

CHAPTER 30

**CLOTHING, ARMS, ACCOUTREMENTS, CLOTHING ALLOWANCE
AND DISPOSAL OF EFFECTS****SECTION 1 -CLOTHING GENERALLY****2208. Regulations for Accounting and Scales of Kit.***Sponsor: Air A4 Clothing & General Stores*

The regulations governing the accounting and supply of clothing necessities and accoutrements are contained in AP 830, Vol 1. Scales of entitlement, are detailed in Vol 3 of that publication.

2209. Airmen's Uniform Clothing, Necessaries and Accoutrements on Entry.*Sponsor: Air A4 Clothing & General Stores*

- (1) Every airman on final acceptance for air force service is to receive a free issue of uniform clothing, necessities and accoutrements to the approved scale. Female personnel and PMRAFNS (Non-commissioned element) are paid an allowance for additional items which are detailed in DCIs (RAF).
- (2) Items of personal clothing and necessities not included in scales of entitlement are not supplied from Service sources and are to be provided by the individual and maintained from pay.

2210. Maintenance of Uniform Clothing.*Sponsor: Air A4 Clothing & General Stores*

- (1) All items of uniform clothing are to be replaced free of charge when they become unserviceable through fair wear and tear. Where replacements are required before expiry of the notional garment life, OC Supply Squadron, in consultation with the appropriate Flight/Squadron Commander, is to decide whether or not the unserviceability is due to fair wear and tear. Items of clothing will be exchanged on a one for one basis in the Unit clothing store.
- (2) Items of uniform clothing rendered unserviceable through other than fair wear and tear, the cause of which is attributable to the individual, are to be replaced on repayment. The OC Supply Squadron is to assess a repayment rate in accordance with the procedure detailed in AP 830.
- (3) Regulations concerning the exchange of items of uniform clothing are detailed in AP 830, Vols 1 and 3, Part C.
- (4) An airman has not an absolute right of property to the clothing issued to him, and such clothing is not to be sold to any civilian, or disposed of, except as provided in these regulations, or in any other orders or regulations that may from time to time be issued by the Air Force Board.
- (5) Uniforms may be dry cleaned at public expense, except for charges arising from other than fair wear and tear, which are to be met by the individual.

2211. Flying, Working and Protective Clothing.*Sponsor: Air A4 Clothing & General Stores*

- (1) Non-commissioned aircrew are to be provided with flying clothing under the same conditions as those for officers (See para **2239**).
- (2) Such special articles of working and protective clothing as are scaled for specific trades or work environments are to be issued on loan.
- (3) Apart from certain exceptions detailed in AP 830, Vol 3, Part C, articles of clothing issued for working or protective purposes are not regarded as personal issue, but accounted for on a flight or section inventory.

(4) An article of flying, working or protective clothing replaced at the expense of an officer or airman, to make good loss or damage not due to fair wear and tear, does not thereby become personal property.

2212. Changes in Scales.

Sponsor: Air A4 Clothing & General Stores

When the posting of an airman involves a change in the scale of clothing, the necessary additional items are to be issued free of charge. On cessation of the posting, the items in the individual's possession, which are in addition to the entitlement for his new posting, are to be returned to store, with the exception of those items he is entitled to retain.

2213. Transfer of Clothing and Accoutrements.

Sponsor: Air A4 Clothing & General Stores

(1) On transfer between units, both at home and abroad, an airman is to take with him the clothing and accoutrements detailed in the relevant scales and held on personal charge. (This includes flying clothing on personal issue).

(2) Clothing which is on the charge of the unit is to be returned to store before the airman leaves the station. (See para 892 as to the clearance certificate.)

2214. Garments Outgrown.

Sponsor: Air A4 Clothing & General Stores

Airmen who have outgrown any articles of uniform clothing may have them altered to fit at public expense or, if this is not practical or economic, replaced free of charge.

2215. Remustering, Promotion or Reduction - Change of Uniform. *Sponsor: Air A4 Clothing & General Stores*

(1) The alterations necessary to an airman's uniform, in consequence of promotion or reduction, are to be made at public expense. Chevrons and badges which are required to be added to the uniform and any new items of uniform which may be required owing to a difference of pattern or scale are to be supplied free of charge immediately the promotion or reduction is notified.

