

The Queen's Regulations for the Royal Air Force

**Fifth Edition
1999**

Amendment List No 35

LONDON: TSO

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CHAPTER 1

THE QUEEN'S REGULATIONS FOR THE ROYAL AIR FORCE**INTRODUCTION****1. Applicability of Regulations.***Sponsor: QR Editor, Air COS DecSpt QR*

- (1) These regulations apply throughout the Royal Air Force at home and abroad.
- (2) The manner in which these regulations apply to female personnel is dealt with in clause (3).
- (3) Unless clearly inappropriate to the context or specified otherwise in the Regulations, reference to the male gender (eg 'men', 'airmen') may in these Regulations be substituted by reference to the female gender.
- (4) The regulations relating to MOD civilian staff, including training regulations, are contained in the MOD Personnel Manual for both Non-Industrial and Industrial Staff. Regulations on travel, UK transfers and service abroad are to be found in the MOD Civilian Travel Manual and the Civilian Transfer Manual Volumes 1 and 2. Pay Regulations are contained in MOD Manual 8.

2. Use of the Regulations.*Sponsor: QR Editor, Air COS DecSpt QR*

- (1) An officer or airman, or other person, in applying the regulations, should be careful to ensure, by means of the index and the cross references provided in the text, that he has acquainted himself with all the necessary details relating to the matter upon which he requires to be informed.
- (2) DCIs (RAF) or other Defence Council Instructions which amplify or otherwise affect these regulations should be noted marginally against the appropriate paragraphs.

3. London Gazette.*Sponsor: ACOS Pers Pol (RAF)*

The London Gazette, published by authority, in which all appointments to commissions, substantive promotions, resignations, retirements, removals, dismissals and transfers to the reserves, relating to officers of the RAF are inserted, is transmitted to all headquarters of commands and groups to enable notifications, as appropriate, to be made in orders. The insertions in the London Gazette are official for all air force purposes. Acting promotions are gazetted only if to or above the rank of air vice-marshal. Acting ranks are not gazetted but are notified officially by entries in posting documents issued by the MOD.

4. Forfeiture of Emoluments.*Sponsor: SP Pol Pay & Charges*

Under the Forfeiture Act, 1870, as applied to the air force, if any person convicted of treason or felony, for which he is sentenced to preventive detention or corrective training, or any term of imprisonment exceeding twelve months, holds any military, naval or air force office or is entitled to any pension or superannuation allowance payable by the public or out of any public fund, such office becomes vacant and such pension or superannuation allowance is forfeited, unless a free pardon is granted by Her Majesty within two months of the conviction or before the filling up of the office if given at a later date.

5. Effect of Variation of Regulations.*Sponsor: SP Pol Pay & Charges*

An officer, airman or other person shall not be entitled to claim any pay, promotion, retired pay, pension or other advantage conferred by these or other regulations in the event of such regulations being at any time amended or cancelled. A claim cannot be founded upon a regulation, the operation of which is merely contingent, eg, a regulation prescribing a rate of pay which is revised before the claimant attains the rank or seniority to which it was assigned.

6. Vested Rights.*Sponsor: SP Pol Pay & Charges*

An officer, airman or other person, for whom provision is made in these or other regulations, will not be recognized as having any vested rights to any rate of pay, retired pay, pensions, gratuity, allowance or any other emolument, except as specially provided therein whether in the text of the regulations or by footnotes thereto. Similarly, such person will not be entitled to claim the issue of any emolument, whether under these regulations or as a reserved right, under special conditions which are not herein provided for.

7. Liability to Deductions from Pay in Respect of MOD Claim or Service Debt .*Sponsor: RAF Employment Policy*

(1) Deductions from pay, allowances or any other emoluments granted by these or other regulations to an officer or airman, may, at a time when such person is a member of the regular forces, be ordered by the Defence Council to meet any MOD claim that may be outstanding against such person, any Service debt that may be due from such person and any Service claim that the Defence Council may direct such person to pay or any claim by any Commonwealth, Colonial or foreign government or international organization with which the officer or airman concerned is serving, which the Defence Council may direct such person to pay. A deduction order under this paragraph should not normally exceed the equivalent of 28 days' gross pay.

(2) The power to order deductions from pay, allowances or other emoluments vested in the Defence Council in clause (1) may also be exercised by the Air Member for Personnel or an officer on his staff who has been duly authorised by him to act on his behalf.

(3) The term "MOD claim" is to be held to include any MOD debt or disallowance, or any over-issue.

