



Ministry
of Defence

Air Command Secretariat
Spitfire Block
Headquarters Air Command
Royal Air Force
High Wycombe
Buckinghamshire
HP14 4UE

Ref: FOI 2023/06300

[REDACTED]
[REDACTED]

19 June 2023

Dear [REDACTED],

Thank you for your correspondence of 19 May 2023 requesting the following information:

Please can you advise where I can find a PDF copy of the King's Regulations for the Royal Air Force (Seventh Edition)?

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA). A search for the information has now been completed, and I can confirm that information in scope of your request is held.

Please find attached The King's Regulations for the Royal Air Force, Seventh Edition 2023 at the following Annexes: Annex A, Annex B and Annex C.

I can advise that some of the information in scope of your request falls entirely within the scope of the exemption provided for at Sections 40 (Personal Data) of the FOIA and has been redacted. Section 40(2) has been applied to some of the information in order to protect personal information as governed by the Data Protection Act 2018. Section 40(2) requires the Department to conduct a balancing exercise, this exercise involves balancing the rights and interests of individuals against the legitimate interests in disclosure, this is not the same as carrying out the public interest test associated with certain exemptions in FOIA. The balancing exercise is carried out in order to decide whether the exemption in section 40(2) is engaged. In particular, there is no assumption of disclosure in the legitimate interests test, as there is with qualified exemptions. The outcome of the balancing exercise lay in withholding the third-party personal data identified in the attached information.

The information released is protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs) can be also used in the UK without requiring permission for the purposes of news reporting. Any other reuse, for example commercial reproduction or presentation to the public, would require the permission of the copyright holder and a commercial copyright licence. Most documents supplied will have been produced within government and will be Crown Copyright. For information about re-using Crown Copyright see the Office of Public Sector Information website at www.opsi.gov.uk. The copyright in some documents may rest with a third party. For information about obtaining permission from a third party see the Intellectual Property Office's website at Intellectual Property Office - GOV.UK (www.gov.uk).

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance Team, Ground Floor, MoD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MoD internal process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours Sincerely,

[Original signed]

Air Command Secretariat

Enc:

The King's Regulations for the Royal Air Force, Seventh Edition 2023 at the following Annexes: Annex A, Annex B and Annex C.



**THE KING'S
REGULATIONS
FOR THE
ROYAL AIR FORCE**

**SEVENTH EDITION
2023**

Table of Contents

CHAPTER 1 Introduction	3
CHAPTER 2 Structure of the Services and Organisation of the Royal Air Force	6
CHAPTER 3 General Instructions for Officers	9
CHAPTER 4 Command, Corresponding Rank and Precedence	26
CHAPTER 5 Ceremonial	33
CHAPTER 6 Uniform and Dress.....	56
CHAPTER 7 Orders, Decorations and Medals	60
CHAPTER 8 Appointment, Attachment, Loan, Assignment and Promotion of Officers and Non-Commissioned Aircrew	64
CHAPTER 9 Training	70
CHAPTER 10 Enlisted Personnel – Entry, Promotion, Reduction, Assignments, Engagements, Discharge and Transfer to the Reserve.....	82
CHAPTER 11 Engineering.....	119
CHAPTER 12 Flying	122
CHAPTER 13 General Duties and Miscellaneous Provisions	126
CHAPTER 14 General Legal Matters.....	163
CHAPTER 15 Discipline	173
CHAPTER 16 The Court Martial.....	193
CHAPTER 17 Service Inquiries, Statutory Inquiries, Boards and Committees.....	197
CHAPTER 18 Insurance and Insurance Policies.....	202
CHAPTER 19 Medical and Dental.....	203
CHAPTER 20 Messes.....	222
CHAPTER 21 Allotment and Occupation of Service Property.....	225
CHAPTER 22 Estate, Infrastructure and Land.....	226
CHAPTER 23 Claims and Compensation	235
CHAPTER 24 Mechanical Transport.....	242
CHAPTER 25 Royal Air Force Bands	243
CHAPTER 26 Education and Resettlement.....	248
CHAPTER 27 Documents and Records of Service Personnel.....	249
CHAPTER 28 Office Procedure, Correspondence and Records	254
CHAPTER 29 Materiel and Stores	272
CHAPTER 30 Clothing, Arms, Accoutrements, Clothing Allowance and Disposal of Effects	274
CHAPTER 31 Compensation for Lost and Damaged Personal Effects	282
CHAPTER 32 Rations, Ration Allowance, Fuel and Light.....	287
CHAPTER 33 Accounting for Financial Services.....	290

CHAPTER 34 Security, Official Information and Public Relations	293
CHAPTER 35 Travelling, Conveyance of Furniture and Baggage and Associated Allowance	298
CHAPTER 36 Pay and Allowances of the RAF and the PMRAFNS	299
CHAPTER 37 Miscellaneous Allowances	301
CHAPTER 38 Retirement, Resignation, Transfer to the Reserve and Relinquishment of Commission etc for Officers	302
CHAPTER 39 Service Pensions, Service Invaliding Pensions, Service Attributable Pensions, Terminal Grants and Gratuities –Enlisted Personnel.....	313
CHAPTER 40 Preserved Benefits: Officers and Enlisted Personnel Resettlement Grants	321
CHAPTER 41 Family Pensions and Gratuities to Surviving Spouses, Surviving Civil Partners, Surviving Eligible Partners and Children of Officers and Enlisted Personnel ...	322
CHAPTER 42 Half-Pay, Retried Pay and Payment of Pensions.....	325
CHAPTER 43 Pensions Increase	326
CHAPTER 44 Redundancy – Compensation Terms	327
CHAPTER 45 Additional Voluntary Contributions.....	328
CHAPTER 46 Re-Employment of Officers and Enlisted Personnel	330
CHAPTER 47 Pensionability of Full-Time Reserve Service and Service on Special Short-Term Commissions or Engagements	331
CHAPTER 48 Pension Sharing on Divorce or Dissolution of a Civil Partnership	332
CHAPTER 49 Resettlement Commutation Scheme	336

CHAPTER 1

Introduction

1. Applicability of Regulations

- (1) These Regulations apply throughout the air forces of the Crown at home and abroad. Unless stated otherwise in these Regulations, references to the 'RAF' refer to the air forces of the Crown.
- (2) Unless clearly inappropriate to the context or specified otherwise in these Regulations, the Executive Committee of the RAF has directed that the generic nomenclature for Serving Personnel is to change with immediate effect therefore, all RAF personnel are to be individually and collectively referred to as Aviator(s). Further, as far as reasonably practicable, non-gendered language has been used throughout these regulations. It is to be noted that the term 'enlisted' equates to the terms 'airman' and 'airmen' and specifically refers to non-commissioned personnel and is used to denote those Service Personnel of WO/MAcr rank and below. The term should not be directly connected to those on tri-Service Professional Aviator terms of service.
- (3) All new policies and services must, where possible, use gender neutral language. These Regulations comply with gender neutrality policy. Policy owners and sponsors in these Regulations must conduct an Equality Analysis Impact Assessment on any addition they submit.
- (4) The regulations relating to MOD civilian staff, including training regulations, can be found on the Civilian HR People Portal on the Defence Intranet.
- (5) The Executive Committee of the Royal Air Force has directed that all Branches and Trade Groups are to be reorganised into Professions which are further divided into Specialisations and sub-Specialisations as set out in 2021DIN01-071. The careers of individual RAF personnel are now amalgamated into distinct Professions which share common skills and attributes. Officers and Other Ranks are to be brigaded into the Profession within which they are or will mostly be employed. Professions may consist of separate Specialisations and sub-Specialisations, reflecting particular groupings of skills and competences. Over time, and as set out in 2021DIN01-071, the term 'Profession' will replace the terms 'Branch' and 'Trade Group', the term 'specialisation' will replace the terms 'sub-Branch' and 'Trade' and the term 'sub-Specialisation' will replace 'sub-Branch specialisation'. The old terms may continue to be used in legislation and other legal and policy documents, including parts of these regulations and Air Publications, as we transition to the new career management structure. Therefore, to the extent consistent with the definitions and intent within legislation and policy, the old terms are to be read as if they are interchangeable with the new terms, and consistent with the Professions career structure.

2. Use of these Regulations

Any aviator or other person, in applying these Regulations, should be careful to ensure, by means of the index and the cross references provided in the text, that they have acquainted themselves with all the necessary details relating to the matter upon which they require to be informed.

3. London Gazette

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 RAF 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 the posting documents issued by the RAF.

4. Omitted

5. Effect of Variation of Regulations

Any aviator 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, e.g. a regulation prescribing a rate of pay which is revised before the claimant attains the rank of seniority to which it was assigned. For further information on pay, see JSP 754 and for further information on pensions, see JSP 764 and 905.

6. Omitted

7. Liability to Deductions from Pay in Respect of MOD Claim or Public Debt

See JSP 754.

8. Doubt as to the Proper Issue of Pay and Allowances

See JSP 754.

9-10. Omitted

11. Amendments, Errors and Omissions

The King’s Regulations of the RAF (KR (RAF)) are collated and edited by the Air Board Secretariat. Draft amendments to KR (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 are to be forwarded electronically where possible.

(a) KR (RAF) should not include detail that is already printed in other publications. However, there is no objection to the inclusion of a brief reference to a subject in KR (RAF), quoting the number of the publication in which the detailed instructions can be found.

(b) If any errors or omissions are discovered in the KR (RAF) by any aviator or other person, it is the duty of the individual to report the matter in writing to their superior officer using MOD Form 877, referred to above.

Table A: KR (RAF) Amendment Closing Dates

CLOSING DATE	PUBLISHING DATE
--------------	-----------------

Mid Feb	Jun
Mid Jun	Oct
Mid Oct	Feb

12. Sponsors

Sponsors of KR (RAF) are responsible in law for the content of their KRs; they are to review those for which they are responsible annually and are to inform the Air Board Secretariat of changes in title, content or responsibilities, via Air-COS-DecSpt RAF QRs mailbox. This is to include: confirming the validity of any cross-referencing to other publications (KRs, JSPs, APs, documents etc); and the validity of any hyperlinks to other publications. Any transfer of sponsorship to another branch or organisation must be agreed between the two parties concerned and notified to Air COS DecSpt QR as soon as possible. A list of KR sponsors, grouped by chapter, is contained in Appendix 52.

13. Joint Regulations

The letter 'J' preceding a paragraph number indicates that the Regulation is published in corresponding form, normally in King's Regulations, for each of the three Services. Any proposed amendments to a 'joint' Regulation should first be agreed between the RAF sponsor and the sponsors of the equivalent RN and Army regulations before being submitted to via the same process detailed at para 12.

14. Abbreviations

In official correspondence and documents (except those specified below), DCIs and other publications, when reference is made to these Regulations the abbreviation 'KR (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 e.g. 'KR (RAF) 301(3)(d)(i)'. This abbreviated form is not to be used in:

- (a) Regulations and documents having statutory force.
- (b) Legal documents, such as court martial charge sheets; and
- (c) Correspondence outside the Armed Forces 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

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

16-18. Omitted

CHAPTER 2

Structure of the Services and Organisation of the Royal Air Force

J19. Government and Command of the Services

(1) The government and command of each of the fighting Services is vested in The King, 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 Armed 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 AFB are reproduced at Appendix 1D (RAF only). The Board have, under the Defence Council, command over the officers and enlisted personnel of the RAF; subject to the orders and directions of the Defence Council, they are charged with the administration of matters relating to the RAF.

(5) The Defence (Transfer of Functions) Act 1964 empowers the AFB 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

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

- (a) The Royal Air Force.
- (b) The Reserve Air Forces as detailed in AP3392, Vol 7, Pt 1.

21. Headquarters Air Command

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 HQ Air Cmd, who is accordingly vested with the authority necessary to carry out this task.

22. Omitted**J23. Unified Commands**

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 RAF 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 Secretary and RAF Air Cmd

- (1) The Permanent Secretary (Perm Sec) is represented in Air Cmd by the Director of Resources, Air Cmd (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 their 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 their staff any matters of policy, administration or finance which in their 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 the delivery of the TLB's Command Plan. D Res Air is also personally responsible for specific delegations made to them 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. They are therefore a full Member of the AFB Executive.
- (6) D Res Air carries out such duties and exercises such financial powers that have been delegated to them by the MOD or CAS in relation to Department of State matters including primarily financial, civilian personnel, corporate governance and secretariat matters. The more specific responsibilities of D Res Air are defined in their SFO Letter of Delegation (LoD) from DG Finance and their LoD from CAS.

25. Omitted**26. Structure of a Headquarters Staff**

The role of HQ Air Cmd is to provide the RAF with strategic leadership and corporate assurance for Air Power generation, integration and sustainment; accordingly, HQ Air Cmd is configured on a single 4* CAS commanding the RAF supported by two 3* deputy commanders (DComs). DCom Operations is responsible for Air Power

delivery and strategy; they sit 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; they sit on the AFB as the Air Member for Personnel and Capability.

27. Royal Air Force Reserve and Royal Auxilliary Air Force

The administration of the Air Force Reserve and RAuxAF is at all times the responsibility of the AFB subject to the orders and directions of the Defence Council. Certain administrative tasks relating to the RAuxAF, when members are not called out on permanent service, are undertaken by RFCA.

28-35. Omitted

CHAPTER 3
General Instructions for Officers
SECTION 1 - INSTRUCTIONS FOR COMMANDERS
CHIEF OF THE AIR STAFF

36. General Responsibility

- (1) CAS is responsible for command, discipline, training and efficiency of the air forces in their command, subject to any limits which may from time to time be imposed by the Defence Council or by regulation.
- (2) They are responsible for all matters relating to the administration of their command and is to ensure that such administration is implemented by the simplest methods possible. This is to include the economic use and efficient management of material resources.
- (3) They are to forward to the MOD after careful consideration any suggested simplification of, and improvements to, MOD regulations affecting their command.
- (4) They are responsible for operations as provided in para 21 according to the nature and situation of their command.
- (5) They are responsible for ensuring that schemes of mobilisation for all units stationed in or mobilising within their command are kept up to date, that all ranks in their command are acquainted with their duties on mobilisation and in connection with any local defence scheme applicable, that those concerned have such access to the scheme as is necessary for the proper performance of the duties required of them.
- (6) They are to issue a directive to each of their subordinate commanders explaining the command and control system they will use to exercise their responsibilities, how they expect their subordinates to fulfil their tasks and any other instructions that are considered relevant.

37. Omitted

38. Delegation of Responsibilities

CAS may delegate their responsibilities to such officers, and to such an extent, as they may consider desirable, subject to any limitations which are, in any matter, prescribed by regulation, and bearing in mind that the ultimate responsibility remains theirs.

39. Standing Orders

It is neither possible nor desirable to provide orders for every contingency. CAS is to ensure, however, that:

- (a) Any standing orders promulgated by HQ units to stations in their command are limited to matters peculiar to the formation, e.g. orders regarding training schemes. Orders are not issued which merely summarise or repeat these Regulations or other orders or instructions issued by the MOD.

(b) The standing orders of every station under their command are complied with in accordance with the provisions of para 65.

(c) All standing orders are reviewed annually in order that they may be kept to the minimum number consistent with efficiency.

40-41. Omitted

42. Absence from Command

This applies to all officers in command roles up to and including CAS. When for any reason command devolves temporarily upon a deputy, this fact, together with the name and rank of the officer upon whom command devolves, is to be published in command routine orders. Cessation of such temporary command is to be similarly notified.

43. Omitted

44. Responsibility for Public Equipment

(1) CAS is responsible for ensuring that all transactions concerning Materiel and Stores which take place in their command are in accordance with King's Regulations Chp 3 paras 77, 91 and Chp 29; as well as the Defence Logistics Framework.

(2) They are responsible that any irregularity or defect which may be disclosed by inspection, or by report received, is investigated appropriately and suitable corrective action is taken and recorded.

(3) They are responsible for ensuring that any equipment stored within their command for special purposes is maintained in accordance with respective Technical Instructions and ready for use, aligned to appropriate readiness timescales, in accordance with these Regulations. Further that security and fire precautions are adequate.

45. Responsibility for Public Funds

CAS is responsible for exercising a general supervision over cash accounting work within their command, they are to give such directions as they may consider necessary to ensure that public funds are obtained, applied, safeguarded and accounted for, in conformity with these Regulations. The cash accounts will not be rendered to the MOD through their office, but, in order to assist in their work of supervision, "observations" by the MOD on the cash accounts, will be addressed to them whenever it is considered desirable to draw special attention to the accounting work of any particular unit. The decisions on the replies received to the "observation" will be forwarded to the unit concerned in all cases, and copied to them.

46. (1) Medical Health & Wellbeing

CAS is to ensure that Air TLB enables: the promotion of health and wellbeing and the provision of welfare, to include appropriate governance and assurance measures, for all personnel that are employed, contracted or residing within their Command. CAS is to facilitate, so far as is possible, the work of the subject matter experts who assist in discharging these obligations. See also KR 837, 1409, 1486.

(2) Safety (Including Occupational Health) and Environmental Protection

CAS is to ensure that AIR TLB is compliant with: all the relevant occupational Health, Safety and Environmental Protection (HS&EP) legislation; Defence Regulations and Policy and the Secretary of State for Defence's HS&EP Policy Statement. See also KR 62, 881-883 and 1763.

(3) CAS is to seek advice and assurance from their subject matter experts in discharging these obligations.

47. Trespass and Interference with Civil Rights

CAS is to prevent interference with, or encroachment upon, manorial, sporting or public rights, and trespass upon private property, by the air forces. They are to be guided by the contents of JSP 850.

48-49 Omitted

50. Post Exercise Reporting

Exercise Directors are to furnish HQ Air with Post-Exercise Reports (PXR) as soon as possible after completion of any notable exercise conducted in their command in accordance with instructions contained within specific Exercise Orders.

51. Omitted

52. Inspection of Stations and Units

(1) The general scheme upon which formal inspections in their commands are carried out is to be decided upon by the respective DCOM, subject to the reservation that the formal inspection of every unit under their command is to be carried out personally by AOCs of groups and formations of group status. In exceptional circumstances, the DCOM may authorize other officers to inspect minor units. Such officer should, where possible, be of Air Rank. The object of this inspection is to assess the efficiency of the station, the morale of its personnel, and the capability of the unit to meet its operational role.

(2) In making their inspection, the inspecting officer is normally to confine their attention to such matters as are within their jurisdiction. They are, however, to call attention in their report of inspection (see para 53) to any matter outside their responsibility which may be considered to be unsatisfactory or to have a detrimental effect on matters within their responsibility.

(3) In conducting the inspection, the inspecting officer is to direct their attention across the range of activity on the unit including office routine, Service funds, materiel, medical, personnel and technical services, with a view to ensuring that the relevant regulations are being carried out. It is not intended that all matters should be dealt with at every formal inspection as they should be under the surveillance of the staff officers of the command or subordinate formation.

(4) If an officer or enlisted person desires to bring any grievance to the notice of the inspecting officer they are to be afforded an opportunity to do so. When submitting a request to appear before the inspecting officer, the complainant is to specify the nature of their complaint and give details of the redress sought. Where, owing to the

exigencies of the Service, formal inspections by an AOC of a group or formation of group status have been suspended, or are to be carried out by an officer other than the AOC, a notice is to be inserted in routine orders on the 1st January and the 1st July, instructing any officer or enlisted person who wishes to bring any grievance to the notice of the inspecting officer to apply to their CO. COs are to forward all such applications to the AOC, giving particulars of the grievance, and the redress that is sought, in each case: as soon as the exigencies of the Service allow, the AOC is to give any officer or enlisted person who has so applied an opportunity of stating their case orally in person, either at one of the informal inspections or visits, or at some other time as may be convenient. This Regulation does not preclude an officer or enlisted person submitting, at any time, a statement of complaint in accordance with para 1000, JSP 763 and JSP 831.

(5) The inspecting officer is to aim at inspecting all units under their command at a station on the same occasion.

53. Reports of Inspection

(1) Immediately after inspecting a station or unit, the AOC is to render a report of the inspection to AMP&C or DCOM Ops as appropriate. If the formal inspection of a unit has been carried out by an officer other than the AOC, that officer is to render the report of their inspection to the AOC, who is to comment on it before passing it to AMP&C or DCOM Ops as appropriate. Copies of these reports are not required to be sent to the MOD.

(2) The report is to deal with the subjects mentioned in clauses (1) and (2) of para 52, but is not to include information on specific points from the range of matters detailed at clause (3) of para 52.

(3) A report of inspection is to indicate any steps taken, and any orders given, to remedy any state of affairs which are considered unsatisfactory. Any points on which the inspecting officer wish to make recommendations must be dealt with by separate letters, which should contain a reference to the report of inspection.

(4) A report of inspection is to state in what manner and with what effect any orders issued at the previous inspection have been obeyed. Where it may be necessary to repeat or call attention to any orders previously given, full particulars of the previous orders are to form part of the report.

(5) When a unit leaves the command a copy of the last inspection report is to be forwarded to the air or other officer commanding of the command into which the unit is moved.

54. Handing Over Command

In handing over command to a successor, an officer commanding is to be careful to bring to notice any orders which may have been received and which have not been fully executed. They are also to draw attention to any matters to which they attach special importance and are to place their successor in possession of a general impression of the state of various stations and units in the command.

AN AIR OFFICER COMMANDING

55. General Responsibility

- (1) An AOC of a group or formation of group status is responsible to DCom Cap or DCom Ops at home as appropriate, or DCom Ops abroad, for the command, discipline, administration, training and efficiency of the air forces in their command, subject to any limits which may from time to time be imposed by the AFB, or by regulations.
- (2) It is their duty to remain informed in detail of the organisation in, and the administrative arrangements of, the units under their command, and to give to COs such advice and assistance as lie within their power.
- (3) They are to take all such steps as are necessary to ensure that regulations and orders are promptly and regularly obeyed.
- (4) They are also responsible for ensuring that the mobilisation schemes of all units under their command are kept up to date.
- (5) The inspection duties of the AOC of a group or a formation of group status are given in para 52(1).
- (6) Before proceeding on leave of absence, or departing the UK, or the area of their command, they are to follow the procedure set out in para 42 and in addition are to obtain the prior approval of HQ Air Cmd.

A CO OF A STATION AND A CO OF A UNIT**56. General Responsibility**

A CO is responsible to the AOC for the maintenance of discipline and efficiency in, and for the proper administration of the station, and unit or units, under their command. See para 994 for guidance on disciplinary chains of command.

57. Personal Responsibility of a CO and Delegation of Duties

- (1) In the interests of efficiency, a CO must remain ultimately responsible for the whole of the organization and administration of their station or unit, but the detailed distribution of work between themselves and their subordinates is left substantially to discretion. Broadly, a CO is to allocate to the responsible officers who are their immediate subordinates, all matters of routine and minor administration, retaining themselves questions of general organisation, important matters requiring their personal attention and decision, and the general control and supervision of the various duties which they have allocated to others. As a general rule, regulations are not framed so as to distinguish between those duties a CO should perform personally and duties for which they are responsible but may entrust to others. A CO is not, however, to regard themselves as bound to carry out a duty personally unless the regulation expressly requires their personal attention, or unless it is of such importance as not to be capable of delegation.
- (2) Subject to such general directions as may be given in regulations, the extent and manner of delegation is left to the discretion of the CO to decide in accordance with the size and nature of the unit, the character and experience of the subordinate personnel and the varying circumstances of the moment. Notwithstanding any delegation authorized in the following paragraphs the CO is to retain general

responsibility and should keep in touch with the details of the daily life of their station or unit by occasionally seeing and carrying out a check of the documents in question.

(3) If a CO has properly delegated a duty to their subordinate officer, and the latter through their fault causes a loss, the CO is not to be held liable to suffer a financial penalty unless they have failed to exercise proper supervision over their subordinate or have, by the negligent organisation of their unit, contributed to the cause of the loss.

58. Responsibility and Functions of a Station Commander

(1) At all stations at which an establishment for station headquarters exists, an officer is to be appointed as station commander. At stations where two or more units are located, but where such an establishment does not exist, the senior commander is to assume the duties of a station commander. Where only one unit is located at a station the CO of the unit is to assume responsibility and exercise the function of a station commander.

(2) All units located at a station are ordinarily to come under the orders of the station commander, who is to be responsible (subject to clause (5)) for their training, discipline and administration (see also para 994, clause (2), as to discipline).

(3) A unit lodged with another unit will retain its own discipline chain and the CO will retain full powers. The status of an organization does not change administratively simply because it is lodged with other units (see MSL, Vol 1, Ch 2). As regards the general administration of the station as a whole and of those services which are organised on a station basis (i.e. works, medical, rations, public and non-public funding), the station commander is to be responsible to the air or other officer commanding.

(4) At certain stations where there are mobile units or units which may have to assume an independent existence at some future date, the station commander is to arrange the administration for such units that they may be ready to move from the station without delay.

(5) A station commander is to avoid interfering with orders or instructions issued by other superior officers to units or detachments quartered at the station, provided such orders do not interfere with the routine work of the station. In the event of orders being issued or administrative arrangements made which in their opinion conflict with their own station orders, they are to represent their views to the officer concerned. If, in their opinion, immediate action is required to deal with the matter within their responsibility, they should report to the appropriate superior authority the reason for their intervention and the nature of the orders issued by them.

(6) A station commander is responsible for the security of their station. While day to day administration of security regulations may properly be delegated, the ultimate responsibility for the effectiveness of the provisions for the security of protectively marked documents, material, equipment, personnel security and control of entry remain with the station commander.

59. Omitted

59A. Investigation and Prevention of Crime

- (1) A CO is to ensure that every effort is taken to prevent and reduce crime within their area of responsibility. They are bound by the requirements of the AFA 06, Ch 52, Pt 5, to inform the RAF Police if they become aware of any serious service offence such as a Schedule 2 offence or an offence in Prescribed Circumstances (s113-114 AFA 06 refers). They should also consider seeking the advice of the RAF Police and/or their Regional Legal Office (RLO) prior to dealing with any Schedule 1 offences that may be part of a number of linked offences or which are protracted in nature.
- (2) They are to maintain a close liaison with the RAF Police authorities in their area and are to make the fullest use of their services and advice in any matter which appears to require expert investigation. Unusual incidents or circumstances that may arise from some form of criminal or irregular activity are to be thoroughly investigated before any administrative action or unit inquiry is initiated. Such an investigation would normally be conducted by the RAF Police in their capacity as specialist advisers to the CO.
- (3) In every case where a CO considers it necessary under para J945(2) to report an alleged offence to the Home Office Police, they should liaise with the RAF Police prior to doing so.

60. Supervision of Duties

- (1) A CO is to supervise and control all duties performed by aviators under their command.
- (2) **Liability for non-core duties.** They are, within the limits of their unit resources, to provide their aviators with duties ancillary to their main function and to ensure that such duties are periodically re-allocated to help broaden their aviators general service knowledge and give them experience in station administration. Therefore, individuals carrying out duties in support of non-publicly funded activities are considered to be on official duty and corresponding liability for their actions confirmed to lie with the Department. Consequently, it is essential that Commanding Officers/Heads of Establishment ensure that appropriate insurance cover for the activity is in place.
- (3) Any aviator engaged, as part of their duties, in Service non-public funds activities in support of unit welfare obligations, would be acting in the course of their Service with the Armed Forces. As such the MoD would be vicariously liable for an individual's actions in the pursuance of their duty. However, this does not negate the need for individuals to act reasonably, properly and within the law and to seek appropriate independent legal or professional advice as deemed necessary to perform their non-publicly funded duties.

61. Maintenance of Equipment

The CO is responsible that, so far as the regulations and the capacity of the Station or Unit will allow, all equipment on charge is properly maintained and repaired.

62. Medical Health & Wellbeing, Occupational Safety and Environmental Protection in the Royal Air Force. Unit commanders are to assist, so far as is within their means, the CO of a station in discharging the obligations outlined in the clauses

below (1 to 3). In addition, all SP are to abide by any order or regulation put in place to discharge the obligations outline in clauses (1 to 3).

(1) Medical Health and Wellbeing

The CO of a station/unit is responsible for the promotion of health and wellbeing and the provision of welfare measures for all personnel that are employed, contracted or residing within their Command. The CO is to facilitate, so far as is possible, the work of the subject matter experts who will assist in discharging these obligations, noting that primary healthcare is the responsibility of Defence Primary healthcare (DPHC). These include, but are not limited to, Medical Officers; Dental Officers; Chaplains, Personal Support staffs and specialist Welfare Support workers. See also KR 837, 1409, 1486.

(2) Safety (Including Occupational Health) and Enviromental Protection

The CO of a station/unit is to ensure compliance with; all relevant occupational Health, Safety and Enviromental Protection (HS&EP) legislation; Defence Regulations and Policy and AIR TLB Policy. See also KR 46. 881-883 and 1763.

(3) The CO of a station/unit is to seek advice and assurance from their subject matter experts in discharging these obligations.

63. Parades and Inspections not to be held on Sunday etc

The visiting and inspection of barracks and other buildings are not, unless they are absolutely necessary, to be performed on Sunday, or a Public Holiday, and the holding of parades, are as far as possible, to be avoided. A CO is to give directions accordingly.

64. Promulgation of Orders

(1) A CO is to ensure that the officers in charge of sections of their station have access to all JSPs, APs and other orders, letters and publications affecting their sections and the performance of their duties.

(2) A CO is to ensure that all orders affecting SP, whether in the performance of their duties or in the conditions of their service, are publicised sufficiently to allow all SP to become acquainted with their contents.

65. Standing Orders

(1) The CO of a station is to issue standing orders (to be known as Station Standing Orders) relating to their station. Where two or more units are located within a station, the standing orders are not to contain instructions which may encroach upon matters over which COs of units have individual responsibilities direct to higher authority.

(2) The CO of a unit within a station comprising two or more units is to issue standing orders (to be known as Unit Standing Orders), on subjects for which they are responsible direct to higher authority and with which the CO of the station is not concerned.

(3) Station or Unit Standing Orders are not to reproduce extracts from these Regulations or other orders, or instructions issued by the MOD but are normally to be

limited to matters specific to the station or unit, e.g. bounds, local flying instructions, station duties. They are to include an order that civilian personnel employed on a station are responsible for making themselves acquainted with standing orders that affect them. The attention of all civilians commencing duty on a station is to be drawn to this order and COs are to ensure that civilians are given access to standing orders. The head note of standing orders issued under this clause is to read as follows: "Published under KR (RAF) 65".

(4) All Station and Unit Standing Orders are to be reviewed, as a minimum, annually. Where matters take place which significantly affect the content of the orders, they should be updated as soon as practicable.

66. Firearms and Explosives Discipline

(1) The CO is to be responsible for the issue and enforcement of standing orders relating to firearms, weapon dischargers, ammunition and explosives discipline. Such orders, together with any other precautions deemed to be necessary by the CO, are to be adapted to local conditions and must contain prohibitions, conditions and safety precautions governing the following points:

- (a) The loading and unloading of firearms and the use of safety features, and the supervision of these activities.
- (b) The issue of firearms, weapon dischargers, ammunition and explosives to personnel.
- (c) The care, usage and systematic checking of issued ammunition and explosives.
- (d) The safe custody and loss of firearms, weapon dischargers, ammunition and explosives.
- (e) The inspection of firearms and ammunition at the mounting and dismounting of guards, and the supervision of the loading and unloading of firearms by guard force personnel.
- (f) The care and cleaning of firearms, weapon dischargers, associated equipment and explosives stores, and the reporting of any defect or suspected defect.
- (g) The exclusion of all live ammunition and explosives from any armoury, room, tent or any other place, indoors or out of doors, where firearms, aircraft explosively operated equipment and weapon dischargers are stored, cleaned or used for instructional purposes. Any departure from this Regulation is to be allowed only when operational requirements warrant it, and is to be subject to the approval of the appropriate AOC through Command security staff, on an annual basis. If any such departure is approved, orders are to be issued for the proper safeguarding of the ammunition or explosives. (The use of live ammunition or explosives for range practices is governed by the appropriate range standing orders.)
- (h) The exclusion of detonators or igniters from any armory, room, tent or any other place, indoors or out of doors, where grenades or similar weapons are

cleaned or used for instructional purposes. Instruction on, and cleaning of, grenades and similar weapons is to be carried out in a room or area (live ranges excepted) which has been authorized for that purpose. If it is necessary to hold grenades or similar weapons for immediate use with their fuses fitted, great care is to be taken to prevent confusion between these weapons and those which are not fused. Boxes containing fused weapons are to be clearly marked as such and are to be kept separate from boxes of unused weapons.

(i) That when not in use, all ammunition and explosive items, whether fused or not, are to be kept in storehouses authorized for the purpose in accordance with AP110K-0001-2R1.

(j) The exclusive use of any authorized drill ammunition.

(k) The prohibition of any stripping, sectioning or interfering with any explosives, or ammunition.

(l) The possession and use of privately owned firearms, ammunition and explosives of any kind on MOD property.

(m) The use of standard or improvised ranges and training areas for all types of firearms, ammunition and explosives.

(n) The procedures in the event of an armament accident or incident.

(2) The scale of personal arms authorized for combatant officers and enlisted personnel of the RAF (i.e. all personnel except medical and dental personnel and chaplains) is laid down in the Operational Shooting Policy Vol 1. The scale of web equipment is contained within the Preparatory Instructions issued by Air Cmd A1. It is the responsibility of COs to ensure their unit holds arms and web equipment to the authorized scales and that current regulations for storage and maintenance are observed.

(3) Unless authorized to do so by AOC, personnel going off duty or on leave are not to take firearms, weapon dischargers, ammunition or explosives with them, whether issued on personal or general charge. Such weapons and explosives are to be deposited in the station or unit armory or explosives storage area, as appropriate. In Out of Area operations, under normal circumstances, personal weapons are to be allotted to individuals but held in station armories and drawn for training and other purposes as required. However, in an emergency and/or where satisfactory racking and other safeguards exist, AOCs may, at their discretion, authorize the issue of personal weapons for retention by individuals at all times. The issues of personal arms to SP, regardless of rank and role, is to be accounted for on MOD F3352A and in accordance with Air Logistics Instruction 8 (accessed through the Defence Logistics Framework).

(4) In exceptional circumstances, the Air, or other, officer commanding may authorize the arming of medical and dental personnel with appropriate personal weapons and ammunition to use in self-defense or in the defense of patients under their care.

(5) Personnel in possession of firearms, weapon dischargers, ammunition and explosives are responsible for ensuring that adequate precautions are taken for their

safe custody at all times. COs are to impress the importance of this responsibility on all concerned.

Note: General information and procedures for storage, security and movement of firearms, weapon dischargers, ammunition and explosives are contained in JSP 440 and JSP 800, AP 110K-0002-2R1 and in the relevant Air Publication Topic 2(R)1.

Related paras: 832, 879, 880.

67. Efficiency etc, of Service Personnel

It is the duty of a CO to submit a report under the terms of para 1027 as soon as the performance or conduct of an SP warrants such action.

68-69. Omitted

70. Training and Education

(1) A CO is responsible for the safe delivery and assurance of training conducted on their unit. In accordance with JSP 822 the CO is to ensure training is carried out under the principles of the Defence Systems Approach to Training (DSAT). The CO is to ensure that adequate facilities are provided for personnel undergoing training and that instructors are appropriately trained and monitored. A CO with responsibility for Phase 1 recruits, Phase 2 trainees and where appropriate Phase 3 trainees is to ensure that an effective Supervisory Care regime is established based on a comprehensive Commander's Risk Assessment (CRA) as detailed in JSP 822. Particular attention is to be paid to the care of any vulnerable groups. All personnel involved in training are to read and comply with AP3379, Lft 1020 on assuming role.

(2) A CO is required to encourage and assist aviators under their command with continuation of their personal and professional development and ensure that personnel are released where practicable and subject to Service need.

71-73. Omitted

74. Newspaper Advertisements

A CO is not to sanction the insertion of any advertisement on the public service in any publication without prior approval. Whenever an advertisement on the public service is considered necessary, a draft of the advertisement proposed is to be forwarded through the usual channels, to the MOD or, if the unit is serving abroad, to the air or other officer commanding.

75. Responsibility for Service Funds

(1) The CO of a station is to ensure that all Service funds raised in, or granted to, their station are properly applied with special reference to the object of each fund for the benefit of the personnel of the station as a whole or, in certain cases, for the benefit of the subscribers to the fund. Their position in relation to such funds is that of a trustee for the personnel of their station and they are to supervise and control the committees formed for their management.

(2) Public funds will not be used to offset any actual or implied losses incurred by Service funds. An Account Operator (OC Accounts Flight) is not at any time to accept the merging of Public and Service funds monies into a bank account or cash box.

except in exceptional circumstances when authorized by ACOS Pers Pol. When authorized by ACOS Pers Pol, OC Accounts Flight may undertake the supervision of a Service funds accounts section, the receipt of surplus service cash from a delegated cashier and the operation of a combined Service funds bank account. Unless so authorized, a CO is not to require or permit OC Accounts Flight to have any part in the receipt or disbursement of Service funds monies nor to keep, or be responsible for, the accounts of any Service fund. However, it is acknowledged that in certain circumstances OC Accounts Flight may give advice on Service funds issues.

(3) The CO is to ensure that the accounts in connection with the Service funds are managed and accounted for in accordance with AP3223.

(4) The CO is to ensure that the accounts in connection with Service Funds are duly audited as required by para 1298. With a view to ensuring that no account escapes the notice of the audit board, they are to call annually for a complete return of all Service funds of whatever nature kept in the units under their command to be rendered by the officers responsible for the accounts of such funds. They are to add to the proceedings of the board a certificate to the effect that, with the exception of those specific minor accounts waived, all accounts of Service funds have been audited and that their balance sheets are included with the proceedings.

(5) In order to safeguard Service funds, the HoE or CO is to ensure that on at least five occasions per year, there is a surprise check of the cash and bank balance in the hands of the Account Operator; at least one of the checks in the financial year must be undertaken personally by the HoE or CO with the remaining checks being undertaken by a nominated Surprise Checking Officer who must be an officer of at least OF2 or minimum grade D and who has no part in the maintenance of the account. The intervals between checks must be irregular and not exceed three months and in order to maintain the element of surprise the check should not coincide with the end of month closedown cash check. Where possible, the checks are to be made simultaneously with those of public funds and by the same checking officer. The HoE or CO is also to ensure that the Service fund account is handed over by the Account Operator for a period of ten consecutive working days during each Financial Year.

76. Omitted

77. Responsibility for Materiel

(1) As the Materiel Account Owner (MAO), the CO is responsible for the supervision, control of use and accountability of all publicly funded, MOD owned or MOD managed materiel, assets and equipment on the station. The delegation of certain duties to subordinates, including the suitably qualified and experienced supply specialist Materiel Account Holder (MAH), does not relieve the CO of this responsibility.

(2) The CO is to ensure that the arrangements for the storage, warehousing, receipt and distribution of materiel, assets and equipment are satisfactory and in accordance with the Defence Logistics Framework (accessible via Defence Gateway), Air Logistics Instructions and other relevant policy as appropriate. Storage

conditions and handling processes must be sufficient to avoid preventable damage or degradation of materiel.

(3) The CO is responsible for ensuring that materiel, assets and equipment are not misused (see para 881, 882 and Ch 29) or misappropriated and that measures are in place to identify potential fraud.

(4) The CO is responsible for ensuring that any serious loss of or damage to materiel is promptly reported, thoroughly investigated and that the appropriate action is taken to prevent further loss.

(5) The CO is to examine the arrangements for the accounting for materiel, assets and equipment on the station to ensure that such arrangements are in accordance with the regulations in the Defence Logistics Framework.

(6) The CO is to ensure that the periodic internal audits of the supply accounts are satisfactory and that internal/external audit and assurance visit observations are promptly replied to and acted upon.

(7) The CO is responsible for the accuracy of the Materiel Account including completion of stocktaking and account reconciliation in accordance with the regulations in the Defence Logistics Framework.

(8) The CO is to ensure that the appropriate handing-over certificates are prepared in accordance with the requirements of para 80 and that their Letter of Delegation includes authority to write off materiel to the agreed policy limits.

(9) The CO is to ensure that all materiel, assets and equipment which are issued for use on the station are correctly accounted for and placed in the charge of an authorized individual in accordance with the regulations in the Defence Logistics Framework.

(10) The CO is to ensure the arrangements for "clearing" civilian and SP who leave the station are adequate and that the appropriate transfer of responsibility for materiel, assets and equipment is effected.

(11) Where the CO is unable to comply with the regulations in the Defence Logistics Framework for the control and issue of materiel assets and equipment, they are to submit a full report of the circumstances in writing to higher authority, AO A4.

(12) The CO is responsible for ensuring that:

(a) Surprise checks of Controlled Drugs are carried out at no less than three monthly intervals in accordance with the instructions detailed in AP1269.

(b) The arrangements for destroying Controlled Drugs held by peacetime primary health care units are in accordance with the instructions detailed in AP1269.

These responsibilities may not be delegated to an officer directly involved with the operation of the medical or dental centre.

78. Responsibility for Buildings and Works

The duties of a CO are set out in Ch 22, JSP 418, JSP 426, JSP 464, JSP 850, JSP 892, AP8000 Lft 8111 and the Air Infra Manual.

79. Omitted

80. Handing-over Certificate on Change of Command

(1) When the CO of a station or unit is relieved of command by another officer, handing over certificates are to be prepared in the following form:

(a) I hereby assume command of RAF, and I certify that the balances of:

(i) All public money in the station accountant officer's charge, both in hand and at the bank, have been verified and I am satisfied that the related cash account is correct and in order;

(ii) Cash in hand and at the bank for all the non-public funds of my command as detailed below, have been checked and all investments verified, and I am satisfied as far as I am able to ascertain, that the accounts are satisfactory and are not in arrears:

RAF.....Service Fund;

Officers' Mess

Sergeants' Mess

SFAS

(b) I hereby take over and accept responsibility as ex-officio Managing Trustee of Service funds and have been briefed on all ongoing concerns. A copy of the brief received is attached.

(c) I am also satisfied as far as I am able to ascertain under para 77(9), that the stocks of material (as defined in KRs (RAF) under Appendix 51, and including rations) and all related accounts are in order *with the exception of those detailed in the annexed list**

Date (signature) as
taking over command of

(d) I hereby certify that I have this day handed over the command of RAF..... and that I have brought to the notice of the signatory above all outstanding correspondence and other matters concerning the command, of which they should be informed.

Date (signature) as
handing over command of

* the words in italics are to be struck out if everything is to the satisfaction of the officer taking over command.

(2) The certificate is to be raised in triplicate one copy being retained by each of the officers and one copy being retained on the unit file.

81. Responsibility for Recruiting

A CO is responsible for identifying, encouraging and preparing potentially commissionable enlisted personnel on their station, and, insofar as the regulations and resources of their station will allow, for supporting the liaison and other activities of the RAF Recruiting and Selection Organisation. They should accord requests for recruiting support a high priority and where any funding requirements cannot be met from within the station budget they should approach their superior budget holder for advice and assistance.

82-89. Omitted

SECTION 2 - INSTRUCTIONS FOR OFFICERS GENERALLY**90. Responsibility for Public and Service Funds Money and for Payments and Recoveries**

- (1) An officer entrusted with public money is to keep such an account of any cash transactions as may be required by regulations; any book in which this account is required to be kept is to be retained under lock and key in the officer's own custody. Every officer charged with making payments is to make such payment themselves; they are personally responsible for any sum of money they may entrust to subordinates.
- (2) An officer entrusted with Service funds money is to ensure that an account of the cash and bank transactions is kept as required by regulations. They are personally responsible for the safe custody and accuracy of their record.
- (3) If an officer loses any public or Service funds money placed in their charge, they are to report the fact as soon as reasonably practicable to their CO.
- (4) Enlisted personnel are not to be subjected to the risk of loss by having public or Service funds money placed in their charge, except as provided in paras 2351 or in AP3223, or in special types of case where prior approval has been given by HQ Air CG PACR.
- (5) An officer who expends or sanctions any expenditure of public money without due authority, will be held personally responsible for such expenditure.
- (6) It is the duty of every officer, enlisted person or civilian in public employ to report to the Accounts Operator of the unit with which they are serving, through the recognized channels, any service or supply that comes to their knowledge for which payment is due to public funds. (The regulations provide for the procedure for ordinary services on payment and receipts of public money, but abnormal services arise from time to time that cannot be legislated for.)

91. Responsibility for Materiel

- (1) Every officer placed in charge of materiel (as defined in the Defence Logistics Framework) is responsible for its safe custody and for ensuring that it is used in a proper manner and solely in the public service.
- (2) They are to make a report as soon as reasonably practicable to the CO of any loss or damage that occurs in respect of the materiel in their charge.

- (3) They are to issue orders to their subordinates to ensure that the utmost economy is exercised in the consumption of materiel.

92. To Supervise and Assist Subordinates

Officers who supervise others are to acquaint themselves with the abilities and skills of those under their supervision. They are to encourage and assist them in their personal and professional development.

93-100. Omitted

**SECTION 3 - INSTRUCTIONS RELATING TO PARTICULAR BRANCHES
OF THE SERVICE**

101. Legal Profession

- (1) Legal officers of DLS(RAF) are responsible for the provision of legal advice including:

- (a) Advice to military commanders and staff in national, coalition and Allied environments on domestic and international humanitarian law including rules of engagement, targeting and the law of armed conflict.
- (b) Advice to MOD and to RAF and joint Service organisations on general legal questions, military law, air law, employment law, commercial law, European law, health and safety and environmental law.
- (c) Acting as Legal Adviser to Service Inquiry panels in relation to their investigations.
- (d) Instruction and lectures to personnel of all ranks on the AFA 06 and applicable legislation and procedures and regulations that apply to the RAF and wider defence as well as on the Service police codes of practice and the law of armed conflict.
- (e) Advice on employment and administrative law matters, including complaints submitted under s.340A of the AFA 06.
- (f) Advising both Service police and commanders in relation to criminal investigations, evidence gathering, interviewing, and pre- and post-charge custody and referral to the Director of Service Prosecutions.
- (g) Advice to air and other officers acting as appropriate superior authorities in respect of the exercise of summary jurisdiction under s52 of the AFA 06.
- (h) Providing relevant legal training across all ranks, Professions, Trades and Branches of the RAF.
- (i) Development and drafting of legislation in relation to the Armed Forces and identifying any civil legislation that may impact upon the Armed Forces.
- (j) Advice to Army and Naval personnel and accompanying civilians who request legal advice when being interviewed overseas by the Service police under the Police and Criminal Evidence Act 1984, as applied to the Armed Forces.

(k) Appearing as advocate on behalf of the Army and Naval personnel and accompanying civilians who request a RAF legal officer to conduct their defence at a Court Martial, Standing Civilian Court or Summary Appeal Court convened overseas.

(2) Legal officers are not to advise on claims against the Crown. Advice regarding common law compensation claims can be sought from Directorate of Judicial Engagement Policy – Common Law Claims and Policy (DJEP-CLCP).

(3) The Service Prosecuting Authority is established independently of the military chain of command and legal officers appointed to it as prosecutors will be provided with further information in respect of their duties by the Director of Service Prosecutions ahead of them commencing their assignments.

102. Omitted

103. Responsibilities of OC BSW

OC BSW is responsible for advising the CO on all administrative matters affecting the station, and for advising officers in charge of flying, operations and engineering wings and where appropriate, lodger units, on administrative matters arising in their respective wings. OC BSW is responsible to the CO for the standards and practices of all administrative personnel on the station.

SECTION 4 – INSTRUCTIONS FOR STATION WARRANT OFFICERS

104. Responsibilities of Station Warrant Officers

The SWO is responsible for advising the CO on all matters affecting the morale and welfare of enlisted and Whole Force personnel on a station. The SWO on behalf of the CO, and by example, is to ensure the maintenance of standards and discipline on the station and is on every occasion to make certain their own conduct underpins and epitomizes the ethos, core values and standards of the Service as articulated in AP1, and promotes a diverse and inclusive workforce, to the standards of general service proficiency in accordance with Appendix 27. The SWO by virtue of appointment is:

- (a) The Senior Warrant Officer on a station.
- (b) To be reported on yearly through the normal appraisal system by the Station Commander.
- (c) A member of the Station Executive.

105-110. Omitted

CHAPTER 4

Command, Corresponding Rank and Precedence

111. Exercise of Command

- (1) The senior officer of the appropriate branch serving at a station, or in a unit, is to command except where a more junior officer has been specifically appointed.
- (2) In the absence of the officer in command of a station, the command in their absence will be devolved to the next appropriate senior officer.
- (3) A unit of RAF Regiment or its associated overseas force may be commanded by an RAF Regiment officer only. Similarly, a medical unit or dental unit may be commanded by an officer of the medical services only.
- (4) If, under clause (2), an officer who would be called upon to command is not considered suitable, or if special circumstances render it desirable, or for a unit under the direct control of HQ Air Cmd, another officer may be detailed by the Air or other officer commanding, provided that an officer so detailed shall not hold a rank lower than that held by the officer who would normally assume command in the absence of the officer assigned for the duty.
- (5) If a situation arises which is not expressly covered by clauses (1) to (4), the circumstances are to be reported to the immediate superior of the officer commanding.
- (6) An officer is not eligible to assume command whilst undergoing a course of instruction or attached temporary duty.
- (7) Retired officers and officers of the Reserves will exercise command only when:
 - (a) Employed on full pay in the circumstances indicated in paras 121 to 123.
 - (b) Employed on civil rates of pay, if commissioned in Class CC or J of the RAFR.
 - (c) Specially detailed to perform RAF duties by the CO of the station.
- (8) Honorary rank or an honorary commission carries with it no executive command.

112. Officer in Temporary Command

An officer in temporary command of a unit or station is not to issue any standing orders, nor alter those which are at the time in force, nor authorise the application of funds to any purpose other than the ordinary current expenditure, without reference either to the permanent CO or superior authority. On the other hand, an officer while absent from, and not in exercise of, their command, cannot issue orders to such command.

113. Omitted

114. Chaplains

- (1) Chaplains are given relative RAF rank solely for the purpose of defining status as regards precedence, discipline and administration in relation to other RAF officers

and to officers of the other Services. They are not, by virtue of that rank, eligible to exercise any executive command, or claim any advantage as regards benefits (effective or non-effective).

(2) Chaplains will rank as follows in relation to other RAF officers:

- (a) As Air Vice-Marshal: Chaplain-in-Chief.
- (b) As Group Captain: Deputy Chaplain-in-Chief or Group Captain if assigned to a position graded as Group Captain in the establishment.
- (c) As Wing Commander: Senior Chaplain.
- (d) As Squadron Leader: Squadron Leader. After a minimum of three years' service as chaplain, accompanied by satisfactory appraisals and at least one positive promotion recommendation.
- (e) As Flight Lieutenant: Flight Lieutenant. On first appointment as chaplain. (Previous commissioned service on full pay as a chaplain in the Armed Forces will, however, be taken into consideration when determining rank to be given on first appointment.)

Provided that whenever the Defence Council so determine, a chaplain may be granted such other relative rank as may be notified in the London Gazette.

115. Unit or Detachment Quartered away from its Station

When any unit or detachment is quartered at a station other than at which it is normally located, it will automatically come under the station commander at its temporary location for purposes within the competence of that officer. (See also para 58.)

116. Relative Rank and Seniority

Except where an antedate of seniority is specially granted by the Defence Council, the relative seniority of officers of all branches of the RAF of the same substantive rank is to be determined by the respective dates of their appointment or promotion to that rank in the RAF. Where two officers of the same rank have been gazetted to such rank with effect from the same date, their relative seniority is to be determined by the order in which their names appear in the most current Air Force list.

117. Order of Precedence of Officer Branches in the RAF

Omitted

118. Aircraft Commanders – Powers of Command

- (1) The pilot, or in the case of an aircraft with more than one pilot, the first pilot, is the captain of the aircraft unless some other person is detailed to be captain by the officer authorising the flight.
- (2) All persons subject to Service law, whatever their rank, while in an aircraft, are to be under the command, in respect of all matters relating to the flying or handling of the aircraft or affecting the safety thereof, of the captain of the aircraft, whether the latter is subject to Service law or not.

(3) Any person subject to Service law, who while in an aircraft disobeys any lawful command of the captain of the aircraft, whether or not the captain is subject to Service law, is liable to punishment for an offence under s.12 AFA 06 (disobedience to lawful commands).

(4) The duties and responsibilities of captains of aircraft are contained in RA2115 (Military Aviation Regulations Articles).

(5) Subordinate orders and instructions may use the term 'Aircraft Captain' or 'Aircraft Commander'. Where this occurs, the meaning will be interpreted as being the same.

119. Officers Acting Rank

Officers holding the same acting rank are to take precedence among themselves according to the date of appointment to the acting rank. They are, however, to take command and precedence below all officers holding substantive rank corresponding to their acting rank but above all officers holding substantive rank in the rank below. When an officer has relinquished acting rank and is reappointed to such rank at a later date, they will reckon their subsequent seniority from the date of appointment only. Nothing in this paragraph affects the counting of service in acting rank for the purpose of pay, retired pay and promotion. Policy covering acting rank for officers can be found in AP3393, Vol 1.

120. Captured Persons (CPERS)

When SP become CPERS, they remain subject to Service law and can be dealt with on repatriation for offences committed during captivity (see JSP 383 for further information).

121. Royal Air Force Reserve of Officers

(1) Except as provided in clause (2) and in para 122(2), officers of the RAFResO are to rank as junior to all Regular officers of the same rank, but senior to all officers of the RAuxAF of the same rank.

(2) When called up for service, when serving on a civilian engagement in Class CC or when serving voluntarily with the RAF, officers of the RAFResO will take command and precedence with Regular officers as if they had been appointed to the RAF in the Reserve rank in which they are employed, from the date of their being called up, or commencing to serve with the RAF, as the case may be, or if they are promoted whilst called up or serving with the RAF, from the date of promotion.

122. Royal Auxiliary Air Force, RAF Volunteer Reserve (Training) and RAF Volunteer Reserve (University Air Squadrons) Officers

(1) Except as provided in clause (2), officers of the RAuxAF are to rank junior to officers of the RAF or the RAFResO of the same rank. Similarly, officers of the RAFVR(T) and RAFVR(UAS) are to rank junior to officers of the RAF, RAFResO or RAuxAF of the same rank. The seniority of officers of the RAFVR(T) in relation to officers of the RAFVR(UAS) is to be determined by the date of appointment or promotion.

- (2) When any portion of the RAuxAF has been called out, officers of that portion of the RAuxAF are to take command and precedence with officers of the RAF and of the RAFResO with whom they are serving as if they had been appointed to the RAF in their RAuxAF rank from the date of their being called out, or if they were promoted whilst called out, from the date of such promotion.

123. Retired Officers Re-employed or Reinstated as Officers

- (1) For an officers on the Retired List who re-join the RAF see AP3393, Vol 1, Ch 5, Sec 3, Para 5302.
- (2) An officer on the Retired List who is appointed to a commission in the RAFR, RAuxAF or the RAFVR(T) and RAFVR(UAS) is to take command and precedence as prescribed for officers of those forces (see paras 121 and 122).

124. Employment Outside the RAF

An officer employed in a Commonwealth air force appointment, or civil appointment, on the staff of a civil governor, under a foreign government, or in any other special employment is not entitled, by virtue of their RAF rank, to assume any command in the RAF unless posted for RAF duty by the Defence Council. They will be liable, however, in case of necessity, to serve on court martial, or to perform such RAF duty as the Defence Council may direct.

125. Precedence of Enlisted Personnel

- (1) Warrant Officers are to take precedence after commissioned officers, but before all other enlisted personnel and, amongst themselves, according to their date of promotion. In this clause, the expression "Warrant Officer" is used in its generic sense i.e. as including personnel of Enlisted Ground Specialisations who hold rank title of Warrant Officer and NCA who hold rank title of Master Aircrew. Where a Warrant Officer is appointed on a station to the post of SWO, they will, by virtue of their appointment be the senior Warrant Officer on the station in accordance with para 104.

- (2) The order of precedence of enlisted personnel below the rank of Warrant Officer will be in accordance with the following list and within each rank according to the date of promotion:

Flight Sergeant
 Chief Technician
 Sergeant
 Corporal
 Lance Corporal
 Air Specialist (Class 1) Technician (formerly junior technician)
 Air Specialist (Class 1) (formerly Senior Aircraftman)
 Air Specialist Class 2) (formerly Leading Aircraftman)
 Air Recruit (formerly Aircraftman)

- (3) The appointment of an NCO to Drum Major in an Established Band confers no additional precedence on the NCO so appointed, who retains their normal rank.

- (4) Enlisted personnel of the same rank are to take precedence amongst themselves and amongst personnel holding ranks of equal status according to the date of their promotion.
- (5) Enlisted personnel holding acting rank are to take precedence next after those holding corresponding substantive or temporary ranks and, amongst themselves, according to the dates they attained their acting ranks.
- (6) Enlisted personnel promoted or appointed to a rank on the same day are to take precedence in that rank in accordance with their position at that date on the promotion roster for their respective specialisations. Enlisted personnel whose relative position cannot be determined in this manner are to take precedence according to the order in which they attained their current rank as indicated on personnel records maintained on JPA by ACOS Career Management.
- (7) (a) Except as provided in sub-clause (b), enlisted personnel of the RAFR/RAuxAF are to rank as junior to all

(b) When enlisted personnel of the RAFR/RAuxAF have been called out, they will take precedence with the Regular-enlisted personnel with whom they are serving as if they had been promoted in the RAF in their RAFR/RAuxAF rank from the date of their being called out or, if they are promoted while called out, from the date of such promotion.

J126. Naval, Military and Air Forces Acting Together

- (1) In accordance with s.367(1) AFA 06, every member of the RAF is subject to Service law at all times. All members of the Reserve Forces are subject to Service law only in the circumstances set out in s.367 AFA 06.
- (2) When members of one Service are co-operating with one or both of the other Services they enjoy like power of command over members of another Service as though they are the members of that Service but with corresponding rank (insofar as power of command depends upon rank or rate). Thus, when members of different Services are acting together, the superior officers of one Service become, in accordance with the scale of corresponding ranks prescribed by these Regulations at Table A below, superior officers of members of the other Services of lower corresponding rank or less seniority and can, consequently, give lawful commands to them. These provisions and these circumstances do not, however, bestow upon any member of one Service the power or right to assume command over anybody of the Armed Forces or over any ship, aircraft, unit, formation or establishment of another Service unless it is specifically placed under their command.
- (3) The corresponding ranks, solely for purposes of command, of the three Services are:

Table A

NATO Code ¹	RN ²	Military including RM and QARANC ³	RAF including PMRAFNS
------------------------	-----------------	---	-----------------------

¹ NATO Rank Codes in accordance with STANAG 2116.
² Queen Alexandra's Royal Naval Nursing Service ratings are denoted by the suffix NN (Naval Nurse) e.g. Petty Officer Naval Nurse is abbreviated to PONN.

OF-10	Admiral of the Fleet	Field Marshal	Marshal of the Royal Air Force
OF-9	Admiral	General	Air Chief Marshal
OF-8	Vice-Admiral	Lieutenant-General	Air Marshal
OF-7	Rear Admiral	Major-General	Air Vice-Marshal
OF-6	Commodore	Brigadier	Air Commodore
OF-5	Captain	Colonel	Group Captain
OF-4	Commander	Lieutenant-Colonel	Wing Commander
OF-3	Lieutenant-Commander	Major	Squadron Leader
OF-2	Lieutenant	Captain	Flight Lieutenant
OF-1	Sub-Lieutenant (but junior to Military and RAF ranks)	Lieutenant	Flying Officer
	Midshipman (but junior to Military and RAF ranks)	Second Lieutenant	Pilot Officer Acting Pilot Officer (but junior to Second Lieutenant)
OR-9	Warrant Officer	Warrant Officer Class 1	Warrant Officer Master Aircrew
OR-8	Warrant Officer 2	Warrant Officer Class 2	
OR-7	Chief Petty Officer	Staff Corporal Staff Sergeant Colour Sergeant, RM	Flight Sergeant ⁴ Chief Technician
OR-6 OR-5	Petty Officer	Corporal of Horse Sergeant	Sergeant
OR-4	Leading Hand	Corporal Bombardier Lance Sergeant Lance Corporal of Horse	Corporal
OR-3	Lance Corporal (RM only)	Lance Corporal Lance Bombardier	Lance Corporal (RAF Regiment only)
OR-2 OR-1	Able Rate Ordinary Rate Naval Nurse (QARNNS only)	Marine Private however described including: Gunner Sapper Signalman Guardsman Fusilier Kingsman Rifleman Ranger Airtrooper Driver Craftsman Musician	Air Specialist (Class 1) Technician Air Specialist (Class 1) Air Specialist (Class 2) Air Recruit

J126A. Unified Career Management Cohorts

Where directed by the Defence Council a permanent cadre may be established comprising a tri-Service cohort delivering a common capability. Where this occurs, it

³ In the performance of their duties in wards etc nursing personnel are to use professional titles.

⁴ A qualified RAF Musician appointed to the post of Drum Major retains their normal rank whilst holding the appointment.

may be appropriate to place certain ranks in abeyance for personnel within the specified cadre or trade to provide for parity across the three Services. Personnel on the permanent strength of such a cadre may not promote nor be reduced to these ranks.

J127-133. Omitted

134. Relations with Governors of Overseas Territories

(1) The governor of an Overseas Territory is the single authority responsible to, and representative of, the Sovereign. They are entitled to receive assistance from all military and civil service personnel. However, they are not invested with the command of SP except when on special appointment by the Sovereign, nor do they receive direction from such personnel.

(2) For the purposes of this Regulation, the 'governor' means the officer appointed by the Crown to administer the government. 'Overseas Territory' are those under the jurisdiction and sovereignty of the UK.

135-149. Omitted

CHAPTER 5

Ceremonial

150. Official Ceremonies and Functions – Precedence

As a guide for those responsible for planning ceremonial, the following list shows the relative precedence of various official ceremonial events. The list should be used in arriving at decisions involving the allocation of limited resources:

- (1) State occasions.
- (2) Royal occasions for the RAF, including the presentation of RAF Colours.
- (3) Guards of Honour ordered by the MOD.
- (4) Annual recurring national ceremonies (such as Remembrance Day, Festival of Remembrance, Battle of Britain services and At Home Days, Armed Forces Day (National Event) and the Lord Mayor of London's Procession).
- (5) Presentation of Squadron Standards.
- (6) Ceremonies of regional national importance in:
 - (a) England.
 - (b) Scotland.
 - (c) Northern Ireland.
 - (d) Wales.
- (7) Grants of freedom to RAF stations.
- (8) Exercising of freedom by RAF stations.
- (9) Passing-out parades for:
 - (a) Commissioning graduation.
 - (b) Phase One Recruit graduation.
 - (c) Professional graduation.
 - (d) Others.
- (10) Annual inspections by AOC.
- (11) Ceremonies detailed by HQ Air Cmd (such as beating retreat, official receptions etc).
- (12) Officers' Mess guest nights at:
 - (a) HQ Air Cmd.
 - (b) Group Headquarters.
 - (c) Stations.
 - (d) Others.

- (13) Annual dinners at UAS.
- (14) Major functions of:
 - (a) RAFA.
 - (b) RAFBF.
- (15) Civil occasions at which the RAF is to be represented.
- (16) All other functions (in priority to be decided by HQ Air Cmd Section 40)

J151. Guards of Honour

- (1) A guard of honour not exceeding a total of 100 enlisted personnel with three officers, a colour/standard party and band, as appropriate, may be mounted in accordance with AP818, Pt 2, Ch 11.
 - (a) For The King, the Lord High Commissioner to the General Assembly of the Church of Scotland or a Member of the Royal Family who is a Royal Highness.
 - (b) For a Foreign Sovereign, Head of State or a Member of a reigning Foreign Imperial or Royal Family:
 - (i) When attending Service occasions.
 - (ii) On other occasions when ordered to do so by the Defence Council or CAS.

Note: When CAS proposes to mount a guard of honour for one of the personages mentioned in (b) on their arrival in the UK, the Defence Council is to be informed immediately.

- (c) At State ceremonies when ordered to do so by the Defence Council.
 - (d) For a Governor-General, High Commissioner or officers administering a British Commonwealth country, Associated State or dependant territory, or for an Ambassador when taking the salute on the occasion of The King's Birthday Parade when British troops are stationed in a foreign country, or for a High Commissioner when taking the salute on the occasion of The King's Birthday Parade when British troops are stationed in a Commonwealth country of which The King is not Head of State.
- (2) A guard of honour not exceeding 53 enlisted personnel with two officers, a colour/standard party and a band may be mounted:
 - (a) To receive a foreign Head of Government.
 - (b) To receive the Secretary of State for Defence at a Service station.
 - (c) To receive the Chief of the Defence Staff, the Chief of the Naval Staff and First Sea Lord, the Chief of the General Staff or the Chief of the Air Staff on an official visit to any formation of the three Services.
 - (d) To receive a Commonwealth or foreign officer of flag, general or air rank who is a Chief of Defence Staff or a Chief of a single Service, or an officer holding a four or five star appointment in a Commonwealth or foreign country,

on their arrival in the UK, or at a Service station within a territory subject to His Majesty's authority to visit the civil governor or officer in command.