(2) An airman appointed to acting rank is to continue to wear the uniform of the substantive or temporary rank with the addition of the necessary badges unless instructions to the contrary are issued by HQ PTC and with the exception of appointments to warrant officer from the Central Roster maintained by HQ PTC.

2216. Airmen's Kits - Issue and Upkeep.

Sponsor: Air A4 Clothing & General Stores

(1) The officer in charge of a flight or section is responsible to the CO that the airmen in the flight or section are at all times kitted with the clothing, necessities and accoutrements to which they are entitled and that the airmen maintain their kits according to scale and in a serviceable condition.

(2) When complying with clause (1) the officer in charge of a flight or section is to take due account of the circumstances in which the airman may, at the time, be placed, eg approaching discharge or drafting.

(3) Personnel are not entitled to have in their possession any article of clothing that is not included in the scale authorised for their trade or work environment with the exception of items that may be retained from previous special entitlements (eg tropical clothing).

2217. (Omitted)

2218. Airmen or Airwomen Unable to Wear Service Footwear.

Sponsor: Air A4 Clothing & General Stores

(1) When an airman is, for medical reasons unable to wear service footwear, and special footwear is recommended by medical authorities, an application (accompanied by Form 200) giving the following information, is to be made to the AOC or other OC.

(a) Whether the airman is recommended for retention in the Service.

(b) The MOs certificate showing:

(i) Particulars of disability.

(ii) Whether disability is permanent or temporary.

(iii) Whether the issue of the special footwear will render the airman capable of

performing the normal duties of his rank and trade.

(c) Estimated cost of provision under local purchase arrangements.

(2) The footwear, which is to conform as nearly as possible to Service pattern, is to be procured using the procedure detailed in AP 830, Vol 1, Part 2.

(3) The above clauses do not apply to surgical footwear which is required. Surgical footwear is to be obtained through the Department of Health and all requests for supply are to be signed by the MO and submitted through the usual channels to HQ PTC.

(4) (a) Additional pairs of socks may be issued to airmen suffering from skin conditions of the feet.

(b) The certificate must state the specific nature of the complaint necessitating the issue, and also the number of additional pairs of socks to be issued.

(c) A medical certificate issued for this purpose is not to remain valid for longer than a period of three months, after which period the certificate must be renewed if necessary. Issues made as a result of such medical certificates, are to be free of charge.

2219. Recovery of Lost Clothing and Equipment.

Sponsor: Air A4 Clothing & General Stores

(1) Items of clothing and equipment lost by RAF personnel and handed in at any police station and also recovered by railway lost property offices are forwarded by the appropriate authorities to the nearest RAF unit. When there is an indication of the name or number of the person to whom it was issued, the RAF unit is to ascertain from the HQ PTC the last posting of the individual to whom it was issued, and forward the clothing or equipment to that unit. If, however, ownership cannot be traced the clothing and equipment are to be brought on charge at the RAF unit, retained, for one month, and then, if not claimed within that period dealt with under supply regulations according to its condition.

(2) **Unclaimed Baggage.** Every effort is to be made to trace the ownership of, and to dispose of, unclaimed baggage held in station or unit supply sections. If there is nothing to indicate the owner of the baggage it is to be retained for a period of 3 months; if it has not been claimed in that time, it is to be opened on the authority of the Senior Supply Officer. If it is still impossible to identify the owner, the contents, with the exception of personal effects, are to be taken on charge. Personal effects arising from unclaimed baggage held at stations in the UK are to be forwarded to the RAF Central Depository. After such baggage has been held unclaimed for two years, the officer i/c Central Depository is to transfer the baggage to the officer i/c Disposals for inclusion in current auction sales. At stations abroad such effects are to be disposed of, if possible by sale, at the discretion of the CO.

(3) Unclaimed baggage which is known to be the property of a deceased or missing person is to be disposed of in accordance with AP 1922 Chap 10 Section 1.

2220. Action when Losses or Damage Occurs.

Sponsor: Air A4 Clothing & General Stores

(1) If an airman loses or damages arms, accoutrements clothing or necessities in his possession and it can be clearly shown that such loss or damage is directly attributable to him through wrongful act or negligence, the amount of such loss or damage is to be charged against him. If necessary, action to impose a penal deduction may be taken in accordance with para 1029.