8. Doubt as to the Proper Issue of Pay and Allowances.*Sponsor: SP Pol Pay & Charges*

(1) When any doubt exists as to the rate or amount of pay or allowances issuable to an officer, airman or other person, so that reference to higher authority is necessary, payment is to be suspended pending the receipt of a decision or of the necessary information.

(2) Where the question is as to which of two rates, or amounts, is correct, the lower rate or amount is to be paid provisionally.

9. Diversion of Emoluments of Missing, etc, Personnel.*Sponsor: SP Pol Pay & Charges*

(1) The pay and other Service emoluments of any person subject to these or other regulations with whom it is for the time being impracticable to communicate (eg, a person officially declared missing, a prisoner of war or an internee of a neutral power) or who is, in the opinion of the Defence Council, incapable of managing his own affairs by reason of mental infirmity, may, at the discretion of the Defence Council, be issued in whole or in part to the wife or other dependant to whose support:

(a) It is shown that the person concerned contributed, or

(b) There is good ground for believing that the person concerned would have contributed if he had been aware of the circumstances in which his dependant was placed.

A receipt from such wife or dependant shall be a sufficient discharge.

(2) The Defence Council may delegate their powers under clause (1) to an officer on the staff of the AOCinC PTC not below the rank of Air Commodore and an officer on the staff of the Second Permanent Under-Secretary of State not below the rank of Assistant Under-Secretary of State, acting jointly.

10. Payment of Arrears of Emoluments.*Sponsor: SP Pol Pay & Charges*

(1) All pay, allowances, refunds of expenses and other pecuniary advantages granted by these or other regulations, which require to be claimed before payment can be made, shall be deemed to have been forfeited if not claimed within six years of the period or event to which they relate.

(2) A claim may be admitted, on verification, by a unit or command up to three years in arrears, provided that:

- (a) The regulations governing a particular emolument do not prescribe a lower time limit.
- (b) Any claim which would normally require to be authorized above unit level is referred to the appropriate authority. A claim in excess of delegated powers of approval, but not more than six years in arrears, is to be referred to the RAF PMA (PAC).
- (3) Arrears of pay, allowances, etc, which do not need to be claimed, may also be authorized by units and commands within the relevant limits stated in clause (2) above. Arrears in excess of delegated powers of approval are to be referred to the RAF PMA (PAC) but are not subject to any upper time limit.
- (4) Arrears of any kind may only be paid where entitlement can be established beyond doubt and it can be proved by reference to accounts or other documents, that payment has not already been made.

11. Amendments, Errors & Omissions.

Sponsor: QR Editor, Air COS DecSpt QR

The Queen's Regulations for the Royal Air Force (QR(RAF)) are collated and edited by Air COS DecSpt QR. Draft amendments to QR(RAF) should be submitted on the self-explanatory MOD Form 877 contained in [Appendix 49](#). Closing dates for submissions are detailed in Table A below. All submissions to be forwarded electronically where possible.

- (1) QR(RAF) should not include detail that is already printed in other books of reference. However, there is no objection to the inclusion of a brief reference to a subject in QR(RAF), quoting the number and title of the publication in which the detailed instructions can be found.
- (2) If any errors or omissions are discovered in QR(RAF) by an officer, airman or other person it is the duty of the individual to report the matter in writing to his superior officer using MOD Form 877 referred to in the first paragraph above.

TABLE A

CLOSING DATE	PUBLISHING DATE
Mid Feb	Jun
Mid Jun	Oct
Mid Oct	Feb

12. Sponsors.

Sponsor: QR Editor, Air COS DecSpt QR

Sponsors of QR(RAF) are responsible in law for the content of their own QRs(RAF); they are to review annually those for which they have a responsibility and are to inform Air COS DecSpt QR, of changes in title, content or responsibilities. Any transfer of sponsorship to another branch or organization must be agreed between the two parties concerned and notified to Air COS DecSpt QR as soon as possible. A list of QR(RAF) sponsors, grouped alphabetically by sponsor, is contained in [Appendix 52](#).

13. Joint Regulations.

Sponsor: QR Editor, Air COS DecSpt QR

The letter 'J' preceding a paragraph number indicates that the paragraph is published in identical form, normally in *Queen's Regulations*, for each of the three Services. Any proposed amendment to a 'joint' RAF regulation should first be agreed between the RAF sponsor and the sponsors of the equivalent RN and Army regulations before being submitted to Air COS DecSpt QR.