(e) To receive a Minister of Defence of a Commonwealth or foreign country on their arrival in the UK in an official capacity.

(f) To receive the Secretary General of NATO, or other international organisation of similar status of which the UK is a member country, on their arrival in the UK in an official capacity.

(g) On other occasions, subject to the approval of the Defence Council, at stations in the UK, or for the British representative in the territory or senior Service officer as may be appropriate at stations abroad.

J152. Honours and Salutes to Members of the Royal Family and other Personages

(1) The honours and salutes to be given by guards of honour and on parades on the arrival and departure of The King, the Lord High Commissioner to the General Assembly of the Church of Scotland and other Members of the Royal Family are as follows:

(a) To The King, Queen Consort and Prince of Wales:

Royal Salute: Arms presented, Standards and Colours lowered. The band is to play the first verse of the National Anthem for The King and Queen Consort but only the first six bars for The Prince of Wales.

Note: If The Queen Consort or Prince of Wales arrives or departs during The King's presence the National Anthem is not to be played.

(b) To other Members of the Royal Family who are Royal Highnesses:

Royal Salute: Arms presented, Standards and Colours lowered and the first six bars of the National Anthem played except that:

(i) When any of the personages at (a) are present, six bars of the National Anthem are to be played only if specifically ordered for the Member for whom the parade is held, and

(ii) When none of the personages mentioned at (a) is present, but more than one other Member of the Royal Family is present, the first six bars of the National Anthem are to be played only for the Member for whom the parade is held.

(2) Arms are to be presented to the Crown when in ceremonial procession and not in the presence of the Sovereign, but Standards and Colours are not to be lowered and bands are not to play the National Anthem.

(3) The honours and salutes to be given by guards of honour on the arrival and departure of the personages not mentioned above are as follows:

(a) To a foreign Sovereign, Head of State or a Member of a reigning Foreign Imperial or Royal Family:

Royal Salute: Arms presented, Standards and Colours lowered and the band plays the whole of the National Anthem of the personage.

- (b) To a Governor-General and the other personages mentioned in para J151(1)(d):

Royal Salute: Arms presented, Standards and Colours lowered and the band normally plays the first six bars of the British National Anthem. Within independent States, however, the playing of the national anthems will be subject to local instructions.

- (c) To a Head of Government as mentioned in para J151(2)(a):

General Salute: Arms presented and the band plays the National Anthem of the recipient. Standards and Colours are not to be lowered.

- (d) To the personages mentioned in para J151(2)(b) and (c) and to the Admirals of the Fleet, Field Marshals and Marshals of the RAF, other officers of flag, general or air rank, and inspecting officers of lower rank:

General Salute: Arms presented and the band plays the general salute. Squadron Standard are lowered only for the personages mentioned in para J151(2)(b) and (c) and for Admirals of the Fleet, Field Marshals and Marshals of the RAF. RAF Colours are not lowered.

(For King's Colours within the RAF, see para 164.)

- (4) Personages mentioned in para J151(1)(d) who are also officers of flag, general or air rank are entitled to the honours due to their rank as well as those due to their civil office.

- (5) Service officers acting in any civil office are entitled to the honours appertaining to such office.

J153. Omitted

154. Ceremonial Flypasts

- (1) The day announced in the London Gazette as the official anniversary of the Sovereign's birth should normally be recognised by a flypast of RAF aircraft.
- (2) On other occasions of national importance, ceremonial flypasts may be ordered by the Defence Council who will issue instructions on each occasion.
- (3) Flypasts for other occasions may be provisioned through the RAF Air Events Team, through Section 40

155. Omitted

J156. Compliments by Guards and Sentries

Compliments are to be paid by guards and sentries as prescribed in Appendix 39, Sec 1.

157. Salutes

Personnel are to salute on occasions, and in the manner prescribed, in AP818.

J158. Compliments In Special Cases

- (1) An officer of His Majesty's diplomatic or other non-military service is entitled to the honours and salutes appertaining to their office.
- (2) An officer holding a civil office who is also an officer of flag, general or air rank is entitled to the honours due to that rank if they are higher than those due to their civil office.
- (3) The compliments laid down in these Regulations are to be paid to officers of corresponding rank in the Service of any power formally recognised by His Majesty.

J159. Exchange of Official Visits with The King's Representatives

- (1) For the purpose of this Regulation The King's Representatives are to be regarded as the persons mentioned in para J151(1)(d).
- (2) The procedure set out in Appendix 39, Sec 2 is to be observed on the following occasions:
 - (a) By the Senior Officer in Command of His Majesty's ships and squadrons visiting a port when The King's Representative is present.
 - (b) By the officer in command of each Service when a newly appointed Queen's Representative assumes office.
 - (c) By the officer in command of each Service, when taking up their appointment.

160. Omitted

161. Battle of Britain Commemoration

- (1) To commemorate the Battle of Britain the 15 September will be known as Battle of Britain Day. On that day, except when it falls on a Sunday (see clause (2)), the COs of stations at home and abroad may hold a special parade to raise the RAF Ensign in recognition.
- (2) On the Sunday of, or following the 15 September, thanksgiving services are to be held where appropriate, at RAF stations. Additionally, COs should plan to support the National Service at Westminster Abbey and should co-operate with local authorities in arranging for participation by SP, in such thanksgiving services as may be held in local places of worship.
- (3) The week ending with the Sunday referred to in clause (2) will be known as Battle of Britain Week.

J162. The Royal Standard, Personal Standards and Headquarters Flags

- (1) **Royal Standard.** The Royal Standard, being the personal flag of the Sovereign, is to be hoisted on board His Majesty's ships and on official buildings and enclosures only when the Sovereign is present. It is to be hauled down at the moment of departure. The only exception to this rule is that the Royal Standard is to be flown if available at parades in honour of the birthday of the Sovereign. The Royal Standard is never hoisted when the Sovereign is passing in procession. The Royal Arms of Scotland (Lion Rampart) are used for the Lord High Commissioner to the General Assembly of the Church of Scotland and Lord Lyon King of Arms as the Royal Arms

of Scotland are the Sovereign's Arms appropriate to those appointments which pertain to that realm.

(2) Personal Standards.

(a) When, in the absence of the Sovereign, a Member of the Royal Family is present, the Member's personal Standard is to replace the CO's Command Pennant on RAF stations, is to be hoisted (at the main, when on board one of His Majesty's ships) and is to be treated with the same respect and saluted in the same manner as the flags denoting the presence of the Sovereign. When two or more Members of the Royal Family are present, one Standard only – that of the senior Member present – is to be hoisted.

(b) The Standard that is provided "for other Members of the Royal Family" is to be flown similarly for any Member who does not possess a personal Standard.

(c) If circumstances arise in which the Standards referred to in sub para (a) and (b) above are not available and in addition to hoisting a Royal Standard, the large RAF Ensign is to be hoisted from the gaff in reflection of the visiting personage.

(3) Unified Headquarters. The distinguishing flag of the unified commander is to be flown at the masthead and the Union Flag at the peak.

(4) Joint Service Units and Establishments. The Joint Service Flag is to be flown at units and establishments provided they are:

(a) Under the control of the relevant complementing authority.

(b) Manned by members of more than one Service for a joint purpose.

(c) Under the direct functional control of either the MOD or the headquarters of a unified commander.

Note: There are no local circumstances that may make it undesirable for them to fly this flag. Other establishments which although manned by personnel from more than one Service which are primarily single Service, are to fly the flag of that Service. Exceptions to the foregoing rules are the staffs of the UK National Military Representatives to International Defence Organisations and UK Support Units, for whom the national flag is the appropriate flag to be flown alongside those of units from other countries.

(5) Single Service Establishments. The rules regarding the flying of flags and where they are to be flown are contained in para 165.

J163. Half-Masting of Flags

(1) Instructions on the half-masting of ship's colours, Union Flags or ensigns will be issued by the MOD to PJHQ, principal independent RN, RM, Army and RAF commanders and to the UK National Military Representatives at International Defence Organisations. Recipients of these instructions are to make arrangements to disseminate the information by the quickest means available to subordinate headquarters and units and to British elements of organisations within their areas.

Implementation of these instructions overseas may be subject to variation at the discretion of Service commanders abroad who should liaise with their local UK political representative so as to ensure a common policy applicable to local circumstances. The following are a guide to procedures until confirmation has been promulgated by the MOD:

- (a) On the death of the Sovereign. All flags are flown at half-mast from the announcement of the death of the Sovereign up to the end of the funeral, with the exception of Proclamation Day; details will be promulgated.
 - (b) On the death of a Member of the Royal Family. All flags are flown at half-mast, subject to the Sovereign's wishes, from the day of the death up to the end of the day of the funeral.
 - (c) On the death of a foreign sovereign, head of state or other distinguished foreign or Commonwealth national (as promulgated by the MOD). All flags are flown at half-mast on the day of the funeral.
 - (d) On the death, when holding office, of a Defence Minister, the Chief of the Defence Staff, Vice Chief of the Defence Staff, the Chief of the Naval, Army or Air Staff of the Defence Board, Commander Joint Force Command or the Permanent Under Secretary of State. All flags are flown at half-mast on the day of the death and all day on the day of the funeral.
 - (e) On the death of a serving military officer or other rank. Flags are to be flown at half-mast on the day of death and on the day of the funeral until after the burial when the flag will be full masted to denote the end of military mourning.
- (2) Ship's colours, Union Flags and ensigns may, at the discretion of the senior officer, in consultation with the local political representative, be half-masted as a matter of courtesy to conform to local national action (including Scotland, Northern Ireland and Wales).
- (3) Where the Union Flag or ensign is flown in company with the national flag or flags of any other country or countries (including Scotland, Northern Ireland and Wales) it is to be half-masted as a matter of courtesy whenever the other national flag is half-masted.

J163A. Procedure for Half-Masting of Flags

Flags are to be half-masted according to the following procedure:

- (1) Flags flown at half-mast are to be flown with the top of the flag positioned two thirds of the way up the mast/halyard, but not less than one flag breadth from the top. Should the flag be sufficiently low to be in contact with the ground/deck then consideration should be given to reducing the size of the flag.
- (2) Flags cannot be flown at half-mast on poles that are more than 45° from the vertical; a mourning cravat may be used instead. A mourning cravat is fitted to the top of the spike or pole and allowed to hang. A typical cravat is a length of black silk or cotton material 50-100mm in width and twice the length of the flag, it should be tied in a small bow so that the two ends are of equal length. The same applies to unit

Colours, Standards and Guidons that are carried during a period of mourning when the correct term is draping of Colours.

(3) Flags that are flown permanently at any location are not to be flown at half-mast during the hours of darkness.

(4) When flags are to be at half-mast from dawn parade until sunset, flags are to be first hauled fully up and paused at the head/gaff period before being lowered to the position described in sub para (a). When flags that are flying at half-mast are to be lowered, they are first to be hoisted fully up prior to lowered at the sunset/the end of the day.

(5) All flags that are on the same stand of poles should be at half-mast or should be removed for the duration that other flags are at half-mast. Flags of foreign nations should not be flown unless their country is also observing mourning.

(6) UK national flags when flown abroad should also be at half-mast. If the flag is flown on the same stand as the host nation's flag, then the host nation's flag should not be flown unless that nation is also observing national mourning. Where a UK national flag is flown alongside a number of other nations' flags such as outside a multi-national headquarters, it is considered inappropriate to remove all other flags to fly the UK national flag at half-mast. In these circumstances the UK national flag should not be flown for the duration of mourning. In case of doubt, the British Embassy, Consulate or High Commission should be consulted.

164. King's Colours and Squadron Standards

(1) Information and instructions concerning King's Colours and Squadron Standards, including the occasions on which they may be paraded, are given in AP3327 and AP818.

(2) King's Colours within the RAF are not to be lowered at the General Salute as indicated in para J152(3)(c). The personages mentioned in paras J151(2)(a), (b) and (c) and Admirals of the Fleet, Field Marshals and Marshals of the RAF, may be saluted by letting fly the King's Colour.

165. The RAF Ensign

(1) The RAF Ensign was established by Order in Council dated 24 Mar 1921, which prescribed that the Ensign is to be flown in such a manner and on such occasions only as may from time to time be ordered by the Defence Council.

(2) The RAF Ensign is to be flown permanently at all permanent RAF stations at home and abroad, with the exception that the RAF Ensign may be temporarily lowered for the purpose of maintenance, replacement with a new RAF Ensign due to condition, inclement weather or for ceremonial occasions. To retain elements of protocol, values, history and standards, Phase 1 training establishments will have independent flag staffs and shall continue to practice RAF Ensign Duties, including the daily hoisting and hauling down of the RAF Ensign as a ceremonial Phase 1 training objective.

(3) The correct size of Ensigns for daily use at stations is 92 cms x 184 cms (4 breadth). On important days, such as the occasion of a visit by an inspecting AOC

etc it is appropriate for a larger Ensign, 184 cms x 368 cms (8 breadth), to be flown. The Ensign may also be flown by units and minor headquarters (e.g. wing) but only when operating in an independent location in the field. In no case is more than one Ensign to be flown at an establishment except as follows:

- (a) The RAF Ensign (large size) may be flown at the head of a vertical flag staff on the principal building of major formations (force, command or group) while the station Ensign is flown elsewhere as usual on its mast at the gaff, by the establishment on which the major headquarters is located.
 - (b) A RAF Ensign may be flown at the gaff arm of a temporary flag staff at the parade ground for the period of the parade only.
 - (c) At training establishments that require an additional Ensign to assist with delivery of ceremonial training.
- (4) Where joint military/civil air traffic formations are established on RAF stations, the RAF Ensign and Civil Air Ensign may be flown at the joint headquarters on adjacent flag poles, subject to the prior permission of HQ Air Cmd [Section 40](#)
- (5) Where United States military bases are established on RAF stations commanded by a RAF Commander, and at locations of the United States units parented by such bases, the United States flag may be flown adjacent to the RAF Ensign.
- (6) In peacetime the RAF Ensign is to be flown at RAF medical establishments entitled to fly it under clause (2) above. However, in time of war or special emergency the Union Flag is to be flown at the head at RAF medical formations and establishments with the Geneva (Red Cross) flag underneath (or at the peak if one is provided).
- (7) In addition to the occasions specified above, the RAF Ensign may, if appropriate, be hung at indoor functions of a Service nature providing it is attached to a pike (of not less than 1½ times the length of the flag) to allow the flag to hang in a proper manner as it does from a flagstaff. It is not to be used as decorative bunting on walls, tables, platforms and boxing rings or in any other likely manner. The RAF Ensign is not to be carried on a parade with the exception of the RAF Silk Ensign which can be authorised for use on parade by [Section 40](#). The RAF Ensign is not to be used to cover the coffin at a funeral (the appropriate flag for the coffin is the Union Flag). The RAF Ensign is never to be broken at the peak or flown through the night.
- (8) In recognition of the Services' contribution to Defence of the UK, the RAF Ensign may be flown outside the criteria above at public parades/events directly associated with RAF anniversaries: to include 25th, 50th, 75th and Centenaries, as defined and endorsed by [Section 40](#)

166. Distinguishing Flags for Officers – When Flown

- (1) An officer, of Squadron Leader rank and above, in command of a unit is entitled to fly a distinguishing flag at the HQ of the unit. A unit as defined in this Regulation is a command, group or wing HQ, a station or other unit with a discrete Local Unit Establishment. The distinguishing flag flown is to be of the approved pattern for the

rank as issued by stores. An officer in temporary command in accordance with para 42 is entitled to fly the distinguishing flag appropriate to their rank.

(2) The distinguishing flag is to be flown at the masthead:

(a) On those occasions when the Royal Standard or Personal Standard takes its place under para J162.

(b) As provided in para J162(3).

(3) At stations where more than one unit is located the distinguishing flag of the officer in actual command of the station is to be flown at the masthead of the station flagstaff. The distinguishing flags of the officers commanding the other units are to be flown on a flagstaff at the HQs of those units.

(4) When an air officer holds the appointment of Commander British Forces Cyprus and Administrator of Sovereign Base Areas Cyprus, they are, in addition to the distinguishing flag appropriate to their rank, to fly the Union Flag on a separate mast above their HQ building and on a separate mast at their residence.

(5) Extracts from KRs for the RN relating to the special use of the distinguishing flags of non-naval officers afloat are contained in Appendix 4.

(6) The Chief of the Defence Staff is authorised, when embarked in vessels or boats, to fly a distinguished flag. This is of equal dark blue, red and light blue horizontal bands with the tri-Service emblem embroidered on both sides.

(7) When embarked in vessels or boats, Senior Officers who are also governors of territories or the Lieutenant Governors of Guernsey and Jersey, are to use the distinguishing flag appointed for governors, or for such Lieutenant Governors, viz, the Union Flag, with the approved arms or badge of the territory emblazoned in the centre thereof on a white background surrounded by a green garland instead of the general officer's flag.

(8) When joint operations are being carried out, should the officer commanding the RM, Army or RAF or components be embarked in a warship or transport, the appropriate distinguishing flag of the senior non-Naval officer of the equivalent rank of Commodore or above may be hoisted at the fore to denote the presence of the headquarters. Such a flag is not to displace any flag officer's flag, broad pennant or masthead pennant, and is to be flown in an inferior position to it.

167. Flags on Aircraft

(1) When Members of the Royal Family or Chiefs of Staff are passengers in RAF aircraft, the appropriate small standard or flag is to be flown and is to remain in position when the aircraft is on the ground during the time the passenger concerned is being received for embarkation or is in the immediate vicinity of the aircraft after disembarkation.

(2) The appropriate standards or flags are:

(a) For the Sovereign – The Royal Standard.

(b) For other Members of the Royal Family – the personal standard or the standard for "other Members of the Royal Family".

- (c) Chief of the Defence Staff – as in Appendix J40, Sec 1.
 - (d) Chief of the Naval Staff and First Sea Lord – as in Appendix J40, Sec 2.
 - (e) Chief of the General Staff – as in Appendix J40, Sec 4.
 - (f) Chief of the Air Staff – as in Appendix J40, Sec 5.
- (3) When members of The Royal Family are visiting foreign countries, the National Flag of the country is to be flown in addition to the Royal Standard.
- (4) When the CO of a United Command is a passenger in a RAF aircraft, a small flag as in Appendix J40, Sec 1, may be flown within the area of their command.
- (5) Except as provided for in the above clauses, no distinguishing flag is to be flown on RAF aircraft other than the RAF Ensign. The Ensign, in miniature, may only be flown when carrying the following passengers:
- (a) Heads of foreign states.
 - (b) Governors-General of Commonwealth countries.
 - (c) The Prime Minister of the UK, Commonwealth countries, Northern Ireland.
 - (d) Cabinet Ministers of the UK Government.
 - (e) Ambassadors.
 - (f) Governors of Commonwealth countries.
 - (g) High Commissioners.
 - (h) Persons and/or representatives of foreign states of similar rank and importance to those referred to in (b) to (g) above.
 - (i) Such other persons to whom the privilege may be specially accorded by a COS, DCom or AOC.

J168. Distinguishing Flags on Motor Cars

- (1) When Royal or distinguished persons entitled to fly personal standards or distinguishing flags travel in Service vehicles, the appropriate standard is to be flown.
- (2) Lists of the Service officers entitled to fly car flags and descriptions of the appropriate flags are contained in Appendix J40.
- (3) All distinguishing flags of Service officers are to be flown from a forward position on the front bonnet of the car, but only when the officer who occupies the car is entitled to the flag.
- (4) Occasions on which car flags are to be flown:
- (a) Flags are to be flown:
 - (i) On official occasions only: only the senior officer attending the function may authorise a departure from the normal practice.
 - (ii) In areas where there is a need for the car or its occupant to be recognised e.g. because of the proximity of Service establishments etc.

On cross-country journeys flags are not normally to be flown but are to be hoisted at a short distance from the destination.

- (b) A car flag may be flown by an officer wearing civilian clothes on duty, if the officer considers it desirable.
- (c) An officer is not to fly the flag of their superior officer when acting as their representative, but is to fly the flag, if any, to which they are entitled.
- (d) In foreign and Commonwealth countries, officers may fly their car flags on those occasions when the British Ambassador or High Commissioner considers that it would be appropriate for them to do so. In certain countries the flying of car flags may be completely precluded by laws, customs or local conditions.
- (e) A Defence Attaché or Advisor who is also accredited as a single Service Attaché or Advisor may fly the car flag of their own Service when attending functions relating to that Service as opposed to those of a Defence character.
- (f) Subject to these general rulings, commanders may limit the flying of flags when they consider the political or local circumstances in the area make it desirable to do so.

J169. Star Plates

- (1) Star plates may be displayed on cars carrying senior officers and officers of equivalent rank in the other Services. The number of stars denotes rank and are as follows:

Admiral of the Fleet/Field Marshal/Marshal of the RAF	Five Stars
Admiral/General/Air Chief Marshal	Four Stars
Vice-Admiral/Lieutenant General/Air Marshal	Three Stars
Rear-Admiral/Major General/Air Vice-Marshal	Two Stars
Commodore/Brigadier/Air Commodore/Matron-in-Chief	One Star

- (2) The plates are to be displayed only on journeys made on duty. The star plates are to be covered when the entitled officer does not occupy the vehicle.
- (3) The star plates are royal blue for Naval officers, red for Army and RM officers and air force blue for RAF officers. Officers in joint Service appointment are to display plates in the joint Service colours of vertical bands of dark blue, red and light blue.

170. Omitted

J171. Royal and VIP Funerals

- (1) The Service involvement on the demise of the Sovereign, or any members of the Royal Family, will be promulgated by the MOD **Section 40** through HQ Air Cmd **Section 40**. Headquarters Household Division will be designated as the Mounting Headquarters.

(2) On the death of the Sovereign or a Member of the Royal Family, or of a foreign sovereign or head of state or other distinguished foreign national, instructions on funeral honours will be issued by the Defence Council by signal. These instructions may be subject to variation in overseas commands at the discretion of the local political representative in the light of local national requirements.

(3) A governor-general, governor, high commissioner or officer administering the government or special royal commissioner of any Commonwealth country, associated state or dependant territory under the Sovereign's protection, who is also Commander-in-Chief and who dies whilst holding the appointment is entitled to a military funeral with honours. This applies whether the deceased was a military officer or a civilian.

J172. Military Funerals

All SP, who have died whilst serving, are entitled to either a private funeral or a funeral at Public Expense. JSP 751, Vol 2, Ch 8 details the difference between a Service and private funeral and lists admissible expenses for a Service funded funeral. There is normally no ceremonial at private funerals. The degree of ceremonial at Public Expense funerals, or lack of it, is normally a matter for the Next of Kin or executor in conjunction with the unit. It may range from the minimum of formality to full-scale military honours. No other military funeral will be accorded without the previous authority of HQ Air Cmd **Section 40**

J172A. Military Funeral Honours

- (1) Funeral honours consist of some, or all of the following:
 - (a) Bearer Party. See clause (5).
 - (b) Pall Bearers. See clause (6).
 - (c) Insignia Bearers if appropriate.
 - (d) Escort and Firing Party or Gun Salute. See para J172B.
 - (e) Musical support as appropriate.
 - (f) Minute Guns. See para J172C.
- (2) The following are guidelines on funeral honours:
 - (a) Serving personnel of all ranks are entitled to funeral honours at public expense provided that the personnel involved are stationed within reasonable distance of the burial ground or crematorium.
 - (b) Funeral honours are not to be paid officially at funerals of discharged personnel of any rank. They may, however, be authorised as a special case, at the discretion of the AOC provided the funeral is to take place within a reasonable distance from the station and that only minimum public expense is incurred.
 - (c) If the deceased is to be cremated, ceremonial may have to be on a reduced scale and, in any case, there should be prior consultation with the Crematorium authorities.

- (d) Chaplains or, where necessary, local clergy are to be consulted about the form of religious service.
- (e) AP818 details the ceremonial involved in a military funeral.
- (3) **Knights of the Garter.** Where a senior officer who was a Knight of the Garter has their funeral or memorial service in St George's Chapel, Windsor, special arrangements are to be made through HQ Air Cmd Section 40.
- (4) **London.** In London there is to be no funeral procession unless the military service is held either at the Chapel of the Royal Hospital, Chelsea Barracks or the Royal Military Chapel, Wellington Barracks. If the Next of Kin of the deceased officer wish the funeral service to be performed at one of these churches then there may be a short procession after the ceremony, if desired. Exceptions to the above are to be made to HQ Air Cmd Section 40.
- (5) **Bearer Party.** A SNCO or Warrant Officer normally commands a bearer party. At the funeral of an air officer who dies whilst serving, the bearer party should be commanded by an officer and the coffin should be carried by Warrant Officers or NCOs.
- (6) **Pall Bearers.** At a funeral of an air officer who died whilst serving, the pall will be supported by officers of the same rank as held by the deceased. If a sufficient number of that rank cannot be obtained, then by such officers as the Service authorities may desire to invite.
- (7) **Draping of Drums and Colours.** Drums and Colours/Standards are to be draped only at a funeral, except that on other occasions connected with the death of the Sovereign or a Member of the Royal Family when draping may also be ordered by MOD Section 40 through HQ Air Cmd Section 40.
- (8) **Dressing the Coffin.** As a rule, the coffins of all UK SP will only be draped with the Union Flag. Personnel attached from foreign services would have their national flag on the coffin. Any flag on the coffin is to be placed over the coffin with an imaginary pike at the head of the coffin across the top of the shoulders and the royal crest of the pike over the left shoulder, leaving the face of the flag uppermost. The following are guidelines for coffin dressing:
 - (a) In theatre and for Repatriation. When a coffin is to be dressed with a flag, for all UK SP it is to be the Union Flag. Deceased attached foreign personnel should be dressed in their own national flag. No other items are to be placed on the coffin for repatriation.
 - (b) For British Service Funerals. The term Service Funeral means a burial or cremation which is arranged by the Service authorities and which is paid for out of public funds. At a British Service Funeral the Union Flag is to be placed on the coffin. Other items may also be placed on the coffin: headdress, decorations, belt, sworn or side arms, family wreath.
 - (c) For Private Funerals or onward Repatriation from the UK. At private funerals and onward repatriations, families may choose the deceased's national flag for the coffin. Should families choose to have the coffin dressed in the deceased's national flag for onward repatriation the consent of the receiving

nation’s ministry of defence is first to be sought. A coffin so dressed may be borne by a military bearer party.

J172B. Salutes and Escorts

(1) Military funerals are to be saluted and escorts may be provided. The number of troops in attendance is to be determined by local Service authorities. Where possible, if the deceased was a military officer, then the escort should be in accordance with the numbers in the table below.

Rank	Salute		Escort
	Guns	Rounds of Small Arms	
(1)	(2)	(3)	(4)
Marshal of the RAF	19	-	As may be authorised by the MOD
Air Chief Marshal	17	-	Not to exceed 1,000 all ranks
Air Marshal	15	-	Not to exceed 875 all ranks
Air Vice-Marshal	13	-	Not to exceed 750 all ranks
Air Commodore	-	3	Not to exceed 600 all ranks
Group Captain	-	3	Not to exceed 500 all ranks
Wing Commander	-	3	Not to exceed 150 all ranks
Squadron Leader	-	3	Not to exceed 100 all ranks
Flight Lieutenant	-	3	Not to exceed 50 all ranks
Flying Officer or Pilot Officer	-	3	Not to exceed 35 all ranks
Warrant Officers and Enlisted personnel	-	3	Not to exceed 20 all ranks

(2) Salutes of guns and small arms will be fired after the body has been laid to rest in the grave. Should a salute be fired at a Crematorium (see para J172A(2)(c)) then it is to be fired as the coffin enters the chapel. For gun salutes fired in London HQ Air Cmd **Section 40** is to be consulted.

J172C. Minute Guns

- (1) At the funeral of an air officer who died whilst serving, minute guns of the appropriate number are to be fired during the period while the body is being borne to the burial ground. Any such officer who dies at sea and is to be buried ashore may be accorded the appropriate number of minute guns from a warship whilst the body is being borne ashore. If the means exist, minute guns will be fired from the shore while the procession is moving from the landing place to the burial ground. The total number of minute guns so fired is not to exceed twice the number given in para J172B(1).
- (2) At the funeral of a civil functionary dying whilst in office, minute guns may be fired if the deceased was so entitled when alive, subject to the availability of guns. If the deceased was a military officer whose rank entitled them to a greater number of guns than their civil status, the conditions of clause (1) and para J172B are to apply.

J173. Mourning

- (1) Mourning is observed by the Armed Forces as follows:

(a) **Royal Mourning.** Royal Mourning was previously known as Court Mourning.

(i) Royal Mourning is observed by the Royal Family and their Households, by His Majesty's representatives at home and abroad and their staffs, by officers nominated for duty at Court and related ceremonies and by Household troops. Any Service units actually engaged on ceremonial or Court duties normally undertaken by Household Division (and the Balmoral Guard when mounted) will receive their orders direct from the Major General Commanding Household Division once they have ascertained the Sovereign's wishes.

(ii) At stations abroad where SP, other than members of the Household Division, are attending functions at which His Majesty's representatives present are observing Royal Mourning, advice should be sought from the UK local political representative as to whether it would be appropriate to wear some suitable mark of mourning.

(iii) Those observing Royal Mourning may fulfil official engagements. Social engagements are not to be accepted and those entered into beforehand should be cancelled.

(b) **National Mourning.** National Mourning (previously known as Service Mourning) is observed by the remainder of the Armed Forces.

(2) **Guidelines for Mourning.** Precise direction cannot be issued to cover the full period of Royal and/or National Mourning until the Sovereign's wishes have been ascertained. Detailed instructions will be issued by the MOD (Section 40) through HQ Air Cmd (Section 40) as soon as they are known and may involve some or all of the following measures:

(a) Entirely private hospitality already arranged or accepted by individuals may continue on a small scale but social engagements at which attendance might be construed as representational or official should be cancelled.

(b) Any previously arranged celebratory parade, official reception, business or social function should normally be cancelled. In cases where there might be significant financial penalty or it is thought that embarrassment or offence might be caused by cancellation HQ Air Cmd (Section 40) is to be consulted.

(c) A parade of a routine duty nature or which is part of a curriculum may continue. Passing out parades are considered to be part of, or the climax of, a course and should therefore normally take place; with a period of silence included as a mark of respect. In the event of the death of the Sovereign separate instructions will be issued by HQ Air Cmd (Section 40) concerning the Sovereign's Parade at RAFC Cranwell.

(d) Bands may play for marching troops on, or to, a parade but neither inspection nor incidental music should be played during inspections or other pauses in the parade. Bands may also continue to fulfil civilian engagements for which they have previously contracted to play but should not play at Service or civilian functions of a social nature.

- (e) Service sports events may continue, except on the day of the funeral; a one-minute silence should be observed at the beginning of the event.
 - (f) Individuals who have accepted official engagements should fulfil them. Unless otherwise ordered, mourning bands need not be worn.
 - (g) Service commanders abroad should liaise with their local UK political representative so as to ensure a common policy applicable to local circumstances. Senior officers abroad should similarly liaise, consulting their command if necessary.
 - (h) Flags to be flown at half-mast in accordance with instructions at para J163.
 - (i) During the period of Royal Mourning, a unit or organisation that had a special relationship with a deceased member of the Royal Family, or continues to have a special relationship with a member of the Royal Family who has suffered the loss of an immediate heir and is not covered under the sub paras above may wish to observe the guidelines covered under Royal Mourning. This would be entirely appropriate and naturally the prerogative of the relevant local Service commander. In all cases where there is such a desire the MOD **Section 40** must be consulted.
 - (j) Any questions should be referred to the MOD **Section 40**, the tri-Service lead on this matter.
- (3) **Mourning Bands.** A mourning band is a piece of black crepe 3¹/₄ inches wide. It is worn on the left sleeve, positioned so that the bottom of the band lies two inches above the elbow. The rules concerning mourning bands in general are listed below. The only extraordinary exceptions are sub paras (f) and (g) below that relate to a state of private mourning within a unit that remains the prerogative of the CO.
- (a) A mourning band will only ever be worn in parade uniform where there is a jacket or coat. It is not to be worn on combat clothing of any type.
 - (b) During a period of National Mourning, only officers of the three Services and Warrant Officers Class 1 of the Household Cavalry dressed in parade uniform are to wear mourning bands. During a period of Royal Mourning this practice is restricted specifically to those defined at para J173(1) and included by MOD **Section 40** at para 173(1)(a)(i). The only exceptions to this rule are listed below.
 - (c) In addition or concurrent with para 173(3)(b), officers attending Service funerals in parade uniform are to wear a mourning band. Officers on duty at these events will also wear mourning bands, whether in the procession, acting as ushers or in another capacity. These rules apply to officers attending associated memorial services held on the same day.
 - (d) In addition or concurrent with para J173(3)(b), Warrant Officers attending Service funerals in uniform, or acting as ushers, are to wear mourning bands. They are not to wear them if they are on duty in the procession (including bearer parties), lining the route or elsewhere. These rules apply to Warrant Officers attending associated memorial services held on the same day.

- (e) Mourning bands are not to be worn at any other memorial service or other ceremonies such as unveiling of memorials and Remembrance services unless directed to do so in accordance with para J173(3)(b).
 - (f) Exceptionally, during private mourning, for example following the death of a member of a unit, or at reception ceremonies related to the repatriation of a body or remains, mourning bands may be worn by officers and Warrant Officers only, but in accordance with the instructions listed above.
 - (g) Extraordinarily, when SP are given permission to wear uniform during private mourning at a family funeral they may wear a mourning band if so desired. It should be noted that this is the only occasion on which SP below the rank of Warrant Officer may wear mourning bands.
 - (h) After a military burial, personnel should remove mourning bands after return to barracks.
- (4) **Mourning Dress.** Mourning dress and/or mourning bands are not to be worn at Court unless the Court is in Mourning. Officers who wear plain clothes on duty during periods of mourning are recommended to wear black ties. Those observing Royal Mourning, and those wearing plain clothes when on duty at Court during National Mourning, should dress as follows:
- (a) Gentleman's civilian dress – dark colours, black ties.
 - (b) Ladies civilian dress – black dress.

174. Service Funerals

- (1) Entitlement and arrangements for a Service funeral are to be in accordance with JSP 751, Vol 2, Ch 8.
- (2) RAF honours at a funeral may be accorded to SP who die in the course of their service. A Service Funeral may be accorded as follows:
 - (a) The funeral may be at any location in the UK or in the country where death occurred whilst serving overseas (subject to any overriding local conditions).
 - (b) In the case of foreign and Commonwealth personnel, as above or either in their country of origin or the country in which the Next of Kin are normally resident.
- (3) Arrangements for a Service Funeral will normally be made by the deceased's parent unit, however, where the funeral is to be held at a location remote from that unit, another unit may be approached and asked to make appropriate arrangements.
- (4) The ceremonial for a Service Funeral is laid down in AP818.
- (5) Service transport may be used (where necessary) for an RAF funeral to the following extent:
 - (a) For the conveyance of the funeral party from the unit to the place at which the funeral procession is formed up, and back again. Conveyance for the band will not be admissible unless the band is available at the station from which the funeral is being undertaken.

- (b) Prime Mover and trailer for the coffin.
 - (c) For the conveyance of the relatives or friends between the nearest railway station and the place at which the funeral procession is formed up and to the burial ground and back again.
- (6) Arrangements to move the body to a distant location within the UK are to be handled under the unit's funeral contract. Where a Service Person dies whilst serving/deployed overseas, repatriation of the body to the UK, or the repatriation of deceased foreign and Commonwealth personnel to their country of origin, will be arranged by the MOD's Repatriation Contractor following a tasking from the JCCC (see JSP 751, Vol 2 Chp 6).

J174A. Remembrance

- (1) **Armistice Day.** Armistice Day originally commemorated the fallen of the 1914-18 War and included a two-minute silence in November each year on the anniversary of the day and the time of the cessation of hostilities in 1918. Any observance of a two-minute silence on 11 November at 11:00 hours is a matter of discretion by COs and individuals. Although optional, it is strongly encouraged.
- (2) **Remembrance Sunday.** Remembrance Sunday embraces all SP and civilians who have laid down their lives in the service of their country in the First World War and all subsequent wars, campaigns and emergencies. It is now observed on the second Sunday in November each year, when the two-minute silence is to be observed at 11:00 hours, during which time all personnel are to stand at attention and guards are to turn out and present arms. No aircraft, other than those on operational tasks or scheduled services, are normally to be in the air during the two-minute silence. Establishments and units are to conform generally to such arrangements as may be made by local authorities for the celebration of Remembrance Day services. Transport required to convey personnel invited to attend local religious observances or municipal ceremonies may be used at the discretion of COs but neither travelling expenses nor subsistence allowance will be payable unless authority has been obtained from HQ Air Cmd **Section 40**.
- (3) **Memorials.** Memorial statues, plinths or plaques are normally organised by Regimental or Service Associations in memory of SP who have died in past and present wars and conflicts. Additionally, commanders overseas may wish to sanction the erection of local memorials. Before the construction or erection of any memorial is considered the following guidelines must be followed and approval sought from the relevant chain of command:
 - (a) Memorials in the UK:
 - (i) Before a memorial is erected in the UK, consideration must be given to the financial aspects, in particular the financial provision for a memorial's long-term care and maintenance. The erection of an outdoor memorial will inevitably require the permission of the local authority, whether on military or civilian real estate, if it is to be permanent. No MOD money may be used to erect or maintain memorials. No memorial should be erected that does not have a long-term funded maintenance provision. Moveable memorials such as inscribed blocks or small cairns based within

a unit's lines are more easily approved by the chain of command as they remain unit property and can be removed in the event of a change of unit location.

(ii) Less contentious are the installation of plaques/stained glass windows in appropriate churches/chapels provided their long-term care and maintenance can be assured to the satisfaction of the relevant Church authority. In any event, the erecting unit is responsible for the memorial and relocation and maintenance costs must be met by non-public funds. The addition of names to existing War Memorials is a matter for the local civic authority.

(b) Overseas Memorials:

(i) The position of overseas memorials is complicated by the fact that there are no guarantees that once the Armed Forces have left a particular country those memorials will be respected or that access will subsequently be granted to anyone wishing to provide for their long-term care and maintenance. Painted memorials are unlikely to remain on walls at the end of any conflict.

(ii) Owing to the temporary nature of overseas deployments and bases, the erection of memorials in operational bases overseas, while wholly understandable with benefit to the morale and well-being of the local forces, is also problematic. Memorials should in general be discouraged by the chain of command unless the unit erecting the memorial in theatre also has a plan for the end state. Only exceptionally should a memorial remain in position locally, as it should neither be vandalised nor available to vandals, nor should it become a problem for any remaining British Embassy, High Commission or other British interests. The unit is to make adequate financial provision for the disposal of the memorial or its return in any form to the UK and recognise its commitment for maintenance. It is recommended that unit memorials should therefore be of such a size or nature that they or the plaque can be returned to the UK at minimal private cost with the unit concerned once operations are completed.

(iii) It should be recognised that the MOD has no role or resources for memorials' erection or maintenance. The burden of memorials must be borne by the erecting authority as well as the need to furnish their successors with the means for custody of the memorial.

(iv) Should the Command and PJHQ agree a course of action for a memorial to be returned to the UK from a foreign field, the Command must be responsible for the deconstruction of the memorial and the return of the essential memorial plaque/plaques. Local masonry should be demolished.

(v) Before any decision is made on the relocation of a memorial or its return to the UK, it will be necessary to secure the appropriate funding from private subscription or appeal, as necessary funding from Services, Regimental and Corps non-public funds may not be guaranteed. Where Services, Regimental and Corps non-public funds are sought and

provided, where possible, these should be pro-rata to those being remembered. Any new memorial to be erected as such should be in accordance with sub-para (a)(i) above.

In all cases, the advice of the appropriate single Service staff branch **Section 40**, **Section 40** or **Section 40** should be sought.

(4) **Wreaths.** On the anniversary of Remembrance Day in the UK and the Commonwealth, and on other occasions of special significance, the cost of placing wreaths on local memorials may be allowed as a charge to public funds, but only when such tribute is essential. Within the UK the CO is authorised to approve the purchase of wreaths.

J175. Order of March on Combined Service Parades

(1) The arrangements set out below will normally apply at combined parades. In order to meet the special purpose of any particular parade the arrangements may be varied, provided that they are agreed by the flag general and air officers concerned, but not otherwise.

(2) The definition of a combined parade is "a number of separate units of more than one Armed Service, paraded in combination for ceremonial purposes".

(3) Parades organised by and held in an establishment of one Service and attended by small detachments of other Services attached to that Service will be under the orders of the CO of the establishment concerned.

(4) Order of Precedence

(a) The order of precedence for the grouping of the Services in a combined parade is normally to be:

- (i) RN
- (ii) Army
- (iii) RAF

Whether Regular and/or auxiliary units.

(b) The precedence of units within a Service is for decision by that Service.

(5) **Royal Marines.** The RM and RM Reserve should form part of the Naval contingent whenever the RN or RNXS are also on parade. When not RN or RNXS contingents are on parade, the RM and RM Reserve contingents should parade according to their Army order of precedence.

(6) **The Honourable Artillery Company.** The traditional claim of the Honourable Artillery Company to lead all combined parades where Regular or militia forces are not present is recognised.

(7) **Pre-Service Cadets.** Pre-Service cadets should march behind all the Armed Forces in the following order:

- (a) Sea Cadet Corp

- (b) Combined Cadet Forces
- (c) Army Cadet Forces
- (d) Air Training Corps

Within the Combined Cadet Force, contingents should march in an agreed order of school seniority, irrespective of the sections they maintain.

- (8) **Non-Service Organisation.** The position on parade of non-Service organisations is not a matter for Service regulations.

176. Order of Precedence of the Air Forces on Parade

- (1) The order of precedence of Regular, Reserve and Auxiliary forces on all parades will be:

RAF:

RAF
PMRAFNS

Reserve and Auxiliary Forces:

RAF Reserve
PMRAFNS Reserve
RAuxAF
RAF VR (T), (UAS) (CC)

- (2) The order of precedence stated in clause (1) is to be maintained regardless of the absence of any forces higher in precedence.
- (3) The Regulations for the order of march of Regular, Reserve and Auxiliary Services on combined parades are contained in para J175.

J177. Precedence in the Commonwealth

- (1) Precedence in each independent Member Country of the Commonwealth is determined by that country and in the Associated States by each State.
- (2) Precedence in dependant territories is determined by local enactments, by Royal Charters, by Instructions either under the Royal Sign Manual and Signet or through the Secretary of State, by authoritative local usage.
- (3) In the absence of any special authority, Governors shall guide themselves by the following general order of precedence:
 - (a) The Governor or officer administering the government.
 - (b) The officer in command of the naval forces on the station in which the territory is included if holding rank equivalent or superior to that of Rear-Admiral, the officer command of land forces in the territory if holding rank equivalent or superior to that of Major-General, and the officer in command of the air forces in the territory if holding rank equivalent or superior to that of Air Vice-Marshal, their own relative rank and precedence being determined by para 126.
 - (c) The Chief Justice.

- (d) The Speaker.
- (e) The officer in command of the naval forces on the station in which the territory is included if of the rank of Commodore, the officer in command of the land forces in the territory if of the rank of Brigadier, and the officer in command of the air forces in the territory if of the rank of Air Commodore, their own relative rank and precedence being determined by para 126.
- (f) The Deputy Governor (if any).
- (g) The Chief Secretary.
- (h) The Chief Minister.
- (i) Other Ministers and Members of the Executive Council.
- (j) The officer in command of naval forces on the station in which the territory is included if of the rank of Captain or Commander, the officer in command of the land forces in the territory if of the rank of Colonel or Lieutenant Colonel, and the officer in command of the air forces in the territory if of the rank of Group Captain or Wing Commander, their own relative rank and precedence being determined by para 126.
- (k) The Puisne Judges.
- (l) The members of the Legislative Council.
- (m) The principal officers of Government in such order as shall be especially assigned.
- (n) The officer in command of naval forces on the station in which the territory is included if below the rank of Commander, the officer in command of the land forces in the territory if below the rank of Lieutenant Colonel, and the officer in command of the air forces in the territory if below the rank of Wing Commander, their own relative rank and precedence being determined by para 126.

J178. Precedence with Officers of the Consular Service

- (1) An officer of the Consular Service will take precedence with Service Officers as follows:
 - (a) Consul General: with but after Read Admiral/Major General/Air Vice Marshal.
 - (b) Consul: with but after Captain/Colonel/Group Captain.
 - (c) Vice Consul: with but after Lieutenant Commander/Major/Squadron Leader.
 - (d) Consular Agent: with but after Lieutenant/Captain/Flight Lieutenant.

179-193. Omitted

CHAPTER 6

Uniform and Dress

J194. General

- (1) The uniform to be worn by SP and the order of dress on different occasions are laid down in the Uniform, Dress and Clothing regulations of the respective Services. AP1358 governs dress and appearance for the RAF, including wearing civilian clothing.
- (2) Only the current authorised uniform patterns are to be worn. Where retired personnel agree to fulfil official duties in uniform, they remain responsible for complying with the current uniform specifications that are in force. Obsolete patterns are not to be worn.
- (3) SP are responsible for the cost of replacing or restoring to the approved pattern any articles which they alter without authority or which are so altered as a result of their instructions.
- (4) Uniform is to be worn by all ranks while on duty, except when authority to the contrary is given, and on such other occasions as may be ordered.

195. Wearing of Emblems with Uniform

- (1) No unauthorised ornament or emblem is to be worn with uniform.
- (2) The authorised ornaments and emblems and the matter in which they are worn are prescribed in AP1358.

J196-197. Omitted

J198. Wearing Uniform in Foreign Countries

Except when serving with a British Force, RAF personnel are not to wear uniform whilst in a foreign country without having obtained the permission of the Sovereign's representative in that country. Such permission will usually be confined to personnel who are employed on duty or attending Court or State ceremonies to which they have been officially invited. However, exceptionally, and under strict directives given by the appropriate Service authority, requests to wear uniform for other suitable reasons, such as manoeuvres, weddings etc may be submitted for consideration. Such requests are to be referred to A4 Commodities Cer and Pol by email.

J199. Occasions on which the Wearing of Uniform is Forbidden

- (1) When participating in non-Service parades (e.g. on Remembrance Day, Battle of Britain Day etc) serving officers are forbidden to wear uniform if conditions require them to appear in the ranks with serving or ex-SP below commissioned rank. This does not preclude the wearing of uniform by those officiating at a saluting base or appearing officially with a party of civic officials.
- (2) Uniform is not to be worn by prospective or adopted parliamentary candidates at political meetings, or whilst canvassing, appearing in public or

engaged in any other activities connected with their candidature. (See also paras J1012, J1012A, J1012B and J1013.)

(3) Uniform is not to be worn at functions where fancy dress is worn; the wearing of uniform of obsolete design which is clearly distinguishable from the pattern currently worn is, however, permitted.

(4) Uniform is not to be worn by personnel engaged in temporary or part-time civil employment or while seeking such employment.

J200. Wearing the Uniform of Voluntary Organisations

SP may wear the uniform of non-political voluntary organisations (e.g. St John's Ambulance Brigade, the Salvation Army, The Scouts etc) on appropriate occasions provided there is no interference with Service duties and obligations but they may not wear the uniform of political organisations.

201. Wearing Uniform after Leaving the Service

The regulations governing the wearing of uniform after leaving the Service are contained in AP1358.

J202. Removal of Headdress

(1) Except when on duty under arms, SP in a civil court are not to wear their headdress while the judge or magistrate is present.

(2) Personnel, other than members of the Jewish faith or of other religions which require the head to be covered on solemn occasions, are to have the head uncovered whenever they take the oath.

(3) (*RAF only*) Instructions for removing the headdress on other occasions are contained in AP1358.

J203. Wearing of Orders, Decorations and Medals

Orders, decorations, medals and medal ribbons are to be worn in the manner prescribed in AP1358.

J204. Wearing of Non-Military Medals

The regulations governing the wearing of non-military medals are contained in AP1358.

205. Omitted

206. Wearing of Flying Badges

(1) Flying badges are divided into two categories, those in current issue, for which RAF Aircrew, Reserve Aircrew and Airborne Specialists are qualified under the terms of para J727 and 728 and those no longer issued, for which members of the RAF qualified under regulations in force from time to time. These badges are:

(a) Currently in issue:

Pilot

Weapons Systems Officer (WSO)

Weapons System Operation (WSOp)
 Airborne Specialist
 Reserve Pilot (Air Experience), for non-Service qualified pilots on 6FTS AEF duties
 Reserve Pilot (Gliding) for glider pilots on 2 FTS VGS duties
 Parachute Jump Instructor (PJI) (see para 434)
 The Preliminary Flying Badge (Pilot) UAS personnel only (see para 728)

(b) Previously in issue:

Navigator
 Air Electronics Officers/Operator (AE)
 Air Electronics Operator (AE)
 Air Engineer (E)
 Air Signaller (S)
 Air Loadmaster (LM)
 Air Observer (O)
 Air Bomber (B)
 Wireless Operator (Air) (S)
 Wireless Operator Mechanic (Air) (S)
 Meteorological Air Observer (M)
 Observer (Radio) (RO)
 Air Gunner (AG)
 Fighter Controller
 Airborne Technician (AT)
 Airborne Image Analyst (IA)
 Qualified Flying Instructor
 The Preliminary Flying Badge (Pilot)
 The Preliminary Flying Badge (Navigator)
 The Preliminary Flying Badge (Signaller)
 The Preliminary Flying Badge (Engineer)
 The Preliminary Flying Badge (Gunner)

The preliminary flying badges listed in clause (1)(b) were previously awarded to personnel of the RAFVR and WRAFVR entered for flying duties who successfully completed the basic stage of training and passed the prescribed tests and examinations.

(2) A flying badge, being a qualification badge, is not to be regarded as either a decoration or the equivalent of a regimental badge. SP are not to wear any of the badges listed in clause (1) unless authority for them to do so has been granted in accordance with the regulations prescribed from time to time by the AFB.

(3) Personnel who qualified for the award of RAF Flying Badges previously in issue may do so as long as the qualification appears in the official records of SP held by the MOD. Any cases of doubt should be referred to the Aircrew Profession advisors.

(4) An officer, on ceasing to be employed on flying duties and an enlisted person on being re-mustered to a Ground Trade, may elect to wear any of the badges for which they have been previously qualified.

(5) A foreign flying badge is not to be worn with RAF uniform. This Regulation does not preclude RAF personnel from accepting the presentation of a foreign flying badge.

(6) The regulations governing the wearing of entitled and authorised flying badges are contained in AP1358.

(7) The Airborne Specialist Flying Badge confers honorary aircrew status without affecting basic conditions of service in the same way as PJI (see para 434). This is in order to recognise that they are operating within the aircraft as part of the crew rather than in a passenger capacity.

207. Scarves

Scarves may be worn in the manner prescribed in AP1358.

208. Body Piercing and Wearing of Trinkets, Studs etc

See AP1358.

209. RAF Facial Hair Policy

See AP3392, Vol 4, Lfit 1105.

210. Hairdressing and Cosmetics

See AP1358.

211. Tattoos

See AP3392, Vol 4, Lfit 1104.

212. Inspections of Kit

A CO is responsible for the standard of dress of all SP under their command and may order inspections of Service issue items of kit whenever necessary for the maintenance of a satisfactory standard. Additionally, the Service issue items of kit of all enlisted personnel below the rank of Sergeant are to be inspected prior to their departure overseas on posting or operational detachment.

213-236. Omitted

CHAPTER 7

Orders, Decorations and Medals

237. General

(1) The Sovereign's awards to members of the Armed Forces fall under five broad headings:

(a) Awards for:

(i) Gallantry and distinguished service in operational areas.

(ii) Non-operational (immediate) gallantry.

(b) Awards for inclusion in either the New Year Honours List or the Sovereign's Birthday Honours List.

(c) Medals for meritorious service or for long service and good conduct.

(d) War medals for service in a specified operation or operational area.

(e) Commemorative medals.

(2) In addition, Mentions-in-Despatches, Queen's Commendations for Bravery, Queen's Commendations for Bravery in the Air and Queen's Commendations for Valuable Service may be awarded.

(3) Awards granted by certain civilian societies are officially recognised and may be worn in uniform.

(4) Unless otherwise stated in JSP 761, persons recommended for awards must be alive at the time the recommendation is forwarded to HQ Air Cmd.

238. Gallantry Awards and Operational Awards

Details contained in JSP 761.

239-240. Omitted

J241. War Medals and Clasps

The conditions governing the grant of war medals, the procedure for submitting the names of personnel who appear to be eligible and instructions regarding issue are announced after the institution of the award.

J242. Presentation of Insignia of Orders, Decorations and Medals

(1) The insignia of the awards refers to in para 237(1)(a) and (b) are presented to the recipients at Investitures held at Buckingham Palace, Palace of Holyrood House or Windsor Castle or by the representative of the Sovereign or by a senior office of the Armed Forces.

(2) Arrangements for the presentation of the following awards are set out in clauses (3) to (9):

(a) Victoria Cross

George Cross

Knights Grand Cross

Knights Commanders

(b) Companions and Commanders of Orders

Distinguished Service Order

Officers and Members of the Order of the British Empire

Conspicuous Gallantry Cross

Royal Red Cross

Distinguished Service Cross

Military Cross

Distinguished Flying Cross

Air Force Cross

George Medal

Queen's Gallantry Medal

(c) Mention-in-Dispatches

Queen's Commendation for Bravery

Queen's Commendation for Bravery in the Air

Queen's Commendation for Valuable Service

(d) Medals for meritorious service or for long service and good conduct.

(3) Recipients of any of the awards referred to in clause (2)(a) above will be summoned to an Investiture provided it is practicable for them to attend. If recipients of the Victoria Cross or the George Cross are unlikely to be in the UK for a considerable time, arrangements may be made for presentation of the awards overseas by the appropriate representative of the Sovereign.

(4) Recipients of any of the awards referred to in clause (2)(b) above who are in the UK will be summoned to an Investiture. Otherwise, the award will be presented by the appropriate representative of the Sovereign.

(5) The awards referred to in clause (2)(c) and (d) above will be sent to the CO, who is to arrange for presentation to the recipient at a suitable parade.

(6) Medals sent to Service authorities are to be kept in safe custody pending presentation. Receipts are to be obtained from the recipients after presentation.

(7) Invitations to attend Investitures will be sent from the Central Chancery of the Orders of Knighthood and will give precise information about the ceremony and will be accompanied by a form of application for guest tickets.

(8) An individual attending an Investiture is to wear the ribbon of the award which is to be presented, but no insignia or medals.

- (9) The rules regarding travelling expenses are laid down in JSP 752.

243. Wearing of Orders, Decorations, Medals and Ribbons

- (1) The regulations governing the wearing of decorations, medals and ribbons and the order in which they are to be worn are laid down in AP1358.
- (2) The policy and process for granting, accepting and wearing of medals is contained in JSP 761.

J244. Royal Humane Society Awards

- (1) Acts of bravery, where a recommendation for a State award has not been made or, if made, has been unsuccessful, may be referred to the Secretary of the Royal Humane Society, either via email to secretary@royalhumanesociety.org.uk or postal address: 50/51 Temple Chambers, 3/7 Temple Avenue, London, EC4Y 0HP.
- (2) The Royal Humane Society is a charity that grants awards for acts of bravery in the saving of human life and also for the restoration of life by resuscitation. Further information is available in their website.

J245. Civil Awards for Gallantry

No restriction is placed on the acceptance of any British civil award for gallantry, but the only insignia and ribbons of such awards which are allowed to be worn with uniform are:

- (a) **Sovereign's awards.** These medals are worn on the left breast.
- (b) **Other awards.** The Life Saving Medal of the Order of St. John of Jerusalem, the medals of the Royal Humane Society and the medal of the Royal National Lifeboat Institution. Awards are to be reported to ACOS Pers Pol Medals Policy so that the necessary authority may be given for them to be worn. They are worn on the right breast and the insignia and ribbon of one award only may be worn for one act of gallantry.

J246. Omitted

J247. Wearing of Civil, Commonwealth and Foreign Awards for Gallantry

Not more than two insignia and medal ribbons may be worn for one act of gallantry. When two insignia and medal ribbons are so worn, at least one of them must be a Sovereign's award.

J248. Recording on Personal Records

The grant, forfeiture and restoration of decorations and medals are to be recorded on the individual's JPA record by unit P1 staff.

J249-J254. Omitted

J255. Responsibility for Loss during Affixing by Tailors

Individuals who make private arrangements with a tailor for mounting decorations or medals are to be personally responsible for any loss or damage which may result.

J256. Omitted

J257. Loss and Replacement

For loss and replacement of medals, see JSP 761, paras 1.23 to 1.28.

J258-260. Omitted

261. Absentees and Deserters

(1) Decorations and medals of absentees without leave are to be kept in safe custody under unit arrangements until such time as the absence is terminated and thereafter, the RAF may consider forfeiture of the award in accordance with the appropriate Royal Warrant.

(2) Decorations and medals of deserters are to be forwarded to the MOD Medal Office.

J262. Omitted

263. The Queen's Medal for Champion Shots of the Air Force

The warrant governing this medal is to be found in Appendix 28D.

264-300. Omitted

CHAPTER 8

Appointment, Attachment, Loan, Assignment and Promotion of Officers and Non-Commissioned Aircrew

SECTION 1 – APPOINTMENT AND LOAN, ETC, OF OFFICERS

301. Appointments

The regulations governing appointment to commission are published in AP3393, Vol 1.

302-308. Omitted

309. Serving Enlisted Personnel – Recommendations for Commission

The conditions of eligibility and procedure for the recommendation of serving enlisted personnel on Regular engagements for appointment to commissions are contained in AP3393, Vol 1 and AP3391.

310. Omitted

311. Loans to other Governments and other Government Departments

The conditions under which an officer shall accept and hold an appointment under a Commonwealth or foreign government, or under a British government department or other body shall depend on whether the appointment is one which can reasonably be regarded as part of an officer's career. If this condition is fulfilled and the appointment is one to which the officer brings their Service knowledge and from which they acquire additional experience likely to be of value to the Service, they will be regarded as on loan from the RAF provided the appointment has been officially offered to the holder as part of their RAF service. The period of the appointment will then count as qualifying service for service retired pay and the officer's normal conditions of service will be unaffected unless specific provision is made to the contrary. Otherwise, the officer will be retired on taking up appointment or they will be granted unpaid leave for the period thereof (see para 2904).

312. Air Aides-de-Camp and Aides-de-Camp to The King

- (1) Up to three Air ADCs, ten ADCs and one additional ADC will be appointed by The King, on the recommendation of the Secretary of State for Defence, to hold these appointments during His Majesty's pleasure.
- (2) Two Air ADCs will be of the rank of Air Chief Marshal or Air Marshal. The third Air ADC appointment will be held by CDS when CDS is an RAF officer.
- (3) The ten ADCs will be of the rank of Group Captain, excepting the senior four, who will be of the rank of Air Vice-Marshal and Air Commodore.
- (4) The additional ADC will be of the rank of Group Captain, from the RAuxAF.
- (5) An ADC will vacate their appointment on being promoted to Air rank unless they are required to fill one of the three appointments of ADC reserved for officers of the rank of Air Vice-Marshal or Air Commodore or when handing over their Ex-Officio post.

313. Honorary Surgeons and Honorary Physicians to The King

- (1) Eight officers of the medical branch of the rank of Group Captain or above will be appointed by The King, on the recommendation of the Secretary of State for Defence; four as honorary surgeons and four as honorary physicians to The King. The appointments will be held during His Majesty's pleasure.
- (2) An honorary surgeon or an honorary physician will not hold their appointment after retirement.

314. Honorary Dental Surgeons to The King

- (1) Two officers of the dental branch of the rank of Group Captain or above will be appointed by The King, on the recommendation of the Secretary of State for Defence, as honorary dental surgeons to The King. These appointments will be held during His Majesty's pleasure.
- (2) An honorary dental surgeon will not hold their appointment after retirement.

315. Honorary Nursing Sister to The King

- (1) The Director of Nursing Services (RAF), PMRAFNS, will be appointed honorary nurse to The King, subject to His Majesty's approval, on the recommendation of the Secretary of State for Defence. The appointment will be held during His Majesty's pleasure.
- (2) An honorary nurse will not hold their appointment after retirement.

316. Honorary Chaplains to The King

- (1) Four officers of the Chaplains' Branch will be appointed by The King, on the recommendation of the Secretary of State for Defence, as honorary chaplains to The King, and will hold these appointments during His Majesty's pleasure.
- (2) An honorary chaplain will not hold their appointment after retirement.

317-318. Omitted**SECTION 2 – OFFICERS AND NON-COMMISSIONED AIRCREW – ASSIGNMENTS AND ATTACHMENTS****319. Assignments and Attachments – How Made**

- (1) Except as provided in para 328, HQ Air Cmd (Air Secretary) is the controlling authority for the assignment and attachment of officers and NCA, though a measure of decentralisation exists, both with HQ Air Cmd e.g. to Head of RAF Medical Services for nursing officers, below Air rank, and to commands and groups for certain categories of officers and types of assignment and attachment of officers and NCA. The detailed delegation by the Air Secretary of responsibility for assignments and attachments is described in DINs (RAF). The medium for promulgation of assignments and attachments between units is the assignment order.
- (2) All assignments and attachments are to be promulgated by assignment order, and entries are invariably to indicate whether a person is assigned or attached, and their duties.

(3) The date of an assignment or attachment (< six months) promulgated in an assignment order is normally to be the date on which an officer or NCA is to report for duty at their new unit. For assignments and attachments to and from abroad, however, the assignment order announces the planned date for the arrival of the person at the overseas command or in the UK, as applicable.

(4) Except when granted leave of absence, or as provided for in para 328, an officer or NCA is not to leave their unit otherwise than on the direction of an authority in whom power to post or attach is vested. If an OC considers that any assignment or attachment, not within their power to effect, should be made, they are to obtain prior HQ Air Cmd approval for the movement. Whenever approval is given, the movement is to be supported subsequently by an assignment order.

(5) Every officer or NCA actively serving with the RAF is to be:

- (a) Borne on the strength of a unit or HQ for which an establishment exists; or
- (b) Definitely allocated by an entry in an assignment order.

(6) Except as provided in paras 331 and 333, assignments are normally to be made only to fill vacancies in authorised establishments, and every officer and NCA on the strength of a unit is to be allocated to a definite place in the establishment of the unit. An officer or NCA attached from one unit to another is to continue to be borne against the establishment of the unit to which they are assigned.

(7) In special circumstances in which it is considered of urgent importance that an assignment or attachment should be delayed or cancelled, the OC is to communicate immediately with the Career Manager giving full reasons for the desired delay or cancellation. If approved, the change of date or cancellation is to be duly promulgated by an amended or cancelled assignment order, respectively.

320. Omitted

321. Officer to Report on Joining

(1) An officer on receiving notification of their assignment order or attachment between units in the UK, or in the same command abroad, is to report to their place of duty on the day ordered in the assignment order. On joining a unit an officer is to report in person to their CO.

(2) If an officer who has been assigned or attached between units at home fails to report for duty within 48 hours from the date stated in the assignment order, their non-arrival is to be investigated and a report made as may be necessary.

322. Redeployment of Unit, Change of Unit Structure and Change of Command Responsibility for a Unit

The date promulgated by ACAS for the redeployment of a unit, significant change of a unit structure or change of command responsibility for a unit, which is also the date of effect of the new unit establishment or establishment change, is to be the effective date for the assignment of the officers. The following procedure is then to apply:

(1) Officers of the old unit destined for the new unit are to be assigned to the establishment of the new unit.

- (2) Officers of the old unit not destined for the new unit are to be assigned supernumerary to the establishment of the old unit pending disposal.
- (3) Officers assigned to the new unit but not moved are to be attached to the old unit pending their move to the new unit.
- (4) Officers of the station to which the unit is to move, who are destined for the new unit, are to be assigned to the establishment of the new unit.
- (5) Officers disestablished at the station to which the unit is to move, and not destined for assignment to the establishment of the incoming unit, are to be assigned supernumerary to the establishment of their station pending disposal.

323. Omitted

324. Assignments and Attachments Affecting Units Abroad

- (1) Officers assigned to, from or between units abroad are to be assigned either direct to a unit, to a holding unit, or to the HQ of the command for disposal.
- (2) The authority of HQ Air Cmd is to be obtained for assignment and attachment of officers beyond those referred to above, and also before officers may be employed on duties other than those for which they are assigned.
- (3) An OC is to make a full report to APC whenever an officer is returned to the UK in circumstances affecting their character. The report is to follow the procedure set out in para 1027 for the submission of an adverse report on an officer. The disposal of an officer subsequently rests with the Defence Council.
- (4) **NCA Assignment to the UK for Final Period of Service.** NCA stationed abroad who are serving on engagements to complete ten or more years' continuous full-time service, or who will qualify for pension on termination from the Service, are to be repatriated in time to serve the last six months of their engagement in the UK.

