

CHAPTER 15

DISCIPLINE

SECTION 1 – GENERAL

989. Acquaintance with Regulations, etc.

Sponsor: ACOS Pers Pol (RAF)

- (1) Every officer is to make himself acquainted with, obey, and, so far as he is able, enforce, the Armed Forces Act 2006, the Queen's Regulations for the RAF, and all other regulations, instructions and orders that may from time to time be issued. He is also to conform to the established customs and practices of the Service.
- (2) Every airman will be held personally responsible for making himself acquainted with:
 - (a) The Queen's Regulations for the RAF.
 - (b) Station Standing Orders published under QR 65.
 - (c) Such station and other local orders and instructions as are necessary for the due performance of the duties appertaining to his Service employment, and
 - (d) Such orders and details of duties as are posted in his station. He will further be required to conform to the established customs and practices of the Service.
- (3) A copy of Queen's Regulations for the RAF is to be held available for reference by airmen and is to be kept by unit HR staff or in such other place that the CO may decide. COs are responsible that the copy is kept up to date and that airmen are notified by means of Station Routine Orders or otherwise where the copy is kept.
- (4) Ignorance of duly published regulations, or orders, will not be admitted as an excuse for their non-observance.
- (5) The contents of paragraph (2) above is to be published in unit routine orders at 3-monthly intervals.

990-992. (Omitted)

993. Occupation of Public Accommodation.

Sponsor: ACOS Pers Pol (RAF)

- (1) Personnel will be required to occupy, and to meet by deductions from pay the charges for, public accommodation where this is appropriate for Service reasons, or where suitable alternative accommodation is not available.
- (2) Single and married unaccompanied personnel in the following categories are to occupy public accommodation:
 - (a) Airmen under 18 years of age unless granted permission by COs to reside with parents/guardians; those wishing to reside in any other location are to obtain written consent from parents/guardians before seeking permission from COs.
 - (b) Airmen undergoing training on courses for which there is a requirement to live in, as determined by CAS.
 - (c) Officer cadets in circumstances defined by CAS.
 - (d) Officers and airmen serving at certain units overseas. (The authority under which living-in is to be regarded as mandatory on overseas stations will be laid down by the unified commander or by the single Service commanders in committee.)
 - (e) Officers and airmen in circumstances when training, operational, security, welfare or management factors are overriding.

(3) In applying the general principle at clause (1) above and in determining who should be ordered to live in under the terms of clause (2)(e) above, COs should avoid unnecessarily restricting the freedom of choice of their personnel. Except for those categories at clause (2)(a) to (d) above, personnel should not normally be ordered to live in public accommodation unless operational efficiency, security or the good name of the Service would otherwise be jeopardised, or administrative circumstances (eg persistent lateness in reporting to work because of transport difficulties) make it necessary. However, the option to live out in private accommodation may be exercised only provided that:

- (a) Permission is granted by the CO.
- (b) Suitable private accommodation is available within reasonable commuting distance of place of duty.
- (c) Where accommodation is to be shared with other Service personnel on a communal basis, arrangements are in accordance with the spirit of para 997 which defines relationships with subordinates.
- (d) Rooms and bed spaces are not retained on camp.
- (e) Responsibility for the payment of rent including any rent outstanding at the time of, a move on posting or detachment and any damages claimed by the landlord, rests with the tenant (Personnel are advised to include in any tenancy agreement a Service clause which will allow a break at short notice, including the termination of any lease.)

(4) Personnel wishing to exercise their option to vacate public accommodation are to give a minimum of 21 days notice of their intention to do so. They are to state the address of the premises at which they intend to live and are to give notice of any subsequent intention to leave that accommodation and live elsewhere.

994. Definition of 'CO' for Disciplinary Purposes.

Sponsor: ACOS Pers Pol (RAF)

(1) The law, in the form of the Armed Forces Act 2006 (The Act), places a CO at the centre of the Service Justice System and confers a range of powers on him. The Act also defines higher authority as any officer in the CO's disciplinary chain of command who is superior. Volume 1 Chapter 2 of the Manual of Service Law (MSL) provides comprehensive guidance on the meaning of commanding officer and explains how a person's CO, for any purpose under the Act is identified. This regulation provides a summary of the relevant parts of Chapter 2 and associated guidance.

(2) The CO is at the apex of a unit's command and control structure and it is in the CO that the union of command and the responsibility for discipline is embodied. A station commander, appointed by the Air Secretary, is an obvious example of a CO but there are a range of circumstances where the appointment of a CO may be less obvious. The key criteria for deciding whether a person is a CO are the type of unit, its function and location. QR 995 Definition of a Unit enlarges on this theme.

(3) There are a number of general principles that apply in relation to a CO that are designed to ensure that a CO is clear for whom he has disciplinary authority and who is his higher authority. Further, every Service person and relevant civilian should have a CO for disciplinary purposes, who in the case of the Service person is normally the CO of the unit of which he is a member.

Status of CO exceptions to general rules

(4) When an individual is for the time being in Service custody or detention at the Military Corrective Training Centre (MCTC), the officer in command of the MCTC is to be his CO for all purpose under the Act. This is to allow the CO of the MCTC to exercise discipline over all persons in his unit. Similarly, when an individual is serving a sentence of detention in a Service custody facility other than MCTC, he is to be attached to the unit responsible for that facility. Personnel arrested and held at units other than their own may continue to be commanded by their own COs or, their CO may decide that it would be more appropriate for the CO of the unit holding the individual to deal with him. This could be achieved by attaching the individual to the unit concerned or by making a bespoke appointment. Such specific