14. Abbreviations.

Sponsor: QR Editor, Air COS DecSpt QR

In official correspondence and documents (except those specified below), DCIs and other publications, when reference is made to Queen's Regulations for the Royal Air Force the abbreviation 'QR(RAF)' is to be used. When referring to paragraphs, clauses, sub-clauses and sub-sub-clauses, the abbreviated form is to be used followed by the paragraph number, with the number of any subsequent clause in brackets ie 'QR(RAF)301(3)(d)(i)'. The aforementioned abbreviated form is not to be used in:

- (1) Regulations and documents having statutory force.
- (2) Legal documents, such as court-martial charge sheets; and
- (3) Correspondence outside the Service or the MOD when the interpretation of the abbreviated form is likely to be obscure.

A list of other abbreviations used throughout these Regulations is contained in Appendix 50.

15. Explanation of Terms.

Sponsor: QR Editor, Air COS DecSpt QR

An explanation of terms used throughout these Regulations is contained in Appendix 51.

16-18. *(Omitted)*

CHAPTER 2

STRUCTURE OF THE SERVICES AND ORGANIZATION OF THE ROYAL AIR FORCE

J19. Government and Command of the Services.

Sponsor :DC&L(F&S)Legal

(1) The government and command of each of the fighting Services is vested in Her Majesty the Queen, who has charged the Secretary of State with general responsibility for the defence of the Realm and established a Defence Council having command and administration over Her Armed Forces.

(2) The Defence (Transfer of Functions) Act 1964 transferred to the Secretary of State the statutory functions of the previous Secretaries of State for War and Air and (except for certain specified functions relating to command and administration) of the former Board of Admiralty. The Act transferred to the Defence Council the statutory functions of the former Army Council and Air Council and corresponding statutory functions (including the excepted functions referred to above) of the former Board of Admiralty.

(3) The Letters Patent of the Defence Council are reproduced in Appendix 1A. The Council are given the prerogative functions of the former board of Admiralty, Army Council and Air Council, are given administrative functions, are given command of all members of the Forces and are directed to set up an Admiralty Board, an Army Board and an Air Force Board.

(4) The Directions of the Defence Council setting out the composition and duties of the Air Force Board are reproduced at Appendix 1D (RAF only). The Board have, under the Defence Council, command over the officers and airmen of Her Majesty's air forces; subject to the orders and directions of the Defence Council, they are charged with the administration of matters relating to the air forces.

(5) The Defence (Transfer of Functions) Act 1964 empowers the Air Force Board to discharge the statutory functions of the Defence Council, subject to any Directions of the Council. The effect of the above Directions is to confine this power, in the main, to statutory functions relating to the RAF. Certain prerogative functions under Orders in Council relating to the RN and RM were transferred to the Secretary of State who in practice is advised on such matters by the Admiralty Board. The Army and Air Force Boards have been empowered by Royal Warrant to exercise concurrently certain prerogative functions.

20. Composition of the Air Forces.

Sponsor :QR Editor, Air COS DecSpt QR

The air forces of the Crown consist of commissioned and enlisted personnel who have undertaken a definite liability for service and comprise:

- (1) The Royal Air Force.
- (2) The Reserve Air Forces as detailed in AP 3392 Vol 7 Chap 1.

21. Headquarters Air Command.

Sponsor: Air-XO-CE-SO

The policy for the employment of the RAF at home and abroad is decided by the Defence Council. The implementation of this policy is allotted by the Defence Council (or the AFB) to the CAS at Headquarters Air Command, who is accordingly vested with the authority necessary to carry out this task.

22. (Omitted)**J23. Unified Commands.***Sponsor: ACOS Pers Pol (RAF)*

Unified Commands normally command all British forces allocated to their operational area subject to the terms of any Directives which may be issued to them. The single Service commanders in the area exercise command of the allocated naval, land and air forces under the overall command of the Unified Commander. Single Service Commanders are normally responsible direct to their respective Boards for matters of single Service administration and finance, but the Commander of the Unified Command is nonetheless expected to exercise the oversight and co-ordination necessary to ensure the most efficient functioning of the Command and maximum economy in its administration.