325. Omitted

326. Applications for Assignment by Service Personnel

- (1) Applications by individuals for assignment to units or commands, or for some particular kind of employment, are to be forwarded to Career Management upon invitation.
- (2) Applications to cancel an assignment on compassionate grounds should only be submitted if prior approval by APC has been granted.
- (3) The only applications for assignment to the home establishment from abroad which can be entertained are for exchange tours and those based on compassionate grounds, the latter are not to be forwarded unless strongly recommended and supported by APC. An officer should not be recommended for assignment if a period of leave will meet the case.
- (4) In forwarding an application for assignment, APC is to certify that the recommendation does not originate in any cause affecting the honour, character or professional efficiency of the officer.

327. Omitted

328. Movements on Temporary Duty

Except when required under para 333, movements of officers on temporary duty are to be executed without taking action as prescribed in paras 319 and 324. However, should temporary duty at any one unit entail a period exceeding 28 days, the CO of the parent unit is to take steps under paras 319 and 324, as appropriate, to have the movement promulgated by an assignment order as an assignment or attachment.

329. Record of Movements

Orders for the movements of officers between units in the UK, and between units of the same command abroad, are to be promulgated by an assignment order. Movements to, from and between commands abroad are to be promulgated by an assignment order. The recording of details of assignments and attachments on personnel records is to conform with the procedures laid down in JPA Business Process Guides.

330. Omitted**331. Non-effective Officers and NCA – Abroad**

The HQ or reception unit abroad is to be used as a pool for non-effective officers and NCA in the same manner as RAF Personnel Recovery Unit (PRU) in the UK.

332. Tours of Duty

- (1) **In the UK.** The standard tour of duty in the UK for all RAF officers is three years. Certain appointments, identified in AP3392, Vol 2, Ch 15 or within Branch Career Management, are subject to specified tour lengths. In each case the Service requirement remains the governing factor.
- (2) **Abroad.** Subject to Service requirements, the standard tour of duty abroad for RAF officers, is to be regarded as three years, but individuals may request that their tour be reduced to two and a half years or two years. Special arrangements exist for RAF units abroad (excluding IDO/NATO appointments and posts of non-standard tour length) whereby officers and NCA may request that their tour be reduced from three years to two or be extended up to one year. Details are contained in AP3392, Vol 2, Lflts 1509 and 1510. Certain appointments, identified in AP3392, Vol 2, Ch 15, are subject to specified non-standard tours and these may not be varied unless for Service reasons.
- (3) Tours of duty abroad for officers are to begin on the effective assignment date promulgated on documents assigning the individual to the overseas appointment and are to end on the effective assignment date promulgated on documents assigning the individual to the next duty unit in the UK.

333. Officers Attending Courses

- (1) Normally an officer who is selected to undergo a short course of instruction (< six months) away from their unit is to be attached from their unit to the unit at which the course is held. They are not to be replaced in their unit, to which they are to return on the conclusion of the course.

(2) Normally an officer who is to undergo a long course of instruction (> six months) is to be replaced in their unit and is to be posted to the unit at which the course is held. If the course is not held in an RAF unit they are to be posted to the appropriate establishment of the parent unit of the training.

334-336. Omitted

SECTION 3 – PROMOTION OF OFFICERS

337. Promotion

The regulations governing the promotion of officers are published in AP3393, Vol 1.

338-377. Omitted

CHAPTER 9 Training

SECTION 1 – TRAINING POLICY

378. Governance of RAF Individual Training and Education

- (1) The Governance and Management of Defence Individual Training and Education is laid down in JSP 822 and contextualised within AP3379. Within these policies the roles of the Training Requirements Authority (TRA) and the Training Delivery Authority (TDA) are defined.
- (2) The TRA represents the end user of the trained output. It is the ultimate authority for the derivation and maintenance of the Role Performance State (Role PS) and is responsible for ensuring that training requirements are delivered in a safe, efficient and cost-effective manner. In the RAF, the single TRA for individual training is COS Training (AOC 22 Gp), who reports to DCom Cap. In the majority of cases, COS Training delegates this TRA authority to other 1* functional areas within HQ Air, via their 2* chain of command as per AP3379, Lft 1020. Whilst other Service Commands may be appointed as lead TRA for certain capabilities, nominated 1* TRAs within HQ Air are responsible for articulating the RAF requirements to the lead TRA.
- (3) The TDA is the organisation responsible for the provision of individual training or education, to agreed standards and in accordance with extant and funded Defence and single Service policies, on behalf of the TRA.
- (4) Individual Training and Education is governed via the Customer Executive Board process, as detailed in AP3379, Lft 1021, with risks and issues raised to COS Training as required. Pan Defence individual training and education can be elevated via the Defence meetings detailed within JSP 822.
- (5) COS Training is responsible for the maintenance of Air related individual training and education policy to include: AP3379, AP7000, AP3342 and AP3456.
- (6) The Training Defence Line of Development (DLoD) owner is appointed by the Capability Programme Senior Responsible Owner (SRO) and is responsible for producing JSP 822 and AP3379 compliant training solutions for a given capability that is supported by a through life training plan. 22 Gp will provide the necessary support and assurance to Air Cap and the appointed Air Training DLoD owners through the Central Training School's (CTS) Training Capability team to ensure the development of through life training that is compliant with policy. The Training DLoD owner is to engage with all TRAs and stakeholders affected by the introduction of a new capability to ensure new training solutions are coherent with existing Phase 1, 2 and 3 training.

378A. Responsibilities of DCom Cap (carried out by COS Training/AOC 22 Gp)

- (1) On behalf of DCom Cap, COS Training/AOC 22 Gp is responsible for the command and control of the TDAs and associated Defence Systems Approach to Training (DSAT) documentation for:
 - (a) All aircrew undergoing flying training prior to OCUs.

- (b) Initial (Phase 1) training of officers and NCA and recruit training.
- (c) Phase 2 training of officers of ground Branches and enlisted personnel within the Air TLB to include those Defence training establishments for which Air have been appointed as lead TDA.
- (d) Generic through-life education and training for all SP including Defence and RAF mandated training delivered on RAF units to include:
 - (i) The Air Component of the Advanced Command Staff Course.
 - (ii) Training delivered by the Robson Academy of Resilience.
 - (iii) Leadership Training within the Tedder Academy.
- (e) Specialist Phase 3 training for TG10 and Pers Training specialists.

379. Responsibilities of DCom Ops

- (1) DCom Ops is responsible for command and control of TDAs and associated DSAT documentation training for:
- (a) OCUs.
 - (b) All specialist Phase 3 training within the Air TLB (with the exception of para 378A(1)(e)).
 - (c) All military skills/FP training.
 - (d) Air Warfare training and aerospace systems training via the Air and Space Warfare centre.
 - (e) Collective training.

379A. Governance of Collective Training

- (1) The aim of the Defence Joint Collective Training and Exercise Governance structure, as laid out in JSP 822, is for the Defence Exercise Programme to be developed appropriately to enable the generation of Contingent Capability (both Force Elements and commanders) in line with Defence Strategic Direction. RAF TRA/TDA Collective Training responsibilities for Tier 0 to Tier 2+ are as follows:

	TRA	TDA
Tier 0	Respective AOC	Respective 1* Force Cdr
Tier 1	Respective AOC	Respective 1* Force Cdr
Tier 2	COS Ops	ASWC
Tier 2+	COS Ops	JFAC A7 HQ Training

Tier 3 and 4 TRA/TDA functions will be held at a joint level.

380-385. *Omitted*

SECTION 2 – SPECIALIST TRAINING PROVISION

386. Specialist Training

- (1) Specialist training is given to SP to prepare them for the particular duties of their Profession or specialisation and it is complementary to the General Service Training

(GST) which is given to SP of all Professions. Specialist training can be either Phase 2 or Phase 3 (as defined by JSP 822).

(2) Phase 2 initial specialist training provides the recently graduated enlisted personnel or newly commissioned officers with appropriate trade or professional knowledge in sufficient depth to equip them for their first one or two tours of duty. The expertise and experience gained in these early tours may provide sufficient preparation for employment in more senior posts, although there are some for which further training will be necessary.

(3) Phase 3 specialist training is any training following Phase 2 and includes:

(a) Pre-Employment Training (PET) – specialist training required to perform a certain post.

(b) Advanced Pre-Employment Training (APET) – to prepare officers for specific assignments which demand a deeper understanding of particular aspects of their Profession or Specialisation functions.

(c) Advanced Professional Military Development (Higher Education) (APMD(HE)) – for the development of RAF personnel in the moral and conceptual components of fighting power but which are not associated with a specific assignment.

387-389. Omitted

SECTION 3 – GENERAL SERVICE TRAINING

390. Definition

(1) GST is concerned with developing skills, knowledge and attitudes of the competencies required by an officer or enlisted person, regardless of Profession up to the rank of Wing Commander, as laid down in the Generic Performance Statement (GPS). This training will involve the inculcation of attitudes and beliefs that the Service values.

(2) Commanders are to ensure that all ranks under their command maintain a high standard of general service proficiency and are to ensure that personnel are released to attend their required generic leadership and management training courses as detailed in AP7000.

391. GST Content

(1) GST content is defined by the GPS. This is a list of the knowledge, skills and attitudes that are to be demonstrated within the command, leadership, management and staff courses detailed in AP7000 and paras 392 and 393. The GPS is directed by COS Trg as TRA for generic training, and is managed on ACOS Trg's behalf by the RAF CTS. The GPS provides the effective indicators of competence by rank for all RAF personnel up to and including the rank of Wing Commander under eight subject areas contained within three domains:

(a) Moral:

(i) Leadership.

- (ii) Management.
 - (iii) Ethos, Core Values and Standards.
- (b) Conceptual:
 - (i) Air Power.
 - (ii) Organisation and Structure.
- (c) Physical:
 - (i) Force Protection.
 - (ii) Military Skills.
 - (iii) Communication.

392. GST Requirements

- (1) **Officers – Formal Training.** Officers will receive formal instruction in all the GST subjects during MIOT. Their GST programme will continue during Initial Specialist Training. At later stages in their careers, officers will receive further formal GST when undertaking the various Command Staff Training courses including the intermediate-level officer development programme, details of which are set out in AP7000.
- (2) **Enlisted Personnel – Formal Training.** On entering the Service, all enlisted personnel will receive formal instruction in a range of GST during recruit training, which continues during Trade training. In addition, direct entrant NCA and SNCO direct entry air traffic controllers will complete the NCA Initial Training Course. To reach the substantive ranks of Corporal, Sergeant, Flight Sergeant and Warrant Officer enlisted personnel are required to undertake the Management and Leadership Courses, as detailed in AP7000.
- (3) **Force development training.** COs are required to assist SP under their command with continuation of their GST between formal training courses using the Force Development Concept and Policy as detailed in AP3379.
- (4) **GST currency training.** All SP are also mandated to undertake currency training as directed by MOD/AFB and detailed in AP3379.

393. Force Protection Measures and Force Protection Training Outputs

RAF FP Measures, Skill at Arms, First Aid, Fire Fighting, CBRN and Recuperation are detailed in AP3241. AP3242 is the RAF Manual for FP Training embracing the following training outputs:

- (1) Initial FP Training (IFPT) – advice and training to TRAs only.
- (2) Individual Readiness Training (IRT) comprising refresher and Pre-Deployment Training (PDT).
- (3) Employment of RAF personnel within Station Security Forces, including Live Armed Guard Duties.

- (4) Individual and collective training of specialist FP personnel, for duties on station/unit or deployed air base FP organisations.

394-406. Omitted

SECTION 4 – LANGUAGE TRAINING

407. Criteria

Members of the Services will undergo training in foreign languages when recruited as professional linguists, who provide language support to intelligence activity (enterprise/community).

408. Standards

Academic language training lead TRA is Defence Requirements Authority for Culture and Language (DRACL) on behalf of ACDS (Operations and Commitments). Single Service RAF TRA is ACOS Ops, normally delegated to **Section 40**. Defence Academy are the TDA and Defence Centre for Languages and Culture (DCLC) are the Training Provider. Assessment is governed by MODLAB. Qualifications are based on NATO STANAG 6001 made up of points for listening, speaking, reading and writing. (Level 0 is the lowest level and Level 5 the highest.) In ascending order of ability, there are six levels of competence as follows:

- 0 No proficiency
- 1 Survival
- 2 Functional
- 3 Professional
- 4 Expert
- 5 Highly Articulate native

409. Selection and Examinations

- (1) The method of application and selection for language training for Phase 2 is conducted through Workforce Requirements and Recruiting (WR&R), 22 Gp and supported by Intelligence Plans and Policy, which can include Specialist interviews.
- (2) The method of applications and selection for language training for Phase 3 is conducted through career managers. Dates and applications are conducted via regular DINs. This process can require engagement with Intelligence Policy and Plans as RAF TRA desk lead.
- (3) Details of language pay awards are located in JSP 752. Job Specification will determine the qualifications required and are defined by Sponsor.

410-411. Omitted

SECTION 5 – FLYING TRAINING

412. Selection of Aircrew

- (1) Selection of all aircrew categories is to be made at the OASC, in accordance with current instructions and regulations.
- (2) An officer or enlisted person is not to undergo flying training until they have been passed as medically fit by an appropriate Medical Board as defined in AP1269A.

413. The Central Flying School

- (1) The CFS is established to develop and maintain the highest standards of flying instruction and flying throughout the RAF. The CFS trains all flying instructors of the RAF and some flying instructors for the RN and the Army, as well as certain foreign and Commonwealth air forces. It also tests aircrew, assures and gives advice on the Flying Training System.
- (2) The regulations regarding selection of pilots for training as flying instructors are contained in MAA Regulatory Article 2125.

414. Air and Space Warfare School Cranwell

The Air and Space Warfare School (ASWS) has a distinct role as a Formal Training Establishment, working directly to the Comdt Air and Space Warfare Centre as the TDA to deliver progressive and technology enabled air and space warfare training on behalf of various TRA. It delivers an optimal blend of online and residential, specialised courses across the six subject areas of: Air Command and Control (C2), Air Electronic Warfare (EW), Air Weapons, Intelligence, Operational Targeting and Space Operations. Specific training included advanced level courses in EW and Space Operations and the 9-month Qualified Weapons Instructor Intelligence Course. It supports generic professional training by delivering the Foundation Air C2 Course to all RAF Officer Training Academy cadets. Courses are available for pan-Defence, civil service, contractor and international community training audiences.

415-429. Omitted

SECTION 6 – OMITTED

SECTION 7 – RAF PHYSICAL TRAINING AND EDUCATION

430. Physical Fitness

- (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 bestows positive health and psychological benefits, 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 and operational tasks effectively and energetically, without undue physical stress and to recover quickly even during prolonged periods and under adverse conditions.
- (3) **Adequate fitness.** Although there may be special requirements for certain Trades or in preparation for deployed service, adequate fitness is quantified as the

ability to pass the RAFFT in accordance with the frequency and standards detailed in AP3342.

(4) **Health and well-being committees.** Unit Health and Well-Being Committees are to be formed with Medical, Catering and PEd representatives, plus any others nominated to improve awareness of lifestyle issues which impact on health and fitness and ensure effective working of the RAF Fitness Strategy. The RAF Fitness Strategy is detailed in AP3342.

(5) **Individual Responsibility.** As trainees, all RAF personnel are taught how to maintain adequate levels of physical fitness. Once in productive service it is the responsibility of each individual to undertake the necessary physical training to maintain a level of fitness adequate to pass the RAFFT and for the demands of their daily task and operations.

(6) **RAFFT.** The RAFFT is a gender and age fair assessment that measures aerobic capacity via the Multi-Stage Fitness Test (MFST) or the Rockport Walk Test (RWT) and local muscular endurance via press-ups and sit-ups. Personnel are to undertake the RAFFT in accordance with regulations, protocols and standards detailed in AP3342. It is the individual's responsibility to inform the PEd flight of any exemption that they may have.

(7) **Provision of training.** COs are to ensure that personnel under their command maintain adequate fitness levels and are responsible for the provision of regular opportunities for SP to take exercise. All RAF personnel are expected to undertake a minimum of three periods (50 minutes per period) of moderate to vigorous exercise per week. COs must decide whether some or all of it takes place during normal working hours, how much of it should be supervised and how much can be left to the individual. SP are to maintain their fitness through formal, directed, voluntary, specialist conditioning and re-conditioning physical education programmes in accordance with AP3342:

(a) **Formal syllabised PEd training.** Formal PEd training is to be provided during Phase 1 and 2 training by trained physical training staff in accordance with JSP 822 and AP3342. During Phase 3 training, PT periods do not have to be delivered by specialist physical training staff, but instead may be monitored in accordance with AP3342. The mandated minimum number of PEd periods to be delivered each week are:

(i) **Flying training units.** Flying training courses up to and including advanced flying training of more than four weeks duration are to allocate five periods of PEd training per week, comprised of two PTI-delivered periods and three additional PTI-monitored periods. The breakdown of type and supervisory requirements are detailed in AP3342.

(ii) **Ground training units.** Phase 1 and 2 training courses of more than four weeks are to be allocated five periods of PEd training per week. For Phase 3 training courses greater than four weeks, courses are to be allocated three periods of PEd formal training per week. The breakdown of type and supervisory requirements for these phases of training are detailed in AP3342.

- (b) **Directed fitness training.** COs may allocate time for compulsory fitness training and testing provided it is properly organised, structured and supervised.
- (c) **Voluntary fitness training.** Where formal syllabised PEd training is not provided, COs are to ensure that guidance and encouragement is given to personnel to enable them to maintain adequate fitness through voluntary participation in sports programmes and fitness schemes, co-ordinated by the PEd flight, OIC Sports and unit Health and Well-Being Committees.
- (d) **Specialist conditioning training programmes.** Personnel within Trades, roles or specialisations that require specific or enhanced levels of fitness are to undertake appropriate specialist physical conditioning programmes. This includes RAF Regiment, personnel who are required to undertake pre-deployment heat acclimatisation training and aircrew conditioning.
- (e) **Directed re-conditioning training programme.** Those who fail to complete the RAFFT satisfactorily are to undertake a 12-week physical re-conditioning training programme. Individuals may choose to follow a personal physical training programme or a programme devised, directed and monitored by a PTI to be known as a Directed Re-Conditioning Training Programme.

SECTION 8 – RAF SPORTS

431. Sports and Games

- (1) **Definition.** Sport is a core activity of the Armed Forces because it makes a significant contribution to operational effectiveness, fighting spirit, mental and physical resilience and well-being. It also allows for personal development and plays an important part in Service life, including recruiting and retention. It provides opportunity for all to be engaged, and challenged at every level, from grass roots to international standard, in the Services and with the community.
- (2) **RAF Sport Association Policy.** RAF Sports Associations (including Sports Unions and Clubs) are accountable to the Head of RAF Sport through the Directorate of RAF Sports (DRS) for the delivery of their specific sport. They act as the Subject Matter Expert for their sport ensuring National Governing Body (NGB) guidelines are followed and activities are conducted safely in accordance with health and safety regulations. The Head of RAF Sport is to appoint the Chairman of each RAF Sport as the Responsible Person for that sport. DRS is responsible for the public policy for all sport (including unit sport) and the governance and assurance of all association sport. Further, it is responsible for holding the supporting charities for sport to account in terms of performance, governance and assurance, in order to sustain and develop sport and safeguard the RAF's reputation in respect of sport.
- (3) **Station Sports Policy.** COs/HoEs are responsible for the delivery and associated risk of sporting activities delivered on their unit. Where these are comparable to association activities they are to be conducted in a comparable manner, using the association safety management system. Unit sports committees are to exist on every station under the chairmanship of a senior officer, wherever

possible. The committee is to be responsible for the organisation of all sport on the station and is to run sport as safely as possible, encourage maximal participation and raise the standard of representative teams at all levels. COs/HoEs are to appoint an OIC for each active Sports Club at unit-level, including parented RAF personnel. The OIC is to be responsible for the safe management of the sports and the detailed administrative arrangements for coaching, training and the organisation of competitions.

(4) **Assurance.** Assurance of association activity is to be conducted by the association (1st Party Assurance), DRS (2nd Party Assurance) and the Inspector Safety RAF or other agency (3rd Party Assurance) when required by the RAF Sport safety management system, described in AP3415. Assurance of unit sport is a CO/HoE and Inspector Safety RAF responsibility, to a comparable standard to association assurance.

SECTION 9 – RESILIENCE TRAINING

431a. Resilience Training

Definition. Resilience training exploits contextualised and immersive practical training that, by design, progressively develops individuals' mental and physical resilience in preparation for complex future operating environments, when combined with Mission-Specific Training. Specific content is laid down in AP3379 and includes Force Development and Adventurous Personal Development activities.

432. Force Development and Adventurous Personal Development Training Activities

(1) **Requirement.** The RAF requires Aviators with outstanding personal qualities and behaviours, who will support and inspire their colleagues in all aspects of Service life whether at home or on operations. From the outset and throughout their careers, all aviators must be exposed to training which will stimulate behaviours aligned to enabling their own resilience as well as that of those around them. The attributes expected of RAF SP are articulated in the GPS. Development of these qualities is an essential part of Professional Military Development (Air) and provides the foundations of our Warfighter Spirit and Moral component of fighting power. This type of formal training, is conducted in the authentic outdoor environments and with an approved training syllabus, in the form of Adventurous Personal Development Training (APDT) and Force Development (FD) activities. In productive service, AP3379, Lflt 2410 mandates that all RAF personnel are to complete a minimum of five days of APDT/FD every three years. Unit-led FD and APDT, the RAF centralised EAGLES scheme and the Joint Service Adventurous Training (JSAT) Scheme combine to enable this process of personal development.

(2) **FD activities.** Primarily designed to foster team effectiveness across the Whole Force, Commanders at all levels should develop FD strategies to ensure their people are properly developed and valued. FD activities aim to improve effectiveness through individual and collective education and training activities based on the GPS for RAF Regulars, Reserves, Civil Service Personnel and Contractors FD should directly support the operational business output of the Service, command, group or station; details of conducting FD activities for the whole force can be found in AP3379, Lflt 2410.

(3) **APDT.** APDT is initially delivered during Phase 1 training at the RAF Robson Resilience Centres (RRCs). In addition, all RAF personnel have the opportunity to undertake APDT through the RAF unit-led APDT scheme.

(a) **Formal Training.** Officer and non-commissioned Aviators attend RRCs as part of their Phase 1 formal training to undertake APDT. Training is focussed on building self-efficacy, teamwork and leadership of self and small teams. Through exposure to physically and mentally challenging environments coupled with facilitated discussion, students receive immersive exposure to academically rigorous concepts and ideas which will inform their personal development. In addition, training aims to develop desirable personal qualities detailed in the GPS to enable personnel to meet their role in the RAF more effectively, in particular a war-fighting winning spirit.

(b) **Through Career unit-led APDT.** The purpose of the unit RAF APDT scheme is to encourage and foster the ongoing development of SP through the organisation of expeditions or similar activities which comprise recognised JSAT activities as defined in JSP 419. Activity should be of a rigorous and testing nature and may sometimes be hazardous. Before authorising any project a CO is responsible for making a thorough examination of the expedition plan, ensuring that it is properly equipped and that the leaders are experienced and fully competent or qualified in accordance with JSP 419.

(4) **RAF Centralised Eagles Scheme.** In accordance with AP3379, Lflt 2410, the Robson Academy of Resilience (RAR), 22 Gp, designs, governs, administers and delivers the Scheme on behalf of AOC 22 Gp to provide training which is relevant, student focussed and authentic to motivate and empower an innovative workforce. Eagles Scheme Exercises offer participants a bespoke blend of facilitated APDT, Staff Rides (Air Power Study), military skills training and resilience aligned concepts which, when combined, provide a uniquely immersive methodology to develop behaviours aligned to the GPS.

(5) **JSAT.** The aim of the JSAT Scheme is to provide challenging outdoor training for SP in specified adventurous activities that incorporates controlled exposure to risk, in order to develop: leadership; teamwork; physical fitness; moral and physical courage; as well as other personal attitudes and skills that are vital to the delivery of operational capability. This training exists to provide structured courses in a range of adventurous activities and to qualify leaders and instructors in those activities. It is not a recreational scheme. In particular, unit commanders are to encourage participation by younger personnel, aspirant activity leaders and instructors.

433. Survive Evade Resist Extract (SERE) Training

(1) **SERE training.** MAA RA 2130, amplified by relevant Gp Air Staff Orders, and AP3342, Sec 8, details the requirements for, and periodicity of, Safety and Survival training including Aircrew Maritime Survival Drills. Suitably qualified officers, PEd

staffs, and where operationally necessary SE Fitts⁵, are to deliver, or assist in the delivery of the training on behalf of the station SEREO.

(2) **Synthetic parachute (aircrew) training (SP(A)T).** MAA RA 2130, amplified by relevant Gp Air Staff Orders and AP3342, Sec 8, details the requirement for, and periodicity of, SP(A)T. Suitably qualified officers of the Training Specialisation and PEd Staffs are to deliver the training on behalf of the station SEREO.

(3) **Role-related swimming and lifesaving.** Personnel in selected Branches, Trades or employment fields are required to demonstrate a level of swimming competence and undertake basic life-saving training during either IOT, Phase 2 training or on selection for specialist duties and thereafter with further currency, at the direction of the appropriate AOC as detailed in Group Orders. The list of personnel who are to meet this requirement and the acceptable performance standard, is detailed in AP3342, Lft 803. Suitably qualified officers of the Training Specialisation and PEd Staffs are to deliver the training on behalf of the station SEREO.

SECTION 10 – PARACHUTE TRAINING

434. Training of Personnel in Parachute Jumping Instructor Duties

(1) Officers from the Training Specialisation of the Pers Branch and PTIs are eligible for training in Parachute Jumping Instructor (PJI) duties provided they meet the necessary medical and service requirements laid down in current APs. Exceptionally, personnel who do not meet all the requirements may be considered for training by Section 40, if they have good physical co-ordination, agility and instructional ability.

(2) PJI badges will be awarded to personnel who satisfactorily complete the PJI course. Following productive employment as a PJI, personnel may continue to wear the badge on reversion to other employment, on transfer to another Branch, or on re-mustering to another Trade. The badge confers honorary aircrew status without affecting basic conditions of service.

435. Parachute Badges

(1) To qualify as a parachutist, a minimum of four parachute descents are required which includes jumping with airborne equipment, carried out under the authority of ADW during a recognised course of parachute instruction that is approved by the appropriate TDA and TRA.

(2) To be eligible for the award of the “badge, arm, parachutist (with or without wings)”, an officer or enlisted person must have successfully completed an approved course of parachutist training. The RAF Form 292 (individual course report) that is raised on completion of parachutist training is the authority for the award of the “badge, arm, parachutist (with or without wings)”.

(3) SP who are serving or have served in an authorised established post qualifying for parachutist pay, within any RAF formation with an entitled airborne capability, and who satisfy their COs that they have successfully completed a course of instruction

⁵ Primary source of support for SERE training should be sought from TG10. Operational tempo and manning levels may be limiting and alternative support can be provided by TG13. This must be mutually agreed at station level by both chains of command.

as detailed above are eligible for award of a parachutist's badge, to be styled "badge, arm parachutist (with wings)". Recipients may continue to wear the badge throughout their RAF service, irrespective of subsequent duties.

(4) Personnel who have qualified as parachutists but who do not have the service described above in clause (3) are eligible to wear the badge styled "badge, arm, parachutist (without wings)". Recipients may continue to wear the badge awarded through their RAF service, irrespective of subsequent duties.

(5) Personnel who have qualified for the award of the "badge, arm, parachutist (without wings)" are eligible for the award of the "badge, arm, parachutist (with wings)" once they fill established parachutists posts in operational units, where the requirement to parachute regularly as part of their normal duties is recognised by the issue of parachutist pay.

(6) Only one parachutist badge may be worn by entitled personnel, except PJIs who are entitled to wear their PJI badge in addition to the parachute badge to which they are entitled. Within this context, PJIs may only wear the "badge, arm, parachutist (with wings)" once they have been assigned to an ADW position. PJIs under training who do not complete their full PJI course of instruction but do complete an ab-initio parachute course are entitled to wear the "badge, arm, parachutist (without wings)".

(7) Parachute badges are to be worn in accordance with RAF Dress Regulations. They are to be displayed when wearing No.2 Service Working Dress (when the pullover is worn), No.1 Service Dress and Mess Dress. They are not to be worn on the General Purpose Jacket or on any item of PTI Trade-specific clothing, such as the white jacket. In addition, they are to be displayed on the "zipped blue jacket – shirt", worn by PJIs when engaged on practical instructional duties, the multi-terrain pattern (all modes) shirt, the multi-terrain pattern (all modes) jacket and the flying coverall. Recipients may continue to wear parachute badges, irrespective of subsequent duties, throughout their RAF service. Entitlement to wear these badges may be withheld or withdrawn at the discretion of **Section 40**.

(8) The personal records of SP who qualify for the award of the "badge, arm parachutist (with or without wings)" will be annotated accordingly to show the date of qualification and the type of badge awarded.

(9) Entitlements to wear these badges may be withheld or withdrawn if, for any reason, **Section 40** considers it to be in the best interests of the Service.

436-482. Omitted

CHAPTER 10

Enlisted Personnel – Entry, Promotion, Reduction, Assignments, Engagements, Discharge and Transfer to the Reserve

Note: The conditions of entry and service of enlisted personnel are governed by Part 14 of the AFA 06, The RAF Terms of Service Regulations 2007, as amended by The Armed Forces (Terms of Service) (Amendment No.2) Regulations 2009, The Armed Forces (Terms of Service) (Amendment) Regulations 2011 and The Armed Forces (Terms of Service) (Amendment) Regulations 2014.

These Regulations reflect the provisions in existing legislation and do not change or replace such legislation which takes precedence.

SECTION 1 – ENTRY OF RECRUITS

483. Recruiting Regulations

The entry of recruits into the RAF is to be carried out in conformity with these Regulations and the procedures and instructions set out in AP3391 issued by Section 40 [REDACTED].

484. Officers Authorised to Enlist Recruits

The undermentioned officers are authorised to enlist recruits for RAF service:

- (1) The Air Secretary or any officer duly authorised by them to act on their behalf.
- (2) Section 40 [REDACTED] or any officer duly authorised by them to act on their behalf.

485. Periods and Types of Initial Engagement

(1) The Defence Council have prescribed that from 1 Apr 2015 a person may be enlisted for a term of any duration from six months to the Early Departure Payment (EDP) qualifying point at 20/40 (20 years' service or their 40th birthday, whichever is the later). The term may be wholly of RAF service or a term partly of RAF service and partly of service with the RAF Reserve of enlisted personnel. For enlisted personnel who enlisted prior to 1 Apr 2007, these periods of service are reckonable from the date of attaining the age of 18 or from the date of enlistment, whichever is the later. For enlisted personnel who enlisted on or after 1 Apr 2007, and for those who accept Primary or Secondary Re-engagement, do so onto the current Terms and Conditions of Service; these periods of service are reckonable from the date of enlistment, irrespective of age.

(2) Within the limits set out in clause (1), the types and periods of engagements normally available (subject to vacancies) for the various classes of recruit are shown below:

(a) **The Notice Engagement.** The minimum age for enlistment on the Notice Engagement is 16 years or 17 years 10 months for those enlisting in the PMRAFNS. From 1 Apr 2015, it is for a maximum of 12 years RAF service followed by a period of six years in the Reserve.

(b) **Fixed Engagements.** The 12-year Fixed Engagement previously available to NCA was removed on 1 Apr 2015 to align with the New

Employment Model (NEM) engagement structure. From 1 Apr 2015 all NCA will be recruited on a Notice Engagement.

(c) **The Open Engagement.** Prior to 1 Apr 2015 a recruit who has reached the age of 17 years 10 months may be enlisted in the PMRAFNS for a term of RAF service which shall expire either 22 years from the date of enlistment, or on the person's 55th birthday, whichever is the earlier, with the right, exercisable at the end of 12 months formal notice given to their CO, to be transferred to the Reserve on or any time after the expiration of four years RAF service calculated from the date of successful completion of Basic Nurse training.

The 22-year Open Engagement previously available to enlisted personnel in the PMRAFNS was removed on 1 Apr 2015 to align PMRAFNS with the NEM engagement structure. From 1 Apr 2015 all PMRAFNS will be recruited on a Notice Engagement.

(3) Recruits have the right, exercisable at the end of 18 months formal notice given to their CO, to be transferred to the RAF Reserve of Enlisted Personnel on or at any time after the completion of the Training Return of Service required to be served following their basic Professional Specialisation training or eight years from their date of enlistment, whichever is the sooner, and to be discharged on completion of six years Reserve service. For Direct Entry qualified PMRAFNS, the notice period is calculated from the date of entry to productive service.

486. Enlistment Procedure

(1) Except as otherwise provided for specified classes of recruits, all candidates for enlistment must present themselves before a selection board or at a recruiting office in the UK.

(2) Each candidate, in accordance with Regulation 12 of The Armed Forces (Enlistment) Regulations 2009 is to be warned that they commit an offence if they knowingly give a false answer to any questions approved by or on behalf of the Defence Council included in an enlistment paper (Form 75) put to them. A recruiting officer will not attest any person into the RAF unless they have read or cause to be read to the recruit the questions in an enlistment paper and is satisfied that the intending recruit understands each question, the terms as stated on which the recruit offers to enlist and the recruit is fit to be so enlisted. The recruiting officer shall record or cause to be recorded in an enlistment paper in relation to the recruit the recruit's answer to each question and shall then request the recruit to sign the declaration in the enlistment paper. If the recruit signs the declaration, the recruiting officer shall sign the form of attestation in the enlistment paper. In addition, every recruit is to be given written advice explaining the effects of the Rehabilitation of Offenders Act 1974 under which convictions may become spent.

(3) The procedures to be followed in the compilation of the enlistment paper and associated documents are detailed in AP3392, Vol 2, Lflt 501.

487. Eligibility

- (1) A candidate for entry into the RAF must satisfy the Service authorities that, at the time of their application, they are a British citizen. Those who are citizens of a Commonwealth country, a British Protected Person or a citizen of the Republic of Ireland are also eligible for service. In exceptional circumstances individuals who do not exactly meet these requirements may still be considered for service.
- (2) Candidates, whether or not they are of UK origin, should normally have resided in the UK for the five years immediately preceding their application. In certain circumstances a short period of residence may be accepted, particularly where an applicant is of UK origin.
- (3) A citizen of the Republic of Ireland is eligible under the nationality rules for entry into the RAF. However, Irish nationals who apply to join the RAF will be required to apply for naturalisation as British citizens in order to qualify for the issue of a British passport. In cases where the individual is not eligible for naturalisation, a Certificate of Identity will need to be issued. Naturalisation as a British citizen or issue of a Certificate of Identity will not entail loss of Irish citizenship.
- (4) A recruit must have attained the age of 16 years with the exception of:
 - (a) Recruits enlisting for non-commissioned service as Registered Nurse (Adult) in the PMRAFNS must have attained the age of 21.
 - (b) Recruits enlisting in certain specialisations within a Profession for which a higher minimum age is specified.
 - (c) Recruits enlisting in an aircrew category who must have attained the age of 17 years 6 months on entry into aircrew training.
- (5) Recruits must be medically fit in accordance with the standards laid down by RAF Career Management. Disability pensioners may only be accepted as recruits by RAF R&S after reference to RAF Career Management for decision. A candidate cannot forego a disability pension in order to obtain enlistment.

488. Parental Consent

The written consent of the parents, guardians, ward or appropriate person(s) identified of an enlisted person or a cadet who has not attained the age of 18 is to be obtained. Details of the procedures to be followed are contained in AP3392, Vol 2, Lflt 501.

489. Omitted

490. Rank and Mustering on Enlistment

- (1) All recruits are to be granted the rank of Air Recruit on their first day of service and are to be mustered initially as trainees. On successful completion of Phase 2 Specialisation Training they are to be re-mustered in the Specialisation / Profession to which they have been allocated.
- (2) Personnel who, by virtue of previous civilian experience, are able during the first 12 months after entry, and without training other than that required for familiarisation, to provide evidence that they have attained the level of specialisation knowledge and competence expected of enlisted personnel who have qualified in their specialisation

within a Profession through a course of formal training in the RAF are to be re-mustered to the appropriate specialisation within a Profession and promoted to the rank for which they qualify with effect from the date of qualification.

491. Personnel re-joining with former RAF Service

(1) Personnel with former RAF service may apply to re-join the RAF in their former specialisation, in the substantive rank held on exit (re-entry) or in a different specialisation or different substantive rank held on exit (re-enlistment). Details are contained in AP3376, Vol 1, Chap 1, Sec 2.

(2) **Eligibility.** Candidates should meet the criteria for extension of service laid down in AP3392, Vol 2, Lft 580 and the eligibility criteria detailed in AP3392, Vol 2, Lft 504.

(3) **Enlisted Personnel in the RAF Reserve.** Enlisted personnel serving in the RAF Reserve are eligible to apply to re-join, and those accepted are to be discharged from their outstanding Reserve liability with effect from the day preceding that on which they are re-enlisted.

(4) **Reserve Liability.** Personnel who re-join with former reckonable service and who formerly served in the RAF Reserve are to be permitted to include that Reserve service towards their total six years Reserve commitment. The period of final Reserve service will be abated by any service in the RAF Reserve completed before re-joining, rounded up to the next complete year.

492. Enlistment of Personnel with Former Service in the other Forces and Re-joining of Personnel with former Reserve Air Forces Service

(1) **Royal Navy, Royal Marines and Army.** Candidates with former service in the RN, RM or Army are to be regarded as new entrants but are subject, as far as possible, to the provisions of para 491 for the purpose of assessing their rank, seniority etc on joining the RAF.

(2) **Commonwealth and non-British Forces.** Candidates with former service in a Commonwealth or non-British Force are to be regarded as new entrants, but are subject, as far as possible, to the provisions of para 491 for assessing their rank, seniority etc on joining the RAF. Exceptionally, candidates with other appropriate experience may be similarly considered under the provisions of para 491 in special circumstances which the Defence Council may approve.

(3) Reserve Air Forces:

(a) Candidates from the RAFR, RAFVR or RAuxAF who have had whole time service in or with the RAF are to be treated as ex-RAF personnel.

(b) Candidates who have not had whole time service in or with the RAF are to be treated as new entrants. However, subject to the provisions of para 491(2) and provided that they have been given a certificate of satisfactory service by their own CO may be considered for re-mustering after entry to the specialisation in which they were mustered during their Reserve or Auxiliary service.

- (c) **Former Reserve Air Forces Service Number.** Ex-RAFR, ex-RAFVR and ex-RAuxAF personnel who have had no earlier RAF service are to be re-allocated their former RAFR, RAFVR or RAuxAF number, as appropriate.

493. Documents to be Prepared on Enlistment or Entry

Recruits are required to certify on the appropriate RAF Form 308 that they understand the terms of service on which they are being enlisted. Additionally, they are required to confirm their understanding that, in the event of their being found unsuitable for training or service in the specialisation for which they have been initially selected, they may be reselected for training in any other specialisation for which they are considered suitable and in which a vacancy exists or if no vacancy exists, may be discharged. The procedures to be followed and list of documents the Careers Office are required to forward to the appropriate recruit training unit, training establishment or aircrew selection centre are contained in AP3391, Vol 3, Lft 104e.

494-499. Omitted

SECTION 2 – PROMOTION

500. Ranks of Enlisted Personnel, NCA and PMRAFNS

The ranks of enlisted personnel in Ground Specialisations (Enlisted Aviator (EA)), qualified NCA and the non-commissioned ranks of the PMRAFNS are shown in AP3376, Vol 2, Pt 1, Ch 1.

501. Promotion of NCA

Detailed regulations on rank on entry and eligibility for promotion for NCA are contained in AP3376, Vol 1, Pt 2.

502. Promotion and Appointment to Acting Rank of Enlisted Personnel in Ground Specialisations within a Profession.

Detailed regulations concerning the promotion, appointment to and relinquishment of paid and unpaid acting rank of enlisted personnel in Ground specialisations are contained in AP3376, Vol 1.

503. Standards of General Service Proficiency and Qualifications for Promotion – Warrant Officers and NCOs.

Details are contained in Appendix 27.

503A. Promotion in the Non-Commissioned Ranks of the PMRAFNS

Detailed regulations are contained in AP3376, Vol 2, Pt 2, Ch 15.

504-517. Omitted

SECTION 3 – RE-MUSTERING, TRANSFER BETWEEN ENLISTED GROUND PROFESSIONS/SPECIALISATIONS, REDUCTION AND REVERSION

518. Professions

The various specialisations approved for the RAF are arranged in professions which are listed in Annex A to AP3376, Vol 2, Pt 1, Ch 1.

519. Acceptance of Enlisted Personnel in Ground Specialisations (EA) for Training as Aircrew

Enlisted personnel serving in Ground Specialisations (EA) may apply for training and service as aircrew. Details of the qualifications required before acceptance, and of the conditions of service for aircrew, are published in AP3376, Vol 1, Pt 2.

520-525. Omitted

526. NCA – Re-mustering to Ground Specialisations (Enlisted Aviator (EA))

(1) This paragraph sets out the conditions under which NCA are re-mustered to Ground Specialisations (EA) within a Profession. They are to be considered for re-mustering only in those ground specialisations (EA) within a Profession in which there are vacancies. Such NCA are to be sent to the HQ 22 Gp TRPM, for assessment of their suitability in the ground specialisation (EA) in which they can be re-mustered under arrangements made by ACOS Career Management. Whenever possible they are to be offered at least two ground specialisations (EA) within a Profession in which there are vacancies and for which they are suitable. They are to indicate their order of preference and be selected, where possible, for the ground specialisation (EA) of their first choice. When they have been accepted for re-mustering to a ground specialisation within a Profession, NCA are to be given the necessary training for specialisation (EA). Irrespective of whether they are covered by clause (2)(a) or (2)(b) all NCA who successfully complete their Phase 2 Ground Specialisation (EA) Training are to be re-mustered to that specialisation in the rank decided by ACOS Career Management

(2) NCA who are:

(a) Suitable for retention of NCA status but who wish, subject to Service approval, to be re-mustered to a Ground Specialisation (EA) are to be re-mustered "existing specialisation u/t" in the new ground specialisation from the date of commencement of formal training. They will retain their NCA status and conditions whilst undergoing their Phase 2 Ground Specialisation (EA) Training.

(b) Suitable for retention in the Service, but unsuitable for retention of NCA status and conditions of service who have completed six months service or more will be re-mustered in the rank of Air Specialist (class 2); those with less than six months service will be re-mustered in the rank of Air Recruit.

(3) NCA who fail to complete, or are withdrawn from the Phase 2 Ground Specialisation (EA) course applicable to their re-muster may, depending on the Service need at the time, be returned to specialisation as NCA or discharged from the Service under para 607(10)(e), except that those whose re-mustering is on account of medical unfitness for flying duties are to be invalided under para 607(15)(b).

526A. NCA – Suspension and Premature Withdrawal from Flying Duties and Conditions of Retention in the Service

(1) This paragraph deals with productive NCA prematurely withdrawn from flying duties except:

- (a) NCA withdrawn under the provisions of AP3392, Vol 5, Lft 131.
- (b) NCA who, although they have not failed generally in their flying duties, are found unsuitable for the particular flying posts which they are filling, or who would be more advantageously employed on other duties within their categories (action in such cases is to be taken in accordance with para 1027); and
- (c) Qualified NCA who have re-enlisted for aircrew service but fail to pass the refresher training course which they are required to complete before re-entering productive service (such personnel are to be discharged, but they may be permitted to re-enlist in an Enlisted Ground Specialisation under the same conditions as would have applied had they re-enlisted originally for service in an Enlisted Ground Specialisation).

The rules governing the disposal of aircrew cadets and NCA withdrawn from flying training are contained in AP3392, Vol 5, Lft 131.

(2) **Suspensions.** Productive NCA may be suspended from flying duties for one of the following reasons:

- (a) Medical unfitness.
- (b) Disciplinary reasons.
- (c) Failure to maintain a satisfactory standard of proficiency (either as aircrew or as an NCO) including failure to pass a course of flying instruction, having once passed out of flying training.

Reporting action is to be taken in accordance with para 1027 or AP1269A as applicable. In all cases, instruction for premature withdrawal from flying duties and subsequent disposal are issued by Career Management together with instructions regarding retention or withdrawal of the flying badge (see para J727(3)).

(3) **Ground Employment.** NCA who are permanently withdrawn from flying duties will, where appropriate, and according to the circumstances, be considered for ground employment associated with flying duties for which they are suitable after any necessary training. They will retain NCA status and conditions of service, including promotion under the rules for NCA but, under JSP 754, they will cease to be eligible for Recruitment and Retention Payment (Flying).

(4) **Withdrawal because of medical unfitness.**

- (a) NCA who are withdrawn from flying duties because of permanent medical unfitness for service in the air and on the ground are to be invalided under para 607(15)(a) or discharged under para 607(22)(d)(ii), as appropriate.
- (b) NCA who are withdrawn from flying duties because of permanent medical unfitness for aircrew duties but who remain medically suitable for service in ground duties may elect to be:
 - (i) Discharged under para 607(15)(b); or
 - (ii) Considered for employment on ground duties under clause (3); or

- (iii) Considered, exceptionally, for re-mustering to an Enlisted Ground Specialisation under para 526(2).

If for any reason a NCA cannot be so employed or re-mustered they are to be discharged under para 607(15)(b).

All NCA who elect to be invalided under para 607(15)(b) are to be referred to the Discretionary Awards Panel for consideration of the award of invaliding benefits.

(5) Withdrawal for reasons other than medical fitness.

(a) NCA may be withdrawn from flying duties for inefficiency, unsuitability or for other reasons. Career Management will decide, in the light of reports and recommendations, whether or not a NCA has been withdrawn from flying duties in circumstances which prove them unsuitable to retain their aircrew rank and mustering or for retention in the Service. A NCA who is not considered suitable for retention in the Service is to be discharged.

(b) Re-engaged NCA who are withdrawn from flying duties and who are suitable for retention in the Service will be given ground employment under the conditions of clause (3) or para 526(2).

(c) NCA serving on short service NCA engagements are to be discharged. Exceptionally, those who are suitable for retention may be accepted for ground employment under the conditions of clause (3) or for re-mustering to an Enlisted Ground Specialisation under the conditions of para 526(2).

(d) NCA who are unsuitable for retention in the Service are to be discharged under para 607(22)(b) or other appropriate heading. They are to retain their aircrew rank and mustering unless otherwise decided by Career Management. NCA suitable for retention in the Service but who do not apply for retention, or who fail any necessary training if accepted for ground employment, are to be discharged under para 607(10)(e). They are to retain their aircrew rank and mustering.

527. Enlisted Personnel in Ground Specialisations – Discharge, Reduction, Re-mustering for Misconduct, Inefficiency or Unsuitability – Definitions and Applicability

(1) **Definitions.** The following definitions apply when considering cases under para 528 and 1027:

(a) Inefficiency – where an enlisted person fails to meet the requisite standard for their specialisation at their existing rank level.

(b) Misconduct – where an enlisted person's misconduct cannot be dealt with by trial by court martial, but reflects on their suitability for retention in the Service, in their specialisation or to hold Warrant Officer or NCO rank.

(c) Unsuitability – where an enlisted person has become unsuitable for retention in the Service, or their specialisation or to hold Warrant Officer or NCO rank and the reasons do not:

- (i) Constitute misconduct as in clause (1)(b);

- (ii) Justify reduction or discharge for inefficiency as a specialist as defined in clause (1)(a).

For example, a Warrant Officer or NCO may lack the qualities of management or supervision appropriate to their rank, or may have behaved in a manner which, because of the nature of their employment, renders them unsuitable to hold their rank or remain in their specialisation. Unsuitability may arise from blameworthy or non-blameworthy causes and may render an enlisted person of any rank unsuitable for further service.

(2) **Applicability.** The Regulations in paras 530 and 1027, concerned with the reduction and restoration in rank, apply to all specialisations but only to enlisted personnel holding substantive rank. Where suitability to retain acting rank is being considered, reversion to substantive rank may be authorised by Career Management. This does not apply to unpaid Acting Higher Rank which is authorised by an OC.

528. NCA, Enlisted Personnel in Ground Specialisations – Powers of Reduction, Compulsory Re-mustering, Reversion and Withdrawal from Flying Duties

The authorities below have the power to order the reduction, re-mustering, reversion and withdrawal from flying duties of NCA and enlisted personnel in Ground Specialisations in the circumstances outlined in paras 527 and 1027.

Rank	Authority	Rank	Authority	3. Reversion (from acting rank)	4. Withdrawal from Flying Duties – NCA
	1. Reduction		2. Compulsory Re-mustering		
Warrant Officers, including Master Aircrew and NCOs, including technicians of non-commissioned status	CO (subject to the provisions of <u>s.332 AFA 06</u>)	All NCA and ground enlisted personnel	All AOC Groups*	All AOC Groups*	Air Secretary ACOS Career Management
NCOs, including technicians of non-commissioned status	CO (subject to the provisions of <u>s.332 AFA 06</u>)	NCA and ground enlisted personnel below the substantive rank of Warrant Officer/Master Aircrew	All AOC Groups*	All AOC Groups*	Air Secretary ACOS Career Management

* An AOC may delegate authority to COs but this cannot be delegated any further.

529. Omitted

530. Enlisted Personnel In Ground Specialisations – Restoration of Rank and Seniority

(1) Enlisted personnel in ground specialisations sentenced to reduction in rank by court martial or by a summary hearing are considered for restoration of rank in accordance with the administrative process and as detailed at para 1199A.

(2) Unit level procedures for the restoration of rank are contained in AP3392, Vol 2, Lft 570.

531. Disposal of Enlisted Personnel in Ground Specialisations Awarded Permanently Reduced JMES below L2 M4 E2

(For detailed procedures refer to Appendix 9A. For enlisted personnel awarded a JMES of A6 L6 M6 E5/6 refer to para 621.)

(1) In general, an enlisted person is required to be medically fit for service outside the UK, for duties of their specialisation and, in the case of Warrant Officers and NCOs, for the general service and supervisory responsibilities laid down in Appendix 27. Any enlisted person who is awarded a permanently reduced JMES below L2 M4 E2 is to be interviewed by their CO and informed that their retention in their present specialisation, or in the Service, may not be possible but that a Board of Officers at Career Management will consider the effects of the reduced JMES on their future employment. The enlisted person's CO will be notified of the Board's decision with, if appropriate, options open to the enlisted person.

(2) The Board will decide whether the enlisted person:

(a) May be retained in their present specialisation until the end of their engagement.

(b) May be offered re-mustering to another specified specialisation; except those assessed as permanently unfit to serve outside the UK.

(c) Is to be discharged.

(3) Where clause (2)(a) applies, the Board will in addition inform the enlisted person if their career prospects are likely to be adversely affected by the reduced JMES. If the enlisted person considers the reduced prospects are unacceptable, they will be given the opportunity to apply for discharge under the terms of para 607(10)(f)(ii). Enlisted personnel discharged under these terms will not be entitled to invaliding benefits although resettlement training and terminal leave will be admissible.

(4) Where clause (2)(b) applies and the enlisted person declines the offer of re-mustering they are to be discharged under para 607(10)(f)(i).

(5) The discharge clause and heading will be decided by Career Management. If it is decided that the enlisted person is to be medically discharged, but the circumstances of the case indicate that full invaliding benefits may not be appropriate, the case will be considered by the Discretionary Awards Panel.

(6) The provisions of the above clauses do not affect the special arrangements for the discharge of recruits who, in the opinion of the competent medical authority, are unlikely to become fit for service and whose discharge may be authorised under para 60(16).

532-534. Omitted**535. NCA – Discharge, Reduction and Withdrawal from Flying Duties**

- (1) Authority for the discharge, reduction and withdrawal from flying duties of NCA are specified at para 528.
- (2) In addition, an AOC may take administrative action as appropriate, including the initiation of assignment action, following submission of a report under para 1027 where the qualifications of a NCA are unsuitable for the appointment to which they have been assigned, should it be considered that the NCA would be more advantageously employed on other duties or when circumstances otherwise require such action.
- (3) An order for reduction in rank or withdrawal from flying duties under para 528 will state whether the reduction or withdrawal is for misconduct, inefficiency or unsuitability and the date from which it is to take effect. In all cases involving premature withdrawal from flying duties, whether resulting from the sentence of a court martial or following submission of a report under para 1027, disposal instructions will be issued by Career Management in accordance with the provisions of para 526A.
- (4) When a NCA has been reduced by sentence of a court martial to a rank not lower than Sergeant, their CO is to:
 - (a) Notify the occurrence to Career Management and APC by letter without delay.
 - (b) Send an email, quoting the reference and date of the letter in (a) to Career Management (with a copy to APC) stating the new rank and requiring immediate assignment instructions.
 - (c) Send to APC the documents mentioned in para 1027.
- (5) When a NCA has been reduced by sentence of a court martial to a rank lower than Sergeant, their CO is to re-muster them to their basic Enlisted Ground Specialisation. The CO is to:
 - (a) Notify the occurrence to Career Management and APC by letter without delay.
 - (b) Send an email, quoting the reference and date of the letter in (a) to Career Management (with a copy to APC) stating the new rank and mustering and requesting immediate assignment instructions.
 - (c) Send to APC the documents mentioned in para 1027.
- (6) Wherever practicable an enlisted person reduced in rank is to be attached to another unit until assignment or discharge is effected on instructions issued by APC.
- (7) When a NCA has been reduced in rank below that of Sergeant by sentence of a court martial, or when a recommendation for the reduction of a NCA below the rank of Sergeant is submitted to APC, the enlisted person is to be warned by their CO that consideration will be given to the question of whether they are to be discharged. NCA who are recommended for reinstatement under para 1027 should be so informed.

(8) When a Master Aircrew or NCO has been sentenced by a court martial to imprisonment or detention, they are to be deemed to be reduced to the ranks if such reduction does not form part of the sentence of the court (see also para 1118).

(9) A Master Aircrew reduced to the ranks may claim their discharge under the provision of para 623A.

536. Voluntary Reversions

(1) Subject to the recommendation of the CO and the approval of the competent authority, a Warrant Officer or NCO may resign their rank and revert to such lower rank as the approving authority may direct.

(2) The approving authority for Master Aircrew and Warrant Officers is to be an air member of the AFB and ACOS Career Management for Enlisted Ground Specialisation SNCOs and NCA. In all these cases, a recommendation from the appropriate AOC will be required. For Corporals and Lance Corporals the approving authority will be ACOS Career Management on the recommendation of the applicant's CO.

(3) Where the application to revert to a lower rank is suspected to be for the purposes of escaping trial by court martial, the circumstances are to be fully notified to the approving authority.

537. NCA – Subsequent Restoration of Rank and Seniority

(1) A NCA reduced to below the rank of Sergeant may be reinstated in their aircrew category, in the rank of Sergeant, after a period of three months probationary service on full pay in an Enlisted Ground Specialisation, provided that their CO certifies that their conduct during the period of probation has been exemplary. The CO is to furnish a report to ACOS Career Management through the usual channels three months after the date of the enlisted person's assignment on reduction. The decision concerning restoration is to be made by ACOS Career Management.

(2) A NCA reduced from the rank of Master Aircrew or Flight Sergeant to Sergeant or a lower rank may (after reinstatement as in clause (1) for those reduced below Sergeant) be promoted to the rank of Flight Sergeant after six months satisfactory service as Sergeant aircrew. If they were formerly Master Aircrew they may be promoted to that rank after six months satisfactory service as Flight Sergeant aircrew. COs are to furnish reports to ACOS Career Management through the normal channels stating whether the enlisted person's proficiency and conduct justify promotion.

(3) A NCA having previous service in an Enlisted Ground Specialisation who has been reduced to a rank below that of Sergeant entailing their re-mustering to their former Enlisted Ground Specialisation, and who is not reinstated in their aircrew category will be considered for promotion to a rank which they would have attained in their specialisation had they not volunteered for aircrew duties. This rank will be assessed by ACOS Career Management and notified to their CO. Promotion to this rank will be conditional upon satisfactory reports being made by their CO.

(4) A NCA not having served in an Enlisted Ground Specialisation who has been reduced to a rank below that of Sergeant, and who is not reinstated in their aircrew category, will not be eligible for any restoration of rank.

(5) A NCA who has been reduced in rank takes their seniority in the rank to which they have been reduced. On promotion to an intermediate rank they resume their original seniority in that rank, but if eventually promoted to the rank from which they were reduced in the first place, their seniority in that rank is to be advanced by the time spent in any lower rank.

(6) The procedures for restoration of rank or seniority following reduction in rank by sentence of court martial are contained in para 1199A.

538-547. Omitted

SECTION 4 –ENLISTED PERSONNEL IN GROUND SPECIALISATIONS – ASSIGNMENT AND ATTACHMENT

548. Assignment and Attachment

(1) **Objects and Principles.** The objects and principles of assignment and attachment of enlisted personnel in the RAF are given below:

(a) **Objects:**

(i) To distribute the available personnel so that they are used to their maximum efficiency and cost-effectiveness in relation to the needs of the Service.

(ii) To enable an enlisted person to further their career in accordance with their Profession.

(b) **Principles:**

(i) To achieve the objects at (a) with the minimum turbulence among personnel.

(ii) To give adequate warning to personnel detailed for assignment or attachment at home or abroad.

(iii) To ensure that every movement is made in accordance with these Regulations.

(2) **Responsible Authorities.** The Defence Council is responsible for the initial entry of enlisted personnel into the RAF. The responsibility for their subsequent movements to meet Service requirements is delegated to ACOS Career Management.

(3) **Procedures.** The procedural aspects of assignments and attachment are contained in AP3392, Vol 2, Ch 15.

549. Omitted

550. Assignment Records

ACOS Career Management is to ensure that the details of an enlisted person's assignment are recorded on the individuals' permanent record on JPA.

551. Tour of Duty

(1) **At home.** Normally, enlisted personnel will remain in post until the exigencies of the Service require them to be moved. When an assignment involves a minimum or maximum period of employment, ACOS Career Management will inform enlisted personnel accordingly at the time of their selection for such an assignment or for pre-employment training.

(2) **Overseas.** Details of overseas tour lengths, together with the procedures for extensions of overseas tours, are contained in AP3392, Vol 2, Ch 15.

552. Employment Against Establishment

An enlisted person is normally to be employed in a post established for their rank and specialisation: an enlisted person is not to be assigned supernumerary except in special circumstances authorised by ACOS Career Management.

553. Employment of Enlisted Personnel

(1) As set out in KR 1(5), all RAF personnel are to be brigaded into a Profession within which they will be employed (subject to the exceptions in (2)(b)). Whilst most Professions consist of a number of discrete Specialisations and sub-Specialisations, reflecting particular groupings of skills and competences, some Professions comprise of only one Specialisation. The extent to which enlisted personnel may be employed on duties in Specialisations/sub-Specialisations other than their own will be dependent upon the Terms of Service under which they joined or have subsequently accepted since joining. AP3376 Vol 2 (Employment, Career and Competency Structures for Aviators in the Royal Air Force) sets out the employment strategy for each of the Professions and their constituent Specialisations/sub-Specialisations.

(2) Personnel who enlisted on or after 1 Apr 22 and personnel who enlisted before 1 Apr 22 who have accepted a change to their Terms and Conditions of Service⁶ (TACOS) that would allow them to be employed outside of their Specialisation.

(a) Personnel who enlisted on or after 1 Apr 22 or those who have accepted a TACOS change that would allow them to be employed outside of their Specialisation may be employed in any of the Specialisations/sub-Specialisations within their Profession. The employment of personnel will be in line with the relevant employment strategy set out in AP3376 Vol 2 and will be influenced by the Service Need but will also take account of the competences, qualifications, and career aspirations of the individual.

(b) The employment of enlisted Regular personnel on duties associated with Professions other than their own is not permitted except in the following circumstances:

(i) To train for and perform emergency tasks, operational tasks or tasks on deployed standing commitments authorised by Career Management

⁶ The definition of TACOS is contained in the Introduction of AP 3376 Volume One.

(CM), or when considered by the CO to be essential to the fulfilment of their primary role, but only for limited periods.

(ii) Whilst awaiting disciplinary or administrative disposal, when the continued employment of an enlisted person in the duties of their Profession would be detrimental to discipline, security or flight safety.

(iii) Whilst suspended from duty and the subject of a civilian or Service police investigation.

(iv) When all Specialisations within their Profession are in workforce surplus and the situation is assessed as likely to endure. For example, transformation activities that may see a decline in a Profession's workforce requirements, across all Specialisations therein, leading to a workforce surplus. In these circumstances, should the enlisted person not wish to volunteer for an 'Any Profession' post assignment (for example, in a role that can be performed by personnel from any Profession), nor voluntarily re-muster, it would be appropriate for CM to mandate the assignment to an 'Any Profession' post on the understanding that:

(1) this would be for one tour only, (no longer than a standard tour) unless the enlisted person applied for and the CM agreed, to an extension, and

(2) on completion of their 'Any Profession' tour, the enlisted person would return to their Profession employment unless they volunteer for another 'Any Profession' assignment that is agreed with CM.

(c) Enlisted personnel undergoing training are not to be employed for other purposes to the detriment of their training or assigned for any other purposes without ACOS Career Management authority.

(3) Personnel who enlisted before 1 Apr 22 and have not accepted a change to their Terms and Conditions of Service that would allow them to be employed outside of their Specialisation.

(a) Enlisted Personnel who joined prior to 1 Apr 22 and have not accepted a TACOS change, cannot normally be employed outside their own Specialisation. Exceptionally, enlisted personnel may be employed in other Specialisations and/or Professions in the following circumstances:

(i) To train for and perform emergency tasks, operational tasks or tasks on deployed standing commitments authorised by CM, or when considered by the CO to be essential to the fulfilment of their primary role, but only for limited periods.

(ii) Additionally, in the case of those in Specialisations within the Engineering Profession, to train for and perform the duties of enlisted personnel of other engineering Specialisations within the Profession, as authorised by CM for specific purposes.

- (iii) Whilst awaiting disciplinary or administrative disposal, when the continued employment of an enlisted person in the duties of their Specialisation would be detrimental to discipline, security or flight safety.
- (iv) Whilst suspended from duty and the subject of a civilian or Service police investigation.
- (v) When an enlisted person's Specialisation is in workforce surplus and the situation is assessed as likely to endure. For example, transformation activities that may see a decline in a Specialisation's workforce requirements leading to a workforce surplus. In these circumstances, should the enlisted person not wish to volunteer for an 'Any Profession' post assignment, nor voluntarily re-muster, it would be appropriate for CM to mandate their assignment to an 'Any Profession' post on the understanding that:
 - (1) this would be for one tour only, (no longer than a standard tour) unless the enlisted person applied for and the CM agreed, to an extension and
 - (2) on completion of their 'Any Profession' tour the enlisted person would return to their Specialisation employment unless they volunteer for another 'Any Profession' assignment that is agreed with CM.
- (vi) Enlisted Personnel undergoing training are not to be employed for other purposes to the detriment of their training or assigned for any other purposes without ACOS Career Management authority.

554-577. Omitted

558. Assignment Overseas

- (1) **Eligibility.** Enlisted personnel are not normally assigned overseas before attaining the age of 18 years.
- (2) **Selection.** The selection procedures are contained in AP3392, Vol 2, Ch 15.

559. Collocation of Serving Married Couples and Civil Partners

Personnel may be collocated subject to the conditions contained in AP3392, Vol 2, Ch 15.

560-564. Omitted

565. Loans to other Governments and other Government Departments

An enlisted person who is selected for an appointment under a Commonwealth or foreign government or under a British government department or other body will be regarded as on loan from the RAF. The period of the appointment will count as qualifying service for Service pension and the enlisted person's normal conditions of service will be unaffected unless specific provision is made to the contrary.

566-568. Omitted

SECTION 5 – FURTHER SERVICE

569. Further Service

- (1) The regulations and criteria for Further Service for enlisted personnel in Ground Specialisations are contained in AP3376, Vol 1, Pt 1, Ch 2.
- (2) The regulations and criteria for Further Service for NCA are contained in AP3376, Vol 1, Pt 2, Ch 5.

570-574. Omitted

575. Approval of Further Service

The competent authority to approve extension of service, re-engagement and continuance in service for enlisted personnel in Ground Specialisations and NCA is the Air Secretary. Approval will be notified by the competent authority to the CO. The detailed procedures are contained in AP3376, Vol 1, Pt 1 for enlisted personnel in Ground Specialisations and AP3376, Vol 1, Pt 2 for NCA.

576. Forfeiture of Service Towards Engagement

- (1) An enlisted person, on conviction by court martial of desertion, or if they sign a written confession of desertion, on direction by the competent authority under s.330(1) AFA 06, automatically forfeits the period of their service for which they deserted (see para 1097).
- (2) Liability for further service following the sentence of court martial, or direction of a competent authority, will be as follows:
 - (a) An enlisted person shall be liable to serve for the term of their current engagement, reckonable from the relevant commencing date, to which shall be added a period corresponding to the period of service automatically forfeited under clause (1).
 - (b) An enlisted person who has re-engaged to serve to a prescribed age or the Mandated End of Service (MEOS) at age 60 will not, however, be required to continue in service beyond the date on which they attain that prescribed age or reaches MEOS.
- (3) Cases which are not covered by the preceding clauses may be submitted for the consideration of the Defence Council.

