

2006. Custody of Documents .*Sponsor :Sec Spon (Pers Fin)*

(1) A CO is responsible for ensuring that when an airman is posted to the unit under his command, he receives for him the documents specified in [AP 3392, Vol 2, Leaflet 1401](#). (See para [1990](#).)

(2) Service documents are to be handled with every possible care and are not on any account to be folded. Service documents are to be kept as detailed in [AP 3392, Vol 2, Leaflet 1401](#). (See also para [2045](#).)

(3) The service documents of all clerical staff employed in unit personnel documentation sections are to be maintained by an officer detailed by the CO normally OC PSF.

2007. Documents to be Available for Officer's Use.*Sponsor: Sec Spon (Pers Fin)*

Subject to the restrictions imposed by The Rehabilitation of Offenders Act 1974 the CO of a unit is to provide facilities for the subordinate commander under whom an airman is serving to obtain the information contained in his service documents on their receipt in the unit and as and when necessary thereafter. Assessing officers however are not to have access to an airman's previous assessments.

2008. Airmen Admitted to Hospital.*Sponsor: Sec Spon (Pers Fin)*

When an airman is admitted to a service hospital, his medical envelope is to accompany him. The remainder of his service documents are to be retained in the custody of his unit until such time as he is struck off the strength of that unit.

2009. Transmission and Non Receipt of Documents.*Sponsor: Sec Spon (Pers Fin)*

Procedures for the transmission of documents when airmen are posted, detached, committed to prison, detention barracks or corrective training centres are detailed in [AP 3392, Vol 2, Leaflet 1406](#). Action to be taken when documents are not received is similarly detailed in [AP 3392, Vol 2, Leaflet 1406](#).

2010. (Omitted)

2011. Disposal of Service Documents.*Sponsor: Sec Spon (Pers Fin)*

Airmen's service documents in possession of units are to be disposed of as follows:

(1) On report by the board of inquiry of absence without leave or other sufficient cause. To be retained by the CO for one year, and then forwarded to HQ PTC (see [para 562](#)(3)).

(2) On discharge (including on discharge to a commission or cadetship), transfer to the reserve or on death. To be forwarded immediately to HQ PTC.

2012. Documents of Airmen detached for Duty with Established Bands, or for Duty as Instructors to Voluntary Bands.*Sponsor: Sec Spon (Pers Fin)*

The normal rules laid down in this Chapter for service documents and assessments of conduct, trade proficiency, supervisory ability and personal qualities, are to be modified as follows in the case of airmen attached to units for duty with established region bands, or as instructors to voluntary bands (see [para 1900](#)(4)):

(1) Conduct records are to be completed by the CO of the unit to which the airman is attached.

(2) Record of Service (Form 280) and Record of Character and Trade Assessments (Form 280A). The assessment of conduct, trade proficiencies, supervisory ability, and personal qualities on these forms is to be made by the PDM. The CO of the unit to which the airman concerned is attached is to forward his recommendations and the airman's conduct records, to the PDM annually on 31st December (and at other times when necessary); full consideration is to be given by the latter officer to these recommendations when the assessments are entered on Form 280 or Form 280A.

2013-2016. (Omitted)

SECTION 2 - THE RECORD OF SERVICE

2017. Preparation and Maintenance of the Record of Service. *Sponsor :Sec Spon (Pers Fin)*

The regulations for the preparation and maintenance of the Record of Service (Form 280) are contained in [AP 3392, Vol 2, Leaflet 1401 \(Annex C\)](#).

2018. (Omitted)

2019. Records Tampered with, Defaced or Lost. *Sponsor: RAF Employment Policy*

(1) If it appears that a Record of Service has been tampered with, the CO is at once to forward the suspected document with a report, through the usual channels, to the air or other OC, who is to transmit the report and document to Manning.

(2) If a record of service is lost, or becomes so defaced as to be illegible, application for a replacement is to be made by the CO, to Manning, who is to prepare a new Form 280 from the records in his possession. In making his application the CO is to explain the circumstances attending the loss, or is to forward the record considered to be illegible, as the case may be.

2020-2021. (Omitted)

2022. Declaration of Former Service on Re-enlistment . *Sponsor: RAF Employment Policy*

A recruit on enlistment with previous service should be asked to produce a certificate of service or a service and release book, where applicable. After enlistment these papers should be returned to the recruit conspicuously endorsed in red ink as follows:

Name - Re-enlisted (or Enlisted if appropriate) in the Royal Air Force on

2023. Certificates lost by Reservists and Discharged Airmen . *Sponsor: RAF Employment Policy*

A duplicate or copy of a certificate of discharge/transfer to reserve, stiff wallet or certificate of qualifications (Forms 856, 856A or 856B) will not be issued for a reservist or discharged airman who loses the original. Manning may, however, issue a brief statement, duly certified, showing:

(1) Particulars of the airman's service, together with an assessment of conduct; special courses; decorations and medals; and

(2) That it is issued in consequence of the person named having reported the loss of his certificate.

SECTION 3 - RECORD OF PERFORMANCE AND POTENTIAL

2024. (Omitted)

2025 Assessments of Performance and Potential *Sponsor: RAF Employment Policy*

(1) Assessments of professional performance, potential, personal qualities and fitness for promotion of all airmen in ground trades and non-commissioned aircrew are to be prepared and forwarded to Manning on the occasions as detailed in JSP 757.

2026-2031. (Omitted)