

(3) In the UK, private telephone calls may be made from official telephones (excluding privately rented extensions) in cases of emergency only and in no circumstances are they permitted to countries abroad. The Virtual Private Networks and the DCN are not to be used for private calls. Any private call costs are to be recovered from the originator.

(4) Instructions regarding telephone service ie their provision, removal, recovery, repair etc are contained in the DCSA catalogue and the AP100c-90.

(5) In no circumstances is a telephone or telegraph plant, for which the RAF does not have maintenance responsibility, to be interfered with.

2073. Internet and Intranet Connection.

Sponsor: CIS12(RAF)

(1) The regulations concerning Internet connection are in the JSP 440 and AP 100C-90. In particular, internet connections should not be made to any RAF information system network.

(2) RAF Intranet services are provided by the RAF Corporate Infrastructure; instructions concerning RAF Intranet are contained in the AP 100C-90.

2074-2076 . (Omitted)

SECTION 2 - HANDLING OF RAF MAIL AND PROVISION OF POSTAL FACILITIES

2077. RAF Postal Service.

Sponsor: Sec Spon (Pers Fin)

The regulations for handling of official and private mail, for the provision of postal facilities within the RAF, and for establishing RAF post offices and postrooms on RAF stations, are contained in AP 3392, Vol 1, Chapter 9.

2078. The Status of British Forces Post Office Addresses.

Sponsor: SO1 Operational Welfare

A BFPO address is simply an administrative convenience, and has no significance in law; nor does it affect a person's status in any way. In particular, it should be noted that an overseas address which is given a BFPO number cannot be regarded as a UK address. If an individual using a BFPO address is in any doubt about the status conferred on such an address by a private company or non-MOD organization, he or she must take appropriate measures to resolve any queries with the company or organization concerned.

2079-2081. (Omitted)

SECTION 3 - COMMUNICATION SECURITY MATERIAL

2082. Handling and Storage of Cryptographic Items.

Sponsor: Command COMSEC HQ Air

Instructions for the registration, secure storage, movement and safe handling of cryptographic items are contained in the current edition of JSP 490. This publication provides guidance to all personnel who are concerned with the safe custody and handling of cryptographic items used to achieve or assist with communications security (COMSEC) in the RAF. Adoption of the procedures and instructions in JSP 490 is mandatory.

2083. Officers in Charge of Cryptographic Items.

Sponsor: Command COMSEC HQ Air

(1) The Commanding Officer, or Head of Branch in MOD departments and formation headquarters, is responsible for the safe custody, registration, mustering, amendment, issue, safe handling and disposal of cryptographic items held at their location. This duty is to be delegated, as prescribed in clause (2), to an individual in the formation or unit concerned, such individual being personally responsible to the

Commanding Officer or Head of Branch, as appropriate, for the strict observance of JSP 490 and any other instructions issued for the purpose of giving effect to those regulations.

(2) The delegation of duty in accordance with clause (1) is to be as follows:

(a) Commanding Officers or Heads of Branch are to appoint two members of staff to act as the COMSEC Custodian and Alternate COMSEC Custodian at locations where cryptographic items are held. The COMSEC Custodian duties are a formal tasking and are to be related to two specific posts on the LUE. These appointments may be filled by RAF commissioned officers, WOs or SNCOs from any Branch or Trade, or by HMG civil servants, eg communications officers, provided that the latter are of the appropriate status. The selection of the COMSEC Custodian is the sole prerogative of the Commanding Officer or Head of Branch. The COMSEC Custodian is, therefore, to report directly to the Commanding Officer or Head of Branch on all COMSEC matters.

(b) Personnel may be detailed to assist COMSEC Custodians in the performance of their duties but the COMSEC Custodian retains the personal responsibility for the cryptographic items on his charge and the strict observance of all relevant instructions.

(3) Guidance on the appointment of COMSEC custodial staff is contained in the current edition of JSP 490

2084. Inspections of COMSEC Facilities.

Sponsor: Command COMSEC HQ Air

COMSEC facilities at Distribution Agencies (DAs) and units are to be conducted annually, though at some locations DDCIS(RAF) may require inspections to be conducted more frequently. The factors affecting the frequency of COMSEC inspections at DAs and units are the size of the COMSEC holdings, their complexity and sensitivity. The frequency of COMSEC inspections at individual locations will be reviewed annually by the HQ Air Command COMSEC Officer in consultation with Networks Assistant Head CSD. COMSEC inspections are to ensure that compliance with the regulations detailed in the current edition of JSP 490. Reports resulting from these inspections may be used to satisfy the requirements of para 52(6).

2085-2089. (Omitted)

SECTION 4 - SAFES, KEYS AND COMBINATIONS

2090. Safes.

Sponsor: Air CG CRT

The Accounts Operator (OC Accounts Flights) and, where necessary, other personnel responsible for the receipt and disbursement of public money, are each to be provided with a safe or safes, capable of accommodating the highest anticipated cash holding. Safes are to be embedded in concrete or bricked in. Alternatively they may be kept in specially constructed concrete strong rooms if such are available. Whenever possible safes are to be fitted with a combination lock. Safes may be fitted with a combination lock only or, alternatively, where a key is used, fitted with a blister combination lock attachment over the keyhole.

2091. Money, etc, in Safes.

Sponsor: Air CG CRT

Money, whether public or service funds, railway warrants and other valuables are not to be kept in the same safe as top secret, secret or confidential documents.

2092. Keys and Combination Locks.

Sponsor: PSyA(Air)

(1) With the exception of the keys of any safe used for public funds or service funds (as to which see clauses (3) and (4)), the following regulations are to be observed in order to prevent unauthorised persons obtaining access to the keys of a public chest containing valuables (including