577-582. Omitted

SECTION 6 –EARLY TERMINATION (ET)

583. Right of Discharge – Regular Enlisted Personnel

An enlisted person does not have the right to claim transfer to the Reserve or discharge before completion of their current engagement except where there is statutory provision under The Armed Forces (Terms of Service) Regulations 2009 (see para 584) or where the option of discharge forms part of the conditions of service (see para 623A); otherwise premature transfer to the Reserve or discharge may only be granted where exigencies of the Service permit.

584. Release as a Statutory Right

(1) **Recruits.** All recruits not previously having been enlisted into the RAF have a statutory right under The Armed Forces (Terms of Service) Regulations 2009 to claim discharge by giving 14 days' notice in writing to their CO, subject to the requirement to complete 28 days service, at any time up to six months from the date of enlistment.

(2) **Notice Engagement Right.** An enlisted person serving on the Notice Engagement has the right to be transferred to the Reserve, on completing the minimum period of service laid down in para 485(2)(a) and subject to giving 18 months' formal notice.

(3) **Open Engagement Right.** An enlisted person in the PMRAFNS serving on the Open Engagement has the right to be transferred to the Reserve on completing the minimum period of service laid down in para 485(2)(c) subject to giving 12 months' formal notice.

(4) **Notice General Right.** An enlisted person serving on any type of engagement has the right on completing nine years reckonable service, or at any time thereafter, to be prematurely transferred to the RAF Reserve or discharged as appropriate, 18 months after giving formal notice to their CO of their wish to exercise this right. The earliest time at which this right can be exercised by giving notice at the nine year point is, therefore, on completion of ten years six months reckonable service. For the purpose of assessing length of service, previous Regular whole-time reckonable service in the Armed Forces, including Commonwealth, is to qualify as provided for in paras 491 and 492. Withdrawal of a notice to determine service may only be permitted at the discretion of Career Management. Enlisted personnel wishing their reasons for withdrawal of notice to be taken into consideration are to attach a signed statement to their application.

(5) **NCA.** A direct entrant NCA who enlists on or after 1 Oct 1989, or who is already serving at that date and who opts to transfer to the NCA 1 Oct 1989 terms of service (as defined in AP3376, Vol 1, Pt 2) will have the additional right to be transferred to the Reserve providing at least 18 months formal notice has been given of the intention to do so. This transfer may only take effect on completion of eight years reckonable service or six years from the end of training, whichever is the later. If this right to be transferred to the Reserve is not exercised at this point, the right lapses. The general right as described in clause (4) is not affected.

(6) If however, an enlisted person claims their discharge as a statutory right at a time when, in consequence of imminent national danger or great emergency, a proclamation has been issued by The King in Council requiring an enlisted person who would otherwise be transferred to the Reserve to continue in RAF service, and they are retained in Service, they may, if they so wish, be discharged when the proclamation ceases to be in force. The fact that they have so applied is to be notified to Career Management for annotation in their permanent record card.

(7) **Rights of those under 18 years of age.** All personnel under the age of 18 in RAF service have a statutory right under The Armed Forces (Terms of Service) (Amendment) Regulations 2011 to determine their service if:

- (a) Before their 18th birthday, they give notice in writing to their CO of their desire to determine their service; and
- (b) They do not have the right to determine their service under para 584(1) as a recruit.

The Regulations ensure that a person will be discharged three months after giving notice to their CO. This notice period can be reduced but only if the person and their CO agree on the duration of the new (reduced) period. A person who gives notice to their CO may rescind the notice at any time. There is no limit to the number of times a person may give notice to their CO before reaching the age of 18.

585-587. Omitted

588. Release subject to the Exigencies of the Service

- (1) **Enlisted Personnel.** Other than provided for in para 584, enlisted personnel may, subject to the exigencies of the Service, be granted PVR. However, enlisted personnel who have yet to complete three years continuous whole-time service or four years continuous whole-time service for those serving in the PMRAFNS on an Open Engagement (calculated from the completion date of Phase 2 Specialisation Training) will only be considered for PVR in exceptional circumstances.
- (2) **NCA.** Except as provided for in para 584, NCA who enlisted prior to 1 Apr 2007 with either years reckonable service from age 18 or after six years productive service following completion of initial OCU, whichever is the later, may, subject to the exigencies of the Service, be granted PVR. For NCA who enlisted on or after 1 Apr 2007, the eight years' reckonable service commences from date of enlistment, irrespective of age.
- (3) **Voluntary Withdrawal.** Recruits and trainees who have passed their release as a Statutory Right point as provided in para 584 but who have yet to graduate from their Phase 2 Specialisation Training may apply to Voluntarily Withdraw (VW) from their training with a view to discharge. Personnel who fall into this category have no right to leave the Service in this way. However, exceptionally, if it is deemed in the interests of both the individual and the Service, authority to discharge may be granted, in accordance with the review procedures detailed in AP3379, Lfit 2380.

589. Discharge and Transfer to the Reserve – General Provisions

- (1) **Competent Authorities.** The Defence Council have appointed the officers shown in columns (2), (3) and (4) of paras 606 and 607 to be competent RAF authorities to authorise the transfer to the Reserve and discharge respectively. Such legal authority is contained in AFA 06.
- (2) **Authority for Effecting Discharge or Transfer to Reserve.** When an enlisted person's discharge or transfer to the Reserve has been agreed by the competent authority in accordance with clause (1), discharge or transfer may be effected by the CO of the unit on the strength of which the enlisted person is borne.
- (3) **Discharge and Transfer to the Reserve Procedure.** The detailed procedure of discharge and transfer to the RAF Reserve on completion of a Regular engagement are set out in AP3392, Vol 2, Lfit 701. When an enlisted person is

transferred to the RAF Reserve, their last duty unit remains responsible for their administration until the last day of their terminal leave and will take other action as necessary during that time.

(4) Enlisted Personnel undergoing Imprisonment or Detention or Awaiting Court Martial. In accordance with s.331 AFA 06, a Regular enlisted person:

- (a) Who is discharged or transferred to the Reserve while undergoing a sentence of imprisonment or detention in the UK is to complete such sentence after their discharge or transfer to the Reserve has been effected.
- (b) Who is outside the UK and serving a sentence of imprisonment or detention awarded by a court martial under the AFA 06, is not to be discharged or transferred to the Reserve during the currency of the sentence.
- (c) Shall not be entitled to discharge or transfer to the Reserve at a time when they have become liable to be tried by court martial for an offence against any of the provisions of the AFA 06.

(5) Terminal Leave. Except as provided in paras 620 and 621, or on authority of Career Management, Regular enlisted personnel completing a Regular engagement or the Regular portion of an engagement are to be granted any terminal leave for which they are eligible, commencing on such a date that expiry of terminal leave coincides with the date of discharge, or with the day before that of transfer to the Reserve, as appropriate.

(6) Enlisted personnel serving abroad on a current engagement of ten years Regular service or longer are repatriated to the UK six months before they are due for discharge or transfer to the Reserve where Service requirements permit, unless they elect in writing to remain abroad beyond this stage. All enlisted personnel not repatriated at this stage are to be repatriated in time to ensure that they arrive in the UK for discharge or transfer to the Reserve by the due date. Taking action under this clause. Where an enlisted person (other than a NCA, an enlisted person serving on an engagement carrying special terms of terminal gratuity or an enlisted person who is due for discharge on completion of an Immediate Pension (IP) or EDP earning point at 20/40) arrives at the discharging unit in the UK shortly before the date on which they are normally due to proceed on terminal leave, they may, if they so desire, be allowed to proceed on terminal leave forthwith. In such cases the amount of terminal leave will be that normally due; discharge or transfer to the Reserve will accordingly be effected on a corresponding earlier date under the normal heading of para 606 or 607.

(7) Invaliding. The principles for determining whether or not invaliding action is to be taken in the case of an enlisted person who is non-effective owing to sickness or injury on the date their Regular engagement expires are set out in para 620.

(8) Notifying parents. When an enlisted person under the age of 18 is to be discharged, their parents or guardians are to be informed by their unit before discharge.

(9) **Enlisted Personnel subject to a Care or Supervisory Order.** When an enlisted person who is subject to a Care or Supervisory Order is to be discharged, their unit is to notify the following:

(a) For enlisted personnel subject to a Supervisory Order: the parent (or guardian) and the Supervisor appointed by the local authority responsible for imposing the Order.

(b) For enlisted personnel subject to a Care Order: the responsible local authority.

590-605. Omitted

SECTION 7 – TRANSFER TO THE RESERVE (ENLISTED PERSONNEL)**606. Transfer to Reserve Headings**

The transfer of a Regular enlisted person to the RAF Reserve is to be effected under one of the following headings. Only the words in *italics* in column 1 are to be used for recording the cause of transfer on termination documentation.

Cause of Transfer	Competent Authority to Authorise Transfer of:			Channel for Submission of Applications	Special instructions
	Personnel in Enlisted Ground Specialisations	NCA	Warrant Officers and Master Aircrew		
(1)	(2)	(3)	(4)	(5)	(6)
<i>(1) On expiration of their period of Regular service.</i>	Air Sec	Air Sec	Air Sec		
<i>(2) At own request before expiration of their period of Regular service.</i>	Air Sec	Air Sec	Air Sec	Direct	
(a) Within three months of the end of the full term of their engagement, in order to take up civil employment which cannot be held open.					Documentary evidence of the offer of employment is required, and the CO of the unit is to verify that the offer is genuine. Note: Enlisted personnel whose premature transfer to the Reserve is approved to take up full time studies at University, College, etc entry to which cannot be deferred, are to be transferred under this heading.
(b) For any other reason except as in (c).	Air Sec	Air Sec	Air Sec	Normal	
(c) Having given 18 months' notice.	Air Sec	Air Sec	Air Sec	Direct	Enlisted personnel serving on the Notice Engagement who, having completed the requisite period of qualifying service, exercise their right to be transferred to the Reserve prior to reaching an EDP or IP qualifying point. NCA serving on 1 Oct 1989 NCA terms of service who having completed the requisite period of qualifying service, exercise their right to be

					transferred to the Reserve. See para 584(5).
(d) Having given 12 months' notice.					PMRAFNS who joined on a 22 year Open Engagement who may transfer at the four-year point calculated from the date of successful completion of Basic Nurse training in accordance with para 584(3).
(3) On Redundancy or Premature Termination under a FC WCM (a) On Redundancy (b) On Premature Termination under a FC WCM					Enlisted personnel and NCA transferred to the Reserve prematurely on the grounds of redundancy or premature termination under a FC WCM.
(4)-(6) Omitted					
(7) At own request On PVR prior to reaching EDP or IP qualifying point.	Air Sec	Air Sec	Air Sec	Direct	

SECTION 8 – DISCHARGE

607. Discharge Headings

The discharge of an enlisted person is to be effected under one of the following headings. Only the words in italics in column 1 are to be used for recording the cause of discharge on termination documentation. Where the competent authority is listed as the Air Sec, the authority to discharge may be delegated to a person authorised by the Air Sec in accordance with The Armed Forces (Discharge and Transfer to the Reserve Forces) (No.2) Regulations 2009.

Cause of Discharge	Competent Authority to Authorise Transfer of:			Channel for Submission of Applications	Special instructions
	Personnel in Enlisted Ground Specialisations	NCA	Warrant Officers and Master Aircrew		
(1)	(2)	(3)	(4)	(5)	(6)
<i>(1) On expiration of engagement.</i>	Air Sec	Air Sec	Air Sec		Enlisted personnel who have completed their engagement except those discharged having reached an EDP or IP qualifying point at clause (2), for those enlisted personnel with lowered JMES who would normally have attracted Reserve service but for their JMES.
<i>(2) With a review to an EDP or IP.</i>					
(a) Having completed time to qualify for an EDP or IP.	Air Sec	Air Sec	Air Sec	Direct. Applications are only required for enlisted personnel serving on continuance under para 571.	Enlisted personnel who have completed the engagement for which they were re-engaged and have served sufficient time to achieve and EDP/IP qualifying point.
(b) Within three months of the end of the period for which re-engaged, in order to take up civil employment	Air Sec	Air Sec	Air Sec	Direct.	Documentary evidence of the offer of employment is required, and the CO of the unit is to verify that the offer is genuine.

which cannot be held open.					
(3) At own request with a view to EDP or IP.					
(a) On PVR having completed time for an EDP or IP (except as in 2(b)).	Air Sec	Air Sec	Air Sec	Direct.	Enlisted personnel who are allowed to take their discharge prematurely having completed sufficient time to achieve an EDP/IP (except as provided in 2(b)).
(b) Having given 18 months' notice.	Air Sec	Air Sec	Air Sec	Direct.	Enlisted personnel who exercise their general right to be discharged after completing sufficient reckonable service to qualify for EDP/IP.
(4) At own request.					
(a) Para 623A.	N/A	N/A	Air Sec	Normal.	A Warrant Officer who is reduced to the ranks and claims discharge in accordance with para 623A.
(5) Omitted					
(6) (a) Dismissed with disgrace*.	Court martial sentence	Court martial sentence	Court martial sentence	See paras 1118 and 1119.	
(b) Dismissed with disgrace following civil conviction*.	Air Sec	Air Sec	AFB	Normal.	It is for the discharging authority to decide whether or not the offence under (b) or the misconduct under (c) is such as to justify discharge with disgrace.
(c) Discharge with disgrace for misconduct*.	Air Sec	Air Sec	AFB	Normal.	See note under (b).
(7) (a) Dismissed*.	Court martial sentence	Court martial sentence	AFB	See paras 1118 and 1119.	
(b) Discharged following civil conviction*.	Air Sec	Air Sec	AFB	Normal.	
(c) Discharged for misconduct*.	Air Sec	Air Sec	AFB	Normal.	
(8) – (9) Omitted					
(10) Free as an indulgence.					
(a) At own request.	(i) Air Sec (ii) Comdt	(i) Air Sec (ii) Comdt	(i) Air Sec	Direct.	(i) of column 2 applies to enlisted personnel who voluntarily transfer to other Services.

	RAFC	RAFC			<p>(ii) of column 2 applies to enlisted personnel who cannot be discharged under para 607(32) (release as a Statutory Right) and who wish to VW from training and have yet to complete Phase 2 Training.</p> <p>(ii) of column applies to officer cadets (enlisted aviators) undergoing MIOT who VW from training.</p> <p>(i) of column 3 applies to NCA who voluntarily transfer to other Services.</p> <p>(ii) of column 3 applies to trainee NCA who VW from training prior to the award of a flying badge as presented in para J727.</p>
(b) <i>Omitted</i>					
(c) At own request on pregnancy.	Air Sec	Air Sec	Air Sec	Direct.	Female personnel who elect to be discharged because of pregnancy.
(d) <i>Omitted</i>					
(e) For any other reason.	(i) Air Sec (ii) Air Sec (iii) CO	Air Sec	AFB	Normal.	(i) of columns 2, 3 and 4 applies to: <ul style="list-style-type: none"> - enlisted personnel who cannot be discharged under any other heading; - enlisted personnel who are withdrawn from or fail training in their specialisation or aircrew category and cannot be offered training in another specialisation or aircrew category because they are unsuitable for the specialisation or aircrew category in which there are vacancies or there are no vacancies in the specialisation or aircrew category for which they are suitable; - enlisted personnel who elect to be discharged in lieu of compulsory

					<p>transfer/re-mustering from a sensitive specialisation or aircrew category or enlisted personnel who apply for discharge after failing to qualify for re-mustering at their rank level; and</p> <p>- enlisted personnel who apply for discharge under the obsolescent trades provision of <u>AP3376, Vol 1, Pt 1, Ch 6.</u></p> <p>(ii) of column 2 applies to direct entry technicians and direct entry technical medical trainees who are withdrawn from training or who fail on passing out and are unwilling to be re-mustered or trained for another specialisation.</p> <p>(iii) of column 2 applies to recruits who are withdrawn from training to whom discharge under para 607(22)(a) is deemed to be inappropriate.</p> <p>Only the words “free as an indulgence” are to be used in recording discharges under para 607(10)(e). Enlisted personnel are not to be discharged under this heading if they are discharged at their own request or because of misconduct.</p>
(f) Being medically unfit for:					
(i) Present specialisation and has declined an offer of suitable alternative employment.	Air Sec	N/A	Air Sec	Normal.	Ground enlisted personnel and Ground Specialisation Warrant Officers who are permanently medically unfit for their present specialisation and who have declined an offer of employment in a suitable alternative specialisation.
(ii) The full range of duties in					Enlisted personnel with reduced JMES may apply

present specialisation or category through circumstances beyond their control which have unacceptably affected their career prospects.					for discharge under this heading if they consider that the resultant effect on their career prospects is unacceptable (para 621).
(11) Compassionate grounds.	Air Sec	Air Sec	Air Sec		
(12)-(13) Omitted					
(14) On appointment to a commission.	CO	CO	CO		
(15) On medical grounds:					
(a) Invalided, being below current RAF medical standards.	Air Sec	Air Sec	Air Sec	See para 621 and Appendix 9B	The words “for the specialisation in which they are mustered and cannot be re-mustered” are to be added to those discharged under this heading where appropriate.
(b) Physically unfit for RAF service as aircrew.	N/A	Air Sec	Air Sec	See para 621 and Appendix 9B	NCA referred to in para 526A(4) who are physically fit for service in an Enlisted Ground Specialisation (see also clause (17)).
(16) Not likely to maintain the required RAF medical standard.					
(a) Enlisted personnel /officer cadets (enlisted aviator) whose condition is discovered within six months after the date of establishment.	CO	CO	N/A		Enlisted personnel /officer cadets (enlisted aviator) who, on medical examination within six months after the date of enlistment, are found to be suffering from a condition incurred before entry and are deemed unlikely to become fit for service within the appropriate maximum period specified in para 620, are to be discharged under this heading.
(b) Other Enlisted personnel /officer cadets (enlisted aviator) in Phase 1 or 2 training who are unlikely to become fit for service on medical grounds normally within six months of the commencement of their condition.	CO	CO	N/A		When discharge is proposed under (a) or (b) of this heading a report is to be prepared in accordance with <u>AP3379, Annex A to Lflt 2320</u> by the MO of the unit and submitted to the CO for transmission to the President of the Medical Board at R&SDOM, who is to complete part (b) Section 1 or 2 of the form and dispose of it as indicated in the section completed. Where the aviator made a mis-statement on enlistment, the

					case is to be submitted for discharge under clause (23).
(17) Medically unsuitable for RAF service as aircrew but not physically unfit for service as an enlisted person on ground duties.	N/A	Air Sec	Air Sec	Normal.	NCA and aircrew cadets who satisfy standards of physical fitness for aircrew or ground duties but who nevertheless are medically unsuitable for aircrew and for whom invaliding under clause (15)(b) is inappropriate.
(18) Unsuitable to a Service environment*.	Air Sec	Air Sec	AFB	See column 6.	Enlisted personnel recommended as temperamentally unsuitable for RAF service.
(19) Omitted					
(20) Having given a false answer on enlistment.	Air Sec	Air Sec	N/A	Normal.	Enlisted personnel convicted summarily or by court martial under s.328(3) AFA 06. Certificates of unspent civil convictions (if any) are to be attached to the CO's recommendation for discharge.
(21) For inefficiency.	Air Sec	AFB	AFB	Normal.	
(22) Services no longer required.					
(a) If found unsuitable during recruit training.	CO	N/A	N/A	Normal.	
(b) In other circumstances (except as in (d) below).	Air Sec	Air Sec	AFB	Normal.	Applies to enlisted personnel considered to be unsuitable in specialisation, category or rank. The MOD will decide whether the enlisted person is to lose their resettlement grant, and this decision is to be recorded by ACOS Career Management in the enlisted person's permanent record.
(c) Omitted					
(d) Being unable to meet Service obligations.					
(i) Through circumstances beyond their control.	Air Sec	Air Sec	Air Sec	Normal.	Enlisted personnel who through circumstances beyond their control cannot be allowed to continue in the Service (but see clause (10)).
(ii) Due to a permanently reduced JMES.	Air Sec	Air Sec	Air Sec	Normal.	Enlisted personnel who have a permanently reduced JMES and for whom an invaliding discharge under para 607(15)(a) would not be

					appropriate.
(23) Having made a mis-statement on enlistment.	Air Sec	Air Sec	N/A	Normal.	Applies where discharge under clause (20) is inappropriate.
(24) Not likely to reach the standard required for RAF service.					
(a) As an officer.	Comdt RAFC	N/A	N/A	Normal.	Officers cadets (enlisted aviator) who fail MIOT. When recording the cause of discharge, the actual category (and aircrew category where applicable) is to be stated.
(b) As NCA.	N/A	Comdt RAFC	N/A	Normal.	NCA who fail training prior to the award of the flying badge as prescribed in para J727.
(25) Below the standard for RAF service.					
(a) As NCA, other than at (b).	N/A	Air Sec	N/A	Normal.	Aircrew, other than those in (b), found to be below the required standard by the MOD.
(b) As aircrew under training.	N/A	Air Sec	N/A	Normal.	NCA who fail initial OCU training.
(26)-(27) Omitted					
(28) On redundancy or Premature Termination under a FC WCM (a) On Redundancy (b) On Premature Termination under a FC WCM	Air Sec	Air Sec	Air Sec	Direct.	Enlisted personnel discharged prematurely on grounds of redundancy or premature termination under a FC WCM.
(29) Omitted					
(30) Surplus to requirements in a specialisation.	Air Sec	Air Sec	Air Sec	Direct.	Applies only in accordance with MOD instructions to enlisted personnel surplus to requirements in specific specialisations and ranks.
(31) Omitted					
(32) At own request. As a statutory right under para 584.	CO	CO	N/A	See para 584.	Recruits have a Statutory Right to claim their discharge up to six months from their date of enlistment on giving 14 days' notice in writing to their CO, provided that they will have completed 28 days service, excluding leave, on the discharge date. This also applies to personnel under the age of

					18 who have passed the six month Statutory Right point (from enlistment) provided they apply before their 18 th birthday.
(33) At own request. On PVR having completed insufficient time to qualify for EDP or IP.	Air Sec	Air Sec	Air Sec	Direct.	Applies to those individuals not eligible for, or with no liability for, Reserve service.
(34) Failure to meet re-joiner requirements	Air Sec	Air Sec	Air Sec	Direct.	Applies to those who have re-joined the RAF under the provisions contained in <u>AP3376, Vol 1, Pt 1</u> , in either a specialisation or rank that is different from that of their previous service and the individual is unable to meet the requirements of the specific post for which they were recruited.

* Enlisted personnel discharged under these clauses will be permanently barred from re-entry/re-joining unless the Disposal Authority permits otherwise.

608. Medical Examination and Disability Claims

- (1) Enlisted personnel who are discharged are to be medically examined by the unit MO prior to discharge. The result of the examination is to be recorded in accordance with the procedure laid down in AP1269A.
- (2) On discharge under para 607(15) APC is to notify DBS UK Vets for assessment of potential ill health benefits under the AFPS.

609-611. Omitted**612. Documents**

- (1) In order to avoid any necessity for an enlisted person's recall, all documents are to be completed and their signature obtained, where necessary, before they leave the discharging unit.
- (2) When an enlisted person is discharged with a view to pension, Veterans UK will assess the pension entitlement.
- (3) When an enlisted person is discharged on appointment to a commission, Career Management is to dispose of the enlisted person's documents as laid down in para 2011.
- (4) Where an enlisted person is discharged locally abroad on medical grounds or where an enlisted person dies abroad, their medical and service documents are to be dispatched immediately to Career Management. When FMed4 is not accessible, all available medical data relative to treatment in hospital etc (including post-mortem reports where applicable) should accompany the service documents.
- (5) A discharge or transfer to the Reserve is to be shown on all documents etc as carried out "on" a certain date. The date is to be the last day of Regular service i.e. the last day of terminal leave, if granted, and pay and other emoluments will be admissible for that day. Where an enlisted person is transferred to the Reserve, Reserve service and entitlement to Reserve pay will therefore commence on the day following transfer.
- (6) On discharge of an enlisted person to a commission, a new identity card will be issued by the JPAC on receipt of a completed application form accompanied by two prints of a photograph showing the applicant in officer's uniform. The identity card held prior to being commissioned is to be disposed of in accordance with JSP 440.

613-618. Omitted**618A. Completion of FMed133**

- (1) Following discharge of personnel from the Service, it is imperative that details of the individual's Service Medical History are available to their NHS GP. In order to achieve this, the MO is to complete a FMed133 in accordance with the instructions contained in AP1269A.
- (2) Arrangements are to be made for a FMed133 to be raised in duplicate for all personnel on discharge from the Service. The completing MO is to ensure that one copy is given to the individual and the other copy retained within the Electronic Health Record as detailed in AP1269.

619. Omitted**620. Retention in the Service of Invaliding etc of Enlisted Personnel who are Absent from Duty on account of Sickness or Injury**

(1) A decision whether an enlisted person who is absent from duty on account of sickness or injury should be retained in the Service or invalided is to be made in light of the rules in clauses (2) to (13). There is no difference or entitlement under this paragraph between enlisted personnel /officer cadets (enlisted aviator) who are suffering from disabilities which are due to Service conditions and those which are not.

(2) Subject to the provisions of clauses (7) to (9) and (13), enlisted personnel who are unfit for duty are to be retained in the Service for a period, reckoned from the date of cessation of duty and excluding terminal and invaliding leave, not exceeding that stated below. The maximum periods are:

(a) For all Regular enlisted personnel serving on normal Regular engagements, 12 months.

(b) Personnel undergoing initial training who are given a temporary JMES below A4 L2 M4 E2 for Enlisted Ground Specialisations or L2 M4 E2 for NCA or who have been withdrawn from training for medical reasons and who are unable to continue with their training, will be given six months to regain a permanent JMES which meets the minimum selection criteria for their chosen Ground Specialisation /NCA category. Exceptionally, this timescale may be reduced or increased on the authority of the President of the Recruiting and Selection Medical Board, if it is considered to be in the best of interests of the Service and/or the individual. For the ground employment component of the JMES, this should not be less than L2, for NCA the air component of the JMES should not be lower than A2. Contiguous periods of disability caused by separate conditions are to be aggregated and treated as one condition. Personnel failing to meet this requirement will be discharged from the Service but will be invited to re-apply if their medical condition improves such that they can meet the JMES entry criteria. AP3379 leaflet 2320 provides further detail.

(c) Provided an enlisted person continues to require in-patient treatment in a hospital, convalescent home or rehabilitation centre, they are eligible to be retained in the Service for a minimum period of five months, reckoned as above; this is regardless of the normal date of expiry of the enlisted person's full time service or of the probability of their becoming fit for further service.

(3) For the purpose of calculating the periods mentioned in clause (2), all periods of absence from duty due to the same disability are to be aggregated, except when they are separated by a continuous period of not less than six months. Periods of absence from duty due to different disabilities are to be aggregated only if they are consecutive.

(4) For the purpose of determining whether or not there is, or continues to be, a reasonable probability that the enlisted person will become fit for duty within the appropriate period specified in clause (2) they are to be brought before a medical board:

- (a) Five months after the date of cessation of duty, if they still require in-patient treatment in hospital or in a convalescent or rehabilitation centre and, thereafter, subject to the provisions of clauses (5) and (7) to (9), at intervals not exceeding four months; or
 - (b) On ceasing to require such in-patient treatment.
- (5) An enlisted person who has been absent from duty for five months or more, who continues to require in-patient treatment, and whose service is due to expire before the end of the appropriate maximum period laid down in clause (2), is to be brought before a further and final medical board two months before the date for termination of service, unless a medical board is to be held under the provisions of clause (4) during the preceding month, in which event this latter board is to be the final board to be held.
- (6) If a medical board is in doubt whether there is a reasonable probability that an enlisted person will be fit to return to duty within the appropriate period specified in clause (2), this is to be stated in the medical board's report, and the board are to give the best assessment of the case that is possible in the circumstances; assessments such as "doubtful", "to be assessed" are not to be used.
- (7) If at any time a medical board, held in accordance with clause (4) or (5), certifies that there is no reasonable probability that an enlisted person will become fit for duty within the appropriate maximum period specified in clause (2), or if any enlisted personnel, who has been retained in the Service in the expectation that they will become fit, is still unfit at the end of the appropriate period, invaliding action is to be taken. Where exceptionally a medical board certifies that invaliding should be postponed beyond the maximum period specified in clause (2) under the provisions of AP1269A, Career Management may authorise postponement of invaliding for a period to be reviewed at intervals of not more than four months.
- (8) An enlisted person /officer cadet (enlisted person) who, on medical examination within six months of enlistment, is found to be unfit for service from a condition incurred before entry, and who is unlikely to become fit for service within the appropriate period specified in clause (2), is at once to be discharged under para 607(16)(a).
- (9) When a medical board, held in accordance with clause (4) or (5), has certified that there is a reasonable probability that an enlisted person will become fit for duty within the appropriate maximum period, but the service of the enlisted person is due to expire before the end of that period, or the normal date of transfer to the Reserve or discharge has already passed, the enlisted person is to be transferred to the Reserve or discharged on the normal date, or as soon as possible thereafter, in the usual manner. In exceptional circumstances, however, the Defence Council may decide that an enlisted person who is unfit for duty should be discharged under para 607(15) before the normal date for termination of service.
- (10) As an enlisted person whose service is terminated under the provisions of clause (9) may be temporarily unfit for civilian employment, the papers relating to their case are to be referred to DBS UK Vets by APC as if they had been invalided, to

enable that department to assess entitlement, if any, to a non-effective award (see para 608(2)).

(11) Reference in this paragraph to enlisted personnel who “require in-patient treatment” is to be interpreted as covering only those enlisted personnel who are actually under treatment as in-patients in a hospital or in a convalescent or rehabilitation centre, or for whom such treatment has been prescribed by a responsible RAF medical authority as being immediately required. The term also covers enlisted personnel who are granted periods of leave between successive stages of in-patient treatment (e.g. where a surgical operation is performed in two or more stages); it does not, however, cover enlisted personnel who are sick, who may eventually require in-patient treatment, but for whom such treatment or further treatment cannot be immediately and affirmatively diagnosed as necessary.

(12) (a) Enlisted Personnel who are discharged under para 607(15) and (16)(b) are to be granted terminal leave and invaliding leave in accordance with JSP 760.

(b) Leave is to commence as from the date stated in the letter from Career Management officially notifying the decision that the enlisted person is to be discharged.

(c) Enlisted Personnel who under the provisions of clause (9) are transferred to the Reserve or discharged, will not be entitled to invaliding leave, but will be entitled to terminal leave.

(d) Action is to be taken to ensure that, wherever possible, invaliding leave and terminal leave does not extend beyond the date on which the enlisted person's period of service is due to end. When this is not possible, or when it would be inconsistent with the terms of clauses (4) or (13), the leave will nevertheless be granted, even though this involves the continuance of pay beyond the normal date of termination of service.

(13) Enlisted Personnel serving abroad are to be subject to the rules in clauses (1) to (12) except that those who are able to be invalided are to be returned to the UK as soon as possible, and will remain entitled to pay (and allowances, as appropriate) until they are medically boarded after disembarkation, and for the period of invaliding leave and terminal leave to which they are entitled, even though this may involve the continuance of pay beyond the appropriate period specified in clause (2), or beyond the normal date for termination of service.

(14) The arrangements in clauses (1) to (12) apply also to an enlisted person who is admitted to hospital during terminal or invaliding leave provided that they have not otherwise already received the minimum entitlement to retention under clause (2). The remaining leave will be suspended during the period of in-patient treatment. An enlisted person requiring continuous in-patient treatment who has been retained beyond their normal discharge date is to be discharged or invalided as appropriate at the end of the five month period, after taking the balance of outstanding leave.

621. Discharge on Medical Grounds for Enlisted Personnel awarded JMES A6 L6 M6 E5/6

(1) The conditions to be fulfilled before an enlisted person given a permanent JMES A6 L6 M6 E5/6 can be considered for discharge on medical grounds are:

(a) They must be declared permanently unfit for all forms of RAF service by a medical board convened:

(i) At the RAF Medical Board, at RAF Centre of Aviation Medicine.

(ii) At a Defence Secondary Care Establishment, if so authorised in AP1269A.

(iii) Exceptionally, under other arrangements as directed by DGMS (RAF).

(b) Career Management must agree to accept the recommendations of the medical board.

(c) The medical board does not recommend postponement of invaliding as provided in para 620(7).

(2) A decision to discharge an enlisted person under the invaliding clause does not give them an automatic right to invaliding benefits. The award and amount of such benefits are at the discretion of the Defence Council. If there are factors involved that require the exercise of this discretion (e.g. if the disability appears to be due to causes partly or wholly within the enlisted person's control) Career Management will refer the case to the Discretionary Awards Panel.

(3) The detailed procedures set out in Appendix 9B are to be followed as soon as an enlisted person is assessed by a medical board as permanently unfit for all forms of RAF service.

622-623. *Omitted*

623A. Discharge of Warrant Officers on Reduction to the Ranks

This Regulation is made pursuant to s.331(3) AFA 06. A Warrant Officer (including enlisted personnel holding Master Aircrew rank) who is reduced to the ranks in accordance with para 1027 or by sentence of a court martial, may claim their right to be discharged following reduction in rank. Discharge in accordance with this clause will be effected under para 607(4)(a). This provision does not apply when a state of war exists or members of the Reserve are called out on permanent service.

624. Discharge from Prison or Detention Barracks

(1) See JSP 761 as to disposal of medals etc.

(2) When an enlisted person is discharged following the imposition of a sentence of imprisonment by a civil court, the effective date of discharge is the date the Competent Authority made the decision, unless instructions to the contrary are given by Career Management.

624A. *Omitted*

625. Discharge or Transfer to the Reserve Abroad

Enlisted persons serving abroad who are due for discharge or transfer to the Reserve may apply to be discharged or transferred to the Reserve locally.

626. Discharge on Extreme Compassionate Grounds

- (1) An individual serving on a Regular engagement may submit an application for discharge on extreme compassionate grounds. Discharge will normally only be granted where there is satisfactory evidence to show that retention in the Service would cause severe distress.
- (2) Discharge on extreme compassionate grounds is to be approved by the Compassionate Appeals Tribunal. Any debtor balance on an enlisted person's account is to be cleared prior to discharge being effected.
- (3) Each application is to be thoroughly investigated by the CO of the unit and forwarded, together with their remarks, direct to the Compassionate Appeals Tribunal in accordance with AP3392, Vol 2, Lft 704. Every application is to be forwarded whether the CO is able to recommend it or not.
- (4) The above procedures do not apply to enlisted personnel and NCA who apply for discharge on grounds of conscience who are dealt with in accordance with AP3392, Vol 5, Lft 113.

627-628. Omitted

629. Discharge on Pregnancy

Detailed maternity leave arrangements are contained in JSP 760. Full details of the procedures for those opting for discharge on pregnancy are contained in AP3392, Vol 2, Lft 710.

630-635. Omitted

CHAPTER 11

Engineering

SECTION 1 – GENERAL

636. Introduction

SP, civil servants and contractors undertake engineering tasks across a broad spectrum of disciplines which have a direct impact on operational effectiveness, personal safety and efficiency. It is therefore essential that regulations and policies are in place to provide clear direction and auditable lines of responsibilities for engineers.

637. Applicability

These Regulations apply to all SP and Crown Servants engaged in engineering and associated tasks across the RAF.

638. Omitted

SECTION 2 – RESPONSIBILITIES

639. Military Continuing Airworthiness Manager

Military Continuing Airworthiness Managers (Mil CAM) are appointed⁷ by the DDH for each Air System and authorised by the relevant Group Chief Air Engineer to the ODH (CAE(ODH)) as the senior engineer responsible for the management of continuing airworthiness of an Air System fleet. Mil CAM shall have direct access to the fleet DDH. Mil CAMs will generally fall under the Air Wing chain of command.

J640. Principal Engineer⁸

Principal Engineers (PEs) are, by appointment, the senior engineers responsible for assuring delivery of the requisite engineering standards and authorised practices within a ship, unit, station, Air Base, establishment or theatre of operation. PEs shall have direct access to the HoE or appropriate commander to whom they are responsible for all professional engineering matters, including activity not under their direct command, e.g. Air Wing elements. PEs will generally fall under the Air Base chain of command.

J641. Engineering Managers⁹

Engineering Managers (Engineer Officers, Warrant Officers and NCOs who are placed in charge of bays, sections, flights or squadrons or civilians of equivalent status) are responsible for the efficient engineering management, care, custody and security of all personnel and technical equipment assets for which they are responsible and for controlling the quality and quantity of work produced. They are responsible for:

⁷ In accordance with [RA1016](#); whilst the Individual will be posted in accordance with Career Management procedures, formal acceptance of the suitability of the individual to hold appropriate delegation and authorisation will be made by the DDH on the advice of the CAE(ODH). The appointment of the Mil CAM will be endorsed by the MAA through the Continuing Airworthiness Management Exposition (CAME).

⁸ For RN read Principal Air Engineer.

⁹ For RAF, normally sergeant/Chief technician to Wing Commander.

- (1) The establishment and operation of an organisational structure, in terms of personnel, procedures and layout that provides a sound framework for safe, efficient and effective activity.
- (2) Advising the Duty Holders, Mil CAMs, Chief Air Engineers, PEs and/or Accountable Manager (Maintenance) (AM(M)) on all engineering matters appropriate to their appointment.
- (3) The professional management of engineering resources under their control.
- (4) Ensuring that the required engineering standards and authorised practices are employed.
- (5) Compliance with the relevant orders and instructions issued by higher formations, contracting authority or Host Nation.

J642. Engineering Technicians¹⁰

- (1) **Supervisors¹¹**. Supervisors (Service or civilian) shall be responsible to the appropriate managers (Service or civilian), or subordinate engineer where no managers are established, for the engineering administration, appropriate to their ranks and appointments, of the duties of their profession. Supervisors shall also be responsible for supervising the work done by the technicians under their control (Service or civilian), for ensuring that correct engineering standards and practices are used, for assuring the quality and completeness of the work undertaken, and for the further professional development of the skills and knowledge of their subordinate technicians.
- (2) **Producers¹²**. Producers (Service or civilian) shall be employed in the maintenance of technical equipment or Air Systems. Supervisors may also be employed as producers, as circumstances require. Producers are responsible to their supervisors (Service or civilian), for carrying out tasks as directed and in accordance with correct profession practices and the relevant regulations and procedures. Producers shall also be responsible for the quality and completeness of their work and, where authorised to self-supervise, will have responsibility for the work they undertake when acting as a self-supervisor.

643-646. Omitted

SECTION 3 – ORDERS AND INSTRUCTIONS

647. Engineering Policy, Orders and Instructions

- (1) In the Defence Air Environment, this Regulation supports the MAA Regulatory Publications (MRP), which provide the overarching tri-Service engineering regulation, and the Manual of Airworthiness Maintenance – Processes (MAM-P) to which all subordinate policy and regulations shall adhere to.

¹⁰ For RN read Air Engineering Technicians.

¹¹ For RAF normally Corporals or Sergeants.

¹² For RAF normally Air Specialists or Corporals.

(2) In all other environments, Defence regulation and both joint and single-service mid-level policy (AP600 and AP7004 within the CIS environment) shall be followed in the absence of any other instruction, or unless specifically directed otherwise. Subordinate policy shall provide amplification to the higher policy or task specific policy when not covered by the primary guidance. Front Line Commands and Delivery Teams are responsible for promulgating amplifying regulations as required.

648. *Omitted*

649. Acquaintance with Orders

All engineering personnel operating within an engineering environment are to ensure that they have access to, are familiar with, and abide by engineering policies and instructions.

650-652. *Omitted*

SECTION 4 – MAINTENANCE OF AIR SYSTEM AND OTHER TECHNICAL EQUIPMENT

653. Maintenance – General

The engineering authority for each type of Air System or other technical equipment is to:

- (1) Undertake its higher engineering management as described in the MRP, supported by mid-level policy (AP600 for the CIS environment).
- (2) Define the policy for its maintenance and promulgate instructions accordingly.

654. *Omitted*

655. Control of Maintenance

The maintenance of Air System and other technical equipment shall be controlled in accordance with policy, supported by mid-level policy (AP600 and AP7004 within the CIS environment) or as specifically detailed within the equipment maintenance support contract.

656-699. *Omitted*

CHAPTER 12

Flying

700. Flying Regulations – General

- (1) It is the duty of all aircrew and such others as are concerned in the operation of Service aircraft to acquaint themselves with the orders and instructions contained in the MRPs, CAA CAP 774 (UK Flight Information Services) and CAA CAP 413 (Radiotelephony Manual).
- (2) When personnel of one Service are attached, seconded or on loan to another Service for duty or training they are to be subject to the flying orders, regulations and instructions of the Service to which they are attached, seconded or on loan.

701. British Service Personnel serving in Commonwealth and Foreign Air Forces

- (1) SP serving on exchange, secondment or loan, or undergoing courses of instruction in a Commonwealth air force are to comply with the flying regulations issued by that particular force.
- (2) SP serving on exchange, secondment or loan, or undergoing courses of instruction in a foreign air force are to comply with the special instructions issued to them before taking up their appointment.

702. Omitted

703. Customs and Health Regulations

- (1) COs are to ensure that Customs, Immigration, Finance and Public Health regulations are observed in accordance with the current instructions.
- (2) Service aircraft may not carry:
 - (a) Any goods whose importation is prohibited.
 - (b) Any dutiable goods, except when they are being landed under the regulations promulgated in:
 - (i) JSP 800.
 - (ii) BR 1990 – Customs and Immigration Regulations for the Royal Navy.
- (3) Customs examinations of classified documents carried in Service aircraft “by hand of pilot” are to be in accordance with JSP 440.
- (4) COs are also to ensure that, in the UK, the Memorandum of Understanding between HM Revenue and Customs and the RAF is fully complied with.
- (5) This KR is to be read in conjunction with AP1990.

704-718. Omitted

J719. Civil Flying use of MOD Airfields

Civil aircraft may use MOD airfields only in the circumstances and under the conditions laid down in JSP 360 unless otherwise authorised by the MOD.

720. Use of Privately-Owned Aircraft by Service Personnel – General

- (1) Private aircraft in the possession of SP are civil aircraft and the regulations concerning civil aircraft apply to them and to their owners in so far as such aircraft are concerned. SP piloting a civil aircraft must also comply with civil air navigation legislation (including orders, regulations and the like) in force in the country or countries in which the flight takes place, and must hold a civil pilot's licence. No pay, remuneration or allowance may be accepted from civil sources and leave of absence must be obtained should any absence from Service duty be involved.
- (2) A civil aircraft is not to be piloted by SP who are permanently or temporarily unfit for flying.
- (3) A member of the Armed Forces who uses a private civil aircraft is advised to cover all risks by insurance as, except for sick leave and medical treatment and any entitlements based on length of service, the MOD will not accept any responsibility for any accident or damage to property of the Service Person themselves, or of any other SP or other parties, occasioned during or by a private flight.

721. Use of Privately-Owned Aircraft for Air Displays

- (1) **Single aircraft.** Under the terms of para 720 SP may fly a private aircraft at an Air Display, provided that they have obtained the permission of their CO, who must not be below the rank of Captain RN, Colonel or Group Captain.
- (2) **Teams of aircraft.** Under the terms of para 720 SP may fly private aircraft at an Air Display as part of a team, provided that all the Service members of the team have received the specific permission of their Flag Officer, GOC or AOC as appropriate.
- (3) SP flying private aircraft under clauses (1) or (2) will be considered to be off duty and must familiarise themselves and comply with MAA Regulatory Article 2335 at all times.

J722-J726. Omitted**J727. Eligibility for Flying Badges**

- (1) The term "flying badge" is used to include all badges worn by personnel who have successfully completed a prescribed course of flying training. The initial award of a flying badge is on a provisional basis. It is not deemed to be fully earned until the holder has successfully completed an operational conversion or equivalent course and has joined an operational or non-operational unit in the capacity for which the provisional badge has been awarded. Joining is defined for each Service as follows:
 - (a) RN: On issue of the Certificate of Competence.
 - (b) Army and RM: On successful completion of initial Conversion to Type training¹³.
 - (c) RAF: On initial award of either Combat Ready status or B1 flying instructional grade.

¹³ The award is deemed to be permanent on completion of conversion to type (CTT).

(2) When the badge has been earned, the holder may continue to wear it after they have ceased to carry out flying duties. Once earned, the badge may be withdrawn only on the direction of the Admiralty Board, the Army Board or the Air Force Board.

(3) If a badge has not been fully earned as specified in clause (1) above and the holder is withdrawn from that flying training discipline, then the holder may not continue to wear the badge. The badge may also be withdrawn if at any time the holder is removed permanently from flying duties for disciplinary or other reasons.

(4) A member of aircrew who is qualified for more than one badge is not to wear a badge other than that appropriate to the particular flying duty in which they are currently categorised or mustered, except where MOD authority is granted. An individual who is entitled to wear a badge and is undergoing training for another aircrew category may continue to wear the badge of the former category until award of the flying badge of the new category.

(5) The authority for the entitlement to a flying badge is:

(a) RN: NCHQ, Section 40

(b) Army: Section 40, HQ AAC.

(c) RAF: HQ Air, Section 40

Any questions on entitlement are to be forwarded through normal channels to the appropriate authority mentioned above.

(6) Flying badges are to be worn as laid down in the dress regulations for each Service. Any questions on the policy/regulations for the wearing of flying badges are to be forwarded through normal channels the Aircrew Profession advisors. Any queries regarding the entitlement to a flying badge should be directed via unit staff to the relevant Service authority listed at clause (5).

(7) (RAF only). The type of badge to be worn is described in para 206.

728. Eligibility for Preliminary Flying Badges

(1) A Pilot Preliminary Flying Badge may be awarded to RAFVR and RAFVR(T) personnel who successfully complete a course of flying training and a ground examination which may from time to time be specified by Section 40. The badge is to be worn as specified in AP1358.

(2) A preliminary flying badge is not to be worn by members of the Regular RAF, except whilst they are members of University Air Squadrons.

729. Eligibility for Reserve Pilot (Gliding) Flying Badge

(1) The Reserve Pilot (Gliding) Flying Badge (RP(G)FB) is awarded to 2 FTS personnel and all ranks of Regular and Reserve personnel, when they achieve a minimum Certificate of Qualification on Type (CQT) of Grade 1 Pilot. As per para J727, the RP(G)FB is awarded on a provisional basis, until the holder has successfully achieved a B1 Category Qualified Gliding Instructor (QGI) status. The

RP(G)FB will be withdrawn if the holder ceases flying under 2 FTS before achieving a B1 QGI status.

(2) The syllabus and examinations required to achieve G1 is set by **Section 40**.
The badge is to be worn as specified in AP1358

730-749. Omitted

750. Meteorological Services – General

Meteorological services are provided to the RAF by the Joint Operation Meteorological and Oceanography Centre, the UK Met Office and the Royal Navy Warfare (HM) Branch. JSP 465 contains fully details.

751-824. Omitted

CHAPTER 13

General Duties and Miscellaneous Provisions

SECTION 1 - DAILY DUTIES

825. Daily Duties at Stations

(1) At every station, duty personnel are to be detailed under the orders of the CO of the station as follows:

- (a) Station duty officer (see para 826).
- (b) Orderly officer (see para 827).
- (c) Station Orderly Sergeant (see para 836(1)).
- (d) Station Orderly Corporal (see para 836(2)).

(2) At every station where there is more than one MO a duty MO is to be detailed in orders and is to be nominated by the SMO of the station. Their orders are to be prepared by the SMO and approved by the CO of the station.

(3) The CO of the station is to draw up standing orders for each of the duties referred to in clause (1). They are to arrange the details of the tours of duties and ensure that the person relieving takes over correctly from the officer they relieve. They are to call for such reports from the duty officers on the conclusion of their tours of duty as they may consider necessary.

(4) The CO of the station is to cause duty rosters to be kept of the personnel available for duty, and is to ensure that personnel are not detailed for duty out of their turn, unless such a course is in the interest of the Service.

(5) Personnel detailed for duty are not to exchange their duty with other personnel without consent of the CO or person authorised to act on their behalf.

826. The Station Duty Officer

The Station Duty Officer is never to be an officer below the rank of Warrant Officer and is to be an officer with appropriate productive service experience. Their tour of duty is to cover only periods outside the normal working hours of the station. They are to receive all reports, which would normally be referred to the CO, in the absence of the latter, and if the matter is urgent, are to take the necessary action, reporting such action to the CO at the earliest opportunity. The duty may be combined with another station duty, including that of orderly officer, where the CO considers this practicable and desirable.

827. The Orderly Officer

(1) The CO of the station is responsible for ensuring that all junior officers are fully capable of performing the duties of Orderly Officer. They are to accompany, under instruction, more experienced officers performing this duty as the CO considers necessary. An officer is not to be put on the Orderly Officer roster until they are competent to perform this duty.

(2) Normally the duty of Orderly Officer is to be performed by officers of the rank of Flight Lieutenant or below but the CO may, at their discretion, approve the employment of Warrant Officers, either temporarily or as a permanent measure. If the number of junior and Warrant Officers available at a unit results in a duty recurring excessively, the CO may, in exceptional cases, consider the inclusion of Flight Sergeants in the Orderly Officer roster. In such circumstances, a case for exceptional dispensation, for a period of no more than 12 months, is to be sought from the AOC. The inclusion of Flight Sergeants is to be in lieu of Orderly Sergeants' duty.

(3) The Orderly Officer is to be responsible for the following duties and such others as the CO of the station may order:

- (a) Supervision of the guard unless another officer is detailed as Guard Commander.
- (b) Such duties in connection with parades as the CO may direct.
- (c) The maintenance of order and discipline on the station outside normal working hours, and for reporting immediately any major breaches to the Station Duty Officer or other senior officer available.
- (d) The safety of buildings, sheds and compounds outside normal working hours (see para 834).
- (e) The reception of visitors and ensuring that new arrivals on the station are, when required, allotted accommodation and given meals.

828-831. Omitted

832. Guards, Escorts and Authority for Arming

(1) **Definition of Terms.** The terms used in, or related to the subject matter of this paragraph are defined as follows:

- (a) **Guard.** A guard is a body of personnel (armed or unarmed) mounted or ordered to patrol for the purpose of protecting any persons, premises or places.
- (b) **Guard Room.** A guardroom is the headquarters of a guard force and the place where a guard is accommodated.
- (c) **Guard Commander.** A guard commander is the individual in command of the guard force and is responsible to the CO of the unit for the conduct, efficiency and welfare of the guard force.
- (d) **Sentry.** A sentry is a member of a guard force, who is posted or ordered to patrol for the purpose of protecting persons, premises or places.
- (e) **Sentry Post.** A sentry post is the place where a sentry is located when not moving along a beat.
- (f) **Sentry Beat.** A sentry beat is an approved route along which a sentry is to move when not standing at their post. Sentries should be able to see from any point on their beat the personnel or property which they are responsible for safe-guarding and should be able to challenge from any point on their beat persons approaching such personnel or property.

(g) **Patrol.** A patrol comprises one or more members of a guard force detailed to safeguard personnel or property in a given area, but not confined to a specific beat or post.

(h) **Reaction Force (RF).** The RF is a body of personnel capable of mounting a swift¹⁴, effective response to either a terrorist attack, a request for assistance from a member of the guard force, Intruder Detection Alarm Activation, or other emergency as directed by the guard commander. The RF is to consist of a minimum of two personnel if the unit has adopted an authorised armed guarding posture. For units without an authorised armed guarding posture a minimum of one person RF is acceptable. Specific composition, role, equipment and reaction times are dependent upon the threat and geography and are to be decided by the CO of the unit.

(i) **To Post a Sentry.** To post a sentry is to instruct a sentry in their duties and responsibilities and appoint them to their place of duty.

(j) **To Mount a Guard.** To mount a guard is to instruct the members of a guard force in their duties and responsibilities at the start of their period of duty and, if required, to issue the guard force with weapons and ammunition, (see para 832(8)).

(k) **To Mount a Patrol.** To mount a patrol is to instruct the members of a patrol in their duties and responsibilities and to order them to proceed.

(l) **Turning Out the Guard.** To turn out the guard is to call from the guardroom those of the guard force who are not performing duties as sentries or patrols.

(m) **Relieving a Sentry or Patrol.** To relieve a sentry or patrol is to replace them by another sentry or patrol.

(2) The Composition of a Guard Force. The composition of a guard force is at the discretion of the CO of a station but is to comply with the CAS's Arming and Guarding Directive; the CO is responsible for ensuring that the number of personnel detailed is kept to a minimum compatible with security. The Defence Guarding Assessment Tool within JSP 440 – Leaflet 3J should be utilised to determine the appropriate guarding baseline

(a) **Selection of Personnel.** Suitably trained personnel aged 18 or over, may be armed when carrying out general security duties inside MOD establishments and at off-base sites that require armed guarding. Medical and Chaplaincy personnel should only be employed as part of the guard force where, in the opinion of the CO of the station, their exclusion would place an unreasonable burden on other personnel. Medical and Chaplaincy personnel are only to be employed in unarmed guarding roles, and are not to be employed on armed duties under any circumstances.

(b) **Reserve Personnel.** Royal Air Forces Reserve personnel, including Full-Time Reserves Service (FTRS), Additional Duties Commitment (ADC) and members of the Volunteers Reserve (e.g. Royal Auxiliary Air Force Part-Time Volunteers (RAuxAF PTVRs)) may be armed and utilised for general security

¹⁴ A 'swift effective response' will not normally exceed 10 minutes to mount.

duties inside Defence installations and at off-base sites that require armed guarding under the same conditions as Regular Service personnel if they are suitably trained and qualified to do so.

(c) **Training.** All RAF personnel issued with firearms are to receive prior appropriate training in marksmanship, the use of force, judgmental assessment and procedural training as detailed in Annex I of the CAS's Arming and Guarding Directive. MPGS personnel employed on RAF units are to comply with the arming requirements of Commander Field Army's Arming and Guarding Directive but are to perform their guarding tasks in accordance with the guarding component of CAS's Arming and Guarding Directive. Additional training is required for guard commanders and their deputies.

(3) **Guard Commander.** Guard commanders are normally to be of at least SNCO rank. On occasions when insufficient numbers of SNCOs results in the unit's inability to generate a SNCO guard commander, the CO may routinely use a substantive Corporal (of any trade) when it is assessed that they are suitable for guard commander duties. At units where there are sufficient numbers of SNCOs, or where SNCOs are established to carry out guard commander duties, JNCO guard commanders are not to be used. All individuals employed as guard commander are to receive the same training. Substantive corporals of the MPGS can be used routinely as guard commanders. Lance Corporals of the MPGS and RAF Regt may not be employed as guard commanders unless there are exceptional circumstances which preclude the employment of SNCOs or substantive Corporals; in such instances their employment must be individually authorised by the CO.

(4) **Deputy Guard Commander.** Substantive JNCOs (including Lance Corporals of the MPGS and RAF Regt) can be used routinely as deputy guard commanders on any unit (see paras 832(8) and (9)). It is therefore accepted that in times of absence from the guard room (e.g. when eating or inspecting patrols), the guard commander's duties may fall upon a substantive JNCO.

(5) **Arming Authority in the UK.** In Great Britain, CAS may authorise the arming of guards with weapons and live ammunition, in accordance with MOD Directives. The authority to arm is a Full Command issue and the arming criteria within CAS's Arming and Guarding Directive is applicable to all RAF personnel regardless of TLB. Similarly, the arming criteria within CinC LAND's Arming and Guarding Directive is applicable to all MPGS personnel employed on RAF units, although they perform their guarding duties in accordance with the guarding component of CAS's Arming and Guarding Directive. CAS, or in their absence their deputy, is to personally make the decision to arm guards within their Command. Notwithstanding this, the CO of any installation may authorise the arming of SP in response to a substantive and/or immediate threat. CAS's approval is to be sought retrospectively through the chain of command without delay. Personnel are not to be detailed as a member of an armed guard force unless they have successfully undergone the requisite pre-training as detailed by the CAS's Arming and Guarding Directive.

(6) **Arming Authority Overseas – Permanent Overseas Training Establishments and Exercises.** On duty or exercises overseas, the authority to arm is vested in CJO or the appropriate CinC. Specific instructions will be issued outlining

what types of weapons and ammunition personnel are to be armed with, complimented with any additional local instructions that they may consider necessary. UK Rules of Engagement (ROE) may be used as a guide by CJO or CinCs. COs of stations and units in overseas areas are to comply with the rules issued by the responsible military authority in accordance with the appropriate single-Service Arming Directive. The responsible military authority in these circumstances is the senior local commander, who will issue appropriate orders and instructions to all personnel under their command.

(7) **Rules of Engagement.** JSP 398 sets out the ROE for UK SP. CAS's Arming and Guarding Directive will authorise suitable ROE for the UK. Arming of personnel abroad is detailed at 832(6). ROE cards, appropriate to theatre, are to be issued to all members of an armed guard force and are to be carried throughout their tour of duty.

(8) **Arming of Guards.**

(a) **Weapons.** Only authorised Service firearms are to be issued to personnel on general security duties. Weapon serviceability is to be checked regularly by suitably qualified personnel. Service rifles are to be individually zeroed by live firing and a record of zeroing information kept for each person. Weapons are not to be issued to guards without ammunition: the term "armed sentry/guard" means all sentries armed with weapons and ammunition.

(b) **Issue of Ammunition.** When ammunition is to be issued to an armed guard (or armed patrol or escort), the issue is to be supervised by an officer or authorised Warrant Officer, SNCO or a JNCO, who may be the guard commander, at the time of the guard (or armed patrol or escort) mounting. For these purposes an "authorised Warrant Officer, SNCO, or JNCO" is an individual appointed by name on the written authority of the CO. Deputy guard commanders, may in the temporary absence of an officer or authorised Warrant Officer, SNCO or JNCO, in the event of an emergency, issue ammunition. When the guard (or armed patrol or escort) is finally dismounted, ammunition is to be collected in the presence of an officer or authorised Warrant Officer, SNCO or JNCO, accounted for, and returned to the ammunition store. Any expenditure or deficiency of ammunition is to be reported in writing by the guard or other commander. Ammunition is never to be left unattended. The issue and withdrawal of weapons and ammunition is to be recorded in a register designated "The Armed Duty Book". This Register (RAF Form 4429 or PSyA(Air) authorised equivalent) is to be maintained in all guardrooms

(c) **Loading and Unloading.** Loading and unloading of weapons may be carried out by any NCO providing they have successfully completed those elements of training required by the responsible authority. Substantive RAF Regt and MPGS Lance Corporals may, as a matter of routine, supervise members of an armed guard force loading and unloading their weapons prior to a period of duty as a sentry or as part of an armed patrol or escort.

(d) **Weapon Safety.** Personnel armed with the Service Rifle are to carry their weapons in the Alert position. Weapons are not to be placed in the Aim unless the carrier has identified a specific threat to themselves or another. The sole

exception of this is that weapons equipped with an optical sight, such as SUSAT or CWS, may be placed in the Aim in order to utilise the magnification and night vision properties of the sight for observation. Loaded weapons are not to be taken into buildings except where essential in the execution of an armed duty, for example, in 'hot pursuit' or in searching for a known or suspected armed person.

(e) **Warning Notices.** Notices warning of armed guards are not to be displayed at establishments where guards may be armed. Such notices serve no purpose in law since the onus is on the guard not to use unreasonable force.

(9) **Public Relations.** Questions about the arming posture are to be normally referred to Security or Media Ops staff wherever practicable. Should circumstances preclude this, the normal line to take when questioned on arming posture should be 'it is not MOD practice to comment on security arrangements, however, be reassured that it takes the safety of its personnel very seriously and responds accordingly. These arrangements are kept under constant review.'

(10) **Tour of Duty.** Personnel are not normally to be employed on a guard post continuously for a period exceeding two hours. After completing such a period of duty, personnel should be moved to a different task or a period of standby. A CO of a unit may, in emergency, increase the period of continuous duty to a maximum of four hours, provided that the sum total of periods of guards and standby duties does not exceed eight hours in any 24 hours for personnel who have additional trade duties, and 16 hours in any 24 hours for personnel employed exclusively on guard duties. A CO may also reduce the period of duty below two hours and proportionately reduce the minimum period of standby time.

(11) **Orders - General.** A CO of a unit is to promulgate comprehensive orders for their guard force, including incident response drills, using the following guidance:

- (a) Orders to the guard force (see para 832(20)).
- (b) Orders to the guard commander (see para 832(21)).
- (c) Orders to each sentry/patrol (see para 832(22)).

One set of these orders is to be kept in the guardroom.

(12) **Promulgation of Orders.** All guard force personnel are to sign as having read and understood their orders. A copy of the orders is to be made available to all guard force personnel within the guard room.

(13) **Posting, Inspection and Visits.**

- (a) Guard commanders are responsible for ensuring that either they or their deputy posts and relieves all sentries and mounts and relieves all patrols. On such occasions they are to inspect the arms, if issued, of personnel concerned to ensure that orders relating to loading, charging and unloading of magazines are carried out.
- (b) Guard commanders are to visit sentries and patrols at least once during their tour of duty.

- (c) Guard commanders are to ensure that any guard who appears unfit for duty, for whatever reason, is removed from armed duty immediately and the circumstances are reported to the CO, SSyO or Orderly Officer immediately.

(14) Inspection by the Orderly Officer. The Orderly Officer is to visit the guard and all sentries and patrols at least twice by day, and once by night between 2300 hours and dawn unless expressly excluded as part of the duty in the OO Orders.

(15) Turning out the Guard Force. The guard force is to turn out with weapons, if issued, on the following occasions:

- (a) When required for training in its duties.
- (b) In the event of a security-related emergency or alarm.

The guard commander is to inspect the guard force on all these occasions and dismiss it to the guard room only when the reason for turning out no longer exists.

(16) Conduct In the Guard Room.

- (a) Guard commanders are not to leave the guard room except to visit sentries or patrols, or for duties and occasions specifically authorised by the CO of the unit, on which they are to hand over their responsibilities to their deputy and specify the probable duration of absence.
- (b) Guard commanders are not to allow any members of the guard force, not employed on sentry or patrol duty, to quit the guard room unless they consider it to be essential and are satisfied that the absence will not be detrimental to the fulfilment of the responsibilities of the guard force.
- (c) Members of the guard force are not to remove articles of clothing or equipment whilst on guard duty unless such practice is specifically authorised by the CO of the unit.
- (d) Members of the guard force are forbidden to loiter or lounge outside the guardroom, or to converse with persons not on duty.
- (e) Personnel of the guard force are not to consume alcohol whilst on duty (including standby commitment), nor are they to consume alcohol prior to commencing such a duty to such an extent they are unfit to fulfil the duty.
- (f) Personnel of the guard force are not to take prescription drugs which might impede their ability to perform their duties either whilst on duty or on standby. Medical certificates are required in respect of all prescription drugs which might impede such duties.
- (g) Alcoholic liquor is not to be taken into the guardroom unless specifically authorised by the CO of the station.
- (h) No person is to be allowed inside the guardroom except on duty.

(17) Handing Over and Taking Over. All equipment, stores, furniture, fixtures and keys on charge in the guard room are to be handed over from one guard commander to the next, or to the person in charge of the guard room when no relief is taking place. All such articles are to be checked against an inventory. In the event of losses

or damage, the relieving guard commander or person accepting charge is to report, in writing, any discrepancies. (See also para 834 regarding custody of keys).

(18) Dismissing a Guard Force. Every guard force is to be dismissed formally; the guard force is to be inspected, its arms examined and ammunition collected.

(19) The Guard Report. The guard commander is to submit a report in writing to be compiled and delivered as directed by the CO of the unit.

(20) Orders to the Guard. Orders to the guard force are to include the following:

- (a) The duties of the guard force, i.e. personnel, property or areas to be safeguarded.
- (b) The composition of the guard force.
- (c) The tour of duty of the guard force.
- (d) Instructions as to when and where sentries and patrols are to be mounted and what their duties are to be.
- (e) Instructions regarding the escorting of visitors within the unit.
- (f) Instructions regarding the scrutiny of passes.
- (g) Orders for the inspection of the guard force and its arms and ammunition.
- (h) Instruction for the storage and issue of arms and ammunition.
- (i) Orders for loading and unloading of weapons.
- (j) Instructions regarding turning out the guard force.
- (k) Orders for paying compliments by the guard force.
- (l) Where orders for the guard force, guard commander, sentries and patrols are to be displayed.
- (m) Administrative matters such as any relaxation of dress and equipment permitted when not on sentry duty e.g. when eating meals and when washing.
- (n) Such other orders and instructions as are necessary.

(21) Orders to Guard Commanders. Orders to guard commanders are to include the following:

- (a) That they must acquaint personnel of the guard force with their orders and instructions.
- (b) That they must acquaint sentries and patrols with their orders before they commence their duties.
- (c) How the guard force is to be dressed, armed and equipped.
- (d) How the arms and ammunition of the guard force are to be stored and issued. Due consideration is to be given to JSP 440 requirements relating to the security of keys.
- (e) The tour of duty of each sentry and patrol.

