Convention III Relative to the Treatment of Prisoners of War, which are set out in Joint Service Publication 383 – The Joint service Manual on the Law of Armed Conflict. In particular, prisoners of war are to be treated humanely at all times, given appropriate medical attention and provisions, and protected, particularly against acts of violence or intimidation and against insults and public curiosity. They shall be evacuated as soon as possible after capture to areas out of danger from combat.

J918. Status of Captured Persons.

Sponsor: ACOS Pers Pol (RAF)

Prisoners of war shall be treated as such from the time of capture until final release and repatriation. If a doubt arises as to whether a person who committed a belligerent act and was captured as a prisoner of war is entitled to prisoner of war status, they shall be given the protection afforded to prisoners of war until their status is determined by a tribunal in accordance with the 1949 Geneva Convention III Relative to the Treatment of Prisoners of War.

J919. Knowledge of Duties and Obligations towards Prisoners of War.

Sponsor: ACOS Pers Pol (RAF)

(1) Although the permanent custody of prisoners of war is generally an Army responsibility and the practical aspects of their custody and administration are dealt with in the Army publication "Unit Documentation Manual (Soldiers) 1994 (Army Code No 60136)" any Service may have to guard and administer prisoners of war from the time they are captured until they are delivered into Army charge.

(2) COs are therefore to ensure that all personnel under their command are properly instructed in their duties and obligations towards prisoners of war.

J920. Conduct after Capture by the Enemy.

Sponsor: ACOS Pers Pol (RAF)

COs are to satisfy themselves that all personnel under their command are familiar with the precautions to be observed in the event of their being taken prisoner of war and, in particular, of the need to prevent material likely to be useful to the enemy from falling into his hands.

921-925. (Omitted)

SECTION 7 - PROTECTION OF CIVIL INTERESTS

926. The Reserve and Auxiliary Forces (Protection of Civil Interests) Act, 1951.

Sponsor: Air Cmd SO2 Res Spt

(1) This Act protects certain civil interests of personnel of the reserve and auxiliary forces during their service with HM Forces and for a short period thereafter. It may also protect the serviceman's dependants and other persons directly affected by his absence on service. It does not apply to regular personnel.

(2) Guidance on the main provisions of the Act and on the classes of personnel protected is given in JSP 753 Chapter 8 and a copy is included with mobilisation notification.

(3) RAuxAF unit cdrs are to ensure that reservists are briefed annually on the provisions of the Act and that a copy of it is issued to each auxiliary or reservist who reports for service or training if he has not previously received one. He is to be advised to forward it to his immediate dependant for safekeeping.

(4) Copies are to be held by units for reference and loan purposes. Care is to be exercised in offering advice on the interpretation of the necessarily complicated provisions of the Act. Unless the enquiry is straight-forward the enquirer should be recommended to obtain legal advice (under paras 983 to 985, as applicable).

(5) When it is necessary to obtain a "certificate as to performance of relevant service", personnel should apply to the Air Cmd Reserves Forces Manning Cell (RFMC) giving their personal details and periods of mobilisation for which they require the certificate.

927-929. (Omitted)

SECTION 8 - WAR MEMORIALS

J930. Memorials.

Sponsor: DIO (Governance and Policy)

Memorial statues, plinths or plaques are normally organised by Regimental or Service Associations in memory of Service personnel who have died in past and present wars and conflicts. Before the construction or erection of any memorial is considered the following guidelines must be followed and approval sought from the relevant Chain of Command:

a. *Memorials in the UK.*

(1) Financial provision for a memorial's long term care and maintenance (including taking account of possible amalgamation or disbandment of the proposing unit at some time in the future) must be established before any work is undertaken. The erection of a permanent outdoor memorial will inevitably require the permission of the local authority, whether on military or civilian real estate. No MoD money may be used to erect or maintain memorials.

(2) Movable memorials such as inscribed blocks or small cairns based within a unit's lines are more easily approved by the Chain of Command as they remain unit property and can be removed in the event of a change of unit location.

(3) The installation of plaques/sustained glass windows/Books of Remembrance in appropriate Churches/Chapels is permissible provided their long term care and maintenance can be assured to the satisfaction of the relevant Church authority. The erecting unit is responsible for the memorial and any subsequent relocation and maintenance costs must be met by non-public funds.