24. Representation of the Interests of the Permanent Under Secretary of State and RAF AIR Command.*Sponsor: D Res Air*

- (1) The Permanent Under Secretary of State (PUS) is represented in Air Command by the Director of Resources, Air Command (D Res AIR), who is appointed jointly by DG Finance and CAS.
- (2) Reporting jointly to DG Finance and CAS, D Res AIR is the TLB Senior Finance Officer (SFO) and Civilian Workforce Advisor (CWA).
- (3) The D Res AIR provides support to CAS and his staff and to commanders and staffs of formations, units and stations, to assist them in carrying out their Department of State duties. D Res AIR raises with CAS or his staff any matters of policy, administration or finance which in his opinion merit attention.
- (4) As SFO, D Res AIR is the authoritative source of financial advice in the TLB and is responsible for assuring the adequacy of arrangements within the TLB to execute financial management and stewardship responsibilities in support of delivery of the TLB's Command Plan. D Res AIR is also personally responsible for specific delegations made to him/her by DG Finance. D Res AIR Chairs the TLB's Investment Approvals Committee and has a key role in the Capability and Planning activity within the TLB, overseeing all aspects of the TLB/Command Financial Planning, including equipment and personnel planning.
- (5) D Res AIR has access to all relevant information held within the TLB and sits on the highest level TLB senior governance Board. He is therefore a full Member of the Air Force Board Standing Committee.
- (6) The D Res AIR carries out such duties and exercises such financial powers that have been delegated to him by the MOD or CAS in relation to Department of State matters including primarily financial, personnel, corporate governance and secretariat matters. The more specific responsibilities of D Res AIR are defined in his SFO Letter of Delegation (LoD) from DG Fin and his LoD from CAS.

25. (Omitted)**26. Structure of a Headquarters Staff.***Sponsor: Air-XO-CE-SO*

The role of Headquarters Air Command is to provide the RAF with strategic leadership and corporate assurance for airpower generation, integration and sustainment; accordingly, Headquarters Air Command is configured on a single 4-star CAS commanding the RAF supported by two 3-star deputy commanders (DComs). DCom Operations is responsible for Air Power delivery and strategy; he sits on the AFB as the Air Member for Operations. DCom Capability is responsible for the management of Air Capability and the formulation of personnel and welfare policy, career development and training; he sits on the AFB as the Air Member for Personnel and Capability.

(3) Professional

(4) Expert

J409. Selection and Examinations.

Sponsor: SOI Training Policy & Assurance

(1) The methods of application and selection for language training, and details of language awards and qualifications required, are published in DINs and AP 3379 Leaflet 2440 and 2450.

(2) Syllabi for the examinations are issued to the candidate when he/she applies.

410. RAF Languages POC.

Sponsor: SOI Training Policy & Assurance

All administration and policy pertaining to RAF language training is the responsibility of the RAF Languages Customer Agent in HQ 22 (Training) Gp.

411. (Omitted)

SECTION 5 - FLYING TRAINING

412. Selection of Aircrew.

Sponsor: DofR, S&IOT(RAF)

(1) Selection of all aircrew categories is to be made at the Officers and Aircrew Selection Centre, in accordance with current instructions and regulations.

(2) An officer or airman is not to undergo flying training until he has been passed as medically fit by an appropriate Medical Board as defined in AP 1269A.

413. The Central Flying School.

Sponsor: Commandant CFS

(1) The CFS is established to develop and maintain the highest standards of flying instruction and flying throughout the RAF. The CFS trains all the flying instructors of the RAF, the RN, and the Army, and some flying instructors for foreign and Commonwealth air forces. It also checks the standard of flying in 22 (Training) Gp and supervises the operation of the flying instructor categorization scheme throughout the RAF.

(2) The regulations regarding selection of pilots for training as flying instructors are contained in MAA Regulatory Article 2125

414. Air Warfare Centre, RAF Cranwell.

Sponsor: OC AWC

The Air Warfare Centre at RAF Cranwell is established to develop air power doctrine and to arm the warrior by providing progressive air warfare training and specific training in battle management, weapons employment and targeting, electronic warfare and the military use of space. It also aims to create intelligent customers by providing Aerosystems training and expertise. Courses are mainly for selected officers and NCOs in specific Branches or roles but some are open to other RAF Branches, the other two Services, Government Departments and foreign and Commonwealth air forces.

415-418. (Omitted)

SECTION 6 - RAF REGIMENT AND RAF POLICE TRAINING

419. Operational and other Training - General.

Sponsor: HQ 2 Gp SOI FP Training

The training of RAF Regiment officers, RAF Police officers, and RAF Regiment gunners and RAF Police NCOS is to be in accordance with the doctrine prescribed by ACOS FP (CG RAF Regt) and PM (RAF). This policy is laid down in AP 3376 Series for airman and appropriate OPS's for officers.

420-428. (Omitted)

SECTION 7 - PHYSICAL EDUCATION & PARACHUTE TRAINING

429. Organization of Physical Education.

Sponsor: SO1 Physical Education

(1) Personnel Branch officers with a Physical Education (PEd) competency are established at HQ 22 (Trg) Gp, RAF stations and units, the RAF School of Physical Training, the Defence Medical Rehabilitation Centre, Force Development Training Centres, HQ 2 Gp and Airborne Delivery Wing (ADW). Where appropriate they are assisted by Physical Training Instructors (PTIs).