- (f) The need to prepare a guard roster.
 - (g) How sentries are to be posted and how patrols are to be mounted.
 - (h) That they are to inspect all members of the guard force to ensure that they are fit for duty. An individual who appears to the guard commander to be a risk to themselves or others; this could be for any reason - drink, drugs, medical, psychiatric or emotional suffering, is not to undertake guarding duties.
 - (i) That the arms and ammunition of all sentries and patrols are to be inspected when they are posted and relieved to ensure that arms are correctly loaded and unloaded under supervision and the proper safety precautions are taken.
 - (j) That the arms and ammunition of all personnel of the guard force are to be inspected when the guard force is dismounted to ensure that all arms are unloaded and all ammunition accounted for.
 - (k) That they are to visit each sentry and patrol at irregular intervals and at least once during the tour of duty of each sentry and patrol.
 - (l) The action to be taken in an emergency or in response to an incident.
 - (m) That they are not to leave the guard room except to inspect or post sentries and patrols, or as specifically authorised by the CO of the unit, and that in such cases they are to leave their deputy in charge.
 - (n) That personnel of the guard, when not on sentry or patrol duty, are to remain in the guardroom, unless they permit them to leave.
 - (o) That unauthorised persons are not to enter the guard room.
 - (p) That alcoholic liquor is not to be allowed in the guardroom, unless specifically authorised by the station commander.
 - (q) That they are responsible for the property, equipment and fixtures listed in the guardroom inventories.
 - (r) How they are to take over and hand-over their duties.
 - (s) Other matters on which it is necessary to instruct the guard commander.
- (22) Orders to Sentries and Patrols.** Separate orders are to be issued to each sentry and patrol. They are to contain orders and instructions for the following:
- (a) Instructions as to the types of arms and the amount of ammunition with which the sentry or patrol is to be armed.
 - (b) Orders for the loading and unloading of weapons and the safety precautions to be observed.
 - (c) Details of the tour of duty of the sentry or patrol.
 - (d) A definition of the area or property to be safeguarded.
 - (e) Orders for making contact with other sentries or patrols.

- (f) Details of the relevant ROE.
 - (g) The action to be taken in an emergency, including orders for summoning the guard commander and turning out the guard force.
 - (h) Instructions for deportment and the paying of compliments.
 - (i) Where the sentry or patrol orders are to be kept and how they are to be safeguarded.
 - (j) Any other orders and instructions it may be necessary to issue.
- (23) The provisions of this paragraph are to be applied, as far as may be practicable, to guards mounted on crashed aircraft, and station standing orders are to include orders for guards of this nature.
- (24) **Orders for Armed Escorts.** When it is necessary to detail escorts for persons or property in transit, such escorts are to be armed and issued with ammunition only with the approval of the responsible authority (see para 832(5) above). Due regard should be paid to the following provisions:
- (a) The officer authorising the arming of an escort party is to issue instructions, appropriate to the particular duty to be performed, on the number of rounds, if any to be issued for each weapon and whether or not the weapon is to be carried loaded. They are also to draw attention to the relevant ROE.
 - (b) The officer in charge of the escort is to ensure that all personnel to whom weapons and ammunition are issued have received full instructions in the use of those weapons in accordance with paras 832(8).
 - (c) Ammunition is to be issued, and all weapons are to be inspected, loaded and unloaded in accordance with 832(8) above. The inspection is to be made at the beginning and the end of the duty and the issue and withdrawal of weapons and ammunition is to be recorded in a register designated "The Armed Duty Book". This Register (RAF Form 4429 or PSyA(RAF) authorised equivalent) is to be maintained in all guardrooms.
 - (d) All personnel detailed for armed escort duties are to be paraded prior to the commencement of their duties, and are to be briefed on their duties and responsibilities. Instructions about the issue of ammunition and on when to load are to be given by the officer in charge of the briefing. When an officer is not available this responsibility may be delegated to a nominated Warrant Officer or SNCO or a JNCO, on the written authority of the CO (see para 832(8)).

833. Prevention of Theft and Fraud

The CO of a station is to make such local orders and take such administrative safeguards as they consider necessary to prevent the theft or fraudulent mis-application of public and Service property. If the CO suspects that any theft or fraud on their unit may be a Schedule 2 offence within the meaning of the AFA 06 it is to be reported to the RAF Police immediately.

834. Custody of Keys to External Doors of Store buildings, Offices and Sheds

(1) External door keys are to be kept separate from internal door keys. They are to be placed on metal rings which are to be sealed with solder.

(2) A glass-fronted lockable key case, known as No 1 case, is to be provided at all stations and fixed in a suitable position in the guardroom. The key case is to be divided into 2 parts, one for keys of the buildings in use and the other for keys of buildings not in use. A daily record of the movements of keys is to be maintained in the guard room in the Key Register (RAF Form 3958) showing:

(a) The time each key is handed in and by whom.

(b) The time each key is issued and the signature of the drawer.

The keys of buildings in use are to be issued only on the authority of the individual in charge of the building(s) and this individual is to ensure that adequate supervision is exercised over their use until such time as they are returned to the guardroom. The keys of buildings not in use are to be issued only on personal or written application by the individual in charge of the building(s).

(3) The key of No.1 case is to remain in the guardroom in the custody of the NCO IC of the guardroom, the guard commander or the senior person on duty in the guardroom as appropriate.

(4) At "cease work" each day, keys of buildings are to be taken to the guard room and hung in the key case, a record of these facts being entered in the key register. When keys are retained after normal working hours the responsible officer or SNCO is to inform the NCO IC Guardroom or the guard commander, as appropriate, of the reason for their retention and the anticipated time of return. Shortly after "cease work" the NCO IC of the guardroom, the guard commander or the senior person on duty in the guardroom, as appropriate, is to satisfy themselves that all keys have been returned and are in the case and that the necessary entries have been made in the register, or that satisfactory information regarding their retention has been received by the NCO IC of the guardroom, the guard commander or the senior person on duty. They are then to note the register accordingly. The NCO IC of the guardroom, guard commander or senior person on duty is also to inspect the key case and register at 2200 hours and is to note the register. Any irregularities are to be reported to the Orderly Officer immediately.

(5) When in certain circumstances, e.g. night flying, urgent work necessitating the employment of personnel after normal working hours, etc, it is not practicable to comply fully with the instructions laid down in clause (4), doors are to be locked when the buildings are vacated and the keys handed in to the guard room immediately. When it is necessary to re-open buildings after normal working hours the NCO IC guardroom or the guard commander is to release the keys only on the written authority of the individual(s) in charge of the building(s).

(6) All duplicate and, when provided, triplicate keys of buildings are to be kept in a separate glass-fronted lockable key case, known as No 2 case, in the guardroom and the case is to be checked by the NCO IC of the guardroom, guard commander or senior person on duty in the guardroom at the times mentioned in clause (4) and they are to note the key register accordingly. Any irregularities are to be reported to the Orderly Officer immediately. The key to this case is to be kept in No 3 case (see

below). The keys retained in No 2 case are not to be issued except on the authority of the OIC Main Guardroom or, if they are not available, in an emergency. In the latter event the glass in No 3 case is to be broken in order to obtain the key to the duplicate case, and a full written report of the circumstances is to be made to the Orderly Officer without delay. The keys of a building used solely for the storage of valuable and attractive items are to be kept in No 2 case when not in use and are to be issued, on the authority of the adjutant, only to the individual in charge of the store as nominated in writing by the station supply officer.

(7) No 3 case, an emergency key case, much smaller than the other two, is to be provided and fixed in the guardroom and is to contain the master and sub-master keys of the station, if provided, and the key to No 2 case. This case is to be checked by the NCO IC of the guardroom, guard commander or senior person on duty in the guardroom on the occasions mentioned in clause (4) and they are to note the key register accordingly. Any irregularities are to be reported to the Orderly Officer immediately. The key for No 3 case is to be held by OIC Main Guardroom.

(8) Where it is impracticable to comply strictly with the regulations contained in this para, as, for example, in Maintenance Units and hospitals, suitable arrangements for the location of key cases and the custody of keys are to be made by the CO subject to the approval of the Air or other officer commanding. Such arrangements are to follow as closely as possible the provisions of the preceding clauses and are to ensure in particular that:

- (a) The exact location of the key cases and the identity of the custodian are known throughout the formation, station or unit.
- (b) A key register is maintained and all issues and returns are recorded therein.
- (c) Keys are issued only on the authority of the individual in charge of the building(s).

J835. Safety Precautions for Marching Troops

When troops are moving by foot on public roads in formed bodies, personnel are to be posted at a suitable distance in front and rear to warn drivers of approaching vehicles. In daylight these personnel are to wear the high visibility reflective waistcoat (Part No 8415-99-137-9574) and use appropriate hand signals. In darkness or conditions of poor visibility, the high visibility reflective waistcoat is to be worn and additionally two white lights in front and two red lights at the rear are to be so positioned as to indicate the width and length of the column. Instruction on the necessary hand signals is to be given to the lookout personnel. All formed bodies of troops are to observe traffic signals.

836. Station Orderlies

(1) **The Station Orderly Sergeant.** The duty of Station Orderly Sergeant is to be carried out by all SNCOs on the posted strength of a station unless exempted by the CO. A SNCO is not to be put on the Orderly Sergeant Roster until they are competent to do this duty. The Orderly Sergeant is responsible for the following duties and such others as the CO of the station may order:

- (a) The duties of Guard Commander (para 832).
 - (b) Assisting the Orderly Officer in maintaining order and discipline on the station outside normal working hours.
 - (c) Attending ensign hoisting and lowering parades in company with the Orderly Officer.
 - (d) Attending staff parades as laid down in Station Standing Orders.
 - (e) Supervision of Station Orderly Corporals duties.
 - (f) Activation of unit emergency/alert procedures as detailed.
- (2) **The Station Orderly Corporal.** The duty of the Orderly Corporal is to be carried out by all JNCOs on the posted strength of the station unless exempted by the CO. The Orderly Corporal is responsible for the following duties and such others as the CO of the station may order:
- (a) The duties of NCO IC Guardroom outside normal working hours.
 - (b) The control and custody of keys to external doors of stores, buildings, offices and sheds (para 834).
 - (c) The reception of visitors at the Guardroom and the allocation of transit accommodation to entitled personnel below the rank of Sergeant.
 - (d) The duties of a Deputy Guard Commander.
 - (e) Supervision of SP held in detention rooms or undergoing restrictions.
 - (f) Supervision of SP on duty in the Guardroom.
 - (g) Supervision of SP employed on entry control point of duty.

SECTION 2 - RELIGION AND THE CHAPLAINCY SERVICES

J837. General - Observance of Religion

- (1) Chaplains are commissioned by His Majesty the King to provide for the spiritual wellbeing, pastoral care and moral teaching and guidance of SP and their families, regardless of faith or profession of no faith. They are to be given every support in the fulfilment of their ministry. They are not to be required to perform executive or operational duties save those proper to their profession. When a commissioned chaplain cannot be made available, suitably qualified civilian practitioners of the appropriate denomination or faith may be appointed Officiating Chaplains to the Military.
- (2) The opportunity for reverent observance of religion in the Armed Forces is of great importance for many SP who profess a religious affiliation. It is the responsibility of the CoC to make themselves aware of the main features of the religions and beliefs.
- (3) COs are themselves to be a positive example by ensuring that everyone, irrespective of religion or belief, is treated fairly and with dignity and respect.
- (4) Attendance at any religious service is voluntary.

(5) In addition to commissioned and officiating chaplains, Civilian Chaplains to the Military (CCM) have historically been appointed by the MOD to ensure appropriate consideration is given to the five main recognised world faiths other than Christian which are Buddhism, Hinduism, Islam, Judaism and Sikhism. As practitioners of these faiths may now join as commissioned or officiating chaplains, no further CCMs will be recruited. For other religions or beliefs, the Armed Forces hold a directory of local religious leaders and advisors which will be made available to SP.

838. Religious Denomination

(1) For operational welfare purposes, such as identity discs, every member of the Armed Forces is asked to declare on entry to the Service, with complete freedom, their religious faith group or Christian denomination, or that they are atheist or agnostic. Appropriate abbreviations to be recorded on personal identity documents are given in Appendix J33A.

(2) Where a Service Person's denomination or religion changes, they are encouraged to annotate that change on JPA. This information will not be disclosed to anyone without the individual's explicit consent.

839. Chaplains - Appointment and Status

(1) As far as possible, commissioned chaplains, Officiating Chaplains to the Military or Civilian Chaplains to the Military are appointed to minister in the name of the following denominations, faiths and beliefs:

Church of England (including all Anglicans)

Church of Scotland and Free Churches (including Baptist, Congregationalist, Methodist, Presbyterian, United Reformed, Assemblies of God, Elim Pentecostal, Salvation Army)

Roman Catholic

Buddhism

Hinduism

Islam

Judaism

Sikhism

Regulations regarding the appointment of officiating chaplains are contained in the relevant DIN.

(2) As far as chaplaincy is concerned:

(a) The Chaplain-in-Chief as Head of Profession is responsible to the Chief of the Air Staff for all matters concerning Chaplaincy within the RAF. The Chaplain-in-Chief is assisted by the Principal Chaplains in matters relating to Denominational issues.

- (b) The Deputy Chaplain-in-Chief Personnel and the Deputy Chaplain-in-Chief Operations are located at HQ Air Cmd and are responsible, under the direction of the Chaplain-in-Chief for the organisation and supervision of chaplaincy services within the RAF.
- (c) Commissioned chaplains are posted to RAF stations on the instruction of the Chaplain-in-Chief and Deputy Chaplain-in-Chief Personnel, and are under their direction, and that of Deputy Chaplain-in-Chief Operations in matters relating to their professional duties.
- (d) Chaplains have the right of access to their denominational head in the Chaplaincy Profession either through the chaplaincy administrative chain of command or, on personal matters, directly.
- (e) In spiritual and ecclesiastical matters a chaplain is under the discipline of their Church or Endorsing Authority/Panel of Reference.
- (f) As a commissioned officer, a chaplain comes under the same regulations for order and discipline as other officers and is responsible in these matters to the CO of their station. During normal duty hours chaplains are to wear uniform in accordance with dress regulations and local orders.
- (g) Chaplains are at all times to be treated with the respect due to their calling. Chaplains are to be addressed both officially and otherwise by their ecclesiastical title or official appointment and not by their relative rank (see para 114), but are entitled to the compliments which are due to an officer of their relative rank.
- (h) Chaplains should at all times be very conscious of their calling and of the need to maintain the highest standards of efficiency and good example.

840. Duties of Chaplains

- (1) Commissioned chaplains and Officiating Chaplains to the Military are responsible to their CO for:
 - (a) Conducting worship in accordance with the official usage of their faith.
 - (b) Ensuring that provision is made for the administration of the sacraments and other occasional services in accordance with the practice of their faith.
 - (c) Providing pastoral care for the Whole Force community, irrespective of belief.
 - (d) Giving religious instruction to the personnel of the RAF and to their families and children living with them, including those in Service schools overseas.
 - (e) Visiting the sick and personnel in detention or under sentence and caring for their spiritual needs.
 - (f) Ensuring that buildings set aside for worship are kept clean and in proper repair.

- (g) Supporting and facilitating opportunities for adherents of all Recognised faiths and beliefs to hold acts of worship or commemoration, as required.
- (2) Chaplains are not entitled to accept a fee in respect of any service which is carried out in their official capacity or as part of their RAF duty, nor for furnishing to SP or their families, copies required of certificates of baptism, marriage or burial.
- (3) In the case of more than one chaplain of the same denomination at a station, the senior is to be responsible to the CO for the performance of the duties pertaining to that denomination.
- (4) Chaplains are free, should they be willing and work permits, to assist in the many activities (physical and social) of their station. In no sense are such to be regarded as a necessary part of their duties, nor is the chaplain to be ordered to undertake any such work. A chaplain is not to undertake the duty of Defence Assisting Officer in courts martial, nor otherwise act in any way which might lead the chaplain to abandon a position of strict impartiality. The chaplain is not to undertake formal secondary duties on the station or in messes without obtaining the prior permission of the Chaplain-in-Chief, through the chaplain's command chain.
- (5) Commissioned and Officiating Chaplains to the Military are to hold contact details of the Civilian Chaplains to the Military.

841. Responsibilities of Commanding Officers

- (1) COs of training establishments and other stations where appropriate, are to ensure that the Beliefs and Values Programme is delivered in accordance with the approved syllabus.
- (2) As far as possible, commanders are to permit personnel of Recognised faiths to observe the principal festivals of their faith in accordance with the appropriate DIN on World Faiths Festivals. Inspections, exercises and organised games are not to be arranged, save very exceptionally, at times which would interfere with customary religious observance.
- (3) Parades are not to be ordered in connection with religious worship except as provided in para 842(3) below.
- (4) COs are responsible for initiating all necessary administration for the provision of worship facilities and prayer rooms permitted under approved policy, and for the proper maintenance of church buildings. When a church, church room or World Faiths Prayer Room is not available, COs are to ensure, as far as is practicable, that adequate and suitable accommodation is made available for the purpose of conducting faith observance.

842. Worship

- (1) In the light of local circumstances, Christian worship is to be arranged within Service churches or, if necessary, at convenient civilian churches, at suitable times (e.g. morning and evening) on Sundays, Good Friday and Christmas Day to permit the greatest possible number of personnel to attend. Week-day services are also to be arranged as convenient. Adherents of Recognised World Faiths should be

permitted to make their religious observances on the days and at the times prescribed by their faith.

(2) Where necessary, transport may be provided without charge in accordance with JSP 800 to enable SP and their families to attend worship.

(3) Special Occasions.

(a) Joint services in which all Christian denominations may take part will often be found to constitute a suitable expression of corporate and "family" worship on special occasions of national and local importance. They are subject to the approval of the CO and they should not be arranged at times which interfere with an individual's opportunity to attend normal denominational worship. Joint services should not be arranged without full consultation beforehand with all the chaplains concerned who will, subject to denominational instructions, agree the form and place of the service and the extent to which each denomination will take part.

(b) Sensitive consideration should be given to the format of any acts of worship which include participation of personnel of faiths and beliefs other than Christian, and the appropriate Civilian Chaplain to the Military or Officiating Chaplain should be engaged. There may be no syncretistic worship, although worship in which there are distinct sections for different faiths is permitted. Personnel attending such services are to be made aware of the nature of the service in advance of the event.

(c) An Air Officer may order a parade which includes a religious service on special occasions of national or local importance. No officer or person on such a parade is to be compelled to take part in the religious service against their wishes. In special circumstances, authority to order such a parade may be delegated to local commanders.

843. Consecration and Laying Up of Colours and Standards

The established Service practice as laid down in AP3327 is to be observed.

844. Courses at the Armed Forces Chaplaincy Centre and Elsewhere

(1) A large variety of courses is offered by the Armed Forces' Chaplaincy Centre. COs are to foster attendance at such courses and to make personnel available, subject to the Service needs, to fill any vacancies allotted to them.

(2) All commissioned chaplains are entitled to attend, on duty, annual Retreats or equivalent spiritual conferences. They are also required to attend, as duty, administrative conferences as arranged by the appropriate chaplaincy authorities. Chaplains are also entitled to make visits to a spiritual director up to four times per annum.

845. Omitted

846. Provision of Worship Resources

- (1) Resources for worship, such as Bibles, prayer books, hymnals and psalters, may be provided at public expense. Application is to be made, in writing, to Chaplaincy Services (RAF), HQ Air Cmd.
- (2) Resources for worship according to the practice of the Recognised World Faiths may be obtained as per the DIN on this subject.

847. Resourcing, Religious consumables and Washing Expenses

Station supply chains are responsible for resourcing unit chaplaincy centres, station churches and world faith prayer rooms, including the provision of stationery and recorded music licences. Communion wine, altar candles and altar wafers and other authorised religious consumables are also provided at public expense and should be procured through station supply chains. The washing of altar linen and surplices is normally to be performed under the station washing contract, but where this is impracticable expenses incurred personally by chaplains may be claimed quarterly on a schedule showing in detail the amounts actually expended, and certified as follows:

"I certify that the expenditure shown on this schedule was actually and necessarily incurred by me for the purpose of divine service."

The schedule, supported by receipted bills for the items shown, is to be passed to the accountant officer.

848. Omitted

849. Payment of Civilian and Military Personnel Accompanists at RAF Church Services

Civilians and SP who act as accompanists at divine services arranged for RAF personnel may receive payment for their services at the relevant rates promulgated from time to time in DINs.

850-851. Omitted

SECTION 3 - MILITARY AID TO THE CIVIL AUTHORITIES

852. Military Aid to the Civil Authorities (MACA)

See JDP 02 (available on Defence Gateway).

853. Omitted

J854. Service Assistance in Disasters Overseas

- (1) SP may be called upon to assist in relief operations following disasters overseas. HM Representative is responsible for deciding whether there is a need for, and the extent of Service assistance.
- (2) Where UN Forces are stationed in the country concerned and when very exceptional circumstances arise which preclude prior consultation with HM Representative, a Service commander may offer immediate relief on their own initiative. If relief is accepted, they are to inform HM Representative, MOD, Command Headquarters and their immediate superior as soon as possible of the action taken,

including the extent of the relief provided which must be kept to the minimum and in no circumstances is to exceed £20,000 in value.

855-862. Omitted

SECTION 4 - MISCELLANEOUS REGULATIONS

863. Duty Status

For further information of categorization of activities in respect to duty status, please see App 36A.

864. Private Cameras and Photography

The CO or HoE is to issue Standing Orders relating to the possession and use of private photographic equipment. The contents of such Orders will depend on the role of the establishment.

865. Official Photographs – Storage, Retrieval and Disposal

(1) The regulations relating to the classification of official material are laid down in JSP 440.

(2) The regulations and procedures for the security, demanding, recording, storage, and disposal of photography/imagery that is collected or received for UK defence intelligence purposes, or which is deemed to be of intelligence value, are laid down in JSP 465.

865A-868. Omitted

869. Inventions and Patents

(1) Defence Intellectual Property Rights (DIPR) is responsible for the management and protection of all MOD's Intellectual Property (IP), including patents, designs and copyright such as computer programs.

(2) The ownership of inventions made by employees, whether or not patented, or patentable, is determined according to the principles set out in s.39 of the Patents Act 1977 (the Act). This applies to all civilian and Service employees of the Crown whether employed under Regular, part time, or Reserve arrangements.

(3) In accordance with the Act, where a civilian or service employee of the Crown makes an invention as part of their duties, that invention belongs to the Secretary of State for Defence as their employer. All such inventions should therefore be reported to DIPR who will decide whether the invention should be protected and exploited for the benefit of the Crown.

(4) In the event that there is doubt over whether an invention arose as part of an individual's official duties, the matter should be referred to DIPR, who will give a determination on the ownership of the invention, and ensure that any sensitive or valuable information is protected.

(5) Individuals **MUST NOT** publish or disclose any information relating to inventions outside of MOD (other than under express conditions of confidence) without first informing DIPR and receiving prior written authorisation to disclose. Any public

disclosure of an invention, such as testing, demonstration, discussing an invention or publishing information about such an invention may prevent it from being patented, or otherwise being legally protectable. Such unauthorised disclosures may therefore cause the Crown (or the individual concerned) to lose valuable rights and are considered a serious disciplinary matter.

(6) The MOD Rewards to Inventors (RTI) scheme provides incentives for MOD civilians and military staff to notify MOD of inventions and technical innovations, and to assist in their production and exploitation. The RTI scheme sits alongside GEMS – The Defence Ideas Scheme.

(7) The DIPR website contains comprehensive information and resources on the management of IP within the MOD. The site includes a link to the latest MOD Guide to Intellectual Property which provides detailed information on handling IP. Should you have an idea which you think may be protectable, further detail including the current process for submitting ideas to DIPR can be found on the DIPR website under 'Invention Submissions'. The DIPR website can be found on the intranet by searching for 'dipr'. The DIPR website also sets out current points of contact within DIPR.

(8) For details of the Defence Ideas Scheme (GEMS) see the relevant DIN.

870. Omitted

871. Time

(1) Detailed rules on the communication and expression of time are contained in ACP 121 and JSP 101.

(2) Time is to be written as four numeric digits, using the 24-hour time format (HHMM), immediately followed by a time zone suffix.

(3) Time zone suffix Z (GMT) is to be used in the navigation of aircraft unless otherwise authorized by an AOC or Joint Commander.

872. Routine Orders

(1) An Air or other officer commanding is to communicate from time to time orders and general information to formations and units under their command by means of 'Routine Orders'.

(2) At every station there is to be one issue of routine orders to cover all routine orders and general information which the CO of every unit at the station may find it necessary to issue. The CO of the station is to be responsible for compiling and issuing the orders and for inserting any general instructions to personnel of the station. The CO of a station or unit is, from time to time, to include in their station or unit standing orders, as appropriate, such of the orders published in routine orders which are permanent and require perpetuating.

873. Omitted

J874. Private Firearms

Members of the Armed Forces, while serving, are exempt from the requirements of the Firearms Act 1968 as amended by the Firearms (Amendment) Act 1997 only in

respect of firearms or ammunition held by them in their capacity as members of the Armed Forces. Personnel are to take care to comply with the provisions of those Acts in respect of any privately-owned firearms or ammunition in their possession (see Appendix 14).

875-877. Omitted

J878. Salvage

(1) The following rules have been framed to indicate the extent to which assistance should be given by any ship or aircraft belonging to the Armed Forces to vessels or aircraft in distress and the conditions under which claims for salvage services should be made.

(2) Assistance should be rendered to a ship or an aircraft endangered at sea, in tidal waters, or on the shores thereof, on occasions where it is within the reasonable power of any ship or aircraft belonging to the Armed Forces, or any shore-based personnel.

(3) Salvage services are voluntary services which save, or help to save a ship, an aircraft, its apparel, cargo or wreck when in danger, either at sea or in tidal waters or on the shores thereof. The danger does not necessarily have to be imminent: it suffices if, at the time the services are rendered, the ship or aircraft has encountered any danger or misfortune which might expose it to injury or destruction were the services not rendered.

(4) (a) The Civil Aviation Act 1982 has applied the law relating to wreck and salvage of life or property to aircraft in, on or over the sea or tidal waters as it applies to vessels.

(b) Under s.230(2) of the Merchant Shipping Act 1995, the Crown is entitled to claim salvage in respect of services rendered by any ship or aircraft belonging to the Crown.

(c) So that the presentation of salvage claims may be considered, a full report of the circumstances is to be submitted whenever SP, or ships or aircraft belonging to the Crown, perform a service entitling them to salvage money.

(d) SP engaged in salvage operations may make a claim for salvage, but only with the written sanction of the MOD. No claim will be sanctioned for salvage or recovery of Crown property by any member of the Armed Forces.

(e) The MOD has the right to put forward a claim in respect of salvage performed by ships or aircraft belonging to the Crown in its name alone.

(f) The Treasury Solicitor acts for the MOD in the presentation of salvage claims on the Ministry's behalf and is also prepared to accept instructions from ship's agents.

(g) The Treasury Solicitor is also prepared to act for personnel of ships which do not have a ship's agent, such as ships hired by the MOD on demise charter, and for personnel attached to shore establishments. Before the Treasury Solicitor can act for these personnel they require a letter of retainer on Form S 1522 signed by the CO or other officer. It is to be sent to the Treasury Solicitor

with the full written report. The services of the Treasury Solicitor will be given only on the terms that they may enforce, compromise or withdraw the claim as they in their absolute discretion may think advisable and without prior communication with the personnel.

(h) When a lump sum is recovered for the joint claims of the MOD and of personnel represented by the Treasury Solicitor, the apportionment of that sum between the respective claimants or groups of claimants by the MOD and the Treasury Solicitor will be accepted without question. A nominal roll giving particulars of those on whose behalf the claim is to be made is to be provided in duplicate and reference is to be made of those who perform special services. This list is required in addition to the one forwarded with the full written report.

(i) In any case where the owner of the salvaged vessel or aircraft does not want to take possession of it, reference should be made to the MOD before action is taken to dispose of it, even if the owner had suggested such disposal action.

(j) Salvage reports sent to the Treasury Solicitor are to be copied to MOD DJEP CLCP.

879. Salvage and Recovery of Torpedoes and Missiles

(1) The following rewards may be authorised by an AOC, and paid locally to salvors of torpedoes and missiles:

	<u>Serviceable</u>	<u>Unserviceable</u>
(a) For providing information (first report) to the nearest port or Custom authority leading to the recovery of a torpedo or missile.	Up to a maximum of £1000.	Up to a maximum of £250.
(b) For salving a torpedo or missile and delivering to the local authority.	Up to a maximum of £5000.	Up to a maximum of £1000.

(2) When assessing the appropriate level of reward, account should be taken of the value of the equipment and the degree of difficulty or danger the salvor experienced during its recovery.

(3) In addition to the rewards in clause (1), compensation may be paid for any material damage or loss (including loss of earnings) incurred in salving, subject to confirmation and certification by the local Fishery Officer.

(4) When payment is made the salvor is to be informed that the award is in full and final settlement of the claim.

(5) In the event that the salvor disputes the award, the claim, together with the Fishery Officer's report and a report on the type, age, origin, condition and final

disposal of the torpedo or missile, is to be referred to **Section 40**, for further consideration.

(6) Rewards are not payable to personnel of the Armed Forces or civilians employed by the MOD.

879A. Recovery of Sleeve or Flag Targets

Awards for recovering sleeve or flag targets are to be limited to £25 and may be paid on the authority of the CO. An award in excess of this amount is not to be made without MOD authority. Awards are not payable to personnel of the Armed Forces or civilians employed by the MOD.

J879B. Rewards to Civilians after Aircraft Crashes

Payments as set out below may be made locally to persons not in the Armed Forces for assistance of benefit to the Service in connection with aircraft belonging to the Crown that have crashed or force-landed:

(1) For rescuing or helping aircrews to safety in difficult conditions overseas - up to £150, for each aircrew member rescued, or, if more than one person assisted, or if justified by the expenses incurred or efforts expended, up to a total of £1000, for any one incident.

(2) For locating or giving a first report about a missing crashed aircraft in territories overseas - up to £100, but this cannot be made in addition to an award under sub para (1).

(3) For salvage of crashed aircraft, parts or equipment:

(a) At sea, when recovery is important for security reasons or for determining the causes of the accident, or when for some other reason the recovered wreckage is of value to the MOD, a reward of up to £3000 may be made. Claims for such rewards should be forwarded to **Section 40** for action. In addition to the reward, the MOD may pay compensation for loss or damage suffered as a direct result of the recovery (subject to confirmation by the local Fishery Officer in the case of UK fishing vessels). **Section 40** are responsible for all such claims arising from contact with service aircraft. Compensation may also be paid for damage arising from accidental contact with submerged aircraft wreckage.

(b) On land, no reward is to be paid or offered without **Section 40** approval which will be given only when aircraft or equipment of particular significance are concerned and will be limited to a maximum of £3000. However, the appropriate senior Service officer overseas may, at their discretion, in urgent cases pay or offer up to £300 for recovery on land, reporting all such payments to **Section 40**. Claims for injury, loss or damage suffered by civilians as a result of an aircraft crash, including those arising during the recovery stage, are dealt with either by **Section 40**, or the appropriate Defence Land Agent, using the delegated authority issued by Deputy Head of CLCP. Payments for (2) and (3) are chargeable to the appropriate Claims IAC.

880. Disposal of Derelict Explosives

- (1) Derelict explosives are not to be touched or otherwise interfered with except by personnel specifically trained for the purpose (EOD).
- (2) Initial reports of derelict explosives are to be directed to the following:
 - (a) On MOD property - to Unit security section. (Police, guardroom).
 - (b) On civilian property - to the Home Office Police.
- (3) Unit security or Civil Police should then request assistance via Joint Service EOD Operations Centre.

881. Health and Safety Management

- (1) HoEs are responsible for the provision of a 'safe place of work' in accordance with current UK Health and Safety (H&S) legislation, Defence and AIR TLB H&S management policy and guidance.
- (2) Station commanders/COs are responsible for the provision of 'safe systems of work or training' in accordance with current UK H&S legislation, Defence and AIR TLB H&S management policy and guidance.
- (3) Where an activity requires an enhanced duty of care due to its Risk to Life and the Military Imperative to undertake that activity, the risk will be held by a formally appointed Duty Holder (DH) in accordance with DSA01.2 Chap 3. Activities requiring Duty Holding are listed in AP8000 (open using Chrome)
- (4) HoEs/station commanders/COs/DHs are to ensure that a Safety and Environmental Management System is in place for their respective AOR as per the requirements detailed in AP8000, Defence policy and current UK H&S legislation. This captures the requirements within JSP815.
- (5) Under the terms of the Health and Safety at Work Act 1974, all personnel are responsible for taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions and are to comply with current UK H&S legislation and Defence and AIR TLB H&S management policy and guidance.
- (6) See also KR 46, 62 and 1763.

881A. Environmental Protection

- (1) HoEs and COs are responsible for the protection of the environment in relation to activities carried out under their command in accordance with current UK Environmental Protection (EP) legislation, Defence and Air TLB EP management policy and guidance.
- (2) HoEs/COs are to ensure that a Safety and Environmental Management System is in place for their respective AOR as per the requirements detailed in AP8000, JSPs 418 and 850 and current UK Environmental Protection (EP) legislation.
- (3) All personnel are to comply with all published environmental protection regulations and procedures in respect of areas and processes under their control.

882. Utilities Management and Prevention of Waste

HoEs and COs are to meet their Waste Duty of Care responsibilities through the implementation of a Waste Minimization Plan, which must be integrated into the site Safety and Environmental Management System and clearly defines and demarks the roles and responsibilities of the HoE/CO, DIO and Industry Partners (IPs). HOEs and COs are to take active steps, through collaboration with DIO and IPs to prevent the waste, or uneconomic use of resources and material in accordance with: the Sustainable MOD Strategy Waste Management 2015-2025; Defence Policy set out in DSA01.1; JSP 418, Pt 2, Lft 03 and JSP 850. To this end HoEs/COs should consider the appointment of a Waste Manager to act on their behalf. Furthermore, utilities management should be a standing agenda item of the unit Health, Safety and EP Committee, with initiatives to keep the consumption of electricity, gas, water and heating fuels to the minimum necessary for the efficient operation of the station and a unit-wide notification system established for TRIADS.¹⁵

883. Fire Safety and Fire Fighting

- (1) HoEs are responsible for the management of fire safety on their establishment in accordance with current UK fire safety legislation, Defence regulations and Air fire safety management policy and guidance.
- (2) HoEs are to ensure a Fire Safety Management System (FSMS) is in place for their respective AOR as per the requirements detailed within AP8000, Pt 3, Ch 18. This captures the requirements for all fire safety management factors in line with British Standard 9997:2019 Fire risk managements systems including fire risk management, fire risk assessments and fire safety training requirements.

J884. National Insurance

SP are insurable under the Social Security Act 1998, but pay earnings related contributions at special reduced rates. During service, they and their families are eligible for most of the social security benefits, or for broadly equivalent benefits under Service arrangements. On return to civil life, contributions paid during service will reckon in full for the normal benefits. Details of contribution rates, benefits and the procedure for claims are published in DCIs or other regulations.

J885. Military Working Dogs

The Service publications applicable to the management of Military Working Dogs: AP1722, JSP 315, JSP 850 and JSP 950.

J885A. Domestic Animals and Livestock

1. COs are to issue such orders as are necessary to ensure that livestock and domestic animals which are kept within stations, establishments, SLA or SFA, are properly maintained and controlled so that they are neither a nuisance, nor a hazard to health (iaw JSP 375), nor bring the Service into disrepute. These orders must be compatible with such local bye-laws and regulations issued by the civil authorities as may be in force and should make it clear in what circumstances the prior permission

¹⁵ TRIADS are the method used by National Grid to set the amount energy consumers will pay for their TNUoS (Transmission Network Use of System) charges for the coming year, applicable to all businesses that use half-hourly meters.

of the CO will be required and should also define any conditions which will automatically be attached to permits issued on their authority.

2. When an entire unit or establishment moves, COs are to ensure that all local rules and regulations covering the movement of animals from one country to another or from one part of a country to another are readily available and are brought to the notice of SP and their families, particularly during times of epidemic.

3. Owners of animals are individually responsible whenever they move for informing themselves of current laws, rules and regulations, whether in the UK or abroad, concerning the import or export of animals. HoEs remain accountable for any implications to people in sites under their command.

4. SP moved from one area to another who do not wish or are unable to take their domestic animals with them are to make suitable arrangements either for their transfer to another home or for their humane disposal by a civilian veterinary officer or inspector of the RSPCA or other similar organisation. Where no such organisation exists, units are to make their own arrangements. In no circumstances are dogs or other domestic animals to be abandoned.

5. COs are to arrange with the RSPCA or similar organisation, or the local public health department, for the humane disposal of any stray and feral animals found on their stations, establishments, SLA or SFA. Where there is no alternative, units are to make their own arrangements for disposal.

886. Destruction and Control of Vermin and Pests

Due to the complexity of many MOD Sites, iaw JSP 850, local arrangements are drawn between occupying TLB holders, the DIO, Industry Partners (IP) and Contractors to clarify where divisions of responsibility lie for pest and weed control. Pest control within buildings is the responsibility of IPs and Contractors who shall provide proactive and reactive pest services iaw the Future Defence Infrastructure Services Contract.

887. Omitted

J888. Yeomen of the Guard

Candidates for appointment are to be serving or discharged Warrant Officers, or SNCOs, of the Royal Marines, Regular Army or RAF who have completed at least 22 years pensionable service. Details of conditions and method of application are contained in Appendix 15. COs are to bring this Regulation to the notice of eligible candidates at regular intervals.

J889. Yeoman Warders of the Tower of London

The Constable of the Tower of London is the authority for appointing Yeoman Warders. Candidates for appointment are to be former Warrant Officers or SNCOs above the rank of Sergeant or equivalent of the Royal Navy, Royal Marines, British Regular Army or RAF. In very exceptional circumstances of distinguished service Sergeants or equivalent may be considered. Details of conditions and method of application are in Appendix 15A. COs are to bring this regulation to the notice of eligible candidates at regular intervals.

890-891. Omitted**892. Clearance Certificates**

(1) Before leaving a unit on assignment, detachment, cessation of attachment (including patients in military hospitals), release or on termination of service on full pay, an officer or enlisted person is to be provided with a clearance certificate, in accordance with AP3392, Vol 2 on which to obtain the signatures of their flight or section commander, the supply officer, OC Accounts Flight and such other officers (e.g. officers in charge of sports, mess, library, etc) as may be printed on the form or directed by the CO. Before signing the form, the various officers are to endorse thereon details (including the values) of any damages or deficiencies of public equipment or property outstanding against the individual. The values of deficiencies will be the same as those shown in the relevant MOD Form 2260. Recoveries in respect of outstanding subscriptions, etc, or loss of, or damage to, non-public equipment or property are to be effected by the appropriate officers.

(2) (a) The clearance certificate is to be signed in the appropriate space against the title of the flight or section concerned by an appropriately authorized officer or delegated individual. Where any section indicated on the form is not applicable, it is to be struck out by the flight or section commander and initialled by them. Titles of sections, etc, not already shown on the form are to be added as necessary by Unit HR Staff responsible for the issue of the JS Form JPA M001 (or local equivalent) under the guidance of OC PSF.

(b) Where an individual is themselves the flight or section commander, the flight or section signature is to be that of their relief. In the absence of a relief the CO or deputy is to sign the clearance certificate.

(c) Where handing-over certificates are required (Defence Logistic Framework>Po>Muster Certificate) they are to be completed before signing the appropriate section of the clearance certificates.

(3) When all necessary signatures except OC Accounts Flight have been obtained the form is to be taken to the PSF, where OC PSF is to ensure that checks are undertaken to ensure that it has been completed in all respects. Any liabilities are to be notified immediately to OC Accounts, who should enter any further known liabilities which remain outstanding, total the value of the deficiencies and outstanding charges and obtain the individual's signature as admitting the total liability recorded. OC Accounts Flight is to ensure that recovery action is taken for any liabilities recorded. Prior to departing the Unit, OC PSF is to ensure that all clearance documentation is completed.

(4) When an officer or enlisted person dies, is taken prisoner of war, or is declared missing or declared medically incapacitated (by an appropriate medical authority), or for Service reasons is unable or failed to complete the required clearance process, then arrangements are to be made for a clearance certificate to be completed by the flight or section commander or delegated individual in accordance with paragraph 2(a) above. Any financial liability outstanding against such personnel is to be investigated and clearance obtained by the OC Accounts Flight. The CO should consider if write off action is appropriate for those officers or enlisted person who

have died, been taken prisoner of war/declared missing or declared medically incapacitated.

(5) OC PSF (or equivalent) is to ensure that processes are in place within their area of responsibility to facilitate the completion of clearance certificates in respect of all personnel as set out in para (1) to (4) above.

893. Omitted

894. Conduct of Written Examinations at RAF Centres

In order to ensure the proper organisation and conduct of all written examinations held at RAF centres, other than internal examinations conducted by the staffs of RAF colleges, schools and other training establishments, the procedure set out in AP3379, Lfit 2565 is to be followed.

J895. Found Property

(1) Any article found in a ship, unit, or establishment which the finder is unable to return direct to the owner is to be handed over to the appropriate Service authorities. Any claimant to the property will be required to supply evidence of ownership and may be called upon to defray any identifiable costs incurred.

(2) Property, not being public property, which is unclaimed after being held for three months is to be disposed of, if necessary by sale, at the discretion of the CO.

(3) Where the property is money or is sold for cash, the amount is to be credited to public funds. A proportion of the money may be paid as a reward to the finder.

896. Flag Days

Flag days may be held on RAF stations for the Earl Haig appeal and for the Royal Air Forces Association Wings appeal. They may also be held for civil service charity appeals on stations at which substantial numbers of civilians are employed, provided the flags are not sold to SP. No other flag days are permitted. (See para 195 as to the wearing of emblems).

897. Leave of Absence

The regulations relating to the various types of leave of absence which may be granted are laid down in JSP 760.

898. Omitted

899. Placing of Premises Out of Bounds

(1) When it is considered that particular premises in the UK should be placed out of bounds to all ranks of the RAF the facts are to be reported to the OC RAF Police Sqn in whose AOR the premises are situated. The OC RAF Police Sqn is to arrange for the matter to be investigated and is to send a report to the PSyA and or AO FP as necessary. It will be the duty of the OC RAF Police Sqn to co-operate in such matters with the Home Office Police and RN/Army and other authorities as required.

(2) The decision as to whether any premises in the UK are to be placed out of bounds to all ranks will invariably be taken by the Defence Council and the appropriate instructions will be promulgated accordingly.

- (3) The question of placing premises out of bounds overseas is to be dealt with as directed by the AOC or the senior RAF officer, as appropriate.

900. Blood Donations

- (1) The National Blood Transfusion Service is authorized to make periodic visits to RAF stations conveniently accessible to its local Centre's for the purpose of collecting blood from RAF personnel who volunteer as donors. At least six months will elapse between the visits of collecting teams, except for the larger training establishments which may provide facilities for the collection of blood from donors once during each course. Volunteers will not, however, be asked to give blood at intervals of less than six months.
- (2) All aircrew personnel are eligible to volunteer as blood donors. Following a blood donation aircrew will normally be removed from flying duties for 36 hours. Controllers are to be made unfit controlling for a minimum of 12 hours after donating blood.

901-908. Omitted

SECTION 5 - BUSINESS ACTIVITIES AND OFF-DUTY EMPLOYMENT

909. General

- (1) SP must at all times guard against being placed in such a position as may leave them open to the suspicion of being influenced in the discharge of their duty by other than purely public considerations. They must be scrupulously careful in their relationships and in any private dealings with Government contractors and their agents or employees. They are forbidden to furnish testimonials to any company, firm or person in respect of the quality of commodities, supplied for Service purposes.
- (2) If a member of the regular and reserve forces has, in the course of their duty, to come into contact with any matter concerning a business organisation in which they have an interest they are to disclose that interest to their superior officer and to ask that some other person may deal with the case. They should not be permitted to deal with the case without the approval of the HQ Air Cmd (APC)

909A. Service and Private Interests Including Shareholding

- (1) These instructions cover the principles which govern the way in which individuals are required to order their affairs so that no conflict arises, or may be perceived to arise, between their private interests and their public duties.
- (2) **Criminal Offences.** It is a criminal offence under s.52 of the Criminal Justice Act 1993 for a person, who has information about securities as an insider, to deal in securities whose price may be affected by that information. In this context, a person is an insider if they or their source (whether direct or indirect) have access to the inside information by virtue of their office or employment, and they know this to be the case.
- (3) **Principles.** SP must not be involved in taking or contributing to any official decision that would affect the value of their private investments or private interests, or any private interests they may reasonably be expected to be aware of held by others to whom they may give advice. Nor should they use information acquired in the

course of their official duties to advance their private financial interests, or the private interest of others to whom they may give advice.

(4) **Investments.** Where SP have investments in any companies which could be perceived as giving rise to a conflict of interest, they are to declare such investment to their CO as soon as possible.

(5) Where an individual's CO considers, as a result of these declarations, that there may be a conflict of interest, they will discuss with the declarant what further action might be necessary or desirable. This might range from a voluntary undertaking not to deal in or advise on the holdings in question to, in rare cases, instructions from the Department to dispose of personally held investments. Failure to comply with such instructions may lead to disciplinary action. Each case will be examined on its merits, and the advice of DLS(RAF) will be sought.

(6) **Directorships, Partnerships and Other Private Commercial Activities.** The requirement of Crown Service must be the first call on the loyalty and the time of SP. SP who are themselves directors or partners, or who hold any other appointment in a private sector commercial organisation must, if the private interest is associated in any way with their official duties, declare such interests to their CO. It may also be necessary to declare such appointments held by an individual's immediate family.

(7) Where an individual's CO considers that there might be a conflict of interest between the declarant's personal activities and their official duties, it may be necessary to instruct the individual to resign from the private position. The Department cannot require a member of an individual's family to comply with such an instruction, but, where a conflict of interest arises, it may be necessary to remove the individual from the work in question, or to transfer them to a new post.

(8) Any information declared under this instruction will be confidential to the declarant, the individual's CO and, ACOS Career Management or Air Sec 1 as appropriate. It is to be destroyed when the declarant leaves the post to which the declaration refers. On assuming a new position within the Department, individuals must decide whether they need to make a new declaration.

(9) **Further Information.** Any enquiry about the content of these instructions or request for advice about the application of the principles to particular circumstances, should be referred through the chain of command to ACOS Pers Pol (RAF) (who will seek advice from **Section 40** as appropriate).

910. Acceptance of Business Appointments and Undertaking Off-Duty Employment during Service

(1) **Introduction.** The Services will only restrict the off-duty activities of its personnel where necessary and justifiable. The Services have a responsibility to the nation to provide immediate and constant operational capability. Such unique responsibilities require SP to work and operate in a way that may be different from those in civilian employment. In some circumstances, therefore, it is necessary for the Service to place restrictions on the private lives of its members. This is to ensure that they can properly exercise their functions as SP and to protect the efficiency and/or operational effectiveness of the Service as a whole.

(2) Personnel wishing to seek external off-duty employment (paid or voluntary), during service are, for the reasons stated above, required to seek approval from their CO. Each application is to be considered fairly, impartially and separately by the CO of the applicant. COs are to give full weight to the unique nature and demands of the Service when assessing an application. Guidance is provided in Appendix 17, and below.

(3) **Guiding Principles.** Service duty takes precedence over all other forms of employment (paid or voluntary) and SP may be required to be available for service on demand. To ensure that the interests of the Services are protected, SP may not, without authority, accept any form of employment during full-time service. Certain types of employment may be barred to SP because of the potential for the duties of the employment to conflict with Service duty. However, personnel may be authorised by their CO to take up external off duty employment to carry out a profession or trade, or undertake employment where:

- (a) The activity does not involve the use of official time or affect the individual's efficiency as a member of the Service or in any way interfere with any Service duties.
- (b) The activity does not involve the use of official information or resources.
- (c) Service uniform is not worn and the individual must not represent themselves as a member of the Armed Forces.
- (d) The activity will not bring the Service into disrepute

(4) **Insurance covering Civil Employment.** The MOD will in no circumstances accept any responsibility for injury, loss or damage to the applicant, other parties or to property arising in the course of or out of the activities of such personnel during employment outside their official duties. The CO should therefore advise them to ensure that they are adequately covered by insurance.

(5) **Business, Professional and Trade Appointments.** Subject to paras (6) and (7) below, a CO may approve applications for continuous, temporary or part-time employment where an individual wishes to:

- (a) Carry on a profession or a trade;
- (b) Be a member of a governing body of any corporation, company or undertaking, or any partnership engaged in any trade or carrying on any profession;
- (c) Assist, advise or act directly or indirectly as agent for any corporation, company, partnership, undertaking or individual which or who is carrying on any profession or is engaged in trade or is profitably employed.

(6) COs are to satisfy themselves that applications submitted under para (5) contain an undertaking that:

- (a) The conditions at para (3)(a)-(d) are met;
- (b) Applicants understand the importance of securing appropriate commercial insurance as outlined at para (4).

- (c) They will take no part in activities that could give rise to a reasonable suspicion that they have used or could use information gained as a result of their Service to further any business interest, be it their own or otherwise.
- (d) They will take no part in transactions between the firm or enterprise and the Services or any department or branches of the Government or any semi-public organisation brought into being by the Government.
- (e) They understand that no special facilities such as leave of absence will be granted and that approval will not debar them being required to serve, whether afloat or ashore, at home or abroad.
- (f) They will inform their new CO of the nature and extent of their business activities each time they are posted/attached or following a change in the type of employment.

(7) **Applications General.** Applications from individuals should be submitted to COs through the normal chain of command. The type of employment or voluntary activity and the duties required to be carried out should be clearly described by the applicant. A CO when considering an application submitted in accordance with para (5) should exercise particular care where SP seek approval for employment in certain roles where interference or conflict with an individual's ability to meet or carry out the full range of duties may be reasonably anticipated. In addition to the general criteria at para (3), COs should pay particular attention to the following areas of employment:

- (a) **Special Constable.** The duties of a special constable are such that they have clear potential to conflict with duties carried out as an element of military aid to the civilian authorities. It is, therefore, most unlikely that a police authority would seek to employ SP in such a position. Further, attestation as a constable will inevitably give rise to a conflict between police and Service duties. Special constables fall under the direction and control of the Chief Officer of Police and provide a reserve capability to the police. Consequently, an application to become a special constable should not be approved.
- (b) **Security Staff.** COs should be careful to ensure that the exact nature of the duties is described in the application. A CO would need to consider the likelihood that secondary circumstances, beyond the immediate requirements of the employment (e.g. court appearances as a witness following a fracas) might effect an individual's ability to fulfil their operational commitments. Jobs where confrontation with members of the public may take place or the use of physical force is likely, should be avoided.
- (c) **Insurance or Financial Agent.** The purchase of insurance or financial products requires careful thought and consideration and is best achieved following the acquisition of professional and independent advice. COs should consider carefully all applications for this form of employment and in particular they will wish to know if Service personnel are to be potential clients. Because of the strict rank structure within the Services, COs will need to consider whether rank might have a bearing on some aspect of sales, or whether the product on offer may gain an endorsement or undue authority based upon the rank or position of the individual selling the product.

(d) **Commercial Advertisements.** Participation in commercial advertisements may have the potential to give the impression that the Services endorse or have a view on a commercial product, service or political position. Applicants must therefore provide the fullest details so that a CO may consider whether:

- (i) The individual would be identified as a serving member of the Services.
- (ii) The Services would be directly or indirectly associated with the advertisement;
- (iii) The individual's participation might align him, or the Service, with any political position.

(e) **RAF Firefighter.** 7 RAF Fire and Rescue Firefighters may be employed as retained duty firefighters by the Local Authority Fire and Rescue Service; however, the employing authority must be made aware in writing that:

- (i) An RAF Firefighter employed as a retained firefighter must not be called out on local authority duties within the eight-hour period preceding their RAF start-duty time.
- (ii) The RAF reserves the right to recall instantly a retained firefighter to duty, without recourse to reason, whilst they are on duty with a local authority.

(f) **Trade Dispute.** SP may become members of civilian trade unions and professional associations in order to enhance their trade skills and professional knowledge and as an aid to resettlement into civilian life. They are not to participate in industrial action or in any form of political activity organised by civilian trade unions or professional associations. Where it is believed that a trade dispute is in progress, in order to safeguard the reputation of the Service, COs should not authorize, or should withdraw authorisation given, in respect of off-duty employment with that organisation. Where there is doubt about the existence of a trade dispute, the CO should refer the matter through the chain of command, with full details and recommendations.

(8) **Referral to MOD.** Where uncertainty exists on any matter associated with an application the case should be referred through the local chain of command to HQ Air Cmd (Air Personnel Casework). Each case should be accompanied by the full facts of the case and, wherever possible, should include the CO's recommendation.

J910A. Employment During Terminal Leave

(1) SP leaving the Regular Forces may accept permanent or temporary employment subject to the requirements of J910 and J913. These requirements apply equally to SP who wish to commence civil employment during Terminal Leave or other Individual Leave Allowance (ILA) added to it. however, SP may not take up civil employment during:

- (a) Terminal Leave in an operational theatre.
- (b) A resettlement course or Civilian Working Attachment.

(2) Where a post is covered by the Business Appointment Rules further advice must be sought from Defence Business Services (DBS) Civilian HR by calling the People Service Centre on 93345 7772 (Mil) or 0800 345 7772 (STD) and if overseas +44 1225 829572. Or by using the Contact Us link on the People Service Channel.

911. Payments from Government Departments

When a Crown servant produces or does something which is of value to the Government, they shall not receive the full price which would have been paid to a person outside the public service for the same activity. This applies particularly when performed with the help of official information, experience or time even though not performed as part of their official duties. This rule has been modified to the extent that payments to Crown servants over and above normal salary for activities outside the scope of their duties and involving no use of official time are calculated on the same basis as payment to persons outside the public service for the same activity.

J912. Payments for Broadcasting, Lecturing or Writing for Publication

(1) Broadcasts by SP acting as official spokesmen and speeches and lectures on official subjects will normally be undertaken as part of their official duty and, as such, covered by their Service pay; no question of extra payment to individuals will therefore arise. If, however, all or part of the preparatory work and delivery of the broadcast, speech or lecture is done during the individual's off-duty time, they may retain the whole or part of any fees payable, as appropriate. This provision also governs the retention of any fees payable for the writing of books or articles on official matters or involving the use of official material or experience. Details of any payments should be sent to the appropriate Public Relations or Publication Clearance authority (See Appendix 43) to consider what proportion should be credited to public funds.

(2) Participation in the activities referred to in clause (1) above is also governed by paras J2452 to J2458 and Appendix 43 relating to the use of official information and experience and the procedures for seeking permission to speak in public and to write for publication.

J913. External Employment covered by the Business Appointment Rules

(1) The Business Appointment Rules apply to SP (Warrant Officer equivalent and above) who intend to take up an outside appointment or employment after leaving the Services. The operation of these Rules is overseen by the independent Advisory Committee on Business Appointments (ACOPA) (<http://acoba.independent.gov.uk>). The approval process for applications under the Rules differs depending on the applicant's seniority. The Rules continue to apply for two years after the last day of paid Service employment.

(2) Before accepting any new appointment or employment, whether in the UK or overseas, which they intend to take up after they have left the Services, all serving/former SP must consider whether an application under the Rules is required. Applications must be submitted on HR Form 038: MOD Business Appointment Application. COs should take into account the Key Principles (see above link) when considering a request for external employment prior to making a final decision.

914-916. Omitted

SECTION 6 - CAPTURED PERSONS.

J917. Responsibility for Captured Persons

(1) Both the Government whose forces capture them and the individual members of those forces are responsible for ensuring that, from the moment of capture, Captured Persons (CPERS) are treated in accordance with international law, in particular the provisions of 1949 Geneva Convention III Relative to the Treatment of Prisoners of War.

(2) Prisoners are on no account to be regarded as the property of or at the mercy of the units or individuals who capture them or have them in their charge.

Consequently, all persons who have prisoners of war in their charge are strictly to observe in their treatment of them the requirements of international law, including the provisions of 1949 Geneva Convention III Relative to the Treatment of Prisoners of War, which are set out in JSP 383. Further information can be found in JDP 1-10 (available on the Defence Gateway).

J918. Status of Captured Persons

Prisoners of war shall be treated as such from the time of capture until final release and repatriation. If a doubt arises as to whether a person who committed a belligerent act and was captured as a prisoner of war is entitled to prisoner of war status, they shall be given the protection afforded to prisoners of war until their status is determined by a tribunal in accordance with the 1949 Geneva Convention III Relative to the Treatment of Prisoners of War.

J919. Knowledge of Duties and Obligations towards Captured Persons

(1) Although the permanent custody of CPERS is generally an Army responsibility and the practical aspects of their custody and administration are dealt with in the JDP 1-10 any Service may have to guard and administer prisoners of war from the time they are captured until they are delivered into Army charge.

(2) COs are therefore to ensure that all personnel under their command are properly instructed in their duties and obligations towards CPERS.

J920. Conduct after Capture by the Enemy

COs are to satisfy themselves that all personnel under their command are familiar with the precautions to be observed in the event of their being taken prisoner of war and, in particular, of the need to prevent material likely to be useful to the enemy from falling into their hands.

921-925. Omitted

SECTION 7 – PROTECTION OF CIVIL INTERESTS

926. The Reserve Forces Act 1996

(1) This Act protects certain civil interests of personnel of the reserve and auxiliary forces during their service with Armed Forces and for a short period thereafter. It may

also protect the Service Person's dependants and other persons directly affected by their absence on service. It does not apply to regular personnel.

(2) Guidance on the main provisions of the Act and on the classes of personnel protected is given in JSP 753, Ch 8 and a copy is included with mobilisation notification.

(3) RAuxAF unit commanders are to ensure that reservists are briefed annually on the provisions of the Act and that a copy of it is issued to each auxiliary or reservist who reports for service or training if they have not previously received one. They are to be advised to forward it to their immediate dependant for safekeeping.

(4) Copies are to be held by units for reference and loan purposes. Care is to be exercised in offering advice on the interpretation of the necessarily complicated provisions of the Act. Unless the enquiry is straight-forward the enquirer should be recommended to obtain legal advice (under paras 983 to 984, as applicable).

(5) When it is necessary to obtain a "certificate as to performance of relevant service", personnel should apply to the Air Cmd Reserves Personnel Management Cell (RPMC) giving their personal details and periods of mobilisation for which they require the certificate.

927-934. Omitted

SECTION 8 – MAKING A WILL

J935. Wills

(1) The recommended methods of making a will which are available to SP may be summarized as follows:

(a) As for civilians:

- (i) By drawing up a will on expert advice.
- (ii) By using one of the printed forms which can be purchased.
- (iii) By writing a simple will on a sheet of paper.

(b) Methods available to all regular Service and Reserve personnel:

- (i) Use of MOD Form 106 (see clause 4).
- (ii) In exceptional circumstances, as stated in clause (6).

(2) Subject to the exceptions stated in clause (6), the laws which apply to the making of wills by civilians apply to the making of wills by members of the Armed Forces. The laws for England, Wales and Northern Ireland differ from those for Scotland and other parts of the world. Personnel domiciled outside these countries, or who are not British subjects, or who have complex estates or private lives, and who wish to make a will are advised to obtain legal advice in order to ascertain the procedure which must be followed and the formalities which must be observed. Persons under the age of 18 years cannot make a will under the law applicable to England, Wales and Northern Ireland. Persons domiciled in Scotland may, however, make a will if they are over the age of 12.

(3) COs are to ensure that all personnel entitled to make a will are reminded and encouraged to do so, as a minimum on an annual basis. Personnel making a will should be advised that if for any reason they afterwards wish to change the distribution of their estate they should make a fresh will. In addition, COs are to remind personnel that they should review the content of their will (and consider the requirement for a fresh will) on a regular basis and in particular, on any alteration of marital status or change of emergency contact/ next-of-kin. Wills are invalidated on marriage in England, Wales and Northern Ireland, but not in Scotland, whilst benefits to a former spouse lapse on divorce throughout the UK. Where no valid will exists the estate (including money, balance of pay and personal belongings) must be distributed in the event of death according to the laws of the country or domicile governing intestate estates, which may result in the estate having to be distributed in a way which the deceased would not have wished. A valid will also allows personnel to record their funeral wishes and specify who is to be consulted on such issues. The recording of an emergency contact or next –of-kin on JPA confers no legal rights with relation to the estate and does not supersede a will. Likewise a will does not override any pension nominations, as such payments lie outside the estate

(4) A form of will (MOD Form 106) may be obtained on application to the unit HR or via the latest DIN on Tri-Service Arrangements for the Administration of Service Wills. The attention of personnel using this form should be drawn to the Notes on the reverse side of the form. Personnel may make their own arrangements for drawing up a will if they prefer to do so.

(5) SP, including those under 18 years of age who normally reside in England, Wales or Northern Ireland may be able to make informal un-witnessed (Privileged) wills during war time, or on other combat related operations, but in the interests of their beneficiaries they should still make a formal will at the earliest opportunity.

(6) For safekeeping, wills may be lodged with: the Document Handling Centre (DHC) Glasgow – free of charge. Individuals who wish to store their wills with DHC or make a new or replacement will, are to complete a will form MOD Form 106, place this in MOD Form 106A, Will Form Envelope, complete Parts A and B of JPA Form N004 and pass to unit HR for processing. Unit HR are to ensure Will details are recorded on the individuals' JPA record. The DHC will also accept civilian-generated wills, but due to storage constraints all wills are to be sent in the standardized pre-printed envelopes, MOD Form 106A, available from unit HR. Wills must not be stored on other Service establishments. An individual can choose to store their will at a bank or building society; a solicitor; the probate registry (via the local probate office) for a fee, or with a member of the family or close friend. When an individual chooses one of these locations they should still record their will location on their JPA record.

(7) Individuals can recall their will from the DHC at any time. Once discharged from the Service any will held by the MoD will be returned to the individual for private storage.

936-943. Omitted

CHAPTER 14

General Legal Matters

SECTION 1 – JURISDICTION

J944. General

- (1) Service Courts have jurisdiction to try any Service offence. A Service offence is an offence that is a non-criminal conduct offence under Pt 1, AFA 06, other than an offence under s.42. The Service Courts also have jurisdiction to try any criminal conduct offence that is an offence under the criminal law of England and Wales under the authority of s.42, AFA 06.
- (2) For further guidance on who falls within the jurisdiction of the Service Justice System (SJS) attention is drawn to AFA 06, Pt 2, Ch 1, regulations made under AFA 06 and the MSL, Vol 1, Ch 3, Pt 1.

J945. Jurisdiction In the United Kingdom

- (1) If an offence is committed by persons subject to Service law, jurisdiction may lie with the Service authorities or concurrently with the Service authorities and the civilian authorities under the ordinary law of the relevant jurisdiction of the UK. Where jurisdiction lies concurrently with both the Service and civilian authorities, there are a number of established procedures and protocols that determine which authority will exercise jurisdiction, COs should liaise with the Service Police and seek advice from the DLS (RAF) Regional Legal Office (RLO) on matters of jurisdiction.
- (2) Where jurisdictional issues arise in the UK, consultation with relevant civilian authority will be handled by the Service Police or Ministry of Defence Police (MDP) and by the Director of Service Prosecutions (DSP), where appropriate. COs should therefore liaise in the first instance with the Service Police in these cases.
- (3) If there is in any doubt as to whether an alleged offence should be reported to a relevant civilian authority or if there is any doubt as to whether the Services have jurisdiction to deal with the case, legal advice should be sought from the RLO.
- (4) Detailed information regarding jurisdiction in the UK is contained in MSL, Vol 1, Ch 3, Pt 3.

J946. Jurisdiction in Commonwealth and Foreign Country

- (1) The proper exercise of Service jurisdiction in a foreign country is often regulated by a treaty, MOU or ad hoc agreement with the domestic authorities. The AFA 06 is extraterritorial in application which means that those subject to Service law will fall under its provisions no matter where they may be in the world albeit jurisdiction may be shared with the domestic authority.
- (2) Detailed information regarding jurisdiction outside the UK is contained in MSL, Vol 1, Ch 3, Pt 3.

J947. Jurisdiction in NATO and Partnership for Peace Countries

- (1) Jurisdiction in NATO countries and the other states participating in the Partnership for Peace (PfP) is dealt with in Article VII of the Agreement Regarding

the Status of Forces of Parties to the North Atlantic Treaty (Command 9363) signed in London on 19 June 1951 (the Agreement).

(2) The status of UK forces stationed in Germany is governed by the Agreement Regarding the Status of Forces of Parties to the North Atlantic Treaty (Command 9363) as modified by the Supplementary Agreement (Command 2191 of 1963 and Command 2479 of 1994).

(3) Detailed information regarding ↓ jurisdiction in NATO and PfP countries is contained in MSL, Vol 1, Chap 3, Pt 3.

J948. Jurisdiction in British Overseas Territories

(1) In the British Overseas Territories listed in the UK Forces (Jurisdiction of Colonial Courts) Order 1965 (SI 1965 No1203) reproduced at Appendix 3B, the jurisdiction of the civil courts to try members of His Majesty's forces (or a civilian subject to Service discipline has been withdrawn in certain circumstances resulting in the Service courts having sole jurisdiction.

(2) The Cyprus Sovereign Base Areas (SBAs) form a special category governed by the Treaty of Establishment 1964. Differing jurisdictional arrangements exist depending on whether the events giving rise to the charge occurred within the SBAs or in the Republic of Cyprus. Due to the complexity of the jurisdictional arrangements legal advice should always be obtained from the RLO.