(2) If it is shown that the loss or damage is due to wrongful act or negligence on the part both of the airman and of some other person, and it is decided that such other person should pay part of the cost of replacement, the airman is to be held responsible for the balance of the cost.

(3) If it is shown that the loss or damage is due in part to a wrongful act or negligence on the part of the airmen and other person or persons unknown, the airman is to be held responsible for an appropriate monetary recovery assessed in accordance with Appendix 6.

(4) The offence of losing, by negligence, damaging or making away with clothing, arms, or other equipment issued to an airman for his use for Service purposes is to be dealt with by taking prompt disciplinary action under the AFA, where the circumstances justify such action.

(5) When a CO is satisfied that an airman's clothing, accoutrements or necessities have been lost or

damaged in circumstances beyond the airman's control, or through the wrongful act of person or persons unknown, he may authorise repair, where economical, or replacement issue, without charge to the individual concerned.

2221-2223. (Omitted)

2224. Laundering.

Sponsor: Air A4 Clothing & General Stores

Only the items and quantities of clothing as notified in AP 830 Vol 1 are to be laundered at public expense, and the procedure laid down in AP 830, Vol 1 is to be followed. Items and quantities in excess of those shown in AP 830 Vol 1 are to be laundered under private arrangements.

2225. (Omitted)

2226. Disposal of Unserviceable Clothing.

Sponsor: Air A4 Clothing & General Stores

Unserviceable clothing withdrawn from airmen is to be disposed of in accordance with AP 830 Vol 1.

2227. Airmen Discharged or Transferred to the Reserve - Retention of Service Clothing.

Sponsor: Air A4 Clothing & General Stores

(1) Airmen discharged from the RAF are permitted to retain only those items of uniform clothing and necessities detailed in the personal retention scales. All other uniform clothing must be returned to store and such items that may be deficient are to be charged for at an assessed repayment rate in accordance with AP 830, Vol 1.

(2) Airmen transferred to the Reserve or Auxiliary forces are to retain such clothing and necessities as are detailed in AP 830, Vols 1 and 3. Airmen discharged for immediate re-attestation are to retain all uniform and necessities in their possession which pertain to their future service.

(3) Airmen proceeding for discharge or transfer to the reserve from a command abroad are to retain their full kit on leaving their unit abroad and the necessary withdrawal of those items not to be retained on leaving the Service is to be effected at the personnel holding flight in the UK.

2228. (Omitted)

2229. Clothing - Supply to Airmen Discharged after Imprisonment or Detention and Airmen Discharged for Misconduct.

Sponsor: Air A4 Clothing & General Stores

(1) An airman discharged from the Service under the terms of para 607 (6), (7) or (8) following a sentence of imprisonment or detention and an airman discharged for misconduct is not to proceed in uniform.

(2) On release from a civil prison or military or air force establishment on completion of sentence, an airman will be allowed to retain free of charge one pair of boots (or shoes) and one pair of socks. If release is from a military or air force establishment he may be permitted to additionally retain one shirt and tie. If he is not in possession of civilian clothes, or is unable to obtain them, he will, if discharge is from a military or air force establishment, be issued with a civilian jacket and pair of trousers bought locally. The cost of any civilian clothes will be debited to the airman's pay ledger account.

(3) An airwoman discharged for misconduct will be allowed to retain free of charge one pair of shoes and the pantie hose (tights) purchased from the initial cash allowance (see para **2209**), and one leather shoulder bag. Should she not be in possession of civilian clothing, arrangements are to be made by the CO of her unit for her to be supplied by local purchase. The items to be purchased will be one dress (or a jumper and skirt) and, between 1 October and 31 March, if recommended by the MO, a coat. The cost will be debited to the airwoman's pay ledger account, and will not be more than the amount prescribed in DCIs (RAF) for this purpose.

(4) When an airman is committed to a civil prison and is discharged from the Service on completion of sentence, civilian clothes will be the responsibility of the civil prison authority. If it is known that in the airman's kit are items of civilian clothing then these, with other personal property, should be transferred to the prison in which he is serving his sentence.