(2) DACOS Trg Plans 22 (Trg) Gp is responsible for:

(a) PEd policy in the RAF, incorporating:

- (i) The Armed Forces Physical Development Policy for PEd.
- (ii) Directed PEd.
- (iii) The RAF Fitness Strategy.
- (iv) The promotion and the administration of sport and recreational activities at unit level.
- (iv) Training at the Joint Service School for Adventurous Training Instructors (JSSATI) of Adventurous Training Instructors (ATIs)
- (v) Assistance to the Defence SERE (Survive, Evade, Resist, Extract) Training Organization (DSTO) for aircrew survival training.
- (vi) Assistance to medical staff for the rehabilitation of Service personnel.

(b) Supervision, inspection, governance and administration of all PEd activities and associated training on behalf of CinC and in accordance with guidance incorporated in AP 3342.

(c) The provision of specialist training to prepare Personnel Branch officers and PTIs to deliver the people component of operational capability.

(3) **Stations and Units.**

(a) Unit PEd subject matter experts are responsible to their COs for planning and developing PEd programmes; the promotion and organization of fitness training including directed PEd; supporting operations; supporting Force Development (FD) activity Adventurous Training (AT), sport, recreational activities in accordance with RAF Fitness Strategy. Also, in collaboration with unit SERE Officers, suitably qualified PEd staff will provide synthetic parachute training, and may provide instruction in other survival techniques for aircrew personnel in accordance with JSP 911 MAA RP2130 and AP3342.

(b) Where station or unit establishments do not provide for Personnel Branch officers with a PEd competency, COs are to detail a suitable officer to organize and supervise PEd matters. Whenever possible, arrangements are to be made for such officers to attend the non-specialist flight commander course at the OCU at the RAF School of Physical Training.

(4) OC ADW is established at RAF Brize Norton and is responsible for parachute training and operational parachuting support for all Airborne Forces and UK Special Forces.

430. Physical Fitness.

Sponsor: SO2 PEd Delivery

(1) **Requirement for Physical Fitness.** All RAF personnel are to be fit robust and resilient with a positive attitude to physical fitness in order to undertake UK-based and deployed tasks effectively, with the added ability to recover rapidly. The process of regular physical activity or training not only bestows positive health and psychological benefits, it contributes to the efficiency and morale of all personnel and preserves the ability to accomplish military tasks throughout a full career.

(2) **Definition of Physical Fitness.** Physical fitness may be defined as the ability of RAF personnel to fulfil their daily tasks energetically and to recover quickly even during prolonged periods and under

To be submitted Electronically

APPENDIX 49

(Referred to in para 11)

Request to amend the Queen's Regulations for the Royal Air Force

MOD Form 877
Revised 3/01

Part 1 : The Details of the Amendment

- Attach to this form details of amendment required. (Guidance notes are available on request)
- **Detail here by ticking one box, whether this is a new entry or an amendment to an existing one**
 - New entry
 - Existing entry → Enter below the paragraph/appendix number to which this amendment refers.

Note: Use only one form for each new or amended paragraph.

- **Does the content of the amendment affect all three Services?**
 - No
 - Yes → If 'Yes', the amendment may be included in the Joint Service Series. (See QR(RAF) Explanation of Terms - Appendix 51).
- **Is the content of the regulation reproduced in an AP, GAI etc.**
 - No.
 - Yes → If 'Yes', please detail these below

- **Please clearly explain the reason the amendment is necessary and state the authority for the amendment.**

- Authority**

- Branch File Reference**

- Reason**

Part 1 Continued over the page

To be submitted Electronically

Part 1 : The Details of the Amendment – continued

■ **Is an index amendment required? (tick one box)**
Important: Please check the index in relation to the text to see if an index amendment is necessary.

No

Yes → detail the index amendment required below.

■ **Are you the sponsor of this paragraph? (tick one box)**

No → Complete Part 2 and forward to the sponsor for clearance at Part 3

Yes → Complete Part 2 and Part 3 and forward to QR Editor-Air-COS-DecSpt QR

Part 2 : Drafter's Details

■ **The person drafting the amendment must supply the following details.**

Name and initials **Date** **Telephone Number**

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Branch **Building**

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Part 3 : Sponsor's Details and Approval

■ **The sponsor's details and approval must be given here.**
 Must not be below the rank of squadron leader/C2 or equivalent

Name and initials **Date** **Signature**

	/ /	
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Rank/Grade **Branch**

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