(3) Detailed information regarding jurisdiction in British Overseas Territories is contained in MSL, Vol 1, Ch 3, Pt 3.

J949. Jurisdiction Security Cases - World Wide

In cases where there has been a breach of security and it appears that:

- (1) The offence could involve damage to the public interest; or
- (2) The offender could have been acting for a purpose prejudicial to the interests of the State;

The accused's CO is to immediately refer the case to the RLo for a decision on referral to the civil authorities.

J950. Murder and Manslaughter Abroad by Accompanying Civilians

Where it is alleged that a civilian subject to Service discipline has committed an offence of murder or manslaughter outside the UK and the authorities of the host country do not intend to exercise jurisdiction, the CO is immediately to report the incident to the Service Police Crime Bureau (SPCB) Operations Room, which provides a single point of contact. The procedure is further detailed in 2016DIN01-079. DLS (RAF)/DSP should also be informed as appropriate. Pending a decision as to whether any trial should take place in the UK courts or by court martial overseas, police enquiries and, if necessary, the formal investigation of the charge where the accused is in arrest, may continue. If the UK civil authorities decide to exercise jurisdiction, any proceedings under AFA 06 will be stayed.

J951-957. Omitted

SECTION 2 - CIVIL LAW AND PROCEEDINGS

Note. This section does not cover either the provision of advice on Service law or the procedures connected with Service courts.

J958. Civil Proceedings

(1) When an individual has been, or is likely to be, made a defendant or respondent in civil proceedings, arising out of an act which was sanctioned by Service authority or which otherwise occurred in the course of their duty, they are to report the matter to their CO at once. The 2017DIN01-042¹⁶ details the support that is available for staff who may be facing legal proceedings, either civil or criminal law, as a consequence of their actions while conducting their duties as civilian employees or members of the Armed Forces.

(2) On receipt of a writ, summons or other legal document naming a Service Person or the Department as a defendant/respondent in these circumstances, the CO is to take immediate action as follows:

(a) If it relates to common law claims for negligence, it should be sent to the Directorate of Judicial Engagement - Common Law Claims & Policy (DJEP-CLC&P) division.

(b) If the matter relates to an Employment Tribunal (Industrial Tribunal in Northern Ireland), the Claim Form (ET1/IT1) should be sent to **Section 40** in the Service Complaints Team at HQ Air Cmd.

(c) For all other civil proceedings, a copy of the legal documents is to be sent immediately to MOD Legal Advisors - General Law team (MODLA - GL). A full statement of the facts is to be sent with the legal documents whenever possible, but the forwarding of the documents must not be delayed on this account. Further action is to be taken only on the instructions of MODLA – GL.

959. Common Law Claims

See Ch 23.

J960. Employment Tribunals

(1) Service (and civilian) personnel have certain rights to pursue complaints at Employment Tribunals (ET). However, applications to an ET by SP can only be made after a Service Complaint has been made and not been withdrawn or deemed to be withdrawn. The Service Complaints process is detailed in JSP 831. A Service (or civilian) person wishing to bring a case has to submit a Claim Form and ET1 (or an IT1 if issued in Northern Ireland) to the ET. This sets out in detail the complaint and the remedy being sought, and will be sent to the named Respondent, normally the "MOD". The MOD has only 28 days from receipt of the ET1/IT1 to respond, so any applications received by a unit must be sent immediately to **Section 40** in the Service Complaints Team at HQ Air Cmd, who will arrange with the MOD's legal representative for the Grounds of Resistance, known as the ET3 (IT3 in Northern Ireland)) to be issued.

¹⁶ As at date of publication. The DIN may be superseded or removed subsequently.

(2) Where proceedings are commenced against the MOD, the MOD's legal representation will normally subsume the interests of individually named personnel against whom allegations have been made. However, if the MOD's legal representative declares a conflict of interest between the MOD and the individual, the individual will need to consider how best to represent their own interests, and should consider whether or not to instruct separate legal representation at their own expense.

J961. Civil Legal Proceedings Involving an Individual's Private Affairs – Service of Writs, Summonses or other Processes

(1) Service authorities are not responsible for the service of process on personnel who, in their private affairs, are a party to legal proceedings in the civil courts either in the UK or abroad. COs may nevertheless assist solicitors to the extent described below. A summary of the requirements of the English and Scottish courts in relation to the service of Writs, Claims or other process is set out in Appendix 3c for the guidance of those who may be asked to assist solicitors wishing to serve process on Service Personnel. (For the service of process in respect of maintenance proceedings, however, see Armed Forces (Service of Process in Maintenance Proceedings) Regulations 2009.)

(2) If the individual is serving in the UK, they are to be told of the process and, if they are willing to accept service, mutually agreeable arrangements are to be made for them to meet the process server. If the individual is unwilling to accept service, they are to be advised that other means of service may be available, the cost of which they may have to bear if they are the unsuccessful party in any subsequent action. If they nevertheless persist in refusing to accept service, the solicitor is to be advised that the CO can do no more to assist.

(3) The CO is to provide the same assistance as in clause (2) if the individual is serving abroad, provided the solicitor has obtained leave of the court to serve process overseas. Otherwise, the solicitor is to be informed that no assistance can be given pending the individual's return to the UK, the approximate date of which may be given. Similar assistance should be provided in respect of the service of foreign court orders where such a duty exists under the NATO Status of Forces Agreement or a Memorandum of Understanding.

J962. Legal Advice or/Representation

If the actual or potential legal action relates to private affairs of a Service Person, the MOD will not provide or pay for either legal advice or any subsequent legal representation. Legal advice and assistance for personnel Serving in Commands abroad may be available from Service lawyers in certain circumstances under the terms of their single Service regulations.

J963. Attendance of Personnel at Civil Courts

(1) If, at a time when required to attend in person at a civil court in whatever capacity, the SP concerned is (or expects shortly to be) under orders to proceed outside the UK or otherwise outside the jurisdiction of the court, they are to inform their CO without delay. The CO is immediately to notify the facts to higher authority.

No assistance by way of payment of expenses is to be made to an individual to appear before a civilian court where the matter is not duty related.

(2) COs are reminded that, in the UK, SP must attend court when summoned to do so. If they do not attend, they may be prosecuted for contempt of court and action may also lie against anyone who sought to prevent their attendance. The position is not necessarily the same for personnel summoned by foreign courts and COs should seek and be guided by advice obtained from the RLO. It is open to COs to ask the civilian authorities to adjourn a hearing, on the grounds that the date chosen is particularly detrimental to the Service interest, but permission must nevertheless be given for the individual to attend if the summons has not been cancelled by the time it falls due to be answered.

J963A. Omitted

J964. Criminal Proceedings – Legal Representation of Service Personnel Facing Interview Under Caution

(1) The MOD does not pay for legal representation for personnel being interviewed under caution by either the Service or civilian police in the UK, or for legal assistance in advance of such interviews. Individuals attending for interview in circumstances where a 'duty solicitor' scheme operates will be allowed the services of a solicitor free of charge, if they so wish. If they prefer to retain their own solicitor, this is to be at their own expense and the MOD will not reimburse the cost. Individuals being interviewed under caution by the Health and Safety Executive or the Environment Agency (where a 'duty solicitor' scheme is not available) should contact the Head of the RAF Safety Centre for advice.

(2) Personnel serving overseas who are being interviewed under caution by either Service or civilian police, or require legal assistance in advance of such interviews, may be able to obtain advice and representation from Service legal officers under local arrangements. Details should be made available through the individual's CO or from the local Service Police authorities. If no representation is available through Service legal officers, SP will be entitled to free and independent civilian legal advice.

J965. Legal Representation of Service Personnel Facing Criminal Charges

(1) The MOD has no responsibility in law to provide legal representation for personnel involved in any criminal proceedings. The decision whether or not it should support personnel in such circumstances is one of Departmental policy. Personnel should be reassured, however, that they will not be abandoned by the Department when their work takes them into difficult or unusual circumstances.

(2) In certain circumstances detailed in the relevant DIN the MOD will consider paying for the defence of an individual charged with a criminal offence, including payment for legal representation before and during interview under caution. An individual in this position, either at home or abroad, may apply to the Department for funding for legal representation.

(3) 2017DIN01-042 deals with the support that is available for staff who may be facing legal proceedings, in civil or criminal law, as a consequence of their actions while conducting their duties as civilian employees or members of the Armed Forces.

- (4) See para J980 regarding proceedings which do not fall within this Regulation.

J966. Civil Criminal Legal Proceedings Involving an Individual's Private Affairs - Legal Advice and/or Representation

See para J962.

J967. Attendance of Personnel at Civil Criminal Courts

(1) When an individual is charged by a civil court in respect of a criminal offence relating to their private affairs, they are to report the matter immediately to their CO in order that the necessary arrangements may be made for their attendance at the court and for other relevant Service action to be taken as prescribed in regulations. They are also to inform their CO if they intend, where appropriate, to plead guilty by letter without appearing in court. See also para J963.

(2) (RAF only). The provisions of clause (1) do not apply to summonses in respect of minor offences under the Road Traffic Acts. Summonses following positive 'breathalyser' tests are not to be regarded as minor offences under the Road Traffic Acts and are therefore always to be reported. Any action taken by the Service post-conviction must be in accordance with the relevant provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders (Exceptions) Order 1975 (as amended). See paras 1061.

J968. Institution of Legal Proceedings on Behalf of the MOD

The institution of civil proceedings on behalf of the MOD is to be undertaken only on the authority of the Department.

J969. Third Party Requests for Information For Legal Purposes

- (1) Where the request relates either to an action or potential action to which the MOD is not a party, or to criminal proceedings, the advice of MODLA is to be sought.
- (2) (RAF only) For any request for information that is to be handled as a Freedom of Information request the Air Board Secretariat should be consulted for assistance. For Data Protection Act requests the RAF Digital Data Protection team should be consulted in the first instance.

J970. Witness Evidence

SP may occasionally be asked to give evidence on a variety of matters. 2016DIN01-092¹⁷ provides guidance to staff giving evidence in legal proceedings in the course of their official duties. There are two categories of witnesses: a witness of fact and an expert witness.

(1) **Witness of Fact.** This category includes both observers of an incident and individuals who have knowledge of Service/MOD procedures.

(2) **Expert Witness.** The role of an expert witness, acting in an official or private capacity, is to assist the court by presentation of their evidence, rather than to help either party to the proceedings.

J971. Bail Provision Abroad

¹⁷ As at date of publication. The DIN may be superseded or removed subsequently.

(1) Where SP charged with criminal offence in civil courts abroad can obtain release from custody on providing bail, the senior Service officer in the command or territory or the CO of an HM ship may, if necessary, make advances from public funds in respect of this sum required for bail and any incidental fees. Each case is to be considered on its merits, depending on the nature of the alleged offence and the character of the person concerned.

(2) The following conditions apply:

(a) The individual concerned must be unable to provide the money themselves or obtain it from any other source.

(b) There is no unreasonable risk taken that this sum advance might be forfeited.

(c) The individual concerned is to sign an acknowledgement at the time when the bail is paid into the court that they have received the monies as a loan, which is repayable on demand, and that immediate recovery may be commenced from their pay by instalments. They are also to acknowledge that upon return of the bail money or any part thereof they will then pay such money to the Service or such part thereof as may be required to repay the loan and in the event of forfeiture of the bail the amount outstanding shall be immediately repaid, unless forfeiture was caused by reasons outside their control, in which case recovery should be by monthly instalments over a period described in single Service regulations.

(d) Action is to be taken by the CO of the SP concerned to ensure that the bail money is duly handed over to the court authorities at the appropriate time and, whenever such procedure permits, in the presence of the individual concerned.

(e) The bail money must be paid to the court by or in the name of the individual concerned and not in the name of the Service, the CO or any other person.

(3) Bail should only be advanced if it is in the interests of the Service that the individual concerned be released from custody of the overseas court. Bail should not be advanced if there is a likelihood of the individual's discharge from the Service before the debt could be repaid.

J972. Affidavits and Statutory Declarations Abroad

(1) The Armed Forces Act 2006 authorises certain officers outside the British Islands to take affidavits or declarations from persons subject to Service law or civilians subject to Service discipline where an otherwise qualified person, for example, a solicitor may not be available.

(2) An officer is authorised to take an affidavit or declaration if they are subject to Service law and are of, or above, the rank of Naval Lieutenant Commander, Army or Marine Major, or RAF Squadron Leader. Additionally, legally qualified officers subject to Service law of the rank of Naval Lieutenant, Army or Marine Captain or RAF Flight Lieutenant may also take affidavits and declarations. Legally qualified officers are solicitors, or barristers in the jurisdictions of England and Wales, Scotland or Northern Ireland, or similarly qualified lawyers in the Channel Islands, the Isle of

Man, a Commonwealth country or a British overseas territory, and are subject to punishment or disability for breach of professional rules.

(3) Detailed information regarding the procedure for taking affidavits and declarations are contained in MSL, Volume 1, Ch 22.

J973. Provision of Other General Legal Advice on Civil Law and Proceedings

When other legal advice on civil law and proceedings is required, the question should be phrased as clearly as possible and supported by a concise statement of the facts of the case. The request is to be sent to MODLA-GL.

SECTION 3 - INQUIRIES INTO DEATHS

Note. See also para J2147.

J974. Inquests in England, Wales and Northern Ireland

(1) There is a duty placed on for HM Coroners within England, Wales and Northern Ireland to open an Inquest where there is a reasonable suspicion any person has died violently, unnaturally or suddenly from an unknown cause. This includes members of the Armed Forces regardless of whether the death occurred on operations. When a SP dies in such a way as set out above while in their unit or establishment, the CO is to ensure that the SP's death is notified to the Coroner without delay for the district in which the body is lying or is brought to lie so that they may decide whether an Inquest is necessary without delay¹⁸. The CO or Police will provide the Coroner with details of the circumstances of the case and provide the names of any witnesses. If the body of any person subject to Service law who has died violently, unnaturally or suddenly from an unknown cause abroad or at sea is brought into a port, airport or airfield in England, Wales or Northern Ireland, the CO is to ensure the particulars are reported to the relevant Police authority who will liaise with the Coroner and take such action as would have been taken had death occurred there¹⁹.

(2) Other than in respect of the immediate action following a death described above, the Defence Inquest Unit (DIU) is the primary point of contact between the MOD and HM Coroner. The Coroner will notify the DIU when an Inquest is to be held and whether any witnesses are required. The DIU will communicate this information to the relevant personnel and will offer them witness familiarisation training as appropriate.

(3) As Inquests are investigations into the circumstances relating to a death and do not apportion blame to individuals, there is no legal requirement to be legally represented at an inquest. However, Departmental legal representation may be desirable at inquests in the following circumstances;

- (a) Where an inquest is particularly complex or has security concerns
- (b) Where the next of kin have appointed their own legal representation
- (c) When an inquest is heard before a jury.

¹⁸ Notification may also be made by the UK civilian police to the Coroner's Officer.

¹⁹ JCCC will direct the CO to complete a letter to HM Coroner where the death was due to unnatural causes.

(This list is not exhaustive).

In such cases, the DIU authorise payment for legal representation. If the Department is legally represented at an Inquest, its legal representative will also represent the interests of witnesses as the Department as an entity is considered as an Interested Person. However, if any of the witnesses due to their testimony are considered by the Coroner to be an Interested Person in their own right, the Department's legal representative will declare a conflict of interest and withdraw from representing them. The Department would in such cases cover the cost of separate legal representation if it believes that in all the circumstances it would be unfair not to do so, providing that that individual's conduct is not thought to have been below acceptable standards. If there is a conflict between individuals, but not between any individual and the Department, the Department has discretion to arrange separate representation.

J975. Fatal Accident Inquiries in Scotland

In Scotland, the Scottish Fatalities Investigation Unit (SFIU) investigates fatal accidents and sudden deaths and may conduct a Fatal Accident Inquiry (FAI). A FAI has a wider ranging remit than an Inquest in England and Wales and is conducted by a Sheriff, not a Coroner. Since 2017 it has been mandatory for the death of a member of the Armed Forces on active duty in Scotland to be investigated by means of a FAI. The same considerations at J974 apply.

J976. Inquests Abroad

(1) Where an inquest or similar inquiry into the cause of a death is to be held abroad, the Commanding Officer is to report to the appropriate civil authorities as set out in J974(1) for England Wales and Northern Ireland and in Scotland, the Crown Office and Procurator Fiscal Service. When legal representation is permitted, legal advice and, if thought necessary, legal representation should be sought from DIU.

(2) The holding of an inquest or Civil Inquiry abroad does not preclude the possibility that a further inquest will be held in the UK if the body is repatriated. Where this happens, the Commanding Officer will ensure that the Coroner for the area in which the body will be brought to lie is to be informed in accordance with J974(1). If in Scotland, the Crown Office and Procurator Fiscal Service should be informed.

977-979. Omitted

SECTION 4 - LEGAL AID SCHEMES

J980. Legal Aid for Individuals under the Armed Forces Legal Aid Scheme (AFLAS) Service Arrangements

(1) **Criminal Legal Aid.** The primary purpose of the Armed Forces Criminal Legal Aid Authority (AFCLAA) is to provide legal aid case management and funding for those who are, or were at the time of the alleged incident, subject to Service law or Service discipline. Details of the authority, including exclusions, are contained in JSP 838.

(2) **Sovereign Base Area Authority (SBAA).** Personnel investigated and/or prosecuted by the SBAA are not eligible to apply for legal aid from AFCLAA. Instead,

they should seek advice or assistance from the Service lawyers at HQ BF Cyprus, if available, or apply to the SBAA Court Legal Aid Office for assistance.

(3) **Discrete Areas of Non-Criminal Public Funding.** Details of the support available to Service and relevant civilian personnel who may require public funding for legal advice, assistance or representation for certain types of legal proceedings, for which there is no other provision under the terms of the AFLAS, are contained in JSP 838, Pt 1, Ch 2, and Pt 2, Ch 6.

981-988. *Omitted*

CHAPTER 15

Discipline

SECTION 1 – GENERAL

989. Acquaintance with Regulations, etc

- (1) Every Service Person will be held personally responsible for making themselves acquainted with:
 - (a) The King's Regulations for the RAF;
 - (b) Station Standing Orders published under para 65;
 - (c) Such station and other local orders and instructions as are necessary for the due performance of the duties appertaining to their Service employment; and
 - (d) Such orders and details of duties as are posted in their station. They will further be required to adhere to the RAF's Ethos, Core Values and Standards as laid down in AP1, at their individual units and at all times whilst subject to Service law.
- (2) A copy of King's Regulations for the RAF is available online for reference by SP.
- (3) Ignorance of duly published regulations, or orders, will not be admitted as an excuse for their non-observance.
- (4) The contents of clause (1) is to be published in station routine orders at three-monthly intervals to remind SP that they remain subject to the above.

990-992. Omitted

993. Occupation of Public Accommodation

- (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) Enlisted personnel 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 their CO.
 - (b) Enlisted Personnel 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) SP 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) SP in circumstances when training, operational, security, welfare or management factors are overriding.

(3) In applying the general principle at clause (1) and in determining who should be ordered to live-in under the terms of clause (2)(e), COs should avoid unnecessarily restricting the freedom of choice of their personnel. Except for those categories at clause 2(a) to (d), personnel should not normally be ordered to live in public accommodation. However, the option to live out in private accommodation may be exercised provided that:

(a) Permission is granted by the CO.

(b) Suitable private accommodation is available within reasonable commuting distance of place of duty. See JSP 752 – Residence at Work Address.

(c) Where accommodation is to be shared with other SP on a communal basis, arrangements are in accordance with safeguarding to welfare of all SP and within the spirit of the Service Test to maintain Service discipline, team cohesion and operational effectiveness.

(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 the 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

(1) The law, in the form of the AFA 06, places a CO at the centre of the Service Justice System (SJS) and confers a range of powers on them. The AFA 06 also defines higher authority as any officer in the CO's disciplinary chain of command who is superior. The MSL, Vol 1, Ch 2 provides comprehensive guidance on the meaning of commanding officer and explains how a person's CO, for any purposes under the AFA 06, is identified. This Regulation provides a summary of the relevant parts of the MSL 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 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, as detailed in Vol 1, Ch 2 of the MSL.

(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 they have disciplinary authority and

who is their 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 they are a member.

(4) **Status of CO – exception to general rules.** 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 their CO for all purposes under the AFA 06. This is to allow the CO of the MCTC to exercise discipline over all persons in their unit. Similarly, when an individual is serving a sentence of detention in a Service custody facility other than MCTC, they are 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 CO or their CO may decide that it would be more appropriate for the CO of the unit holding the individual to deal with them. This could be achieved by attaching the individual to the unit concerned or by making a bespoke appointment. Such specific appointments can only be made by or on behalf of the Defence Council. Those officers authorised to make specific appointments are listed in Vol 3 of the MSL. Specific appointments of COs override all other provisions as to the identity of a person's CO.

995. Definition of a Unit

Vol 1, Ch 2 of the MSL provides comprehensive guidance on the definition of a 'unit'. It also provides guidance on the criteria that have to be considered with regard to the creation of joint units, headquarters and the various sub-units.

996. Responsibility of Officers in General

(1) An officer is responsible at all times for the maintenance of good order and discipline. Notwithstanding the provisions of para 111(8) an officer referred to therein is to exercise their authority in the maintenance of discipline, by virtue of their commission and rank, in circumstances independent of the special functions of their particular branch.

(2) An officer is to support and assist their CO at all times which includes reporting as soon as reasonably practicable any negligence or impropriety on the part of any SP whether on or off duty and whether the SP in question belongs to that CO's particular unit or not.

997. Treatment of Subordinates

All SP are to adopt towards their subordinates a respectful and appropriate manner ensuring that respect for authority and command are achieved by setting a good example in all respects.

998-999. Omitted

1000. Service Complaints

(1) A person subject to Service law who thinks they have been wronged in any matter relating to their service, or a person who has ceased to be subject to Service law who thinks they have been wronged in any such matter may make a Service Complaint. The authority to make Service Complaints is derived from s.340A to 340O AFA 06, The Armed Forces (Service Complaints and Financial Assistance) Act 2015,

The Armed Forces (Service Complaints) Regulations 2015, The Armed Forces (Service Complaints Miscellaneous Provisions) Regulations 2015, The Armed Forces (Service Complaints Ombudsman Investigations) Regulations 2015 and The Armed Forces (Service Complaints and Financial Assistance) Act 2015 (Transitional and Savings Provisions) Regulations 2015, Armed Forces (Service Complaints) Regulations 2022 and Armed Forces (Service Complaints Ombudsmen Investigations) Regulations 2022.

(2) Procedures and guidance on the process of making a Service Complaint and details of the regulations above can be found in JSP 831 and the RAF (My) Service Complaint Journey. Additional arrangements for dealing with complaints of discrimination, harassment and bullying are contained in JSP 763.

1000A. Complaints to Employment Tribunals

(1) SP also have the right to submit complaints to Employment Tribunals (ETs) (or Industrial Tribunals in Northern Ireland) primarily under the Equality Act 2010, Sex Discrimination Act 1975, Sex Discrimination (Northern Ireland) Order 1976, Race Relations Act 1976, Race Relations (Northern Ireland) Order 1997, Equal Pay Act 1970, Equal Pay Act (Northern Ireland) 1970, The Working Time Regulations 1998, The Sex Discrimination (Gender Reassignment) Regulations 1999, The Employment Equality (Religion or Belief) Regulations 2003 and The Employment Equality (Sexual Orientation) Regulations 2003. A complaint may not be presented to an ET before it has been submitted under the internal Service Complaints procedures – see para 1000. Complainants should note that ETs may refuse to accept a case if it is submitted outside the appropriate time limit. Responsibility for complying with the time limit lies entirely with the complainant.

(2) In recognition of the requirement for complaints to be submitted first under the internal Service Complaints procedures, the time limit for a Service complainant to refer their case to an ET on all eligible matters (except for claims under the Equal Pay Act 1970) is six months, which is three months longer than for civilians. Complaints under the Equal Pay Act 1970 may be made at any time during service or within nine months of leaving the Service. Where a person re-joins after a break in service, this time limit will continue to run irrespective of any subsequent period of service. However, it should be noted that the Equal Pay Act 1970 restricts any award of arrears of pay or damages to the two-year period immediately preceding the date on which the complaint is submitted under the internal procedures.

(3) The decision as to whether, and if so, at what stage in the internal process, to refer a case to an ET is solely for the complainant to make. Complainants may seek advice from an independent source at any time on any matter relating to a complaint. Complainants may also take legal advice from a solicitor at their own expense at any time.

(4) Complainants who decide to await the outcome of the internal procedures before applying to the ET must note the need to submit their ET applications before the appropriate statutory deadline (see clause (2)). If a final decision on the complaint has not been reached by then, the MOD will nevertheless continue its investigation with a view to reaching a decision before a hearing date has been set. If a decision is

reached before the ET hearing and the complainant is satisfied, they may withdraw the application to the ET.

(5) An application to the ET must be made on an Employment Tribunal Claim (ET1). Forms are available online at <http://www.gov.uk/employment-tribunals> along with a table of fees and appropriate addresses to which forms can be sent if not submitted electronically.

(6) The Originating Application asks for the name and address of the employer. To ensure that the MOD is able to comply with the ET deadline for the employer's initial response, it is most important that the correct MOD address is given. This is:

The Ministry of Defence, Service Complaints
Headquarters Air Command
RAF High Wycombe
Naphill
Bucks, HP14 4UE

(7) If a complaint is still being considered under the internal Service Complaint procedures when the ET1 is received, the MOD response will confirm this, indicating the likely duration of the procedures, and will normally request an adjournment until a decision has been made at Decision Level.

1000B. Complaints in respect of the Administrators of the AFPS

(1) Complaints against decisions made by the administrators of the AFPS may be made under the scheme's Internal Dispute Resolution Procedures. Those eligible to complain under these procedures are:

- (a) serving members of the AFPS;
- (b) members of the scheme who have left the Service;
- (c) dependants of deceased members of the scheme;
- (d) potential members of the scheme;
- (e) pension credit members;
- (f) anyone claiming to be in any of the above categories.

(2) The details of the Internal Dispute Resolution Procedures are contained in the TriScheme IDRP Booklet on Internal Dispute Resolution Procedures²⁰.

1001. Equal Opportunities

The RAF Strategy 2022 states that one of the key organisational objectives is to 'Value our People' and that in order to achieve this 'Everyone must feel proud, confident, empowered. And valued for what they do and who they are.' This is contingent on the opportunity to work in an inclusive environment, free from Bullying, Harassment, Discrimination and Victimisation (BHDV). In such an environment all personnel will have an equal opportunity to realise their potential within their chosen careers, whilst contributing directly to the maintenance and enhancement of

²⁰ (Copies may be obtained from the Defence Intranet, the SPVA (Glasgow) and SPPol (PCV), Ministry of Defence, Main Building, Whitehall, SW1A 2HB.

operational effectiveness. Details of the RAF's D&I Policy are contained within AP3392 Vol 5 Leaflet 109 with reference made to JSP 763, 769, 887 & 889. Further guidance can be sought directly from the HQ Air D&I Team.

1002. Omitted

J1003. Acceptance of Gifts, Rewards and Hospitality

See JSP 462.

J1004. Testimonials

- (1) The publication of laudatory orders when an individual leaves their ship, establishment or unit, or when relinquishing an appointment is forbidden.
- (2) Written references may be provided by COs and other senior officers only at the request of those who are about to leave the Service or have recently left it.

1005. Recommendations

An officer is forbidden to forward testimonials relating to their service or character, with any application they may make to the MOD. In the event of an officer wishing that the opinion of officers under whom they have served is brought to notice, they are to submit their names so that, if necessary, they may be referred to.

1006-1007. Omitted

1008. Service Personnel Attending University or College Courses

- (1) SP attending a course at a university or college will be subject to the university and college discipline and are to comply with all the policies and other directions issued by the university or college authorities.
- (2) All SP attending civilian courses of whatever length normally remain subject to Service law and therefore are required to be aware of orders and instructions unless otherwise expressly stated.

1009. Conduct of Service Personnel

- (1) Any Service Person whose character or conduct has been found to have fallen below the core value of the RAF as detailed in AP1, is to have the circumstances investigated by their CO. Pending the outcome of the investigation, the Service Person may be suspended from duty, when the provisions of para J1009A will apply.
- (2) If any report submitted as a result of the CO's investigation required by clause (1) contained content unfavourable to the Service Person, the procedure set out in para 1027, Administrative Action, is to be followed.

1009A. Service Persons Suspended from Duty

When a Service Person is suspended from duty, the following arrangements are to be made:

- (1) The Service Person is to be informed in writing by their CO of the reason for the suspension and the terms and conditions of suspension.

- (2) The Service Person is normally to remain at their parent unit and may be ordered by the CO to live in SLA when it would be in the interests of Service discipline. Alternatively, with the prior authority of the HA, the Service Person may proceed to the home of another to await further orders.
- (3) If it is not appropriate for a Service Person to be retained at their parent unit, they are to be detached to a nearby unit where the accommodation arrangements detailed in clause (2) are to be followed.
- (4) A Service Person suspended from duty is not to be required to return to their normal duties during suspension. They may, however, subject to prior authority from the HA, be employed on secondary duties not connected with their normal primary task.

1010. Bankruptcy

Contained in AP3392, Vol 4, Lflt 1103, Annex A.

1010A. Omitted

J1011. Trade Unions

- (1) Regular SP may become members of civilian trade unions and professional associations in order to enhance their trade skills and professional knowledge and as an aid to resettlement into civilian life. They are, however, not to participate in industrial action or in any form of political activity organised by civilian trade unions or professional associations.
- (2) No restriction is to be placed upon the attendance at meetings of civilian trade unions or professional associations or at courses of instruction run by such organisations where attendance at such a meeting or course is intended to enhance their trade skills and professional knowledge. Attendance at such meetings and courses is to be subject to the proviso that uniform is not to be worn, Service duties are not impeded, and no action is taken which would bring the Service into disrepute.
- (3) **Service Facilities and Speakers.** No Service facilities, including Service aircraft and motor transport, are to be used at, or in connection with, any function the purposes of which is to further the interests of a trade union or professional association, nor are Service bands to play at such functions. Where requests are received from either of these groups for Service speakers to lecture or give a presentation, the most recent edition of DIN Contact with the Media and Communicating in Public should be referred to. Requests for personnel below 1* to speak in public should be assessed by the chain of command in consultation with the TLB communications team who should escalate to the DCC Secretariat if they judge it to be controversial. Requests for officers at 1* or above must be submitted to the DCC Secretariat for clearance.

J1012. Political Activities – General

- (1) Regular SP are not to take an active part in the affairs of any political organisation, party or movement. They are not to participate in political marches or demonstrations.

- (2) No restriction is to be placed upon the attendance at political meetings of such personnel provided that uniform is not worn, that Service duties are not impeded, and no action is taken which could bring the Service into disrepute.

J1012A. Parliamentary Candidature

- (1) Members of the Regular Armed Forces are disqualified from membership of the House of Commons (House of Commons Disqualification Act 1975) and from election to the European Parliament (European Parliamentary Act 2002). Such personnel must therefore apply for early termination from the Service before their formal adoption as a Parliamentary candidate or prospective candidate. Such personnel must complete their last day of service before their formal adoption as a candidate or prospective candidate.
- (2) No member of the Regular Armed Forces or member of the RAuxAF serving on the permanent staff of the RAuxAF may announce themselves in any manner as a candidate for election to the European Parliament, the Parliament of the Irish Republic or to any legislative assembly of the Commonwealth.
- (3) (*RAF only*) The procedure for processing applications under this JKR is outlined in AP3392, Vol 2, Lft 712.

J1012B. Release of Parliamentary Candidates

Any person to whom para J1012A(1) applies, and who desires to stand as a parliamentary candidate or who seeks election as in para J1012A(2), must apply for early termination from the Service if not leaving the Service at a normal release date. An unsuccessful candidate will have no right to reinstatement. A candidate or prospective candidate must take all steps within their power to ensure that no public announcement of their candidature or prospective candidature is made before they have retired, resigned or been discharged.

1013. Candidates In Local Government Elections

- (1) SP may not accept membership of any local authority or allow themselves to be nominated for election to any such body, without the permission of APC.
- (2) A member of the Armed Forces who is recalled for service while they are a member of a local authority is to report such membership to their CO.
- (3) SP who are permitted by APC to be nominated for election in any local authority may only stand as independent candidates, they are not to stand as candidates for any political organisation, party or movement and, if elected, are not to involve themselves in any way in the affairs of any such organisation, party or movement.

J1013A. Political Activities on Service Establishments

All forms of political activity, including political meetings and speeches, are prohibited in Service establishments. Canvassers may visit, and vehicles used for carrying electors to the poll may call at, SFA sites and families' hostels to which there is normal access direct from the public highway. Where access is by Service roads and there is no separate entrance, access to SFA sites will be at the discretion of the CO under such conditions as they may approve. Information about party programmes or policies is not to be made available through Service journals or information rooms;

nor is any propaganda issued by or on behalf of a political party to be distributed in Service institutions. No publicity is to be given on Service establishments to meetings, fêtes or similar activities having a political association.

J1013B. Service Facilities and Speakers

(1) No Service facilities, including Service aircraft and motor transport, are to be used at, on in connection with, any function with purpose of which is to further the interest of a political party or an organisation having controversial aims, nor are Service bands to play at such functions. Where requests are received from political groups for Service speakers to lecture or give a presentation, these should be referred for action to COS Pers, who will reply direct to the group; if there is uncertainty about the nature of any organisation, MOD should be consulted.

(2) (*RAF only*) If requested by a Returning Officer, a polling booth may be set up in any suitable accommodation available at a Service establishment at the discretion of the CO. Primarily, such a polling booth would be to facilitate voting by SP and their dependants, but other voters could not be debarred from voting there. If it is decided to allow the setting up of a polling booth, the CO is to notify DIO. Canvassing is not permitted near polling booths: advice on this point should be sought from the Returning Officer.

(3) (*RAF only*) In considering whether or not to exercise their discretion under clause (2), the CO is to be as helpful as the requirements of national security, in its widest aspects, will allow.

1014. Omitted

J1015. Gambling

(1) Except as provided in clause (2) all forms of gambling and bookmaking (or acting as an agent for a bookmaker) are forbidden in ships, establishments or units.

(2) Any proposal to hold a lottery or sweepstake or to permit any other lottery or gambling is to be referred to the CO. If they agree to the proposal, they are to issue such instructions as they consider necessary and to ensure that the provisions of the Gambling Act 2005 and associated legislation are complied with. Outside the UK, they are to satisfy themselves that there is also no infringement of local law.

1015A. Money Lending

Personnel are forbidden to engage in money lending or to borrow money from their subordinates.

1016. Intoxicants

COs are to issue such orders as they consider necessary to control the sale and consumption of intoxicants within Service establishments. In determining these orders, COs are to pay particular attention to the requirements of UK law in relation to young people. Orders may also be necessary to restrict the premises into which intoxicants may be introduced.

1017. Flying Discipline

Any incident in which a breach of flying discipline may have occurred is to be reported to and investigated by the Defence Flying Complaints Investigations Team (DFCIT) who will compile an appropriate report to the respective CO and any other appropriate higher authority as deemed necessary. Where the evidence discloses that an alleged breach occurred and was deliberate, or caused by neglect of a serious nature, court martial action may follow. Neglect that is not of a serious nature may be dealt with appropriately by summary disposal or administrative action.

1018-1022. *Omitted*

1023. Drugs Misuse – Policy on Disposal of Cases

Details of the Services' policy on the disposal of cases involving the misuse of drugs, are contained in JSP 835.

J1023A. Compulsory Drug Testing (CDT)

(1) Tri-Service policy on drug testing is implemented by Joint and single Service CDT teams, who are authorised to supervise the taking of urine samples from SP. Samples are subsequently analysed by an independent laboratory for the presence of controlled drugs, and COs notified of the results. Units, detachments or individuals, wherever they are in the world, are liable to testing, which may be with or without prior notification. The team supervising a test may comprise members drawn from any of the three Services.

(2) If a unit or detachment is visited by a CDT team, or when a devolved compulsory drugs test is authorised to be conducted in a unit or detachment, each officer, warrant officer, NCO, rating, marine, private or enlisted person is required to provide a urine sample when requested to do so by a drug testing officer. The following are authorised as drug testing officers:

(a) Any officer, Warrant Officer, senior rating, NCO or leading rating appointed or drafted to have immediate authority over or to serve as a member of the CDT team.

(b) Any officer, Warrant Officer, senior rating, NCO or leading rating assisting in the supervision of tests on the authority of a drug testing officer authorised in accordance with clause (2)(a).

(3) Failure to provide a sample of urine when requested to do so by a drug testing officer is an offence under AFA 06. Substitution, adulteration or corruption of a sample may be construed as being a refusal to supply a specimen for analysis. Conviction of such an offence may result in the punishment of dismissal from His Majesty's Service, which may be accompanied by a custodial sentence of up to six months.

(4) Personnel who provide a urine sample that tests positive for a controlled drug will be notified of the result. Subsequently, other than in exceptional circumstances, they may be subject to administrative discharge in accordance with single Service regulations. Moreover, if investigations reveal evidence of further offences, disciplinary action may also be taken, and this would normally take precedence over any administrative action.

(5) A positive CDT result does not automatically equate to failing CDT. RAF personnel in receipt of a positive CDT result for controlled Class C drugs who have a valid prescription will not have misused drugs and therefore will not be assessed to have failed CDT. Such cases are to be processed in accordance with JSP 835.

(6) In all cases where it is identified that a member of the RAF has failed CDT, the Major Administrative Action Process (MAAP), as laid out in AP3392, Vol 4, Ch 8 will be initiated. Each MAAP will consider the full circumstances of the case. However, the RAF maintains a stance that retention of individuals who have failed CDT will only be considered in exceptional circumstances. Such a firm stance is necessary due to the high proportion of safety critical roles in the Service and the responsibility its Duty Holders have towards risk-to-life activities. As part of the MAAP, the individual's CO has delegated authority to decide on discharge for Flight Sergeant and below in Ground Trades and can recommend discharge to the AFB for NCA, Warrant Officers and officers. If the CO believes there are exceptional grounds to recommend an individual's retention, the case must be staffed to COS Pers for consideration, as the sole RAF disposal Authority.

1024. The Armed Forces Code of Practice for Victims of Crime

(1) The Victim's Charter (a Statement of the Rights of Victims of Crime) is a Home Office document which sets out the rights and expectations of people who have become the victims of crime.

(2) See AP3392, Vol 4, Ch 2 for the Armed Forces Code of Practice for Victims of Crime and guidance for units on the appointment of Victim Liaison Officers.

1025-1026. Omitted

1027. Administrative Action

(1) The RAF system of administrative action encompasses a range of processes employed to rehabilitate, censure or initiate administrative sanctions in respect of an individual for professional or personal failings, misconduct or unsuitability in post. It is separate from disciplinary action under the AFA 06 although it may be appropriate to initiate administrative action as a consequence of, and in addition to, civil proceedings or military disciplinary action. Reports under this paragraph are not to be regarded as a substitute for disciplinary action.

(2) Administrative action is a graduated process comprising the following two stages:

(a) **Minor Administrative Action (MAA).** MAA provides commanders at all levels with a swiftly delivered and reviewed, legal, fair and formally regulated way of dealing with minor failings in standards and performance. MAA is only applicable for those of OF4 and below. Its specific procedures are dealt with in JSP 833.

(b) **MAA Sanctions.** The following are the authorised MAA sanctions:

- (i) Up to three Report-Back Musters or Parades.
- (ii) Up to three extra tasks or duties.

- (iii) Up to three periods of extra work of a maximum duration of four hours each.
- (iv) Informal interview.
- (v) Formal interview.
- (vi) Returned to unit.
- (vii) Withdrawal of unit privileges.
- (viii) Combination of sanctions.

(c) **Major Administrative Action Process.** The MAAP should be applied to deal with serious failings, or standards of behaviour or performance that have fallen below that which is expected of a member of the RAF. It may be used where SP, both Regular and Reserve, have demonstrated professional or personal failings for which MAA may be considered inappropriate or insufficient. The MAAP is not suitable for matters that would amount to criminal conduct or a disciplinary offence, unless advised otherwise by APC or following legal advice. Its procedures are detailed in AP3392, Vol 4, Lft 801. In addition to the ability of the chain of command to initiate MAA and/or formal warnings, Major Admin Action under this Regulation may recommend additional action for SP.

(d) **MAAP Sanctions – Officers.** The following are authorised MAAP sanctions for officers:

- (i) Termination of commission under para 2905.
- (ii) Reduction in rank.
- (iii) Removal from branch.
- (iv) Delay time promotion.
- (v) Removal of acting rank.
- (vi) Assignment to another appointment commensurate to the subject's training, ability and experience.
- (vii) Interview with AOC, in association with formal warning.

(e) **MAAP Sanctions – Other Ranks.** The following are the authorised sanctions for other ranks:

- (i) Discharge from the Service under para 607.
- (ii) Reduction in rank.
- (iii) Re-mustering.
- (iv) Assignment.
- (v) Retention.
- (f) Any sanction awarded under Major Administrative Action is likely to have an impact on the subject's career and/or employment within the Service. As such, it is a single Service issue and may only be decided upon by a duly

authorised RAF Disposal Authority. An Army or Navy CO may initiate the process and/or make recommendation but are not authorised to decide on the matter, nor stop the process occurring if required by RAF policy or following APC advice.

1028. Travel and Other Expenses for Civilian Witnesses Attending Court Martial, Summary Appeal Court and Official Service Inquiries

Regulations governing the reimbursement of travel and other expenses associated with the requirements to give evidence by witnesses served with a witness summons at a court martial or summary appeal court are contained in the MSL. Regulations for the entitlement of civilian witnesses to claim travel and other allowances connected with their being a witness on a Service inquiry are contained in JSP 832. Rates of allowance are given in JSP 752.

1029-1030. Omitted

1031. Provision of DNA Samples and Fingerprints by Service Police and Support Staff

With effect from 1 Jul 2008, members of the Service Police, upon completion of professional training, and support staff, upon assignment to a post involving the provision of technical services to the Service Police, will be required to provide a sample of their DNA and fingerprints for entry on the Contamination Elimination Database (CED) (formerly known as Police Elimination Database). Service Police personnel enlisted prior to that date and support staff already employed on such duties may not be compelled to participate in the program, although they may be invited to do so voluntarily. Any Service Police personnel who transfer to another trade group and then re-join after 1 Jul 2008 and any support staff who cease to be employed after 1 Jul 2008 will be subject to the mandatory requirement. Please see the relevant DINs for further information.

1031A. Use of Samples

DNA profiles and fingerprints are held for elimination purposes only. For DNA profiling a comparison will be made of a specific stain or mark against the profile of a named member of the Service Police or support staff who attended a specific scene of crime, where unidentified crime scene marks have been found. There will be no general search made of the CED. Where unidentified fingerprints have been found at a scene of crime, a general search will be made of the CED.

1031B. Destruction of Samples

In the case of members of Service Police who are discharged or transferred to another trade group and support staff on discharge or transfer to other employment, the samples are destroyed after 12 months and removed from all databases. A certificate confirming this will be provided upon request to the Service Police Crime Bureau, MOD Southwick Park, Fareham, Hampshire, PO17 6EJ.

J1031C-1034B. Omitted

SECTION 2 – SEARCH, ARREST AND CUSTODY

1035. Arrest

Arrest is a matter for the Service Police. Full details of the powers and grounds for arrest are contained within the AFA 06 and MSL.

J1035A-1038. Omitted

1039. Report of Arrest of a Service Person

When a Service Person has been arrested, whether later released or not, the CO is to report the case, including a brief outline of the circumstances leading to the arrest and subsequent custody, as soon as reasonably practicable by email to HQ Air Cmd for the attention of APC. APC will then inform other interested parties such as the AOC, DLS and RAF Media and Communications.

1040. Omitted

1041. Codes of Practice for Custody

Rules for SP in custody are contained within JSP 837.

1042-1045. Omitted

1045A. Visits by Members of Parliament to Service Persons in Custody

Should a Member of the UK Parliament, or of any other legislature, wish to visit a Service Person who is held in custody, the CO should contact Air Cmd Secretariat to advise them of the potential visit and to seek Ministerial approval as necessary, under the procedure set out in para J2449(1). If in a particular instance the CO is in any doubt, or considers that the visit should not be permitted, the CO should make these, and any other concerns, clear to Air Cmd Secretariat at the time of seeking approval.

1046-1060A. Omitted

SECTION 3 – INVESTIGATION, CHARGING AND MODE OF TRIAL

1061. Attendance of Service Personnel at Civil Courts and Court Martial

- (1) Paras 958 and 967 detail the occasions on which an individual is to report to their CO their attendance at civil court.
- (2) **Court Attending Officer (AO).** In accordance with AP3392, Vol 4, Lft 701 the CO of the accused is to arrange for the nomination of an AO not below the rank of Flight Lieutenant, unless permission from Higher Authority has been obtained for an AO below that rank. The AO should either be from the accused's unit or from a unit near to the place of trial. They may, at the discretion of the CO, be any gender irrespective of that of the accused. The AO is responsible for recording and reporting the outcome of the trial of the accused to the CO as required.
- (3) **Civil Conviction Without Attending Court.** Individuals who plead guilty to an offence and receive an unspent conviction without attending court (e.g. pleading guilty and accepting the fine via email or letter) are to report the matter to their CO as soon as reasonably practicable. Individuals in 'conviction free' branches and trades are to report the receipt of a spent conviction without attending court.
- (4) **Sexual Offences Act 2003.** OC PSF/P1 is to notify APC as soon as possible after an alleged sexual offence is reported. This will ensure that appropriate

measures may be put in place until the outcome of any disciplinary or administrative action is known. See AP3392, Vol 4, Lft 701.

(5) **Court Martial.** A Court Guide is contained in Vol 2 of the MSL.

1062-1062A. *Omitted*

1062B. Civil Injunctions under the Anti-Social Behaviour, Crime and Policing Act 2014 (ASBCPA)

A Service Person who receives a civil injunction under the ASBCPA from any agency including (but not limited to) the civil police of England, Scotland, Wales or Northern Ireland and local authorities, is to inform their unit P Staff. OC P1/PSF is to take into consideration that any civil injunction awarded under ASBCPA implies that the Service Person may have failed to meet the requirements of AP1, subject to the Service Test, and should be recognised by appropriate administrative action which may include discharge. In all cases, OC P1/PSF is to seek advice from APC in the first instance.

1063. Termination of Service following trial by Court Martial or Civil Court

(1) In all cases where individuals receive an unspent conviction (except for certain minor traffic offences) or a member of a 'conviction free' branch or trade receives an unspent or spent conviction, the MAAP should be applied.

(2) The rehabilitation periods for Service and civilian sentences (as detailed in the relevant DIN) must be observed when considering any additional action.

1064. Effect of Quashing of Civil Conviction

Should a Service Person's service be terminated following action in accordance with para 1063(2), but the conviction on any charge on which that person was found guilty is quashed on appeal, they are, so far as is possible, to be relieved from the consequences of that conviction.

1065-1066. *Omitted*

SECTION 4 – SUMMARY AND MINOR PUNISHMENT

1067. Power of CO to Award Summary Punishments

A CO has the power to award the summary punishments outlined in Vol 1, Ch 13, Annexes A and B of the MSL. The CO's power to deal summarily with personnel and award particular summary punishments depends on the relative ranks of the CO and the alleged offender.

1068. *Omitted*

1069. Power of Subordinate Commanders to Award Summary Punishments

COs may appoint subordinate commanders and delegate their summary discipline powers in accordance with the MSL. However, the extent of subordinate commanders' powers is dependent on their rank as articulated in the MSL.

1070-1084. *Omitted*

1084A. Appeals from Decisions of the Summary Appeal Court (SAC)

The appellant may question the judgment of the SAC by means of an application to the Court under s.149(2) AFA 06 to have a case stated for the opinion of the High Court. The application is to be made in writing and served on the appellant's CO within 21 days of the decision in respect of which the application was made; see Vol 2, Ch 27 of the MSL for further guidance.

SECTION 6 – PROCEDURE IN CASES OF ABSENCE, DESERTION AND OFFENCES AGAINST ENLISTMENT**1085. Absentees and Missing Persons**

(1) At the earliest opportunity after it is determined that a Service Person is absent, the CO is to examine whether the absentee is in fact a missing person. Age, ability and happiness at work, family problems and financial problems are examples of factors that could be considered in determining on balance whether a Service Person is a missing person or has absented themselves. Where it is believed that the individual is a missing person, RAF SIB, via the local RAF Police flight, and APC should be informed.

(2) The procedures to be followed for absentees and missing persons are laid out within Vol 1, Ch 10 of the MSL, JSP 760 and AP1722, Pt 3, Ch 3, Sec 8 and Sec 10.

1086-1097. Omitted**1098. False Attestation and Improper Enlistment**

(1) Subject to clause (2), where a Service Person has given a false answer on enlistment, the CO is to take normal disciplinary action to deal with the offence that may have been committed contrary to Regulation 12 of The Armed Forces (Enlistment) Regulations 2009 (s.328 AFA 06). They are also to consider whether administrative action in the form of discharge from the Service is justified.

(2) In view of the provisions of the Rehabilitation of Offenders Act 1974, charges contrary to Regulation 12 of The Armed Forces (Enlistment) Regulations 2009 arising from non-disclosure of previous convictions on enlistment in the RAF should not be submitted until staff legal advice has been sought.

1099-1101. Omitted**SECTION 7 – DISPOSAL OF PERSONS SENTENCED TO IMPRISONMENT OR DETENTION****1102. Custody and Detention and Committal to Service and Civil Prison**

(1) JSP 837 contains the policies, practices and procedures that apply to all categories of detainees held in Service custody and detention in accordance with AFA 06. It also provides amplified rules that are contained in The Service Custody and Service of Relevant Sentences Rules 2009.

(2) The RAF's single Service policy for custody is laid down in AP1722, Pt 3.

1103. Committal to Imprisonment

Sentences of imprisonment imposed by a Service court will be served in a civil prison in the UK. Committal to civil prison in the UK is to be via the MCTC. Unit COs are responsible for arranging committal to the MCTC and Comdt MCTC is responsible for arranging onward committal into custody of the civil prison authorities. Any subsequent moves are the responsibility of the Prison Service (see JSP 837).

1104. Committal to Detention

(1) A sentence of Service detention imposed by a Service court or summary hearing is to be served at MCTC, or exceptionally in a Service Custody Facility (SCF). Units are to take steps to ensure that those sentenced to detention are transferred to MCTC as soon as applicable (14 days after sentence for those sentenced at summary hearing unless waived by the Service Person and as stipulated if not immediately for those sentenced at court martial).

(2) Form T-SL-CUS 05 (see Vol 1, Ch 9, Annex K of the MSL) is to be used for committal in the UK to the MCTC after an award by the CO or court martial.

1105. Omitted

1106. Notification prior to Committal

A person sentenced to imprisonment or detention is not to be sent to any prison or corrective training centre, as the case may be, until it has been ascertained that they can be received. The approval of the Ministry of Home Affairs, Northern Ireland, is necessary before a person can be received in a civil prison in Northern Ireland.

1107. Medical Examinations Prior to Committal Transfer

(1) Before a Service Person is committed to a prison or an enlisted person committed to a corrective training centre, they are to be examined by a MO who is to furnish a certificate on Form T-SL-CUS-05 (see Vol 1, Chap 9, Annex K of the MSL) as to their state of health and report any disability likely to interfere with the carrying out of the punishment awarded. Where the MO is concerned that an enlisted person may be medically unfit to undergo rigorous corrective training, the examining MO is to contact the MO at the MCTC and give the following information:

(a) Length of sentence and whether the enlisted person is to be discharged from the Service at the end of their sentence.

(b) Relevant medical history and how this limits the enlisted person's ability to undergo training, and whether they will require specialist consultation or hospital treatment during their sentence. For units in the UK the information should be given by telephone; for units overseas the information and the enlisted person's medical documents should be sent to the MO at the MCTC by fastest possible means. An enlisted person is also to be medically examined on being transferred from one military or RAF establishment to another.

(2) Further information can be found in AP1269A.

1108-1109. Omitted

1110. Variation of Confinement

(1) In accordance with The Service Custody and Service of Relevant Sentences Rules 2009 (SCSRSR), a person on whom a relevant sentence has been passed shall not:

- (a) be committed to a prison or to Service custody premises; or
- (b) be moved between one Service custody premises and another

except in accordance with an order of their CO, the commandant of the Service custody premises from which they are being transferred or a judge advocate.

(2) A person serving an RAF sentence of imprisonment or detention in the UK may not be removed out of the UK except in accordance with the SCSRSR.

1111. Sentences Mitigated

(1) When a sentence of imprisonment is commuted on review to detention or a part thereof is remitted, or part of a sentence of detention is remitted, the officer signing the committal order is to ensure that such commutation or remission has been entered on the order.

(2) When a part of a sentence of imprisonment or detention is remitted after it has started, the authority ordering the remission is to notify the governor, commandant or other person responsible for the custody and release of the offender. They are also to notify the individual's CO and APC.

(3) When a sentence of imprisonment is commuted to detention after the individual has been committed to a prison, the authority ordering the commutation is to make the necessary arrangements for the individual's transfer to a corrective training centre.

1112. Control of Service Persons Serving Sentences

(1) After a person serving a court martial sentence of imprisonment has been received into a civil prison, they will be dealt with under the orders of HM principle Secretary of State for Justice.

(2) If committed to a civil prison abroad, the prisoner will be dealt with under the orders of the civil authorities of the country or territory concerned.

1113-1115. Omitted

1116. Release from Imprisonment

(1) When a Service Person is about to complete a sentence of imprisonment in a civil prison (whether such sentence was awarded by a civil court or by a court martial) and has not been discharged from the Service, their CO having first ascertained from the governor the expected date of release, is to provide the governor with detailed instructions in writing as to the Service Person's journey and to whom they are to report on arrival at their destination. The CO is also to forward to the governor the necessary travel facilities (e.g. warrant to cover the cost of a train journey).

(2) When an order for release or removal is made before completion of sentence under SCSRSR the authority making the order is, whenever practicable, to give the governor or commandant 24 hours' notice of the time of such release or removal.

1117. Omitted**1118. Administrative Discharge of Personnel Sentenced to Imprisonment**

- (1) Personnel sentenced by court martial to imprisonment will not, except in exceptional circumstances, be retained in the Service.
- (2) Discharge will normally be authorised and effected before the expiration of the sentence. However, in the case of a Service Person sentenced to imprisonment abroad, discharge, if authorised, is not to be effected until the Service Person arrives in the UK, except when specifically permitted by Discipline Policy (RAF) in the case of:
 - (a) A Service Person sentenced to two years imprisonment or more by a civil court.
 - (b) A Service Person sentenced to not less than one year and not more than two years imprisonment or detention by a court martial, who is directed under the provision of AFA 06 not to serve their sentence in the UK.

1119. Service Personnel sentenced to be Dismissed, with or without Discharge, by Court Martial

- (1) **When the sentence does not also include imprisonment or detention.**
When a Service Person is sentenced to be dismissed by a court martial in the UK or overseas, without also being sentenced to imprisonment or detention:
 - (a) The Service Person's CO is to advise APC immediately, who will issue discharge instructions.
 - (b) Discharge action, including administrative action, is to be initiated immediately, and every effort is to be made to complete the discharge within the normal working day. A Service Person who has been discharged abroad and who is awaiting repatriation, is to be accommodated at public expense under the most economical arrangements possible. Similar arrangements are to be made, if necessary, if their journey to the UK is broken at a staging post.
- (2) **When the sentence includes detention.** When the sentence of dismissal is coupled with a term of detention the procedure set out in clause (1) is to be followed. However, the Service Person's last day of service is to coincide with the date of release from detention. Administrative action could also be taken. Guidance on the application of remission is contained in JSP 837, Pt 2.
- (3) **When the sentence includes a term of imprisonment.** When the sentence of dismissal is coupled with a term of imprisonment the procedures set out in clause (1) is to be followed, except that the last day of service is either the fourteenth day after promulgation or the date of the prisoner's arrival in the UK, whichever is the later. Administrative action could also be taken.
- (4) A Service Person who is conveyed from abroad to the UK to undergo a sentence of imprisonment is to be conveyed as a Service prisoner.

1120-1132A. Omitted**SECTION 8 – APPLICATION OF THE ARMED FORCES ACT 2006 TO CIVILIANS**

1133. Civilians subject to Service Discipline

(1) Civilians who are subject to Service discipline are listed within Schedule 15 AFA 06. This Regulation summarises the main categories and provides references to other source material. Advice should be sought if there is any doubt as to a civilian's status in relation to Service discipline. Further guidance is contained in the MSL.

(2) Where a civilian is subject to Service discipline, a CO must be allocated to them. However, civilians are only subject to Service discipline for a limited range of offences, as established in s.42 AFA 06 (criminal conduct offences) (see Vol 1, Ch. 8 of the MSL for further information) and those non-criminal (disciplinary) conduct offences outlined in Vol 1, Ch.7 of the MSL.

1134-1138. Omitted

CHAPTER 16

The Court Martial

SECTION 1 – THE COURT MARTIAL – CONSTITUTION AND ROLES

1139. Jurisdiction

The AFA 06, s.154, makes provision for the Court Martial as a standing, permanent court. The Court Martial may sit in any place, whether within or outside the United Kingdom and has the jurisdiction to try any Service offence. The AFA 06 and the associated secondary legislation, the Armed Forces (Court Martial) Rules 2009 as amended, are to be followed and the MSL provides comprehensive guidance on the constitution and roles of the Court Martial.

1140. Constitution of the Court Martial

- (1) For full details of the constitution of the Court Martial, see the MSL.
- (2) **Judge Advocate.** There must be a judge advocate for all proceedings of the Court Martial. The Judge Advocate is specified by or on behalf of the Judge Advocate General. The judge advocate is responsible for giving rulings and directions on questions of law, procedure or practice. Such rulings are binding on the court.
- (3) **Service of Lay Members.** A Service defendant will ordinarily be tried by lay members of wholly their own Service. However, where a defendant is tried with a co-defendant from a different Service, the lay membership of the court will be a mixture of SP from different Services. In the case of co-defendants, each defendant will always have at least one lay member of their own Service on the board. See MSL, Vol 2, Chap 28 for the trial of civilian defendants.

1141. Rank of Lay Members of the Court Martial

For full details see the MSL.

1142. Court Administration Officer (CAO) – Selection of Lay Court Members and Officials

The nomination of lay members of the court martial is a matter entirely for the CAO. Thus, the lay members for any proceedings of the court martial are to be specified by or on behalf of the CAO. The CAO is totally unprejudiced and independent in the selection of court members in order to ensure a fair and impartial lay membership of the court. In support of this principle, the CAO selects members on a random basis. The CAO may delegate any of their functions in relation to the court to a member of the MCS. Vol 2, Chap 28 of the MSL provides further guidance.

1142A. Omitted

1143. Constitution of the Court Martial for Civilian Defendants

For full details see the MSL.

1144. Civilian Personnel - Qualification Criteria for Membership of the Court Martial

For full details see the MSL.

1144A. Principles for Prosecuting

For full details see the MSL.

1145. Omitted

1146. Conduct in Relation to the Court Administration Officer and Court Members and Communication between Court Members and Others

(1) The CAO, or their staff, are not to be subjected to any external influence or pressure prior to, during or after their performance of their duties. It is an offence under criminal law and accordingly under Service law to do anything to pervert the course of justice. This includes, among other things, any interference with or attempt to influence any member of, or witness in, proceedings before a court martial.

(2) It is essential that the President and Members of the Court Martial avoid discussion with others outside of their number and the confines of the courtroom, both before and during the trial. It is for this reason that, on the infrequent occasions when the Court Martial is to take place on a unit, members of the court and the prosecutor at the trial are, where practicable, to be accommodated separately.

1147. Conduct of, and Towards, Court Martial Members.

(1) Officers, Warrant Officers and civilian crown servants who are appointed to perform the duty of a member of the court martial are to do so independently and impartially in accordance with the evidence and the law.

(2) For the duration of the trial, members are not to engage in any other duties until such time as they are released by the judge advocate. The performance of a court member is not to be considered or evaluated in the preparation of any personal report, assessment or other document used in whole or in part for the purpose of determining whether a member is qualified to be promoted or suited for particular appointments or training.

1148. Omitted

1149. Notification of Next of Kin - Under 18s

When an enlisted person aged under 18 is to be tried by the Court Martial or is remanded by a civil court on a serious charge, their CO is to arrange for the next of kin to be so informed.

1150-1151. Omitted

1152. The Defendant's Assisting Officer (DAO) and Legal Aid

(1) When it appears to a Commanding Officer that an individual is likely to be a defendant at the Court Martial, the CO is to offer the defendant the services of a DAO and encourage the individual to apply for Legal Aid to defray the expense of legal representation. Para J980 and JSP 838 provide comprehensive information on the Legal Aid schemes; this regulation is intended to provide initial guidance on the complementary assistance that the DAO has a duty to provide.

(2) Once the defendant has been given the advice and assistance that they may require to obtain appropriate representation by legal counsel (such counsel may be available from Service sources in some circumstances), the main role of the DAO is becomes that of acting as the administrative link between the defendant's legal counsel and the unit. They are also to advise the defendant on the administrative arrangements that will be required in the lead up to trial and what will be expected of the defendant during trial from a military perspective. The DAO is not usually legally qualified (with the exception of some Royal Navy Divisional Officers) and thus does not have any legal duties; these are the exclusive domain of the defendant's legal counsel. The MSL, Vol 2, Chap 29, Annex B provides further, comprehensive guidance on the DAO.

1153 - 1164. Omitted

1165. Custody of Defendant during Trial

Service defendants at the Court Martial are to be attended, for administrative purposes, by SP of equivalent rank. If it is necessary for the defendant to be placed in arrest for the trial, they are to be placed in the custody of a formal escort, who is to be of equivalent status to the defendant. The escort is responsible for the safe conduct of the defendant but is to obey the directions of the court while the defendant is in court. A defendant in arrest is not to be handcuffed unless absolutely necessary for the purpose of preventing their escape or restraining possible violent conduct. Whenever possible the defendant is to be attended or escorted by a person of the same sex.

1165A-1168. Omitted

1169. Evidence as to Character

When an accused is to be tried by court-martial, the particulars of their conduct and all convictions by court-martial, summary awards and civil convictions (to include police cautions) recorded on their conduct records are to be obtained and inserted on Form T-SL-SC01 found at Annex R to the MSL, Vol 2, Chap 29, para 121, for the purpose of being given in evidence before the court in accordance with the provisions of the Armed Forces (Court Martial) Rules 2009.

1169A. Pre-Sentence Reports

In accordance with the MSL, Vol 2, Chap 29, para 124, a Pre-sentence Report which is an independent report is to be prepared to assist the court during its sentencing deliberations. It will be prepared by the Courts Martial Reporting Service under the MCS contract (see the MSL, Vol 2, Chap 29).

1170-1195. Omitted

SECTION 2 – RESTORATION OF RANK

1199A. Administrative Action To Restore Rank

(1) Enlisted personnel sentenced to reduction in rank by the court martial or at summary hearing are subject to an administrative restoration process. A board of officers, independent of the enlisted person's chain of command, is to be convened by the Air Secretary to consider an enlisted person's suitability for restoration to the

next higher and, if appropriate, subsequent ranks. Restoration is discretionary and based on good conduct and satisfactory performance since the sentence was imposed. In its deliberations, the board is to consider the gravity of the offence, whether the individual merits restoration and all other relevant factors. In this respect, the enlisted person's CO is to furnish the board with a report concerning the enlisted person's conduct and performance over the interim period, and their recommendation as to whether restoration is appropriate.

(2) The first consideration by the board is to be six months from the date of reduction or, if appropriate, from the date of release from detention, whichever is the later (but see para 537(1) in the case of a non-commissioned aircrew reduced below the rank of sergeant). The board should, at its discretion, review restoration to the first and subsequent ranks at intervals not exceeding one year until either the enlisted person has been restored to their original rank or the board does not consider further restoration appropriate. A current CO's report and recommendation as to whether the individual merits restoration, is to be available for each board.

1199B-1248. Omitted

SECTION 3 - COMPENSATION FOR MISCARRIAGES OF JUSTICE

1249. Compensation for Miscarriages of Justice

For full details see the MSL.

1250-1256. Omitted

CHAPTER 17

Service Inquiries, Statutory Inquiries, Boards and Committees

SECTION 1 – SERVICE INQUIRIES AND NON STATUTORY INQUIRIES

1257. Convening and Constitution of Service Inquiries

(1) The purpose of a Service Inquiry is to establish the facts of a particular matter and to make recommendations in order to prevent recurrence. They should be reserved for serious matters that by their nature call for the safeguards and formalities required by statutory obligations, powers and rights which have been provided for in the relevant regulations. The Defence Safety Authority (DSA) is responsible for undertaking all safety related Service Inquiries where there has been a fatality, serious injury or significant loss of minor capability. Where the Director General (DG) of the DSA has decided not to convene a Service Inquiry, or where the matter to be investigated is not deemed to be safety related, a Service Inquiry can be convened by the single Service.