2230. (Omitted)

2231. Clothing etc, of Absentees.*Sponsor: Air A4 Clothing & General Stores*

(1) As soon as it is known that an airman has absented himself without leave, his clothing, necessities, arms, ammunition and any other equipment issued to him for his use which remains in the unit is to be listed on Form 20, prepared in duplicate, and taken into store for safe custody.

(2) If a board of inquiry held in accordance with para **1275** after the expiration of 21 days finds that the airman is illegally absent the articles which were not forthcoming, and any articles missing when the inventory on Form 20 was prepared, will be declared deficient in accordance with the report of the board of inquiry.

(3) If the absentee is not apprehended or has not surrendered at the expiration of three months after the report of the board of inquiry has been promulgated, all items of clothing and/or accoutrements held by the unit are to be brought on charge and disposed of according to their condition. All deficiencies and/or damage not due to fair wear and tear are to be charged to the pay ledger account.

2232. Rejoined Absentees and Improperly Enlisted Airmen.*Sponsor: Air A4 Clothing & General Stores*

(1) An airman rejoining from illegal absence is not to be charged with the value of the items reported deficient by the board of inquiry unless a court-martial, or CO acting summarily (see para **1187**), has imposed stoppages in respect of the loss as part of his punishment. If action in accordance with para **2231**(3) has already been taken, the airman's pay ledger account is to be adjusted either to conform with the sentence or award or, if no stoppages were imposed, to eliminate the debit entirely.

(2) When airmen are retained in the Service any articles of clothing which may have been issued on loan pending disposal of the case are to be retained by them and they are to be issued with any further articles required to complete the kit.

(3) The disposal of uniform clothing and necessities in respect of airmen transferred to the reserve, or re-transferred to the reserve in the case of reservists who improperly enlisted without having been discharged from the reserve, are to be dealt with as laid down in para **2227**.

(4) A man belonging to the RN or Army who is found to have enlisted in the RAF without having been discharged from his previous enlistment will not be required to pay for those items of uniform clothing and necessities issued from air force sources if he is allowed to remain in the RAF. If he is sent or transferred back to his former Service he is to be allowed to retain those items of clothing and necessities which may be of use to him in that service. The remainder is to be withdrawn and disposed of according to its condition.

2233. Airmen committed to a Civil Prison or Military or Air Force Establishment (other than a Corrective Training Centre).*Sponsor: Air A4 Clothing & General Stores*

(1) An airman committed to a civil prison or military or air force establishment (other than a corrective training centre) to undergo a sentence of imprisonment or detention is to take with him such clothing and necessities as are essential for his use throughout his sentence. Should he not be returning to air force service on completion of sentence he will invariably take with him on committal any civilian clothing in his possession for transfer to the custody of the authorities of the prison or military or air force establishment and if special prison clothing is being provided, as is customary in civil prisons, the escort is to bring back all Service clothing except one pair of boots (or shoes) and one pair of socks, except that an airman may be permitted to retain additionally one shirt and tie if he is committed to a military or air force establishment. When it is known or expected that an airman will return to air force service, such uniform and personal belongings as he will not need during his sentence are to be stored for safe custody and re-issued to him when he is due to return to his unit, but if it is subsequently found that he will not be returning to air force service, his Service kit will be recovered from the authority of the prison or military or air force establishment. If special prison clothing is not being provided, the airman is to be left in possession of the following:

No. 2 dress	1 Jacket and 1 pair of trousers
Beret	1
Footwear	2 pairs
Gloves	1 pair
Shirt	4

Jersey	1
Tie	1
Socks	4 pairs
Kit bag or holdall	1

(2) An airman sent home from abroad for imprisonment or detention is to retain such additional items of clothing as are necessary for the journey home. These articles are to be withdrawn on arrival at the prison or military or air force establishment and forwarded to "D" Unit for disposal.

(3) Withdrawn clothing is to be disposed of according to its condition.

(4) Any replacements of clothing which are necessary whilst undergoing sentence are to be made by the unit on whose non-effective strength the airman is borne.

(5) On discharge from prison or military or air force establishment and return to civilian life the airman may retain one pair of boots (or shoes) and one pair of socks. Any other items of service clothing (save as provided for in para 2229) are to be returned to the unit on whose non-effective strength the airman was borne for disposal.