(2) Service Inquiry procedures are provided for by s.343 AFA 06 and the Armed Forces (Service Inquiries) Regulations 2008 (the 2008 Regulations). The legal powers contained within the 2008 Regulations include: the power to require evidence to be given on oath or to compel the attendance of witnesses; the entitlement of persons whose character or professional reputation may be affected by the findings of the inquiry to be present at the proceedings of the inquiry; and restrictions on the admissibility of evidence given to a Service Inquiry at summary hearing or proceedings before civilian or Service courts. Full details of the system may be found in JSP 832.

1257A. Key Features of Service Inquiries

(1) **Statute and Purpose.** Under AFA 06 a single set of statutory rules applies to all Service Inquiries. Their purpose is to investigate the facts of anything that has occurred in connection with any of the Armed Forces and to make recommendations to prevent recurrence. The main benefit of a single set of statutory rules for all of the Armed Forces is to allow joint inquiries into matters of interest to more than one of the Services. In such circumstances, where a tri-Service inquiry is deemed beneficial, it is likely that the inquiry will be convened by DG DSA. A single system of inquiry has also facilitated a common policy approach to such matters as non-attribution of blame and disclosure of information.

(2) **Mandated inquiries.** The law mandates that a convening authority is to be appointed following the death of a person subject to Service law, provided the death occurred on or after 1 Oct 2008. In such circumstances the convening authority must arrange for a Service Inquiry if there is anything to be learned, which is of consequence to any of the Armed Forces (other than something that is readily apparent). Therefore, if an incident involving the death of a member of the Armed Forces has, for example, been investigated by the civilian or Service police, the convening authority may decide that there is nothing further to be learnt by a Service Inquiry. However, if it is considered that there may be wider or differing implications for the Armed Forces than have been addressed by the police investigation, a Service Inquiry must be arranged. In accordance with JSP 832, a convening authority

is to consider convening a Service Inquiry, by applying the same test, for: the death of a civilian if the death occurs on or in a MOD unit/unit/establishment and is either work related or the death occurs during Service-organised activity; serious injuries; and aviation occurrences. Other matters may be the subject of a Service Inquiry where the convening authority considers the matter to be of sufficient importance to merit the safeguards and formalities provided by such a statutory regime.

(3) **Protection given to witnesses.** Evidence given by a person to a Service Inquiry is not admissible in Service disciplinary proceedings or in a civilian court. The only exception is in relation to charges of perjury (for example, where a witness at a Service Inquiry is accused of lying under oath to the inquiry). The protection given to witnesses who provide evidence to a Service Inquiry is of paramount importance. It is essential for the success of all Service Inquiries that witnesses are able to provide their evidence, with the level of candour required, without the fear of consequence for themselves or another.

(4) **Non-attribution of blame.** A Service Inquiry is not to explicitly attribute blame. This policy avoids criticism that deceased or seriously injured personnel, who are unable to account for their actions, are blamed. It also protects the interests of individuals alleged to be involved and maintains the necessary separation between Service Inquiries on one hand, and disciplinary or criminal investigations on the other. Service Inquiries have no power to attribute legal liability therefore they are to avoid language which appears to be a direct expression of opinion on civil or criminal liability. Nonetheless, an inquiry is not to be prevented from its purpose by any risk that blame or liability may be inferred.

(5) **Power to compel witnesses.** There are legal powers to require certain people to attend to give evidence. These apply primarily to civilians in the UK and civilians outside the UK if they are subject to Service discipline (for example, Service dependants, MOD officials and contractors are sometimes subject to Service discipline when outside the UK). The president of the inquiry must apply to a judge advocate for this power to be exercised. A Service Person can be ordered by their CoC to give evidence to a Service Inquiry in circumstances where, if they were a civilian, a court would have the power to compel them to do so.

(6) **Offences.** Offences are closely based on those that apply to civilian inquiries under the Inquiries Act 2005. In particular, it will be an offence to fail without reasonable excuse to comply with a requirement to attend to give evidence. It will also be an offence for someone, during a Service Inquiry, to suppress, alter or destroy anything that it is believed the inquiry would wish to consider.

(7) **Attendance at inquiries.** Non-witnesses may be permitted to be present at the inquiry, but they will require the permission of the president and of the convening authority. The convening authority will also be able to restrict attendance to part of the inquiry or to impose reasonable conditions on the grant of permission. Permission to attend will not be needed by a person who the president considers is likely to be affected as to their character or professional reputation by the findings of the inquiry. However, the attendance by such a person is subject to any conditions and exclusions that may be imposed by the president, after consultation with the convening authority.

1258. Non-statutory Inquiries

Matters that are not mandated for a Service Inquiry and therefore considered insufficiently serious to justify such a level of inquiry may be investigated using a non-statutory inquiry, a unit inquiry or an occurrence safety investigation. Non-statutory inquiries are more informal by nature and are not bound by the requirements of AFA 06, the 2008 Regulations or JSP 832. Guidance on unit inquiries and occurrence safety investigations is contained in AP8000. For safety related incidents, DG DSA may direct that an investigation is carried out by the Defence Accident Investigation Branch. In such circumstances it would be necessary for further, single Service investigations to be conducted.

1258A-1295. Omitted

SECTION 2 – BOARDS AND COMMITTEES**1296. Assembly and Object**

- (1) Boards of various purposes and committees may be assembled as necessary, or as required by regulation, by any OC of a department in the RAF.
- (2) Such boards and committees do not have the powers of a Service Inquiry convened in accordance with JSP 832. Swearing in and cross examination of witnesses it not within their remit.

1297. Omitted

1298. Audit of Service Accounts

- (1) The accounts of all Service Funds are to be audited every 12 months by an audit board which is to assemble on the first working day of the audit period which should coincide with the first day of the Financial Year.
- (2) The Board is to consist of a president (commissioned officer) and not less than two members of SNCO rank or above (or CS equivalents). All Board members are to undergo appropriate training in order to gain the competence Q-A1-Accts (Service Funds Audit). The senior officer appointed is to act as president of the Board. A Board member is not to be employed in auditing any fund in which they are involved in any capacity. Where an officer of the People Ops Profession holds responsibility for a Service Funds bank account, they are not to be employed in any capacity by the Board.
- (3) The names of the president and members of the Board are to be published in routine orders at the commencement of the audit period; any change in the composition of the Board is to be published at the time of the change. The cash and bank balances of all Service Funds are to be checked by a member of the Board on the first working day of the ensuing audit period before any cash transactions for that period take place. A certificate of this check is to be entered in the cash book by the checking officer.
- (4) The Board is to satisfy itself that the Balance Sheet represents the true financial state of the accounts at the date specified. In achieving this and having regard to the object of the fund and the policy in regard to the account, it should satisfy itself as to the accuracy of transactions since the previous balance sheet was audited. The

Page 199 of 337

detail of a complete audit is laid down in AP3223. The Board is to bring to notice all discrepancies including any disbursement which, although in itself legitimate, is in their opinion excessive or extravagant.

(5) The proceedings of the Board are to be prepared in single copy; the balance of all Service Funds is to be verified and the Board are to certify in the proceedings that the instructions contained in this paragraph have been carried out. The proceedings are then to be submitted to the CO who is to append the certificate required by para 75(4). A copy of the Service Funds Form 2, in electronic format, is to be sent to HQ Air (Service Funds) within 16 weeks of the end of the Financial Year.

(6) See para 75 as to the responsibility of the CO; para 2356 as to officers of the People Ops Profession employed on accountant duties; and AP3223 as to conditions under which civilian auditors may be employed.

1299. Committees of the Adjustment

(1) The RAF Standing Committee of Adjustment (SCA), chaired by either Section 40 (SCA President) or Section 40 (SCA Deputy President) located at the PRU, RAF High Wycombe, is established to store and coordinate the return of private effects to the next of kin (in consultation with JCCC and the Visiting Officer/Effects Officer) found on Service property and to dispose of the PE of any Service Person who:

(a) dies, is reported missing or is about to be invalided due to lacking mental capacity;

(b) has been reported to be illegally absent; or

(c) is convicted of an offence by a civil court and awarded a custodial sentence which has not been suspended.

(2) At unit level an Effects Officer (SNCO or above) should be stood up at the earliest opportunity and they are to receive a brief from the SCA on their responsibilities in accordance with AP3392, Vol 2, Lft 2430.

(3) In all cases the committee of adjustment is to comply with the provisions of the Regimental Debts Act 1893 and the regulations made thereunder. In interpreting that Act and those regulations the committee is to be guided by the provisions of para 1300 and 1302.

(4) JCCC are to be approached for additional direction and guidance.

1300. Missing and Deceased Personnel and Personnel Deemed to have Lost Mental Capacity – Disposal of Effects

(1) The SCA deals with the private effects, including cash, of all missing and deceased personnel and those deemed to have lost mental capacity.

(2) The SCA will hold the private effects of any missing Service Person until they return or they are declared dead by the appropriate authority as per JSP 751, Pt 1, Vol 2, Ch 11.

1301. Absentees – Disposal of Effects

(1) When a Service Person is reported to be illegally absent, the instructions contained in para 1299 are to be complied with, in so far as they are applicable, subject to the modifications contained in this paragraph, and to the special provisions relating to such cases contained in the Regimental Debts Act 1893.

(2) A Service Person's public and personal clothing, and other equipment is to be disposed of as laid down in para 2231, and their orders decorations and medals as laid down in J261.

1302. Service Personnel Convicted by a Civil Power – Disposal of Effects

When a Service Person is convicted of an offence by the civil power and is awarded a custodial sentence which has not been suspended, the instructions contained in para 1299 are to be complied with, in so far as they are applicable, subject to the special provisions contained in the Regimental Debts Act 1893, and to the provisions of para 2227.

1303-1319. Omitted

CHAPTER 18

Insurance and Insurance Policies

1320-1408. Omitted For details on Insurance and Insurance Policies, see JSP 752.

CHAPTER 19

Medical and Dental

SECTION 1 – GENERAL

1409. Health

- (1) It is the responsibility of the CO of the unit to ensure that all appropriate steps are taken to improve the health of station personnel. The MO is to be aware that the Station Commander has a legal responsibility to prevent work-related ill health, disease and injury. The MO is therefore to offer all possible assistance to the CO to ensure health is optimised. The SMO is to attend appropriate Station Executive meetings including the Health and Wellbeing meeting to ensure that significant health risks are identified to the CoC and advice offered on the means to reduce these risks.
- (2) The MO is to ensure that the Surgeon General's public health policies are implemented on station effectively and is also to be aware of current national public health policies that may influence clinical practice.
- (3) The MO is to ensure that health screening is performed in accordance with both the Surgeon General's and local NHS policies.
- (4) The MO is to take all necessary steps to identify occupational disease or injury patterns. All concerns are to be raised through the medical CoC.
- (5) The CO is to be fully aware of the RAF Health priorities, governance and assurance processes, decisions and recommendations agreed at the RAF Health and Wellbeing Working Group (RAF HWBWG) and should maximum support to the implementation of necessary changes on station to meet their requirements and promote positive health and wellbeing.

1410. Immunisation

- (1) It is the responsibility of the CO of the unit to ensure that all personnel are aware of the importance of protection by immunisation against diseases in accordance with the Surgeon General's policy and that all personnel are offered vaccination at appropriate intervals.
- (2) SP who refuse consent for immunisation are to be managed in accordance with JSP 950, Lflit 7-1-1.
- (3) SP whose duties involve travel abroad at short notice are to ensure that their immunisation state is always maintained in accordance with the medical instruction issued by their tasking authority. The MO is to liaise with **Section 40** at HQ Air Cmd for advice when personnel are deployed to regions not covered in extant pre-deployment operation instructions.
- (4) The MO is to provide appropriate immunisation services and assist the CO of the unit in their duty to ensure that the immunisation state of personnel on the station is satisfactory. The MO is to ensure that the CO has sight of the current, overall immunisation status of station personnel.

1411. Communicable Diseases

(1) When an index case of communicable disease is suspected, or outbreak confirmed, the MO is to:

(a) Arrange for the patient to be isolated in a location that meets their medical needs including, if necessary, the admission of the patient to hospital in order to ensure appropriate treatment is received and to prevent the spread of infection.

(b) Notify the CO of the unit if the case is of significance to public health or an outbreak is likely/has ensued.

(c) Comply with JSP 950, Lflt 7-2-1 and JSP 950, Lflt 7-2-2.

(d) Ensure that other personnel in contact with a communicable disease are not transferred to another station until the risk of further transmission has passed.

(2) The CO of the unit is to ensure that all practicable measures are taken to reduce the risk of a communicable disease outbreak. The CO is also to ensure that adequate resources are available to manage a communicable disease outbreak in accordance with current DMS policy and unit contingency planning.

(3) The Station EH Technician and/or Regional EH Technician is to support the MO with the investigation and management of the outbreak.

1412. Inquest Fees

Where a MO is requested under the Coroners Act 1988 to conduct a special examination, they are permitted to retain the fee rendered for the service. However, when they receive a joint fee for undertaking a special examination and attend to give evidence at the inquest they are required to surrender to RAF funds, the balance in excess of the normal fee for the examination.

1413. Private Medical Reports

(1) Whilst on duty, medical staff are prohibited from giving private medical opinions, reports, advice, certificates or assistance to public companies or corporate bodies, unless connected with their official duties.

(2) Medical staff are prohibited from giving certificates or testimonials to the patentees or vendors of any proprietary articles or inventions.

(3) MOs are authorised to give a private medical report to entitled individuals for medical insurance purposes, in order that the individual may claim insurance benefits. The MO may provide them with a certificate giving the nature and duration of the disability for which they may have been under treatment.

1414. Third Party Claims

(1) Medical reports in relation to third party and other claims brought by SP against individuals, organisations or bodies outside the MOD may be given to the solicitor acting on behalf of the Service Person concerned, or to any other party involved, after the written consent of the Service Person has been obtained. Medical reports are subject to the following:

- (a) Medical reports are not to include the name of any other health professional who has been involved in the care of the individual, nor is any reference to be made to the opinions these individuals may have expressed.
 - (b) Medical reports are to be confined to medical fact to the exclusion of opinion as to the cause of injuries and are to be limited to statements made to the MO by the Service Person concerned, to the MO's own knowledge of the case and to the MO's findings at the examination.
 - (c) Medical reports are to include the caveat that the report represents the personal view of the examining MO only and is not any way binding on the Secretary of State for Defence.
- (2) MOs are not to perform any private medical examination on behalf of individuals, organisations or bodies outside the MOD relating to third party claims.
 - (3) All requests for medical reports or access to medical records relating to actual or potential claims against the MOD are to be referred to the RAF Medical Services medico-legal department at HQ Air Cmd.

1415-1420. Omitted

SECTION 2 – MEDICAL BOARDS

1421. Medical Standards of Fitness for Aircrew Officers of the Flying Branch

- (1) All aircrew officers of the Aircrew Profession (except Group Captain and above who have passed their 45th birthday) must be fit for full flying details and for all general service duties.
- (2) All aircrew officers of the Aircrew Profession of the rank of Group Captain and above who have passed their 45th birthday must be fit for limited flying duties and for all general service duties.
- (3) When an aircrew officer of the Aircrew Profession is examined by an RAF Medical Board and found to be below the appropriate medical standards described in clause (1), or is unlikely to reach that standard within a reasonable time, the AFB or appropriate delegated authority will decide whether it is possible to retain the officer in the Service on duties within their medical classification, or whether they shall be invalided. When it is decided to retain an officer for employment within their medical category, a decision will also be taken by the AFB or appropriate delegated authority, about which the officer will be informed, on the period for which they are likely to be retained. When an officer is still below the prescribed standards at the end of the period of retention, they will be invalided if they cannot be offered further employment or if they do not wish to remain on the active list. Cases of particular difficulty or importance should be referred by the appropriate delegated authority to the AFB.
- (4) Aircrew officers of the Aircrew Profession who are withdrawn from flying duties on account of permanent medical unfitness may elect to be invalided. Those who elect to be invalided are to be referred to the DAP for consideration of the award of invaliding benefits as discretionary. Those who are retained on the active list will be dealt with as provided in AP3393, Vol 1, Ch 5, Sec 7.

(5) Aircrew officers of the Aircrew Profession are to be medically classified on examination up to the full extent of their fitness irrespective of age. When, however, the AFB or appropriate delegated authority decides to retain an officer who has been withdrawn from flying or other combatant duties, they are only to be medically classified up to the standard required for non-combatant, passenger and ground duties at home and abroad.

1422. Medical Standards of Fitness for all Officers of the Ground Branches

(1) All officers of the ground branches must be fit for the full ground duties of their branch, including all general service duties.

(2) Officers other than aircrew officers of the Flying Branch who are selected for training in, or for employment on, flying duties must pass the same standard of physical fitness as those referred to in para 1421. Failure to maintain standards of fitness for flying duties would not affect their position in their own branches in any way. Their advancement in their own branches will then be judged in relation to the fitness standard described in clause (1).

(3) Officers who are found to be permanently below the medical standard described in clause (1), or who are unlikely to reach that standard within a reasonable time, are to be dealt with under the procedure described in para 1421(3). Those who are retained on the active list will be subject to the provisions of AP3393, Vol 1, Ch 7, Sec 5.

1423-1424. Omitted

1425. RAF Medical Board for Service Personnel – Authority

(1) The RAF Medical Board (RAF MB), RAF Centre of Aviation Medicine (CAM) is a standing medical board normally consisting of personnel drawn from the RAF MB or appointed by AO Med Ops. For aircrew, an aircrew specialist advisor is also nominated. If necessary, they will advise the President on matters pertinent to the flying role of the individual being boarded.

(2) The RAF MB is to examine all SP referred for assessment of their JMES as detailed in AP1269A.

(3) In accordance with AP1269A, certain formal medical boards may be undertaken by MOs at medical centres.

1426. RAF Medical Board for Recruitment and Selection – Authority

Omitted

1427. Occasions on which Medical Boards are Convened

(1) Medical Boards are to be convened on the following occasions:

(a) When a review of the existing JMES is required.

(b) For assessment of fitness for a branch/trade other than that in which the individual is currently employed.

(c) When an enlisted person is being considered for a commission or for aircrew duties.

(d) After an individual has had 56 days of continuous sickness absence, reckoned from the date of cessation of duty, the MO in charge of the patient is to ensure a non-effective medical board is held in accordance with the regulations contained in AP1269A.

(e) When otherwise deemed necessary by the Head of RAF Medical Services.

1428. Periodic Medical Examinations, Screenings and Inspections

- (1) All RAF personnel are to undergo periodic medical examinations and medical screenings on the occasions laid down in AP1269A.
- (2) All RAF personnel who fail to attend for periodic medical examinations or screening at the times specified are to be notified to their CO.
- (3) To avoid unnecessary examinations, a periodic medical examination may be waived under the conditions given in AP1269A.

1429. Confidentiality of Board Proceedings

Medical documentation related to the medical board process is considered to be part of the medical record and is subject to the normal strictures of medical confidentiality. Information, including the Patient Advice Note²¹ (PAN), and is not normally disclosed to third parties without consent of the patient. However, in exceptional circumstances, disclosure against patient wishes may be considered.

1430. Medical Boards on RAF Personnel in Secondary Care Establishments

- (1) When RAF personnel require a medical board and are inpatients within a secondary care establishment, the medical administration is to be initiated by the MO responsible for their primary healthcare.
- (2) Personnel that are unable to travel may be boarded at home or in hospital, by arrangement with the President.

1431. Disposal of Service Personnel Following a Medical Board

- (1) Following a medical board SP are to be disposed of as follows:
 - (a) To duty. SP are to report to their LM if found fit for duty and are to notify their LM of any employment restrictions imposed by the medical board.
 - (b) To authorised absence. SP who are assessed as being unfit for any form of duty are to be managed in accordance with the instructions contained in AP3392, Vol 2 and AP1269.
- (2) RAF personnel receiving in-patient treatment within a DMG or DMRC who are unfit to travel on commencement of terminal leave, or on the last day of service, may continue to receive treatment even though they may remain a patient beyond their last day of service. If, after they are fit to travel, they require further medical treatment (including, in amputation cases, experience in the use of an artificial limb) they may

²¹ The PAN is RAF Medical Services advice to the executive. The information in a PAN is Official Sensitive Personal and is not Medical-in-Confidence. Nonetheless, medical professional standards (the professional principle of 'no surprise') requires consent to be sought to disclose to the Executive.

be entitled to remain a patient at the DMG or DMRC for a further period at the discretion of the appropriate authority CO of the support unit of the DMG or DMRC.

(3) All RAF personnel awarded a permanently restricted JMES below the minimum unrestricted JMES for Branch or Trade, as per AP1269A Lft 4-02, 4-03 and 4-04 will be reviewed by an Employment Review Board as detailed in AP3392, Vol 2, Lft 714.

1432-1465. Omitted

SECTION 3 – DUTIES OF MEDICAL AUTHORITIES

1466. Section 40

(1) **Advisor to AO Med Ops.** Section 40 is the advisor to AO Med Ops (RAF) on aviation medicine and all matters affecting the health and safety of aircrew.

(2) **Aviation Medicine Instruction to MOs.** The Section 40 is to ensure that MOs possess the requisite knowledge of aviation medicine to enable them to discharge their duties to aircrew and is to arrange for MOs to be instructed in aviation medicine as necessary.

(3) **Aviation Medicine Investigations.** Section 40 is to carry out such investigations or tests within their province as may be required and is to bring to notice any matters which they consider demand wider investigation.

1467. Command Flight Medical Officer (CFMO)

(1) **Aviation Medicine Liaison.** The CFMO(RAF) and Aviation Specialists at RAF CAM are to maintain close liaison with:

(a) The air, administrative and engineering staffs so that they may anticipate physiological and psychological problems arising from changes in aircraft operations, design and equipment. They are responsible for explaining to the staff the implications of advances in aviation medicine. To perform their duties effectively, they are to acquaint themselves with the operational functions of the various types of aircraft and especially of the aircraft used in the commands.

(b) The TLB and Group air safety personnel, so as to afford them advice, in particular in the prevention and investigation of flying accidents.

(c) The Defence Science and Technology Laboratories and industry, so that they are fully informed about the latest aviation medicine developments and research.

(d) Civilian and military regulatory bodies in order to support Duty Holders by offering up-to-date and evidence-based mitigation against medical aviation risks to life.

(2) **Supervision and Instruction of Aircrew.** The CFMO(RAF) is to:

(a) Review policies and practices that relate to the physical and mental health of aircrew. Provide SME advice on policy related to aircrew, accommodation, recreation, food and rest.

- (b) Liaise with specialists at RAF CAM to bring to notice any deficiency in the provisions, serviceability and proper use of safety and survival equipment.
- (c) Liaise with specialists and the training staff at RAF CAM on the instruction which should be given to aircrew in the physiological and other aviation medical aspects of flight, particularly as they may affect flight safety.
- (d) Pay frequent visits to units and gain operational flight experience where possible.
- (e) To make such recommendations as they consider will improve the health and efficiency of aircrew.

1468-1473. Omitted

THE MEDICAL OFFICER ON A STATION

1474. Advisor to CO

The MO of a station is to be in medical charge of the unit or units located at the station and is the responsible adviser to the CO of the station on the physical and mental health of entitled personnel, the prevention of sickness and the maintenance of health and well-being of all personnel. They are to inform the CO of personnel with medical limitations in accordance with AP1269A.

1475-1479. Omitted

1480. Aviation Experience

They are to take every opportunity of gaining aviation experience and applying this to the aeromedical aspects of their role.

1481. Environmental Health and Occupational Health Conditions

- (1) The MO is to advise the CO of the station on all hygiene, environmental and occupational health matters on the unit; this includes assurance that all food premises on the station conduct their operations in a safe and hygienic manner. The station EH Technician and/or Regional EH Technician is to assist the MO with this undertaking and Environmental and Occupational Health (EOH) Sqn, RAF CAM is to provide food hygiene assurance visits of food premises.
- (2) Where a station EH Technician is established, the MO is to ensure that routine Environmental and Occupational Health Assessments are conducted on the station and parented units along with specialist monitoring and assessments as required.
- (3) Additional specialist support may be sought from Regional Occupational Medicine Consultants, Regional EH Technicians, EOH Sqn, RAF CAM and the Command Environmental Health Team.

1482-1483. Omitted

1484. Water Supplies

The MO is to:

(1) Satisfy themselves that the drinking water supply is potable and that measures taken to prevent its contamination at all stages of delivery and storage are satisfactory.

(2) Ensure that routine examination of station water supplies and sewage effluent are undertaken and is to arrange for further analysis whenever indicated.

1485. Omitted

1486. Primary Health Care (PHC) Responsibilities

PHC on station is to be delivered through DPHC in accordance with extant policy issued by the Director General (JSP 950) and, when applicable, single Service policy (AP1269 and AP1269A).

1487. Omitted

1488. Command

They are to exercise command only as laid down in para 111.

1489-1490. Omitted

1491. Recommendations to the CO

They are to make their recommendations to the CO verbally or in writing at their own discretion.

1492-1496. Omitted

1497. Medical Arrangements at UK RAF Stations with only one Medical Officer

The MO, unless sick or on leave, is to be on duty during normal working hours. They are eligible for leave under the same conditions as other officers. During their off-duty periods DPHC are to ensure that medical cover is provided by practitioners who are on the GP specialist register.

1498-1502. Omitted

SECTION 4 – MEDICAL CARE

1503. Medical Care

(1) Definition. Throughout this section, the term “medical care” denotes the professional advice and treatment during sickness or injury provided by a DMS healthcare professional.

(2) Where available, dependants of RAF personnel in official quarters or residing within a reasonable distance of the station boundary may be eligible to receive medical care at public expense. The CO, in consultation with DPHC, is to decide whether or not medical care can be made available. The CO or Regional Clinical Director (RCD) may, at their discretion and after giving seven days' notice, remove the name of any dependants from the station MO's list of patients, and is to notify the dependant of any such action. The “reasonable distance” for each particular station is to be defined by the CO, in conjunction with DPHC and in accordance with local circumstances but must not in any case exceed five miles from the station boundary.

1504. Medical Care in the UK**(1) Service Personnel.**

(a) Entitled SP in the UK are to receive at public expense medical care provided by DMS, and to the supply of surgical appliances and eyewear subject to any current restrictions. Retired Marshals of the Royal Air Force and former Chiefs of the Air Staff that remain on the Active List are entitled to ongoing medical care.

(b) All SP are to register at the DPHC facility which provides medical and dental care for their place of assignment.

(c) SP residing or temporarily detached to another unit are entitled to urgent medical care from that unit.

(2) Dependants. For the purpose of this clause, dependants of SP are defined as per JSP 464, Annex C to Vol 1, Pt 2, Ch 1.

(a) Dependants registered with DPHC may be treated in SFA or at their place of residence (restrictions at para 1503) and are eligible to receive treatment where available to a standard equivalent to that provided under the NHS, under arrangements made by the Director General authorities, subject to current regulations.

(b) Dependants who have elected, and have been accepted for, medical care from DPHC sources and for whom a specialist opinion is required will be referred to the out-patient department of an NHS hospital.

(c) Dependants not registered with DPHC for medical care may receive treatment in an emergency.

(3) Visiting Permanent Forces. Personnel of visiting permanent forces attached to the RAF for duty in the UK and their dependants may be given medical care at public expense under the same conditions as for RAF personnel and their dependants.**1505. Medical Care Abroad**

(1) SP are entitled to the benefits detailed in para 1504(1).

(2) For the purpose of this para, dependants of SP are defined as per JSP 464, Annex C to Vol 1, Pt 2, Ch 1.

(3) Dependants of personnel posted abroad, and whose presence at a station is approved, may be treated in SFA or at their place of residence and are eligible to receive treatment, to a standard as far as practicable equivalent to that provided in the UK under the NHS, from DPHC or other Service sources subject to current regulations. Medical Plans should detail healthcare delivery arrangements, which may be through a contracted solution. Medical screening to assess suitability to reside overseas is undertaken by the Global Medical Supportability Cell.

(4) UK-based civilians employed by the MOD who are posted abroad, and their dependants, where their presence at the station is approved, are entitled to the benefits detailed in clauses (2) and (3).

- (5) Where doubt exists concerning entitlement to medical treatment under clauses (3) and (4), the case is to be referred to RCD DPHC overseas and DACOS Health (RAF) HQ Air Cmd for clarification.

1506. Admissions to Hospital of Service Personnel

- (1) Where appropriate, all SP, including personnel on terminal leave (other than those who are being invalided or discharged under para 607(16)(b), or who have already received their full entitlement to retention on full pay under the provisions of para 620), may be admitted to a Joint Hospital Group (JHG)/DPHC establishment (including Stanford Hall) following referral from a Service medical practitioner. They may also be referred to:
- (a) An NHS hospital, under arrangements made locally by DPHC medical authorities.
 - (b) Other civilian hospitals, under arrangements approved by DPHC.
- (2) Personnel admitted to civilian hospitals who desire treatment as private patients in such hospitals, will be personally responsible for meeting the cost of, and paying to the hospital authorities, any special charges for the accommodation provided as in clause (1)(a), or the whole cost of the accommodation and services provided, including the costs of the service of any practitioner or specialist called in for treatment direct under private arrangements. They are also to consult with their station MO to discuss their proposed treatments and to receive medical advice regarding outcomes and potential effects on their JMES.

1506A. Omitted

1507. Admission to Hospital of Service Dependants in the UK

Dependants of SP who are registered with DPHC for medical treatment requiring in-patient hospital treatment will be admitted to the nearest NHS hospital. Admission to an NHS hospital is to be arranged through the appropriate referral mechanism. No liability can be accepted by the MOD for any expenses arising out of admission to a civilian hospital.

1508. Omitted

1509. Admission to Hospital of Service Dependants Abroad

Dependants (see para 1505(2)) of UK-based SP posted abroad, and whose presence at the station is approved, are entitled to in-patient treatment at public expense. Where this is not possible, arrangements are to be made by authorities either from Crown facilities or, where these are not available, by arrangement with local practitioners and hospitals. It is a condition of the provision of free treatment etc that it is obtained under the arrangements promulgated by MOD authorities.

1510. Admission to Hospital of UK-based Civilians Abroad

UK-based civilians employed by the Service who are posted abroad, and their dependants as defined in para 1505(2), subject to their presence at the station being approved, are entitled to the benefits detailed in para 1509.

1511. Omitted

1512. Medical Care for Personnel Living Out

SP not provided with accommodation at public expense and living out under their own arrangements must, if requiring medical attendance whilst at home, obtain such care from the nearest appropriate DPHC medical establishment. If the patient does not reside within a reasonable distance of the station, as defined by the CO under para 1503(2) the nearest civilian doctor may be contacted as appropriate for treatment under NHS temporary patient arrangements.

1513. Medical Care while on Leave**(1) In the UK:**

(a) SP requiring medical care while on leave in the UK, whether from a station in the UK or abroad, are to report their sickness (in person or by telephone) to the nearest DPHC medical establishment which will make the necessary arrangements for assessment and/or treatment if required. Where personnel are too sick to travel or are unable to establish contact with the nearest DPHC medical establishment they may visit or call the nearest civilian doctor for treatment under NHS arrangements. Personnel are to inform their parent unit medical centre that they have been in receipt of NHS treatment as soon as possible.

(b) Dependants registered with DPHC who require care whilst away from their normal place of residence may obtain such care from the NHS. No liability can be accepted by the MOD for any expenses arising out of treatment by a civilian doctor.

(2) SP are strongly advised to take out personal insurance for medical and hospital expenses when travelling overseas. Any charges arising for treatment received whilst travelling outside duty cannot normally be met by the MOD. However, where Service medical facilities are permanently available in the vicinity of the area where the SP are on leave, the facility may be able to provide treatment. The treatment would only be given on the basis that spare capacity was available and that the treatment could be provided within the available resources. Any extra costs incurred by the facility would be charged to the patient, as would any treatment necessarily completed outside the facility e.g. referral to a local civilian consultant or a civilian hospital. The patient would also be responsible for all charges if it were decided to evacuate them to the UK or elsewhere.

(3) The above paragraph equally applies to SP who are posted or on detachment/temporary duty outside the UK and take leave or travel off duty in a third country. Similarly, it would apply if they were to take leave before or after a period of detachment/temporary duty, even if the leave were taken in the country of detachment. Such personnel are therefore strongly advised to obtain insurance for medical expenses.

(4) SP utilising overseas leave schemes are also responsible for ensuring they have adequate medical insurance appropriate to the country they are visiting. They will no longer be provided with treatment except under the provisions of para (2).

(5) Personnel travelling on leave in the European Economic Area (EEA) and Switzerland may obtain civilian medical treatment either free or at a reduced charge. Full details are given at www.gov.uk/global-health-insurance-card. Personnel stationed in the UK, travelling abroad to take leave in another EEA country or Switzerland and those stationed in or near EEA countries are encouraged to complete an online application to gain a Global Health Insurance Card (GHIC). Applicants are advised to read the details carefully since the possession of GHIC cover does not remove all charges. Countries outside the EEA which have arrangements for UK visitors to get some kinds of medical treatment free or at reduced cost are also listed on the website.

(6) All reference to SP should also be taken to include Service dependants, UK-based civilians employed by the MOD and their dependants.

1514. Services from Civilian Sources

(1) The services to be obtained from civilian sources under paras 1512 and 1513 will normally be those provided by a general practitioner but the use of other secondary care medical facilities is not precluded (further details are in para 1506).

(2) Any SP who receive any medical treatment or prescription, other than through DMS, is to report this attendance to their MO before commencing duties, even though their duties may not have been interrupted.

1515. Medical Attendance During Travel

SP and all civilians entitled to medical care under para 1505 will also be entitled to required and appropriate treatment during travel under official arrangements to or from their station abroad. The cost of treatment will be refunded on production of a receipted account, but the cost of treatment obtained during privately arranged travel will be the responsibility of the individual.

1516. Treatment of Personnel Presenting with Significant Psychiatric Disorders

(1) In cases of emergency, SP should be referred immediately to the local Department of Community Mental Health. Outside of normal working hours, the National on Call Duty Mental Health Officer can be contacted for advice (contact details available from a Medical Treatment Facility). Should their clinical presentation be of significant concern, the referring MO should contact the local NHS Mental Health Service.

(2) Admissions to civilian hospitals are to be made under NHS arrangements.

1517-1536. Omitted

SECTION 5 – CIVILIAN MEDICAL SPECIALISTS

1537. Employment of Civilian Specialists

In-Patient and Out-Patient Treatment. When a Service specialist is not available and it is considered necessary to employ a civilian specialist for consultation or operation, the specialist may be engaged at public expense when considered

necessary by the competent medical authority under instructions from the Chief Medical Officer (RAF).

1538-1540. Omitted

SECTION 6 – DENTAL SERVICES AND TREATMENT

1541. Administration of Primary Dental Care

Primary dental care to the RAF is administered by DPHC Dental (DPHC(D)). The Chief Dental Officer (Defence) is responsible to the Surgeon General for all primary dental care matters and is located at HQ DPHC (D), DMS Whittington. Section 40 is the advisor to the Chief Dental Officer (RAF) on all dental treatment and clinical audit matters which may affect the dental health of RAF personnel or the level of service on stations. The Chief Dental Officer (RAF) is responsible to the Head of RAF Medical Service for all dental advice to the RAF.

1542. Establishment of Dental Personnel

General duties Dental Officers (DOs) and TG15 personnel are borne on the DPHC establishment controlled by Comd DPHC. Unit establishments do not include dental personnel. The CO of the station is to regard the JPA Assignment Order posting dental personnel as advisory and the equivalent to a local addition to the unit establishment.

1543. Principal Dental Officers

- (1) The Principal Dental Officer (PDO) is the advisor to Section 40 on all dental treatment and clinical audit matters which may affect the dental health of personnel or the level of service on stations which lie within their area of responsibility. The PDO is an addition to the unit establishment of the station to which they are posted.
- (2) The PDO is to arrange for a Clinical Quality Assurance Audit of all DOs, Dental Therapists and Dental Hygienists within their region to be undertaken when required. Furthermore, they are to arrange that a Healthcare Governance Assurance Assessment of all Dental Centres within their region is undertaken when required in accordance with extant DPHC(D) policy to ensure that:
 - (a) DOs and support staff are fully acquainted with all regulations and orders relating to the provisions of dental care.
 - (b) The level and quality of service and dental treatment standards are applied to entitled personnel effectively and efficiently in accordance with these Regulations and DPHC(D) SOPs and JSP 950, Pt 2, Lflt 2-23-1.
- (3) Where funding for civilian positions exists, the PDO is to arrange, through HQ DPHC, for the appointment of civilian staff.
- (4) Additional duties of PDOs are detailed in DPHC(D) SOPs.

1544. Station Dental Officers

- (1) The Station Dental Officer (SDO) is to comply with the regulations and orders relating to dental treatment as laid down in DPHC(D) SOPs and JSP 950, Pt 2, Lft 2-23-1. Their professional duties are to take precedence over all their other duties.
- (2) Periodically they are to inspect and, where necessary, treat all personnel assigned to their care in accordance with DPHC(D) SOPs and JSP 950, Pt 2, Lft 2-23-1. Treatment is to be especially targeted to those priority groups as detailed by the Surgeon General.
- (3) In addition to their clinical duties, the SDO is responsible for the administration of the Dental Centre, and for the supervision and training of all dental personnel under their command.
- (4) All dental staff are to be fully conversant with the station disaster, mass casualty or war plan.
- (5) Additional duties are detailed in DPHC(D) SOPs.
- (6) The SDO is to provide appropriate dental services to ensure that the dental fitness states of SP meet DPHC(D) Key Performance Indicators.

1545. Dental Treatment in the UK

- (1) All Regular SP are entitled, at public expense, to dental treatment in DPHC dental centres, and to the provision of crowns and dental prosthetic appliances where these are clinically necessary.
- (2) **Reservists.** Personnel serving in the RAuxAF are not entitled to routine dental treatment from Service sources. However, they are entitled to emergency dental treatment when on duty. Rehabilitative dental treatment, required as a direct result of an injury sustained while on duty, will be provided. Personnel serving on FTRS(FC) terms are eligible for routine dental treatment from Service sources. FTRS(HC/LC), ADC and VeRR are not eligible for routine dental treatment. Entitlement to dental care for Reserve personnel who are mobilised or recalled into Regular service is outlined in relevant DINs. For overseas entitlement, refer to JSP 770.
- (3) **RAF Part-Time Reservists Aircrew and Aviation Officers.** In order to permit aircrew reservists to be provided with the same level of dental service as that of all Regulars, they must be declared as entitled by HQ Air Cmd (AP3392, Vol 7 refers). Similar arrangements have been made for Civil Service Aviation Officers and Senior Professional and Technical Officers in Pilot/Navigator posts.
- (4) Civilian personnel, including Civil Servants and Retired Officers, are not entitled to dental treatment from DPHC(D) resources.
- (5) Dependents of SP are not entitled to receive dental treatment from DPHC(D) resources.

1546. Dental Treatment Whilst Serving Overseas

- (1) SP are entitled to the benefits detailed in para 1545(1) when DPHC(D) facilities are readily available.
- (2) Those individuals confirmed by the local admin unit as dependants of personnel serving overseas, and whose presence at a station is approved, are entitled to

receive dental treatment from DPHC(D) sources to a standard and at costs, as far as practical, equivalent to that provided in the UK under the NHS. Charges for the provision of dental treatment will be raised in accordance with current instructions.

(3) Where DPHC(D) facilities are not available, dental treatment should be sourced in accordance with the relevant DIN.

1547. Dental Treatment While on Leave

(1). **In the UK.** SP requiring urgent emergency dental treatment whilst on leave in the UK (not the Channel Islands), whether from a unit in the UK or overseas, are to report to the nearest DPHC dental centre where the necessary arrangements will be made for care. Where this is impractical due to distance or other difficulty, personnel are to seek emergency treatment from a civilian dental practice, normally under NHS arrangements or via an NHS Access Centre. Where no NHS facilities are available, emergency treatment only may be obtained through private arrangements. A refund of fees for the provision of emergency care may be claimed by the patient, on return to their unit and on production of a receipt authenticated by their unit DO. Charges other than for emergency treatment are the responsibility of the Service Person. Similarly, the charges incurred for the urgent repair of a removable denture will be reimbursed on production of an authenticated receipt.

(2) **Outside the UK.**

(a) SP who are not normally domiciled in the UK, if granted permission to take leave in their country of normal domicile, either from the UK or from overseas, and requiring urgent dental treatment, may obtain such treatment from DPHC dental centres if they exist in the country and are within reasonable distance of the patient's leave address. If there are no DPHC dental centres within a reasonable distance of the patient's leave address, emergency treatment may be obtained, on repayment from public funds, from a civilian dental practice.

(b) Personnel serving outside the UK and requiring urgent dental treatment while on leave within the area of the command in which they are serving may obtain such treatment from DPHC dental centres if such exist within 20 miles of the leave address. If there are no DPHC dental centres within this area, emergency treatment may be obtained, on repayment from public funds, from a civilian dental practice.

(c) Services dependants and UK-based civilians employed by the MOD and their dependants, if entitled to dental treatment under para 1546 may, if requiring urgent dental treatment while on leave within the area of command in which the SP is serving, obtain such treatment as provided in sub-clause (b), to a standard and at costs equivalent to that provided in the UK under the NHS.

(d) Personnel on leave outside the UK or the area of the command abroad in which they are serving, otherwise than as provided in this clause, are not entitled to treatment at public expense. Similarly, their dependants and civilians employed by the MOD and their dependants are not entitled to treatment in like circumstances. Where, however, there are DPHC(D) resources within a reasonable distance of the patient's leave address, urgent dental

treatment may be obtained from those resources and appropriate charges raised. SP are strongly advised to take out personal insurance, which includes the provision of dental care, when travelling overseas. Any charges arising for treatment received whilst travelling outside duty cannot normally be met by the MOD. However, where Service dental facilities are permanently available in the vicinity of the area where the SP are on leave, the facility may be able to provide treatment. The treatment would only be given on the basis that spare capacity was available and that the treatment could be provided within the available resources.

1548. Dental Treatment by Civilian Practices

(1) When the services of a DPHC(D) DO, or a civilian dental practitioner employed on a contract basis, are not available and it is necessary to arrange for routine or urgent treatment, the CO or MO of the station is to refer entitled personnel to a local civilian practice which will be engaged on a fee basis, normally the NHS fee scale. The PDO is to advise as to the dental practice to be employed and the procedure for referral of patients.

(2) In cases of extreme urgency where no DPHC(D) resources are available and no arrangements for referring personnel to a civilian dental practice have been authorised, the CO or MO of the station may send personnel to a civilian dental practice. Fees within the scale currently authorised (see clause (1)) will be paid from public funds.

1549. Dental Examinations of Service Personnel Proceeding Overseas on Assignment

(1) When notification is received that a Service Person is to be assigned overseas, and they are not already dentally fit, they are to have a Periodic Dental Inspection (PDI) and treated, if necessary, before proceeding overseas. Personnel posted to countries or areas where no DPHC(D) facilities are available are to be dentally examined and made dentally fit before proceedings overseas.

(2) No Service Person who refuses dental treatment is to be considered unfit for service abroad if they are otherwise fit to proceed. However, depending on the severity of the dental disease, the DO may request that the Service Person is medically downgraded which would lead to medical boarding.

1550. Dental Examinations of Dependants Prior to Proceeding Overseas

Dependants of SP, as defined at para 1546(2) and (5) are to be dentally examined and made dentally fit by their civilian dental practice prior to joining the SP.

1551. Periodic Dental Inspections

(1) **New Entrants.** New Entrants are to be dentally examined and have a dental chart completed at an Initial Dental Inspection at their Phase 1 establishment in accordance with DPHC(D) SOPs and JSP 950, Pt 2, Lft 2-23-1.

(2) **Regular Personnel.** Regular personnel are to undertake a PDI when notified by their Dental Centre that they are due.

- (3) SP who refuse consent to undergo a PDI and/or dental treatment are to be informed that they may be subject to medical downgrading.

1552. Individual Responsibility

- (1) Maintaining a satisfactory level of dental fitness compatible with deployment is the individual's responsibility. It is incumbent on the individual to attend for a PDI and any subsequent treatment to ensure their dental fitness.
- (2) Failure to attend a pre-arranged dental appointment or very short notice cancellation of an appointment without very good reason is unacceptable and may leave the individual liable to disciplinary action.
- (3) SP whose duties involve overseas detachments at short notice are to ensure that their dental fitness is maintained in accordance with the medical instructions issued by their tasking authority.

1553. Responsibility of Chain of Command

At all levels, the CoC is responsible for ensuring that personnel are made available to attend for dental appointments and that all reasonable steps are taken to minimise failures to attend.

1554. Dental Prosthetic Appliances Lost or Damaged

When an appliance, provided at public expense to entitled personnel, can be shown to have been lost or damaged through neglect or misconduct, the Service Person is to be liable for the cost of repair or replacement.

1555-1563. Omitted

SECTION 7 – MEDICAL CENTRES, HOSPITALS AND DEFENCE MEDICAL GROUPS

1564. Medical Centres – Functions

Medical centre staff are established to provide full primary health care to registered patients as detailed in AP1269 and emergency airfield cover.

1565. Omitted

1566. Joint Hospital Groups

JHGs are located within an NHS Trust hospital. They facilitate the continued training, development and maintenance of clinical skills of DMS personnel who work side by side with civilian colleagues to develop and maintain their skills.

1567-1568. Omitted

1569. RAF Equipment in Hospitals

The general responsibility of the CO for RAF equipment issued to the hospital is governed by para 77.

1570-1586. Omitted

1587. Orders for Patients

All patients are to be acquainted with the orders for patients either on admission or at the earliest opportunity that their condition permits.

1588-1599. Omitted

1600. Medical Reference Libraries

The Defence Medical Library Service serves the information needs of DMS personnel. Full details are contained in AP1269.

1601-1604. Omitted

SECTION 8 – MEDICAL AND DENTAL MATERIEL

1605. Demanding and Accounting for Materiel

Instructions on demanding and accounting for medical and dental materiel are contained in JSP 473 and AP1269.

1606-1613. Omitted

SECTION 9 – REGULATIONS FOR THE SUPPLY OF ARTIFICIAL LIMBS, EYES AND SURGICAL APPLIANCES

1614. Regulations

Regulations for the supply of artificial limbs, eyes and surgical appliances are contained in the Defence Logistics Framework which is accessible via the Defence Gateway.

1615-1623. Omitted

SECTION 10 – COMPLAINTS ALLEGING FAILURE OF MEDICAL CARE

1624. Policy in Cases of Complaint Alleging Failure of Clinical Care

(1) All medical complaints are to follow the procedures laid out in JSP 950, Lfit 1-2-10. For Primary Healthcare this is to be managed by the DPHC Medical Facility and their CoC. For Secondary Healthcare patients are to be encouraged to utilise the NHS complaints procedure, or to follow JSP 950 for DMS facilities.

(2) If complaints are brought to the CO's attention that contain medical elements, the procedures in JSP 831 should be followed and a special-to-type (medical) investigation should be completed as per JSP 950 before the Service Complaint can proceed.

(3) COs can seek advice from DACOS Health, HQ Air Cmd regarding the handling of medical complaints.

(4) Where the professional standards of medical staff are called into question, advice may be sought from the Chief Medical Officer (RAF), HQ Air Cmd.

1625-1629. Omitted

SECTION 11 – PRINCESS MARY'S ROYAL AIR FORCE NURSING SERVICE

1630. Administration of the Nursing Service

Director Nursing Services (DNS) (RAF) is responsible to the Head of RAF Medical Services for the professional leadership of the PMRAFNS.

1631. PMRAFNS Career Management

PMRAFNS career management is managed via Desk Officers for PMRAFNS in conjunction with Branch Advisors.

1632. *Omitted*

1633. PMRAFNS Trust

The Trust is a charitable organisation chaired by DNS (RAF). The aim of the Trust is to improve the life of PMRAFNS personnel whether in service or retired.

1634-1635. *Omitted*

CHAPTER 20

Messes

SECTION 1 – OFFICERS' MESSES

1636. Organisation

Officers' messes at home and abroad are normally to be organised and conducted as station messes. At permanent RAF stations exceptions to this rule are only to be made with the approval of the MOD. At places where the RAF are stationed temporarily, AOCs are to make such arrangements as they think fit regarding the organisation and administration of the officers' messes.

1637. Mess Administration and Accounting

Every RAF officer serving, or on temporary duty, at a station is to be a member of the station mess. The mess and its funds are to be administered and accounted for as laid down in AP3223. Ch 6 of AP3223 contains information specifically on officers' messes.

1638. Omitted

1639. Responsibility of Station Commander

A station commander may delegate such responsibilities and duties in connection with the discipline and management of the mess, but remains ultimately responsible for its general discipline, tone and management and for ensuring that all of the regulations relating to officers' messes are observed.

1640. Omitted

1641. Discipline

(1) The President of the Mess Committee is responsible to the station commander for the maintenance of mess discipline generally. It is, however, the duty of all officers to observe the regulations and rules of the officers' messes and it is incumbent upon the senior officer present on any particular occasion to maintain discipline and, if necessary, to report any breach of the regulations and rules.

(2) Members are responsible for any guests introduced by them into the mess.

1642-1645. Omitted

SECTION 2 – SERGEANTS' MESSES

1646. Organisation

A sergeants' mess is to be formed whenever practicable and is normally to be managed as a station mess.

1647. Mess Administration and Accounting

Every Warrant Officer and SNCO serving, or on temporary duty, at a station is to be a member of the mess. The mess and its funds are to be administered and accounted for as laid in AP3223. Ch 6 of AP3223 contains information specifically on sergeants' messes.

1646-1649. Omitted

1650. Responsibility of Station Commander

The station commander is to appoint an officer in charge of the sergeants' mess who is to be responsible for the immediate supervision, conduct and management of the mess. However, this requirement may be waived at the discretion of the station commander provided the Chairman of the Mess Committee (CMC) is not below Warrant Officer rank and a Services Funds Accounting Section is in operation. In these circumstances, the CMC is to assume the duties of the officer in charge. The station commander is to remain responsible for the due observance of the regulations contained in AP3223. In the unlikely event of a Warrant Officer not volunteering to undertake the duties of the CMC, the SWO is to nominate an individual from the Warrant Officer cadre on station for approval by the station commander.

1651. Discipline

The senior Warrant Officer or SNCO present in the mess is responsible for the maintenance of good order and discipline and for the observance by members of the regulations and rules for the mess.

1652-1655. Omitted

SECTION 3 – JUNIOR RANKS' MESS

1656. Responsibility for Catering

The station commander is to be ultimately responsible for the maintenance of an efficient standard of catering on the station. The detailed regulations on supervision and control are contained in JSP 456.

1657. Dietary

(1) The station commander is to pay particular attention to the catering arrangements in the Junior Ranks' Mess (JRM) and is to impress upon subordinates the important bearing which good catering has upon the efficiency and morale of enlisted personnel. The food provided is to be well prepared, cooked and presented, and of adequate variety. Due attention must be paid to healthy eating.

(2) The station commander is to visit the JRM frequently and is to be satisfied as to the standard of catering.

1658. Junior Ranks' Mess Committee

A representative committee ("the Committee") is to be formed under the presidency of a senior officer, who is to be appointed by the station commander. The purpose of the committee is to determine whether a satisfactory standard of messing is maintained. It is to meet no less frequently than once per quarter as directed in JSP 456, Vol 1, Ch 7. The committee is to consist of the President of the Junior Ranks' Mess Committee (PJRM), the Contract Supporting Officer (CSO), the Industry Partner's (IP) General Manager (GM), and the Warrant Officer Catering or, alternatively, the SNCO Chef IC the Mess and representatives from all sections of the station as directed by the station commander. In the case of a fully contractorised mess (i.e. a mess that does not have members of Trade Group 19 providing the

catering services), the committee is to consist of the PJRMC, the Mess Senior Chef, the IP's GM, the CSO or Contract Monitoring representative, and representatives from other sections of the station as decided by the station commander.

1659. Messing Suggestions Book

When the station commander has agreed that meetings be held less frequently than once a month, a messing suggestions book is to be maintained in each JRM. It is to be used to record not only the enlisted personnel's suggestions but also the action taken or proposed by the Mess Senior Chef. All entries are to be actioned promptly. Enlisted personnel are to have access to this book at all times.

1660-1719. *Omitted*

CHAPTER 21
Allotment and Occupation of Service Property

1720-1736. *Omitted*

CHAPTER 22

Estate, Infrastructure and Land

SECTION 1 - THE DEFENCE ESTATE

J1742. Introduction

The Defence Estate is a critical enabler of Defence capability and consists of all land, water and buildings and other structures owned or used by the MOD and the Armed Forces.

J1743. Responsibilities

(1) The Defence Infrastructure Organisation (DIO), as the Infrastructure Technical Authority and is the nominated prime Delivery Agent for infrastructure and estate management across all MOD Sites, with the responsibility for the efficient management of the Defence Estate. Within the MOD, the DIO provides a defence-wide strategic overview of the management of the Estate and either maintains or sub-contracts the full range of professional services to assist TLBs in the discharge of their responsibilities. The DIO's role, in conjunction with Air Infra, is to provide the Air TLB with the most efficient and cost-effective infrastructure, estate management service, and strategic management advice. ACOS Air Infra is Air TLB's specialist officer for all infrastructure and estate-management matters.

(2) ACOS Infra Plans is responsible to Air TLB for:

- (a) The effective implementation of the capital infrastructure programme by the DIO.
- (b) The provision of any financial or specialist planning advice required to prepare, monitor, screen and account for the capital infrastructure programme.
- (c) The provision of specialist advice and, on behalf of Groups and Capability staff, taking action as appropriate regarding property and estate matters.
- (d) The provision of any financial and specialist advice required to identify, prepare, monitor and screen minor works.
- (e) The monitoring of minor works expenditure.
- (f) Acting as the specialist officer for the conduct of Formal Staff Visits, Boards of Officers and all similar functions.
- (g) Acting as the specialist and focal point for estate management matters, and providing briefing materials as required.

(3) ACOS Air Infra is responsible to COS Spt for the provision of:

- (a) Any financial and management information on infrastructure matters that might be required (all such information is also to be copied to the accountable budget holders or their representatives).
- (b) Such specialist staff support as might be required to carry out their Defence Infrastructure Board function.

SECTION 2 - RESPONSIBILITY FOR INFRASTRUCTURE MANAGEMENT

J1744-J1746 Omitted**1747. Introduction**

Within MOD, DIO provides a comprehensive range of professional services relating to issues including projects, property management, upkeep of historic buildings, conservation issues and liaison with governmental and non-governmental departments, including local authorities. It is also responsible for the promulgation of "in house" professional technical advice, standards and procedures on works matters, procuring technical expertise from industry on behalf of budget holders, and letting works contracts. It also acts as an interface between the construction industry and MOD works staffs. It is responsible for rationalisation of the Defence Estate, including sales and acquisition of land and buildings. Responsibility for the SFA Estate, however, is vested in the DIO Service Delivery (Accommodation).

J1748. Listed and Protected Buildings

The MOD is required to fulfil its statutory obligations concerning the upkeep of buildings which are listed or scheduled as ancient monuments (protected buildings). Budget Holders, with advice from DIO, are responsible for providing the necessary funding and estate management.

J1749. Property Management

Management of the Defence Estate is the responsibility of the DIO who appoint Senior Estates Facilities Managers or Estates Facilities Managers at unit level to be responsible to the HoE for delivery of services in line with JSP 850 and DIO guidance documentation. The HoE may appoint an OC SSS or OC WSF or similar from their own staff to monitor/liaise with the DIO and contractor to ensure the DIO and contractor responsibilities are being undertaken. Such staff are to act within JSP 850 and Air Infra direction, in the Air Infra Manual.

J1750-J1755. Omitted**SECTION 3 - MANAGEMENT AND DISPOSAL OF REDUNDANT LAND AND PROPERTY****J1756. Responsibility**

After redundant property has been closed and handed over by the TLB to DIO, DIO assumes full responsibility for its management, acceptance and costs.

J1757. Review of Property and Land

MOD land and property is to be kept under continuous review by TLBHs, COs and HoEs, in consultation with DIO, and for SFA, DIO SD (Accommodation). Land for which there is no foreseeable Defence use is to be declared surplus. Whenever the function of an establishment changes, a re-examination of holdings is to be carried out by the reviewing authority to see whether it is still necessary to retain all the land and buildings. The caretaking of unoccupied property (excluding SFA) for which there is a continuing Defence requirement is to remain the responsibility of the TLBH. However, where only part of an establishment has been declared redundant and is awaiting disposal, the unit occupying the remainder of the estate will be responsible for any caretaking and maintenance which may be necessary (excluding SFA):

exceptionally this will not apply where the occupation comprises only a retained SFA site or when the occupying unit is so small as to be incapable of this task.

J1758–1762. Omitted

SECTION 4 - ROYAL AIR FORCE RESPONSIBILITIES

1763. 4C System – Health and Safety Management of Visiting Workers and Contractors

HoEs/COs are responsible for ensuring arrangements are in place for the co-ordination, co-operation, communication and control (4C) of visiting workers and contractors, including for activities regulated by the Construction (Design and Management) Regulations 2015 (CDM) in accordance with JSP 375, Pt 2, Vol 1, Chap 34. HoEs/COs are to formally appoint a 4C Duty Holder via written delegation to act on their behalf in the implementation of the 4C System. See also KR 46, 62 and 881.

1764. Omitted

1765. Responsibility for Care and Security of Buildings and Government Property

(1) The HoE of a station is accountable for the care and security of buildings, for all government property therein, and for all grounds, plant, fittings, fixtures, etc, on the main or dispersed sites placed in their charge. This responsibility applies whether buildings are occupied or unoccupied, and whether they are hired or public property. Although HoE may delegate day-to-day activities, they nevertheless remain ultimately accountable.

(2) When an establishment hands over and is not immediately replaced by another, the commander of the next higher formation to which that unit is responsible is either to issue orders for the care and security of public property as required by clause (1) or seek instruction from higher authority.

(3) Arrangements for the care and security of a station under construction are the responsibility of the Budget Holder managing the project.

(4) In self-help projects, the HoE (or delegated representative) is responsible for ensuring that the project is within the bounds of the Self-Help directive.

1766. Employment of RAF Personnel

Except in the progression of self-help schemes approved by the HoE, in certain operational circumstances required by the HoE, or when undertaking training as part of their operational duties, RAF personnel are not to be employed in the execution of Infrastructure services. In all circumstances where such requests are placed before a HoE, the attention of the HoE is to be drawn to the obligations that are already embodied within the responsibilities of the DIO.

1767. Omitted

1768. Siting and Takeover of New or Extended Buildings or Facilities, Excluding SFA

Any proposal for the provision of a new building, or an extension to an existing building, is to be approved by Air Infra on behalf of the CAS. Such proposals are to be accompanied by the Report of a Board of Officers in accordance with para 1776. Once the work has been completed, a further Board of Officers is to be convened formally to take over the building or extension.

1769. Omitted

J1770. Capital Works Projects

Whenever it is proposed to construct, refurbish etc building(s) or other facilities, where the cost is agreed to be of major project proportions, either for the use or benefit of MOD personnel, or upon land apportioned for such use, the user is to submit the proposal through the chain of command, to Air Infra. Where it will be assessed for inclusion on the Infrastructure Programme.

J1771. Changes or Modification to Infrastructure Requirements.

No changes or modifications are to be made to any Infrastructure requirement without the authority of the authorised Project Sponsor and/or budget holder given in accordance with JSP 850, and the Air Infra Manual.

J1772. Acceptance Board

On completion the Requirements Manager is to convene a Board of Officers, for all infrastructure projects certified by the Project Manager as being satisfactorily completed. The function of the Board is to provide the mechanism to formally accept the project and assume responsibility for the subsequent management of the facility. Further details are contained in JSP 850, and the Air Infra Manual.

1773. Omitted

1774. Appropriation of Buildings

- (1) Every building is to be appropriated for some particular use, which is to determine the scale and types of fixtures to be fitted therein and until the building has been re-appropriated, no alterations in the fixtures is to be made.
- (2) Alteration of the appropriations is not to be made except as provided in para 1775 but the HoE may sanction the temporary misappropriation of spare accommodation for RAF purposes where there is no public expense involved, a maximum time limit of six months is applied, and the accommodation can be returned to its original use without delay.
- (3) When the misappropriation is likely to become permanent, action is to be taken in accordance with para 1775 and current asset accounting regulations. Formal process as advised by the establishment DIO EFM/SEFM.
- (4) When buildings or parts of airfields are temporarily misappropriated for use by the public during such events as "at-home" days, particular attention should be given to any explosives storage on the station. The unit armament specialist should be included within the planning stages of such an event.

1775. Re-appropriation of Buildings

(1) It is the duty of the HoE of a station to bring to the notice of the COS Spt any re-appropriation which, in their opinion, would lead to economy and be of advantage to the Service. The re-appropriation of buildings should be recorded in accordance with current asset accounting instructions.

(2) Subject to the following, the COS Spt may approve any re-appropriation which in their opinion would lead to economy and be of advantage to the Service, provided:

- (a) Approval for accommodation of unusual size or kind is not to be given.
- (b) Scales of accommodation given in JSP 850 are to be used for guidance where applicable, and scales of living accommodation are not to be reduced.
- (c) Space assigned to mobilisation equipment is not to be taken.
- (d) A special or unauthorized issue of furniture or other RAF equipment is not to be involved.

1776. Boards of Officers

(1) When, under paras 1768 or 1775, a Board is required to report on a site for building on, or acceptance of new buildings, or on a proposed re-appropriation, it is to consist of:

- (a) An officer not normally below the rank of Squadron Leader as president.
- (b) An officer of the station or unit concerned.
- (c) A medical officer (on all matters affecting public accommodation and on sites for all new buildings).
- (d) The Estates Facilities Manager and/or Site Estates Facilities Manager. Aerodrome Operator, where appropriate
- (e) The Requirements Manager for new projects.
- (f) The Unit Health and Safety Officer and Environmental Protection Officer and Environmental Health Officer are to be invited to attend.
- (g) The unit armament specialist is to be invited to attend to ensure that the buildings or installations do not infringe the requirements of DSA 03.OME Pt 2.
- (h) Where the effect on existing or planned Communication-Electronic (CE) installations is to be considered under the terms of JSP 604, an appropriate representative from the RAF Digital Base Services should be present.

(2) The Board is always to consider fire risks and, when necessary, is invariably to call for the attendance of a member of Defence Fire and Rescue (DFR). The Board is to safeguard airfield criteria (Regulatory Articles RA3500-599) and also to consider any necessary security requirement and the effect upon the clearance area surrounding existing or projected danger buildings or fuel installations, consulting the relevant Command or other specialist authority, as appropriate. In addition, such specialist officers as are deemed necessary and the end-user of the facility are also to be invited to attend such proceedings. Similarly the Board is to consider the effect on domestic supply services e.g. telephone, gas, water etc.

(3) It is not necessary to convene a Board if only minor alterations or additions are involved, but the opinion of the HoE and other officers concerned is to be recorded by the DIO.

(4) Boards of Officers held in connection with explosives areas and danger buildings are to be in accordance with the requirements of DSA 03.OME Pt 2.

(5) When, under para 1766, a Board of Officers is required to take over a new facility or extension, it is to be convened, by the HoE, and its findings subsequently distributed in accordance with JSP 850 and infrastructure guidance documents.

1777. Numbering of Buildings and Facilities.

All buildings, and certain operational facilities, are to be numbered. All numbers are to be shown on site plans and on the Master Index. Internal doors (with the exception of those in SFA) are to be numbered consecutively, commencing on the ground floor and proceeding from left to right (i.e. when facing the doors). In the event of demolition (para 1783) of a building, the assigned building number is not to be reused. NATO buildings and facilities should be identified by the Blue Star numbering system.

1778. Omitted

1779. Alteration etc, by Occupants or Users of Accommodation, etc

(1) In no circumstances is an alteration to be made to any building, room, or structure, or to the gas, water, electric or other works fittings without the approval of the HoE (on advice from DIO staff). If approval is given, the resultant work is to be inspected by the DIO staff who must be satisfied that all requirements have been met before advising the HoE or representative that the facility may be brought into use. Alterations should not be made to NATO buildings or facilities which would impact on their designated NATO role without prior approval of the appropriate NATO host nation authority.

(2) Temporary buildings, structures, stands or a stage may be erected in a building with the approval of the COS Spt provided that:

- (a) No expense to the Public is involved.
- (b) All fire regulations are complied with.
- (c) The structures/facilities are not taken into use until approved by the HoE on advice from DIO.

1780. Non-standard Fittings and Fixtures

(1) In providing fixed gas or electric fittings, cookers, grates, mantels and wall decorations to officers' and sergeants' messes, social clubs and dining rooms, the occupants or responsible committees will be allowed to select articles of non-standard patterns provided:

- (a) No expenses are incurred in excess of the amount authorized (except as provided in clause (2)).