2234. Airmen Committed to an Air Force or Military Corrective Training Centre.

Sponsor: Air A4 Clothing & General Stores

(1) An airman committed to an air force or military corrective training centre is to take with him the clothing and necessities as listed in AP 3392 Vol 4 Leaflet 1003.

(2) Any articles required to bring the airman's kit up to scale are to be issued by his parent unit under the normal procedure.

(3) Procedures for accounting for an airman's kit whilst he is undergoing corrective training, and for replacements of clothing where necessary are detailed in AP 830, Vol 1, Part 2.

2235. Airmen Attached to the RN or Army and Ratings or Soldiers Attached to the RAF.

Sponsor: Air A4 Clothing & General Stores

When accidental damage occurs to the clothing or equipment of an airman attached to the RN or Army, or of a rating or soldier attached to the RAF, each Service will bear its own losses and expenses provided that it is clear that the charge should fall on the public (see para 2220), without regard to the question of departmental responsibility for the accident. No claims are therefore to be preferred against the RN or Army in respect of such damage, nor are claims to be accepted from the RN or Army on account of similar damage in respect of ratings or soldiers attached to the RAF.

2236-2237. (Omitted)

2238. Prepayment Issues to Officers.

Sponsor: Air A4 Clothing & General Stores

(1) Officers are permitted to purchase from Service sources certain necessities and items of officers' pattern clothing, and airmen's clothing. The items of clothing and necessities which are authorized to be purchased by officers are published in DCIs (RAF).

(2) The purchase by officers of authorized items is subject to the following conditions:

- (a) Only articles of clothing etc specified in AP 830, Vol 3 may be issued.
- (b) Quantities purchased by an officer are not to be in excess of his personal needs.
- (c) The price to be charged for any article purchased is that laid down in DCIs (RAF).
- (d) Only items which are part of, or are required to be worn with, the uniform of the particular force to which an officer belongs may be purchased.

(3) An officer is not permitted to purchase flying, protective or working clothing.

(4) Payment is to be made by the officer in cash or by cheque in accordance with the procedure laid down in AP 830, Vol 1.

2239. Flying, Working and Protective Clothing of Officers. *Sponsor: Air A4 Clothing & General Stores*

- (1) The articles of flying, working and protective clothing specified in AP 830 Vol 3 may be issued when necessary to an officer for his personal use.
- (2) When such an article of clothing is issued for the personal use of an officer, it is to remain on his personal charge and taken with him on change of station.
- (3) When an officer dies or retires or, for any other reason, ceases to belong to the active list, or is placed on half pay, or is seconded, any flying, working or protective clothing in his possession is to be withdrawn and returned to store. If it is found that any article is missing or damaged, otherwise than by fair wear and tear, the amount of the loss or damage is to be assessed and charged against him, if it can be shown that such loss or damage was attributable to him. If necessary, action to impose a penal deduction may be taken in accordance with para 2390.

2240-2245. (Omitted)

SECTION 2 - CLOTHING ALLOWANCE

2246. Clothing Grant - Female Non-Commissioned Personnel. *Sponsor: DDP(P&A)(RAF)*

The Female Clothing Grant contributes towards the costs necessarily incurred by all female non-commissioned Service personnel and female Cadet Force instructors who are required to purchase items of clothing that are not issued to them at public expense (ie tights and/or petticoats) but which they are required to wear as part of their uniform. The conditions and rates of payment are specified in JSP 752 Chapter 8 Section 2.

2247. Civilian Clothing Daily Allowance and Civilian Clothing Annual Grant for Non-Commissioned Personnel. *Sponsor: DDP(P&A)(RAF)*

A grant or allowance may be paid when an airman or airwoman has to wear civilian clothing on duty for Service reasons. The level of the grant or allowance depends on the extent of the duties on which civilian clothing must be worn. The scheme is designed to provide financial compensation to non-commissioned personnel, whose Terms of Service include the provision of uniform working dress, for the wearing of their civilian clothes. The grant and allowance cannot be paid concurrently. The conditions of payment and rates payable are specified in JSP 752 Chapter 8 Section 3.

2248-2272. (Omitted)