- (b) No increase in maintenance or replacement charges is involved. For other fittings, standard patterns are to be provided.
- (2) Where the occupant undertakes to repay an excess, the transaction is to be dealt with as a repayment service, but departmental expenses are not to be charged unless there is extra expense in fixing. Selected articles will become wholly the property of the MOD.
- (3) The provision of superior fittings by units, etc, at their own expense cannot be admitted as a reason for increasing the authorized scale of expenditure on similar fittings in other parts of the building.
- (4) Machinery, plant, fittings or structures which have been supplied by Service funds or by individuals are not to be maintained from public funds.

1781. Handing over and Taking over Inspections

- (1) On change of occupancy, buildings and the fixtures (including any machine tools and other machinery) are to be inspected to ascertain their condition and to record and assess damages or deficiencies. The HoE of the station is to arrange for such inspections to be carried out jointly by their representative, a representative of the outgoing unit, and whenever practicable, a representative of the incoming unit and the station MO when medical advice is required.
- (2) On completion of the inspection, the in-coming unit, if any, is to assume responsibility for the buildings and fixtures handed over; otherwise the responsibility is to remain with the HoE of the unit until further allocation is ordered.
- (3) Inspections conducted when a SP or civilian takes over or vacates SFA are the responsibility of the DIO Service Delivery (Accommodation).

1782. Inspection by HoE of the Station

At least once a year the HoE of the station, or an officer so deputed, is to inspect all buildings for which they are responsible (including hired buildings) and the airfield surface (where extant) and is to note the repairs required.

1783. Demolition of Buildings

Proposals for the demolition of buildings which are considered to be no longer fit for use or repair are to be counter-signed by the HoE and submitted to Air Infra in accordance with current asset accounting procedures. The opinion of DIO is also to be recorded stating why the building cannot be utilised for any other Service purpose. If a building is known to be partially or wholly NATO funded this is to be noted. All proposals involving NATO buildings or facilities should be referred to Air Infra before the findings are submitted. Air Infra will staff the submission and return an approved or rejected submission to the unit, with an explanation if necessary.

1784. Omitted

1785. Damage to Buildings and Service

The procedure for reporting and repairing damage to RAF buildings, fixtures and services is contained in JSP 850 and the Air Infra Manual.

1786-1788. Omitted**1789. Service Fund Garages**

(1) Garages for motor vehicles belonging to SP may be provided as encroachments, at Service Funds expense, subject to the approval of ACOS Air Infra. Siting is to be dealt with under the provisions of para 1768 and is to conform generally with the regulations applicable to Service Buildings. The rules on encroachments are contained in JSP 850.

(2) The fire regulations pertaining to Service Fund garages are to be observed.

1790. Housing and Parking of Civil Aircraft

The conditions under which civil aircraft may be housed in Service buildings are contained in JSP 360.

1791-1793. Omitted**1794. Recreational Facilities**

(1) The scales of recreational facilities and sports pitches that may be provided and maintained from public funds are set out in JSP 850 (BPS4.2).

(2) If recreational facilities exist in excess of the authorised scales, the ACOS Air Infra is to decide which particular items are outside the scale and whether they should be dispensed with.

(3) Subject to the HoE's approval, and unless otherwise ordered by the ACOS Air Infra, such excess facilities may continue to be used provided that the users accept full responsibility for maintenance (excluding the external maintenance of squash courts)

(4) The CO is to ensure that adequate measures are taken to avoid deterioration of excess facilities that the HoE does not wish to use under the provision of clause (3) above and to safeguard their position, and that of their staff, under the provisions of the Health and Safety at Work Act 1974 and associated statutory legislation.

1795. Maintenance of Gardens and Grounds

The maintenance of unit ornamental gardens, excluding those belonging to SFA and officers' and sergeants' messes, will be undertaken as a charge to public funds iaw the FDIS Contract.

1796. Grass-cutting

(1) SFA occupants who are AOCs, station commanders or other air officers specifically authorized by the COS Spt are entitled to have their grass cut. The work is to be included in the host station's grounds maintenance FDIS contract provided by the appropriate industry partner and is to be restricted to grass cutting and is not to be extended to other SFA without prior approval of the COS Spt (through ACOS Air Infra Plans).

(2) The provision of grass cutting for families who may be experiencing difficult circumstances is considered to be a welfare service and, as such, remains the responsibility of the BLB (normally the host station). What amounts to difficult

circumstances will be considered on a case-by-case basis. Where the BLB holder decides that there is a welfare reason for the grass cutting, the work is to be included in the host station's grounds maintenance FDIS contract by the industry partner; the work is to be restricted to grass cutting.

1797-1799. Omitted

CHAPTER 23

Claims and Compensation

SECTION 1 – GENERAL

J1800. Introduction

This chapter deals with claims at common law made against the MOD or its servants in respect of damage to or loss of property and for personal injury or death caused or alleged to be caused by the MOD or its servants. It does not deal with claims arising from purchase or other contracts, claims for awards under Royal Warrant, Order in Council or Order of His Majesty relating to disablement or death, or claims and recoveries allowance under Departmental regulations. Nor does it deal with claims arising from hirings and requisitions which are dealt with by DE&S.

J1801. Mutual Waiver of Claims

Claims for compensation in respect of loss or damage, if received from or proposed to be made against other forces, other governments or other government departments, may be the subject of a special arrangement or mutual waiver and should be referred to the MOD DJEP CLCP with all supporting documents before any action is taken.

J1802. Division of Responsibility

Within the MOD, responsibility for handling all common law claims lies with DJEP CLCP and the appropriate Area Claims Officers overseas, except those types of claims which have been contracted out to commercial claims handlers. Responsibility for handling claims arising from training and manoeuvres (except low flying) within the UK lies with the local DIO office under delegated authority from the Head of CLCP.

J1803. Method of Reports

(1) **Traffic Accidents.** Traffic accidents involving MOD owned vehicles and leased vehicles are to be reported in accordance with JSP 800, Vol 5.

(2) **Aircraft Accidents.** Accidents involving MOD aircraft are to be reported in accordance with single Service instructions, which in the case of the RAF are contained within AP8000.

(3) **Maritime Accidents.** Maritime accidents involving MOD ships and marine craft accidents occurring on board such vessels whilst at sea or under way are to be reported in accordance with the following single Service instructions:

RN: Article 5928 for ships operated by the RN, including Royal Fleet Auxiliaries and other ships or craft in naval service.

Army: Army Maritime Instructions for marine craft.

(4) **Hovercraft Accidents.** Accidents involving MOD hovercraft are to be reported to DJEP CLCP using special accident report forms (MOD Forms 95 and 95A).

If at any time a compensation claim for death or personal injury, sustained in any theatre and reported in accordance with the above procedures, is made or intimated

by a MOD employee whether SP or UK based civilian non-industrial or industrial civil service, should be forwarded to, or the claimant be instructed to write to:

Topmark Claims Management Solutions (Part of the Davies Group),
2nd Floor, The Forsyth Building
5 Renfield Street
Glasgow
G2 5EZ
email: defence.cm@davies-group.com

- (5) Any other claims against the MOD arising from incidents occurring in the UK, resulting in death or personal injury to third parties or loss or damage to property where it is alleged that the MOD was negligent should be forwarded to:

Topmark Claims Management Solutions (part of the Davies Group)
2nd Floor, The Forsyth Building
5 Renfield Street
Glasgow
G2 5EZ
email: defence.cm@davies-group.com

(6) **Overseas areas.**

(a) When an incident occurs which results in injury to or death of, or in loss of or damage to the property of MOD locally employed civilian personnel arising out of and in the course of their employment, any claim should be submitted to the local civilian establishment branch or claims office in accordance with individual theatre regulations. Any claim made by a local employee or third party at common law should be sent to the appropriate Claims Office responsible for the country (see Appendix 36).

(b) The appropriate claims office will handle claims resulting from injury to or death of persons or animals, or in loss of or damage to property, other than those covered in previous paragraphs.

(7) **Training and Manoeuvre Damage.**

(a) In the UK, any claims for damage occasioned to private property including livestock, during training and manoeuvres will be investigated and settled by the local DIO office in accordance with the delegated authority from the Head of CLCP.

(b) In overseas areas, the local area claims officer, where there is one, or DJEP CLCP manage training and manoeuvre damage claims.

J1804. Writs and Summons

On receipt of a writ or summons naming a member of the Services as defendant in a common law claim by a third party, or if other urgent matters arise in respect of any common law claim made against the MOD, it is to be reported as soon as reasonably practicable by telephone or other available means to the appropriate authority.

J1805. General

(1) Claims which fall within this section are to be negotiated and settled only by the authorities mentioned, except where powers of settlement have been specifically delegated by the Head of CLCP. All personnel are forbidden to enter into correspondence or discussions with any person in connection with an incident likely to lead to a third-party claim, or to do anything which might be interpreted as an admission of liability.

(2) Any letter of claim (which should contain a clear summary of the facts on which the claim is based, including allegations of negligence, and should include details of any injuries suffered or financial losses incurred) received from a claimant, insurance company, solicitor or other interested party is to be forwarded immediately to DJEP CLCP as the appropriate authority, and no reply or acknowledgement whatsoever is to be sent to the writer. Failure to meet the protocol requirements can lead to sanctions being imposed by the courts. It follows that only DJEP CLCP may interpret what constitutes a letter of claim and how an acknowledgement should be phrased.

(3) Units, ships and establishments will be notified by a claims officer if any statement or supplementary statement from a witness, or the attendance of such a witness is required. Any requests from a claims officer or insurer acting for the MOD to obtain such a statement will be taken as referring solely to a statement required for claims purposes and not to one for disciplinary purposes. The evidence of police and civilians required solely for disciplinary purposes may, however, be obtained direct by the quickest possible means.

(4) Units, ships and establishments are reminded that any requests made by claims officers or the Department's commercial claims handlers for additional information, which may include Service Inquiry reports, Service Police reports and unit enquiries, are made both in the interest of the MOD and of the Service and is for the purpose of ensuring that a claim against the MOD, or the initiation of a claim, is properly considered. All personnel should also be aware that legal proceedings are frequently served and claims officers are frequently called upon to prepare a case for court hearing. All claims officers are obliged to comply with the rules of disclosure and no information is disclosed without the authority from the appropriate authorising branch. Units, ships and establishments are therefore to comply fully and promptly to such requests.

(5) Personnel who receive claims for compensation addressed to them personally should forward them to the MOD (DJEP CLCP) for handling and settlement. The MOD is liable in law to pay compensation for negligent actions of its employees which may have been committed in the course of their official duties, and there is no requirement for personnel to purchase insurance to cover against being sued whilst at work. If, however, personnel commit such actions which are grossly outside the requirements of the Service and which result in injury or damage to property, they may be held personally liable and may have to pay compensation for themselves.

J1806. Off Duty Claims

(1) In the UK, the MOD does not accept responsibility for claims against SP arising from off duty incidents and claimants are expected to seek redress against the individuals responsible for the injury or loss.

- (2) Overseas there is provision in certain international agreements (e.g. NATO Status of Forces Agreement) for the MOD to consider claims arising from off duty incidents on an ex gratia basis and DJEP CLCP or the local area claims officer, as appropriate, should be contacted when any such claim arises.

1807-1809. Omitted

SECTION 2 – INDEMNITIES

J1810. General

As a general rule, when a facility or service is granted to another party which does not materially benefit the MOD, or where the balance of benefit is to the other party, steps should be taken to ensure that the MOD is indemnified against risks which might arise. The purpose of any indemnity (which is sometimes incorporated into an insurance policy, licence or contract) is to transfer to another party the financial consequences of the Department's legal liability together with any other expenses which may be incurred, and which would otherwise fall to be paid from funds authorised by Parliament for Defence purposes. Instructions on the more typical circumstances in which indemnities are required are given in this section.

J1811. Authority

No amendment is to be made to an approved form of indemnity without the agreement of the appropriate MOD authority.

J1812. Other Parties

On occasion, indemnities may be sought by other parties when facilities or services are granted by them to the MOD. In such circumstances reference is to be made to the appropriate MOD authority before any agreement is entered into.

J1813. Referrals

The MOD authorities to whom questions concerning indemnities should be referred are:

- (1) DJEP CLCP – General policy for the Services.
- (2) DIO – Use of MOD land and property.
- (3) MOD Legal Advisors (MODLA) – Repayment, MOD civilian and MOD (DE&S) matters.
- (4) D Commercial – Procurement contract matters.

J1814. Passengers in Service Transport

Passengers whose carriage in Service transport is clearly in the interests of the MOD may be regarded as MOD sponsored. Examples of MOD sponsored passengers are as follows:

- (1) SP, MOD civilians and other Crown services carried in the course of duty.

- (2) Persons engaged in a MOD contract whose carriage is necessary to the contract. (Such carriage should normally be subject to the conditions of the relevant Defence contract.)
- (3) Persons whose carriage is officially approved by Director of Naval Recruitment, Director of Army Recruitment or Director Recruitment (RAF) with a view to future recruitment.
- (4) Persons carried in an emergency or on urgent compassionate grounds.
- (5) Persons carried for public relations reasons which have been approved by DDC staff or the relevant Front Line Command.
- (6) Representatives of the news media where their carriage is of public relations benefit to the Services and where their carriage has been approved by DDC.
- (7) Families carried in vessels on RN Families Days.
- (8) Representatives of the media where a charge representing the equivalent of full commercial costs is raised against the employer or person concerned.

J1815. Carriage by Land

Further instructions covering the carriage of passengers in Service vehicles are given in JSP 800, Vol 5.

J1816. Non-MOD Sponsored Passengers

Passengers whose carriage in Service transport is not sponsored by MOD must pay a charge which must include an insurance element in accordance with MOD Guidelines on Income Generation.

J1817. Visitors to Service Establishments

No indemnity is required from persons wishing to enter Service establishments, units, ships and other MOD premises in the course of duty, on approved business (e.g. for recruiting, welfare, open days or other purposes connected with the Services) or in order to make bona fide visits to persons serving in establishments, units, ships etc. However, because the MOD may be liable to may compensation in the event of accidents occurring to visitors whilst on MOD premises, action is to be taken, where this is practicable, to ensure that visitors are not exposed to any obvious hazards. This is particularly important when visitors are in an unfamiliar environment such as ships, dockyards, workshops etc.

J1818. Visits by Contractors

Liabilities arising from visits by contractors' personnel should be covered in the terms and conditions of the appropriate Defence contract.

J1819. Unofficial and Recreational Activities

When approval is given for the use of Service facilities including transport (other than road transport – see para J1815) for unofficial or recreational purposes then an indemnity is normally required. Reference should be made to the following instructions:

- (1) By non-Service organisations for activities such as dances, sports, meetings, driver training and testing, rallies etc – see JSP 850.
- (2) For civil flying, use of MOD airfields, including civil participation in Open Day and At Home air displays – see JSP 360, and charges for non-military aircraft using MOD airfields.
- (3) By Service clubs and SP for unofficial activities – see JSP 850.

Further advice may be obtained from DJEP CLCP or from the appropriate DIO office.

J1820. Testing and Evaluation of Commercial Equipment

Where a commercial organisation offers equipment to a Service establishment for testing and evaluation with a view to furthering sales or in the hope of influencing subsequent MOD procurement, it will usually be appropriate for the Department to seek an indemnity from the supplier against accidents which might occur during or as a consequence of the trials. The indemnity requirements will normally be included in a formal loan agreement, but in the absence of such an agreement the establishment's finance officer is to be notified and D Commercial is to be consulted as necessary.

J1821. Use of MOD Property by the Media

When MOD DDC staff are considering approval for representatives of the media to be admitted onto MOD property for the purpose of producing feature films, documentaries or drama series, then advice on indemnities is to be sought from DJEP CLCP at an early stage. No indemnity is required when representatives of the media are admitted onto MOD property for the purpose of covering the normal activities of the Service e.g. for news reports or similar. If any doubt exists about the necessity for indemnification, DJEP CLCP is to be contacted.

J1822. Adventurous Training Expeditions

Details of insurance requirements for Adventurous Training Expeditions are contained in JSP 419. Further advice is published in DINs.

J1823. Service Participation in Non-Service Band Engagements, Air Displays etc

- (1) **Service Bands.** Reference should be made to JSP 813 for details of indemnity and insurance requirements which apply when Service bands participate in engagements for the benefit of non-Service organisations i.e. Category II and IV engagements.
- (2) **Air Displays.** Guidance can be found in the MAA Regulatory Publications Display Flying Handbook. The insurance requirement is currently met by the MOD Third Party Aviation Liability Insurance Policy managed by DJEP CLCP.

J1824. Service Assistance to Outside Organisations

- (1) Instructions governing particular occasions when SP are required to render approved forms of assistance to civil authorities and other outside organisations, together with the relevant indemnity and insurance requirements, are contained in the following references:

- (a) JDP 02 (available on the Defence Gateway).
 - (b) Paras J852 to 854.
 - (c) Current DINs.
- (2) Details of indemnity requirements for other types of assistance which are not covered in this section may be obtained from the appropriate MOD authority given at para J1813.

1825. The Crown Proceedings (Armed Forces) Act 1987 – Guidelines on Duty Status

- (1) Section 10 of the Crown Proceedings Act 1947 has been repealed by the Crown Proceedings (Armed Forces) Act 1987. Under the terms of the Act, it is open to a member of the Armed Forces or their dependants to make a common law claim for damages in respect of injuries or illness or death arising from an incident on or after 15 May 1987 and believed to have been caused by negligence on the part of one or more members of the Armed Forces when on duty, or on the part of the MOD or the Crown.
- (2) It should be noted, however, that the Secretary of State for Defence has reserved the right to reactivate the revoked s.10 of the Crown Proceedings Act 1947 when it appears necessary or expedient to do so in national emergencies or for the purpose of warlike activities either in or outside the UK.
- (3) SP are reminded that their rights to seek compensation from the MOD are not dependent upon duty status as such. Compensation is payable for injury or loss resulting from (for example) MOD negligence. Compensation is not payable simply on the basis that the injury or loss occurred at a time when the Service Person/MOD employee or agent responsible was on duty. Nor will MOD accept liability for the actions of its employees simply on the basis that they were on duty when the incident which led to the claim occurred. The Department as employer is vicariously liable for the actions of its employees where they are alleged to be responsible (for example) for negligent acts or omissions in the normal course of their duties or employment if the act or omission complained of was neither explicitly nor implicitly authorised by an individual's superiors nor was something that was necessarily incidental to the duties required of the individual. For example, if a member of the Armed Forces were to attack someone or engage in horseplay leading to an injury whilst on duty this would not be considered to be in the normal course of their duties or employment. Similarly, it should not be assumed that the MOD will subsume an employee's defence within the Department's own legal representation or provide legal representation at public expense for the individual concerned. In the event of any dispute, either over liability or the amount of compensation, SP and their families have the right to take their case to court.

1826-1829. *Omitted*

CHAPTER 24

Mechanical Transport

1830. Mechanical Transport

Regulations for the administration, operation and use of MOD funded MT within the RAF are contained in JSP 800, Vol 5, DSA 03 (Movements and Transport Safety Regulations) and supported by single Service policy in DAP3150. The regulations detailing the maintenance of MOD owned vehicles are contained in AP100B-01.

1831-1879. Omitted

CHAPTER 25

Royal Air Force Bands

J1880. Introduction

Instructions for Service band engagements and certain other general instructions applicable to bands in all three Services are contained in JSP 813.

SECTION 1 – REGULAR AND AUXILIARY BANDS

1880A. General Instructions

- (1) Instructions for the administration and employment of RAF Regular and Auxiliary bands are contained in JSP 813 at Chs 1, 2, 3, 6 and 7. Cases of doubt are to be referred to Headquarters Music Services (HQMS).
- (2) RAF Music Services (RAFMS) are under functional control of Section 40

1881. The Principal Director of Music

The Principal Director of Music (PDM) (RAF), as Head of Branch, is to exercise overall command in accordance with para 56 and 57, para 111 and para 994 and 995(4) over officers and enlisted persons of RAFMS. Their responsibilities and duties are to accord with Terms of Reference laid down by A4 FE Commander.

1882. Organisation

- (1) The established units are as follows:
 - (a) HQMS.
 - (b) Central Band of the Royal Air Force.
 - (c) Band of the Royal Air Force College.
 - (d) The Band of the Royal Air Force Regiment.
 - (e) Royal Air Force Salon Orchestra.
 - (f) Band of the Royal Auxiliary Air Force.
- (2) Each of the above units is under the immediate command of a Director of Music (DOM), with exception of the Salon Orchestra.
- (3) The Regular and Auxiliary Bands are to provide music support in accordance with para 1887, as directed by PDM (RAF).
- (4) HQMS is to provide the training for TG21 personnel.

1883. Personnel

- (1) The career management of RAF musicians is vested in the Manpower Ground Structure in consultation with the PDM (RAF) and Trade Advisor.
- (2) The PDM (RAF) is to be responsible for advising upon structural sustainability, postings and the appointment of specialist officers to HQ Air Cmd Promotion Selection Boards.

(3) Personnel in the Musician TG21 are employed to provide music support for the RAF. However, musicians may also undertake 'and trade' Out of Area and Individual Augmentee deployments, be tasked to support RAF and civilian Services in the event of war or National Emergency and carry out Casualty Decontamination Area Team roles.

1884. National Anthems

- (1) All bands are to have access to current copies of AP3227, GAI 1053, JSP 813 and AP818.
- (2) Except as provided for in para J152, the National Anthem is played either at the beginning or the end of a performance at the discretion of the DOM.
- (3) Before playing a foreign national anthem in an abbreviated form, DOMs are to ensure that it is with the approval of the foreign embassy concerned.

1885. Formal Credits

Engagements are subject to the regulations contained in RAFMS Instructions for Regular and Auxiliary Bands Section 3 and JSP 813. In addition, all publicity announcing the attendance of a Regular or Auxiliary band is to state:

"The Band plays by permission of the Air Force Board of the Defence Council".

1886. Applications for Band Support

- (1) Applications for support from Regular or Auxiliary bands are to be made direct to FS Engagement Co-ordinator, HQMS, at least six months in advance.
- (2) The RAF Bands Allocation Committee meet monthly to consider applications six months in advance of the requirement.

1887. Duty Nature of all Engagements

Service musicians, authorised to take part in all categories of engagements, are on duty throughout the period occupied by both the rehearsals and the performance (including travel time to and from the places of rehearsals and performance).

1888. Engagement Financial Categories (FINCAT)

(1) Financial responsibility for Band engagements depends on the sponsor of the event and the considered benefit to Defence. Bids for Service Band support are initiated using a Request for Service Band Musical Support (V4 Form) and submitted to the single Service Tasking Authority for consideration. Successful bids are approved and allocated by the Band Allocation Committee to one of the following FINCATS:

- (a) FINCAT 1 – Direct Support to MOD.
- (b) FINCAT 2 – Charitable and Ex-Service/Regimental/Squadron Association Events.
- (c) FINCAT 3 – Non-MOD Sponsored Defence Influence Events at Home or Abroad.

- (d) FINCAT 4 – Other Governmental Departments and Foreign Government Events.
- (e) FINCAT 5 – Commercial and Private Events at Home or Abroad.
- (2) Full details of each FINCAT can be found in JSP 813. The Request for Service Band Musical Support (V4 Form) is contained in JSP 813, Ch 2, Enc 2.
- (3) The charging regime for allocations can be found in JSP 462 and JSP 813.

1889. Receipts from Engagements

Receipts from FINCAT 2, 3, 4 and 5 engagements are to be paid into MOD Public Accounts.

1890-1899. Omitted

SECTION 2 – VOLUNTARY BANDS

1900. General Organisation

- (1) Voluntary Brass and Pipe Bands (VB) are formed on a geographical basis from clutches of stations in the same area to provide music support in accordance with para 1887.
- (2) VB Policy is the responsibility of HQ Air Cmd (Section 40) who receives advice on policy issues from the RAF Voluntary Band Associations (RAFVBA) in respect of Brass and Military Bands and the RAF Pipe Band Association (RAFPBA) in respect of Pipe Bands.
- (3) Provision is made in the establishment for civilians to be employed as Voluntary Band Instructors (VBI). Section 40 is responsible for providing funding advice on VBI establishments.
- (4) Subject to current regulations, COs of those units parenting VBs are to be the controlling authorities in all matters concerning their bands.
- (5) COs of parent units are to inform HQ Air Cmd and either the RAFVBA or RAFPBA when a VB ceases to function.

1901. Grants from Public Funds

- (1) An annual allowance will be granted from public funds for the assistance of VBs as a whole. The allowance is to be allocated by HQ Air Cmd (Section 40), after consultation with the RAFVBA and RAFPBA as appropriate.
- (2) Application for allocations of proportions of the annual allowance are to be made as follows:
 - (a) RAFVA and RAFPBA committees are each to forward consolidated bids from their VBs for the next but one financial year to HQ Air Cmd (Section 40) via Cmd HQs not later than the dates listed below:
 - (i) Budget Manager: 31 Mar.
 - (ii) RAF Ceremonial: 28 Feb.

- (iii) Chairman: 31 Jan.
- (iv) Treasurer: 30 Nov.
- (b) The following headings are to be used in providing information to illustrate the requirements of each VB.
 - (i) Station administering the VB.
 - (ii) Stations represented in the VB clutch.
 - (iii) Type of bands (brass, military or pipe).
 - (iv) Band strength total.
 - (v) Number and type of instruments on the Band property book.
 - (vi) Total of Band liquid assets at last balance.
- (c) A separate and detailed note is to be made giving:
 - (i) The intended method of expenditure of the grant requested.
 - (ii) A brief statement of band progress (particularly in relation to achievements of intentions proposed in support of the previous year's bids) showing the sums spent and on what items.
 - (iii) Planned type of engagements for the forthcoming year.
- (d) Grants based on the information supplied under sub-clauses (a) and (b) are to be limited to the amounts which can be applied immediately to the formation and upkeep of VBs. Any sum which cannot be so applied is to be returned to HQ Air Cmd (Section 40 [REDACTED]).

1902. Voluntary Band Accounts

- (1) Bands are to account for all Service Fund monies and property in accordance with extant Service Funds regulations. Additionally, musical instruments and property funded to any extent from public funds are to be held on inventory and for insurance purposes are to be recorded in the band property book.
- (2) The procedures set out in para 1888 apply to VBs, however, in the case of Category 1 and Category 2 band engagements the organiser may make a donation to band funds for the maintenance of VB assets.

1903. Appearance and Turnout

Dress of personnel playing in VBs is to be standardised within each band. Particularly when performing in public, the standard of dress, turnout, deportment and drill by bona fide bandsmen is to be of the normal high standard required of RAF personnel. The policy on the scaling and issue of uniforms for bandsmen is promulgated by HQ Air Cmd (Section 40 [REDACTED]).

1904. National Anthems

- (1) All bands are to have access to current copies of AP3227.

(2) Except as provided for in para J152 VBs have the discretion to play the National Anthem or the appropriate part of it either at the beginning or the end of a performance.

(3) Before playing any foreign national anthem in any abbreviated form, VBs are to ensure that this is with the approval of the foreign embassy concerned.

1905. Registration of Bandsmen

VBs are responsible for the registration of Bandsmen in accordance with GAI 1014.

1906. Constitution of VBs

VBs are to have a properly written constitution which conforms with the guidance issued by HQ Air Cmd (Section 40 [REDACTED]) and advice from the RAFVBA or RAFPBA.

1907. Disposal of Assets

In the event of a VB ceasing to be functional and its assets being declared surplus, advice on the disposal of assets should be sought from HQ Air Cmd (Section 40 [REDACTED]) before any action is taken to dispose of assets locally.

1908-1910. Omitted

CHAPTER 26

Education and Resettlement

J1911. Introduction

Responsibility for the personal development of members of the Armed Forces rests with Commanders of all formations and units at their respective levels of command.

J1912. Responsibility for Personal Development

Responsibility for the provision and support of personal development opportunities within the framework policy laid down by the Defence Council, rests with the unit commander.

J1913. Director of Training Development

The Director of Training Development Policy, HQ Air is Section 40.

J1914-J1915. Omitted

1916. Education of Service Children and Young People

MOD policy concerning the education of Service Children and Young People is contained within JSP 342. The owner of JSP 342 is Armed Forces Families and Safeguarding (AFFS). Advice on Service Children's Education may be accessed from the AFFS, Trenchard Lines, Upavon, Pewsey, Wiltshire, SN9 6BE. MOD owned schools overseas, and in Scotland, are run by Defence Children's Services who are co-located with AFFS at Trenchard Lines, Upavon.

1917. Resettlement on Retirement or Discharge

- (1) The resettlement service is designed to give assistance to SP with their resettlement into civilian life. Details of the service are contained within JSP 534 and any further information required may be obtained from Service Resettlement Advisors.
- (2) The resettlement service:
 - (a) Provides information and advice on all matters affecting resettlement for all ranks.
 - (b) Emphasises the need to prepare for eventual return to civilian life by use of the entitlements available during the resettlement window and post service support via Career Transition Partnership.
 - (c) Provides resettlement briefs for SP.
- (3) COs are responsible for ensuring that information and advice on all aspects of resettlement in civil life are available to all ranks at any time during their service.

1918-1987. Omitted

CHAPTER 27

Documents and Records of Service Personnel

SECTION 1 GENERAL –ENLISTED PERSONNEL'S RECORDS

1988. The Enlistment Paper

- (1) An enlistment paper (RAF F75) is to be prepared in respect of every enlisted person on enlistment into a regular engagement in the RAF. After completion, Forms 75 is to be retained in the individuals RAF F445A.
- (2) The following documents relating to an enlisted person are, as and when they are required and after notation, to be retained with the Enlistment Paper (RAF F75) in the individuals RAF F445A:
 - (a) Parents' consent. Paper certificate of consent to proceed with processing application for service and MOD Form 486, if appropriate (see para 488).
 - (b) RAF Provisional Offer of Service (RAF Form 308 series) (see para 493(1)).

1989. Service - How recorded.

- (1) Complete details of the service of every enlisted person are to be kept as a permanent record by the ACOS Career Management utilizing JPA.
- (2) JPA is to be updated with the information for keeping the enlisted person's permanent record up to date by means of prime entry documents notifying individual occurrences, by promotion recommendations, results of courses and, as regards to the enlisted person's specialisation proficiency. The entries on JPA are to be made as laid down in AP3392, Vol 2, Lft 1401.

1990. Service Documents of Enlisted Person

Service documents for enlisted personnel, their functions, use and disposal are listed in AP3392, Vol 2, Lft 1401. In addition, a Certificate of Service is raised and issued to enlisted personnel on discharge or transfer to the reserve.

1991. Official Number

- (1) Every enlisted person is to have an official Service number which, in the absence of instructions to the contrary, is to appertain to them throughout their Service career. This number is to be automatically generated by JPA on enlistment into the RAF, and is to be specified against the enlisted person's name in all communications concerning them.
- (2) An enlisted person who re-joins for Regular RAF service from the reserve is to retain their original Service number.

1992. Change of Name

- (1) The full name in which an enlisted person is attested is not to be erased from enlistment papers or other documents.
- (2) Procedures to be followed for change of name are published in AP3392, Vol 2, Ch 14.

1993-1994. Omitted**1995. Service Abroad - Record of**

In order to provide a ready method of calculating the proportion of enlisted person's Service pension to be contributed by Foreign Governments and organisations, ACOS Career Management is to keep such records concerning service abroad as may from time to time be ordered by the MOD.

1996. Identity Disc

The rules for the preparation, issue, custody and disposal of identity discs are contained in AP3392, Vol 2, Lft 1424.

1997-2001. Omitted**2002. Warrants - Disposal of**

(1) Where a Warrant Officer is reduced to non-commissioned rank or to the ranks, either by sentence of court martial or by order of the AFB, including instances where they claim their discharge (see para 623A), the warrant or warrants held by them are to be withdrawn and forwarded to Career Management for cancellation.

(2) Where a Warrant Officer is permitted to revert at their own request to non-commissioned rank or to the ranks, the warrant or warrants held by them are to be withdrawn and forwarded to Career Management for endorsement and subsequent return to the enlisted person for retention.

2003. Omitted**2004. Alterations of Documents**

When approval is given (a) for the cancellation, remission, commutation, mitigation or variation of any punishment awarded in accordance with the MSL, or (b) under para 576 for the restoration of any forfeited service, , the CO is to ensure that the record of service, conduct sheets and any other documents of the Service Person concerned are duly amended as the circumstances require.

2005. Compilation and Accuracy of Documents

(1) A CO is responsible that the service documents of enlisted personnel under their command are accurately, neatly and carefully compiled, and that all entries made thereon are made in accordance with the regulations and with any special instructions issued from time to time. They are to appoint an officer of the Personnel (Support) Branch for the control of these functions. They are to bear in mind that irregularities and omissions in the compilation of an enlisted person's record of service and conduct sheets may have serious consequences for the enlisted person during and at the end of service and may permanently affect their career subsequently in civilian life.

(2) Errors and alterations in entries are not to be erased; they are to be ruled through and initialled by a responsible officer. When directions are given for an entry to be expunged, it is to be completely obliterated by means of ink. The obliteration is to be supported by inserting the number and date of the authority and the initials of the officer expunging the entry.

(3) An AOC or other OC is to arrange for the enlisted person's documents to be examined by a member of their staff during annual inspection of a unit.

(4) An AOC or other OC is to give directions for the careful scrutiny by a member of their staff of all enlisted personnel's documents which may from time to time pass through their office with a view to detecting and correcting irregularities.

2006. Custody of Documents

(1) A CO is responsible for ensuring that when an enlisted person is posted to the unit under their command, the documents specified in AP3392, Vol 2, Lflt 1401 are received. (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 AP3392, Vol 2, Lflt 1401.

2007. Documents to be Available for Officer's Use

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 enlisted person is serving to obtain the information contained within service documents on their receipt in the unit and as and when necessary thereafter. Assessing officers however are not to have access to an enlisted person's previous assessments.

2008. Enlisted Personnel Admitted to Hospital

When an enlisted person is admitted to a hospital, their medical envelope is to accompany them. The remainder of their service documents are to be retained in the custody of their unit until such time as they are struck off the strength of that unit.

2009. Transmission and Non-Receipt of Documents

Procedures for the transmission of documents when enlisted personnel are assigned (either permanently or temporarily), detached, committed to prison, the corrective training centre are detailed in AP3392, Vol 2, Lflt 1401.

2010. Omitted

2011. Disposal of Service Documents

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

(1) The F445A is to be retained by the Phase 1 Training Unit for six months post-graduation. Once six months have passed, the F445A is to be forwarded to the Restore Archive Storage Facility.

(2) Once categorized as a Long-Term Absentee following a board of inquiry, to be forwarded to the Restore Archive Storage Facility.

(3) On discharge (including on discharge to a commission or cadetship), transfer to the reserve. On death, to be forwarded to the Restore Archive Storage Facility.

2012-2018. Omitted

SECTION 2 –ENLISTED PERSONNEL'S RECORD OF SERVICE**2019. Records Tampered with, Defaced or Lost.**

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 officer commanding, who is to transmit the report and document to ACOS Career Management.

2020-2021. Omitted**2022. Declaration of Former Service on Re-enlistment**

As part of the recruiting process all candidates with previous service will be asked to produce a certificate of service (discharge document) which will be scanned onto the candidate's journal. In addition, any former service must be declared on the RAF Form 75 (The Royal Air Force Enlistment Paper).

2023. Replacement Discharge Certificates

Requests for duplicates or a copy of a certificate of discharge/transfer to reserve issued to a reservist or discharged enlisted person who loses them should be directed to the following:

Joint Personnel Administration Centre
Document Handling Centre
MP 490
Kentigern House
65 Brown Street
GLASGOW
Scotland
G2 8EX

SECTION 3 –ENLISTED PERSONNEL'S RECORD OF PERFORMANCE AND POTENTIAL**2024. Omitted****2025. Assessments of Performance and Potential**

Assessments of professional performance, potential, personal qualities and fitness for promotion of all enlisted personnel in ground trades and non-commissioned aircrew are to be prepared and forwarded to Career Management on the occasions as detailed in JSP 757.

2026-2031. Omitted**SECTION 4 –ENLISTED PERSONNEL'S CONDUCT RECORDS****2032. Maintenance of Conduct Records**

Electronic conduct records are to be kept on JPA in accordance with JPA Business Process Guides.

2033-2042. Omitted

SECTION 5 – ENLISTED PERSONNEL'S DEFENCE HEALTH RECORD

2043. Compilation and Responsibilities of the Defence Health Record

Details are contained within JSP 950, Lft 1-2-11.

2044-2048. Omitted

2049. Dental Records

Dental records are to be handled in accordance with extant policy as stated in JSP 950, Lft 1-2-11 and DPHC(D) SOPs Chap 5.

SECTION 6 – OFFICERS' RECORDS

2050. Officers' Record of Service

The authoritative record of an officer's service is that maintained as a computer record by DBS Mil Pers.

2051. Omitted

2052. Personal Numbers

- (1) In order to supply a means for readily identifying officers and to prevent any possibility of confusion over names, a personal number is allotted to every officer. The personal number of enlisted personnel appointed to commissions will be the official number allocated to them on enlistment.
- (2) An officer's personal number is to be shown on their identity disc, and in the case of an officer of the rank of Wing Commander or below, will be shown against their name in the index of the Air Force List.
- (3) The personal number of a newly-commissioned officer will appear in the London Gazette and will be notified to them on appointment.
- (4) The personal number is to be quoted in brackets, directly after the name of the officer concerned, in all official letters, documents and returns.

2053. Change of Name

- (1) An officer who changes their name by deed poll or statutory declaration or whose name style is changed as a result of succeeding to a peerage, baronetcy or courtesy title is to report the fact to their CO and the Unit Vetting Officer, together with a copy of the deed poll or statutory declaration. The CO is to ensure action is taken in accordance with AP3392, Vol 2, Lft 1413.
- (2) Procedures to be followed for all other occurrences involving a change of name are published in AP3392, Vol 2, Ch 14.

2054-2057. Omitted

CHAPTER 28

Office Procedure, Correspondence and Records

SECTION 1 - CORRESPONDENCE AND OFFICE INSTRUCTIONS

2058. Official Correspondence and Office Procedure

Detailed instructions on the writing and treatment of official correspondence and on office procedure are contained in JSP 101 and JSP 440.

2059. Register to be Kept

A register of all official classified correspondence is to be kept in every HQ and unit office, and Air or other officer commanding and COs are to ensure that an efficient system of recording and numbering correspondence is used so that communications can be readily traced.

2060. Use of Central Registry System

As a general rule the central registry system is to be adopted in HQ offices and at stations at which more than one unit is located. All official correspondence for and from the components or units comprised within the HQ or station is to be passed through the central registry.

2061. Delays to be Avoided

Air or other officer commanding and COs are to ensure that correspondence is dealt with promptly.

2062. Correctness of Documents

An officer is responsible for the correctness of documents they submit and for the accuracy of statements to which they append signatures. In transmitting communications to higher authority they are to record, when necessary, their opinion or recommendation thereon, adding such observations based on local knowledge as may assist in reaching a final decision.

2063. Channels of Correspondence

(1) Correspondence is to be dealt with as follows:

(a) Important matters requiring the individual opinion of every officer comprised in the chain of command or administration must be passed through the hands of all intermediate authorities to the Air or other officer commanding and, if necessary, to the MOD.

(b) Other matters, which do not require the individual opinion of every officer in the chain of command or administration, may be transmitted direct to the authority who has power to dispose of the case, copies or precis of the correspondence being sent to any officer in the chain of command or administration whom it is desirable to keep informed on the subject, but through whose office the correspondence has not actually passed. Routine matters of which the intermediate officers need not be informed, and matters regarding which direct communication is authorized, are to be so dealt with.

- (c) In order that HQ Air Cmd may be kept in immediate touch with matters relating to enlisted personnel, a copy of all communications addressed to the MOD on questions affecting individual enlisted personnel is to be forwarded to HQ Air Cmd, for information.

2064-2066. *Omitted*

2067. Addresses of Aviators

- (1) If a request is received by a unit for information regarding the address of a RAF Service Person, the applicant is to be informed that prepaid correspondence, sent under cover, addressed to RAF Disclosures, will be forwarded to the present unit of the addressee, or, if they are no longer serving on the active list, to the last recorded private address. When the personnel are sick in hospital, the address of the hospital may be given to relatives. It should be noted that only mail of an official/semi-official business category will be forwarded.
- (2) Private addresses of SP, whether still actively serving or not, are not to be given. Where an address is required for the serving of legal process in civil proceedings in respect of an aviator the enquiry should be referred to RAF Disclosures.

2068. Custody and Disposal of Records, Documents and Correspondence

Procedure for the custody and disposal of records, documents and correspondence are to be followed as detailed in the following publications:

- (a) JSP 441
(b) AP3392, Volume 2, Chap 14.
(c) AP7004.

2068A-2071. *Omitted*

2072. Information Technology and Telephone Services

- (1) Service private networks are always to be used in preference to public systems for official purposes.
- (2) Instructions for the provision, removal, recovery and repair of IT and telephone services are contained in ISSPDDP 311 and AP600.
- (3) All personnel are to comply with the acceptable use policy for MOD-owned or leased IT equipment and telecommunications services, as detailed in JSP 740.
- (4) All personnel are to comply with the instructions governing the security of MOD IT equipment and telecommunications, as detailed in JSP 440.

2073-2077. *Omitted*

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

2078. The Status of British Forces Post Office Addresses

A BFPO address is simply an administrative convenience. It 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 organisation, they must take appropriate measures to resolve any queries with the company or organisation concerned.

2079-2081. *Omitted*

SECTION 3 - COMMUNICATION SECURITY MATERIAL

2082. Handling and Storage of Cryptographic Items

Instructions for the registration, secure storage, movement and safe handling of cryptographic items are contained in 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

- (1) The CO, or Head of Branch in MOD departments and formation HQs, 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 CO 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) COs 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 local unit establishment. These appointments may be filled by RAF officers, Warrant Officers or SNCOs from any Branch or Trade, or by civil servants, e.g. communications officers, provided that the latter are of the appropriate status. The selection of the COMSEC Custodian is the sole prerogative of the CO or Head of Branch. The COMSEC Custodian is, therefore, to report directly to the CO 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 their charge and the strict observance of all relevant instructions.
- (3) Guidance on the appointment of COMSEC custodial staff is contained in JSP 490.

2084. Inspections of COMSEC Facilities

- (1) Inspections of COMSEC facilities at Distribution Agencies (DAs) and units are to be conducted periodically at intervals of no greater than 24 months.

(2) 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 Cmd COMSEC Officer in consultation with CyDR Crypto Governance. COMSEC inspections are to ensure that compliance with the regulations detailed in 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

- (1) The regulations pertaining to the secure storage of information, including asset marked information is contained in JSP 440.
- (2) The regulations pertaining to the secure storage of money, whether public or service funds, are contained in para 2091 below.

2091. Money, etc, in Safes

- (1) Money, whether public or Service Funds, railway warrants and other valuables are not to be kept in the same safe as asset marked information.
- (2) 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. Safes, wherever possible, 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. Safes that use both a key and a separately operated combination lock are also permitted.
- (3) COs are to personally authorize, in writing, the maximum amount of cash that Account Operators may hold overnight in the safe. The maximum amount of cash authorized is to be consistent with the normal cash requirements of the Account Operator, in order to meet the business need, balanced against any associated risks pertaining to such cash holdings and any physical transfers. This authority is to be reviewed regularly and a record of the review and any decisions made is to be recorded in a register held by the Account Operator. The Account Operator is to ensure that a copy of the CO's written authorisation is available for inspection when required.
- (4) In order to mitigate against the risk of the loss of cash holdings, COs are to ensure that a Cash Security Plan which covers the protection of cash whilst held in the safe(s) and during transit is in place and distributed appropriately. As a minimum safeguard, wherever possible the Cash Security Plan should include the use of security alarms for Cashiers' offices, including those integrated into unit infrastructure alarms and a separate panic/attack alarm for Cashiers' Offices, with specific responses identified on activation. Independent lighting should be provided which can be left on overnight to illuminate the safe(s) and, wherever possible, a viewing

device should be installed to give a clear view of the safe(s) during silent hours without recourse to having to enter the office.

(5) Public Funds.

- (a) Where a safe used for public funds is locked by a key only, only two copies of the keys are to be produced and retained. The in-use key and duplicate key should be rotated at least six-monthly to ensure even wear.
- (b) All personnel who use a safe to protect public funds (including a subsidiary cash account, imprest), are to deposit the in-use safe keys in a fixed combination key box specifically designed for this purpose, when the keys are not required for immediate use.
- (c) The following Regulations are to be applied for combination key boxes that are used to safeguard in-use keys as required by sub-para (b) above:
 - (i) The key box is fixed in a permanently manned location.
 - (ii) The setting for the combination lock is to be changed on the occasions specified in sub-para (e) below.
 - (iii) The knowledge of the combination setting is to be limited to the person responsible for the public funds.
 - (iv) The key box is to be used exclusively for public funds safe keys and other official keys held by the custodian of public funds (cashier's office/cage, for example). No other keys are to be held in the box.
 - (vi) When it is not possible to safeguard the in-use keys of a public funds safe in accordance with the provisions of sub-para (b) above, the custodian of public funds is to retain the in-use safe keys in their personal custody at all times.
 - (vii) When the person responsible for public cash holdings leaves the station for any reason, e.g. on assignment, leave or temporary absence, they are to hand the in-use keys against receipt to the person responsible for taking over their accounting duties.
- (d) When a safe used for the safeguarding of public funds is fitted with a key only, the duplicate key is to be held in a sealed package (an envelope) suitably endorsed, but without disclosing the contents and held in a safe by the station commander or equivalent.
- (e) Where combination locks are fitted to safes containing public funds either as an integral part of the safe lock mechanism or a blister welded to the safe door, or being used to safeguard keys and/or duplicate combinations to safes containing public funds, the following precautions are to be taken to safeguard those combination settings and the record of the setting which is to be held for emergency purposes:
 - (i) The combination setting is to be changed:
 - a. When a container is first brought into use.

- b. When a person having knowledge of the combination hands over the responsibility for the contents of the safe even if only on a temporary basis.
 - c. Immediately it is suspected that the setting may have been compromised.
 - d. Directly following servicing or repair of the lock.
 - e. Access to the recorded setting for emergency action has been necessary.
- (ii) When it is necessary to open the safe in the presence of another person the manipulation of the lock should be hidden from view.
- (iii) In selecting a combination care is to be taken to avoid obvious associations which might assist an unauthorized person to deduce the setting, e.g. the holder's date of birth, personal number, and car or telephone number.
- (iv) Knowledge of the setting is to be limited to the person responsible for the safe.
- (v) The setting is to be committed to memory and is not at any time to be inscribed or recorded except as follows:
- a. The setting is to be written down for the purpose of emergency action only. This record is to be sealed in an envelope bearing minimum identification details. The envelope is then to be sealed in a further envelope bearing an appropriate reference and serial number and is to be held in a sealed package suitably endorsed, but without disclosing the contents and held in a safe by the station commander or equivalent.
 - b. Should the station commander, or equivalent, not have a safe which they have personal control over, units are to correspond with the sponsor of this KR stating the full circumstances, the efforts being made to comply with this Regulation and timescales involved and the measures that are currently in place to safeguard the safe keys/combination settings from unauthorized use.

(6) Service Funds.

- (a) Keys to safes containing Service Funds are not to be lodged in safes containing public funds, except when the Account Operator/Cashier is responsible for a centralized Service Funds Accounting Section (SFAS). When the accountant officer is responsible for the safe custody of keys to safes containing Service Funds in a SFAS then the keys may be lodged in the key box designated for public fund safe keys.
- (b) One key to a safe containing Service Funds is to be retained by the person responsible for the funds. The other key or keys are to be deposited with the Manager of the Bank at which such funds are kept, and may be withdrawn only on the written request of the person responsible for the funds,

countersigned by the CO. When no bank account is being operated, or when a bank does not provide a storage facility, reference should be made to AP3223, Lft 213. When the person responsible for the funds leaves the station, e.g. on assignment, leave or temporary absence, they are to hand the key they hold to the person responsible for taking over their duties, in connection with such funds, and obtain a receipt for it.

2092-2095. Omitted

SECTION 5 - MAPS AND CHARTS ²²

2096. Responsibility for Geospatial and Aeronautical Information

(1) The National Centre for Geospatial Intelligence (NCGI), through its respective sub-units of No1 Aeronautical Information Documents Unit (No1 AIDU) and Defence Geographic (DGC), is the responsible authority for the provision for geospatial information (Geo Info) and Aeronautical Information (AI) to UK Defence. NCGI is the SME and intelligent provides for Geo Info and AI in support of all current and future Defence requirements. The following is a simplified breakdown of responsibilities:

- (a) No 1 AIDU is responsible for the largely 'invisible' aspects of AI: airfield and airspace management information including airspace structures, navigation facilities, en-route charts and coded procedures etc.
- (b) DGC is responsible for the 'visible' aspects of AI: airfield information (currently specifically for ICG / UKHO internal production requirements), vertical obstruction and power line information and digital terrain data and mapping and charting (for MOD aeronautical use). DGC also publishes the Chart Amendment Document (CHAD) and generates and provides Maximum Elevation Figures (MEFs) etc.

(2) Geo Info and AI may be supplied in either paper, digital media or via the Defence intranet or world wide web dependent upon the product.

(3) Consult JSP 465 for more comprehensive information. JSP 465 contains the geospatial information policy for UK Defence for the provision of aeronautical, geographic, hydrographic, meteorological and oceanographic information, and also includes imagery support in a geospatial context. JSP 465 also explains the geospatial requirements process.

(4) Defence Airspace and Air Traffic Management is responsible for AI governance as detailed in JSP 495

2097. Storage of Maps and Charts

(1) 'Map' stores are to be maintained at all RAF flying stations and other RAF establishments as appropriate to meet operational and training requirements. These 'map' stores are to be supervised by the station or other navigation officer who is to

²² In today's increasing digital world, maps and charts and map stores are historical terms, these QRs now cover all geospatial information be it map, chart or FLIP, and may be held in paper or digital form, or indeed accessed via a database.

ensure that they are properly stocked at all times to meet the needs of the formations concerned.

(2) Subsidiary 'map' stores may be established by individual flying units whose physical location makes the routine employment of the station map store impractical. Subsidiary 'map stores' are to be supervised by the unit navigation officer who is to ensure that sufficient stocks of maps are kept to meet the needs of the unit at all times. Subsidiary map stores will be replenished from time to time from station map stores, which in turn will be replenished as necessary by DGC and No1 AIDU.

2098. Demand for Geo Info

(1) Demands for geospatial information are made to DGC using a form 88 via GSGS 5893: MOD Catalogue of Geographic Products and in line with direction contained within JSP 465, Pt 2, Ch 8.

(2) Geospatial data listed in the MOD Catalogue of Geographic Products will be supplied by DGC. However, the availability of some stock may be limited, and some maps and charts may be 'Print on Demand'. Therefore, planning yardsticks for demands should be observed. Release conditions will apply to all material supplied (hard and softcopy) and where units are involved in multi-national operations advice should be sought from DGC OPS.

(3) Advice on the supply of nautical information may be obtained from the UK Hydrographic Office.

(4) Full details of Geospatial Support to UK Defence, both policy and guidance can be found in JSP 465.

2099. Demand for Aeronautical Info (AI)

(1) Demands for aeronautical info are to be made direct to the Ops Centre at No1 AIDU via the Contact Us button at www.milflip.com. All AI should be sourced through No1 AIDU where demands will normally be met by supplying No1 AIDU maintained products from this catalogue. Where this is not possible No1 AIDU will offer alternative military or commercial sources. Units requiring regular supplies of aeronautical info are to establish standing orders with No1 AIDU. Customers are requested to order only for their requirements and not over order to enable shelf stock availability at units. Units planning for exercises/operations that require additional AI should ensure this is considered at the earliest stages as shelf stock is routinely kept at low levels. Additional quantities can be supplied on request within 2-5 working days. Where possible routine requests are to be submitted at least ten days prior, to allow processing of the order. Whilst No1 AIDU will endeavour to achieve short turn round times, requests for overseas and civil produced material may take longer.

(2) A wide range of AI products, along with other AI services, are available for download via the online delivery platform FLIP. Wherever possible customers are encouraged to utilize this facility rather than order paper copy products.

2100. Accounting for Maps and Charts

- (1) Maps and charts supplied to a unit or formation are public property and must, as such, be safeguarded.
- (2) The OIC of maps and charts is responsible for:
 - (a) Organizing a map store in which products are to be held securely and in good order.
 - (b) Maintaining stocks at a level from which the needs of the units can be supplied without delay.
 - (c) Keeping a stock record which is to show all receipts and issues of products. The vouchers listing products received are to be retained with the stock record book.
 - (d) Providing an "Issues Record Book" which is to be kept permanently available in the map store and readily accessible to individual's drawings products.
 - (e) Advising DCG OPS of any errors or omissions noted on any maps or charts issued to the unit.
- (3) Issues of products are to be recorded in the "Issues Record Book" by the individual drawing the products. When no longer required, serviceable maps and charts are to be returned to the map store.

2101. Omitted**2102. Chart and Document Correction**

- (1) The current copy of the Chart Amendment Document (CHAD) is to be found online on the Defence Intranet within the MOD Catalogue of Geographic Products (GSGS 5893). Small scale air chart series (i.e. GNC, JNC, ONC, TPC and JOG-Air) are to be updated using eCHUM, the online Chart Update Manual to be found on MILFLIP. It is the duty of all users to report errors or omissions on published geo info; moreover, error reports are to be forwarded, preferably using the proforma enclosed in the CHAD, through normal channels to **Section 40**, DGC. Chart users are to amend the relevant charts before use.
- (2) No.1 AIDU En Route Charts, Terminal Charts and documents are to be corrected by reference to the monthly En Route Bulletin (ERB), Terminal Chart Catalogue (TCC), Terminal Charts Amendment Bulletin (TCAB) and Terminal Document Amendment Supplement (TDAS). Low Flying Charts are corrected by reference to the monthly Chart Amendment Low Flying (CALF) book. It is the duty of all users to report errors or omissions in published aeronautical information. Error reports are to be submitted on the Contact Us form on MILFLIP. Users are to amend the relevant charts and documents before use.

2103. Surplus and Unserviceable Maps and Charts

- (1) Geo Info and AI is not to be deemed single use, and where serviceable should be reused.
- (2) Unserviceable, superseded and surplus Geo Info and AI is to be destroyed locally in accordance with current security/salvage instructions. In order to minimise

wastage, standing orders are to be kept under constant review to prevent excessive surpluses accruing at units.

2104. Secret and Confidential Maps and Charts

Secret and confidential maps and charts are to be dealt with in all respects as secret and confidential publications in the manner laid down in JSP 440.

2105-2108. Omitted

SECTION 6 - STATIONERY, PRINTING, OFFICE MACHINERY, BOOKS, PUBLICATIONS, FORMS, ETC

2109. Stationery, Printing, Office Machinery

Please see relevant DIN for current Print/Print Management Arrangements.

2110. Books and Publications

Please see the relevant DIN for information on Books and Publications.

2111. Forms

Please see the relevant DIN for information on Forms.

2112-2116. Omitted

SECTION 7 - CASUALTY REPORTING

2117. Casualties in Times of Peace and during Operations

Other than in the circumstances detailed in para 2118, or where superseded by advice in an operational order, all casualties are to be reported in accordance with the procedures set out in JSP 751, Vol 1, Ch 2.

2118. Mass Casualty Incidents

A mass/major casualty incident is defined as any event involving between eight and ten or more Service or notifiable civilian casualties (See JSP 751, Vol 1 Ch 3), or an incident likely to be reported via the media which may prompt concern/queries from a large number of relatives and friends. In the event of such an incident, officers at the JCCC may authorise the use of the modified casualty reporting procedures detailed at JSP 751, Vol 1 Ch 3 and its Annexes.. The introduction of the modified reporting procedures will be confirmed by a signal to relevant units and is not to be introduced without the approval of the JCCC.

2119-2135. Omitted

SECTION 8 - SERVICE BOOKS, PUBLICATIONS, ETC, TO BE KEPT

2136. Books, Publications, etc, to be Maintained

A CO is responsible for ensuring that all Service books, official publications, documents, orders, etc, which are required by these and other regulations to be held and maintained are kept up to date and made available for observance and compliance by all concerned. A CO is to ensure that the receipt and distribution of

publications, etc, is efficiently recorded and is to see that any publications affecting the functions of their unit are obtained.

2137. Operations Record Book

- (1) All RAF units and formations are to maintain continuously, in duplicate, an Operations Record Book (Form 540). In addition, operational flying squadrons and detachments are to complete a Form 541 - 'Details of Work Carried Out'.
 - (2) The object of the Operations Record Book is to furnish a complete historical record of the unit, headquarters or other formation from the time it was formed. Its value for this purpose depends wholly on the degree of accuracy and completeness with which it is maintained, and the greatest care must be taken to ensure that it is written and documented in a manner and on such a level as will represent adequately the duties and work of the unit or formation to which it refers.
 - (3) Senior Staff Officers (SSOs) of commands, groups, or formations, and Officers Commanding (OCs) of stations, squadrons, or equivalent scale units are responsible for the content accuracy of the Operations Record Book; they are to appoint commissioned RAF officers of suitable experience and background to compile it. Compiling officers are to ensure that entries are made in accordance with the notes on the compilation of the Operations Record Book contained in AP3040.
 - (4) During major operations or when a unit is placed on a war footing, the Operations Record Book is to be regularly updated throughout the month and all operational sorties are to be recorded in the Form 541. Additionally, the following documents are to be attached as appendices
 - (a) A copy of each order and instruction issued.
 - (b) Copies of mission reports and post-operation reports.
 - (c) Any mapping referred to in the main text.
 - (5) The Operations Record Book may be classified up to and including SECRET. The content determines its classification, and SECRET information must not be withheld because the Operations Record Book has previously been classified as OFFICIAL. In such circumstances, its protective marking must be raised appropriately. Information must not be withheld from the Operation Record Book on LIMDIS grounds. For advice on archiving historical records classified above SECRET, please contact the Air Historical Branch (RAF) at RAF Northolt.
- Forms 540/541 are to be given a security classification in the space provided in accordance with their individual contents. The contents of the Forms 540/541 should determine its classification. Relevant material should not be omitted from Forms 540/541 on the grounds that it is highly classified.
- (6) the Operations Record Book and Form 541 for each month, together with all relevant appendices, are to be forwarded by the end of the following month directly to the Air Historical Branch (RAF) at RAF Northolt. A copy is to be retained by the unit or formation until disbandment or closure.

(7) when a unit is disbanded or otherwise loses its identity, the Operations Record Book is to be completed up to the date of disbandment, and the final monthly submission to the Air Historical Branch must contain full details of the distribution of the unit's assets.

2138-2143. Omitted

SECTION 9 - BIRTHS, DEATHS AND MARRIAGES

J2144. General

(1) A member of the Armed Forces is to report to their CO, as soon as possible, any change in their P Stat Cat, including divorce or separation, and (except in the RN) any birth or death in their family. All reports are to be supported by the relevant certificate or other official documents, which should be returned by the CO to the owner as soon as possible. All consequent changes in the name, address and relationship of the nearest relative or friend are also to be reported. Any costs incurred in connection with the registration of births, deaths and marriages are to be paid by the individual concerned or their next-of-kin.

(1A) *(RAF only)*. An aviator who is already married at the time of their appointment to a commission or enlistment in the RAF is to produce the marriage certificate at the unit where first reporting for duty.

(1B) *(RAF only)*. The CO of the unit is to notify Career Management of every occurrence reported under clauses (1) and (1A). Detailed instructions on the notification procedures are contained in AP3392, Vol 2, Lflts 1413 and 1414.

(2) **Adoption of children.** Adoption of a child is to be reported in the same way as a birth and the CO is to be furnished with a copy of the adoption order or a certificate of the entry in the adopted children's register. The same procedure is to apply when an interim order is made or when the child of a member of the Armed Forces is adopted by some other person.

J2145-J2146. Omitted

J2147. Civil Registration of Births and Deaths in the United Kingdom

(1) When a member of the Armed Forces dies in the UK, the deceased's next-of-kin or family should normally report a death to the Registrar who will issue the death certificate directly to them. The Visiting Officer should offer to assist if necessary.

(2) If it is not possible for the next-of-kin or family to report the death, the deceased's unit may do this on their behalf and obtain the death certificate for them. Regulations concerning registration of deaths are contained within JSP 751, Pt 1 Vol 7, Ch 2.

J2148. Service Registration of Births, Deaths and Marriages outside the United Kingdom

(1) The Registration of Births, Deaths and Marriages (Special Provisions) Act 1957, and the Service Departments Registers Orders 1959, 1963, 1988 and 2002 and Civil Partnership (Armed Forces) Order 2005 provide for the registration of births, deaths and marriages occurring outside the UK among members of the Armed Forces and

civilians serving or working with them, and the families of such persons, and of deaths and births occurring on board HM ships or aircraft. Registration under the Act is carried out in the various overseas commands by Service registering officers appointed for the purpose by the Defence Council. (Appointed officers for the RAF are shown in Section 2 of Appendix 37). Copies of entries in registers are transmitted to General Register Office, Overseas Registration Section, Smedley Hydro, Trafalgar Road, Birkdale, Southport, PR8 2HH and the Registrars General in England, Scotland and Northern Ireland keep them as "Service Departments Registers". Certified copies of such entries can thereafter be obtained from the Register Office concerned.

(1A) (*RAF only*). Information concerning the registration by the JCCC of certain deaths occurring outside the UK, which cannot be registered elsewhere, is given in JSP 751.

(2) Registration under the provisions of the Act is not to be applied in respect of births, deaths and marriages occurring to locally-engaged personnel or their families, or to locally-engaged servants, or to any persons who have no domicile in or connection with the UK such as would justify entries in the records of the General Register Office.

(3) **Method of Registration.** SP and civilians are responsible for ensuring the registration of their own marriages and of the births, deaths or marriages which occur in their families (but see clause (5)). Notifications can be made either by personal attendance on the registering officer or by a report on the appropriate form (ORS 1, ORS 2 or ORS 3) by a qualified informant (as specified on the reverse of the forms); after the form has been attested by an officer or other qualified person, it is to be sent by the informant to the registering officer.

(4) **Registration in Special Cases.** Attention is drawn to the conditions applying to late registrations (i.e. more than 12 months after the date of a birth, death or marriage) and to the registration or re-registration of births of legitimated children - see Appendix 37. Where it may be necessary to presume death (or in other circumstances where there is no "qualified informant") no registration is to be effected, but full details are to be reported to APC who will ask the Registrar General to authorise registration of the death; if approved, the necessary authority will be given to the Overseas Registration Section at the General Register Office, Southport. The late registration is made in registers held by that office.

(5) **Registration of marriages under the Foreign Marriage Acts.** The officiating chaplain is responsible for initiating the registration of a marriage solemnized under the provisions of the Foreign Marriage Act 1947. The chaplain is to forward Form ORS 2, duly completed, to the registering officer. They are also to complete and hand to the parties the marriage Form ORS 15, which provides evidence of the fact of the marriage until such time as the registering officer has issued a marriage certificate.

(6) **Responsibilities of Commanding Officers.** On the death of a member of the Armed Forces or of a civilian serving or working with the Armed Forces as set out in the Schedule to Appendix 37 (excluding those specified in clause (2) above), the CO is to ensure that the necessary action is taken to effect registration.

(7) The captain of one of His Majesty's ships or the person in command of a Service aircraft is to arrange for the registration of the death of any person whatsoever taking place on their ship or aircraft (see also para J2149).

(8) In the case of a birth or a marriage the registering officer is to send a certificate to the person concerned as soon as possible. In the case of a death, the certificate is to be sent by the registering officer to the next-of-kin if residing in the territory. They are also to notify JCCC of the action taken. If the next-of-kin is not residing in the territory, the registering officer is to send the certificate to JCCC.

J2149. Registration of Deaths occurring on an RAF passenger-carrying aircraft outside the UK and outside its territorial waters

(1) Following the practice in civil aircraft accidents occurring outside the UK, where all deaths on an aircraft are registered on one register by the Board of Trade, all deaths (Service and civilian) on an RAF passenger-carrying aircraft outside the UK and outside its territorial waters will be registered by the JCCC under the Service Departments Registers Orders.

(2) Deaths in the above cases should not be registered elsewhere (unless there is such a requirement under local law).

(3) Deaths occurring overseas after the crash, e.g. in hospital, are to be registered either by a Service Registering Officer or (for non-entitled personnel) the appropriate consul. Cases of doubt are to be referred to the appropriate consular authorities or to the JCCC.

See JSP 751, Pt 1, Vol 2, Chp 7 for further information.

J2150. Local Registration of Births and Deaths outside the United Kingdom

(1) In addition to registration under the law of the UK (see para J2148 and clause (2)) local registration as required by the law of the country must be complied with by SP in respect of births and deaths occurring in their families. COs are to ensure that the attention of all concerned is drawn to this requirement.

(2) **Registration of Births.** The British Nationality Act 1981, which came into force on 1 Jan 1983, provides that:

(a) Anyone born in the UK is a British Citizen by birth (see Note), if at least one of their parents was then a British Citizen, or "settled in the UK" (i.e. neither a tourist nor an illegal immigrant).

(b) Anyone born abroad is a British Citizen by descent, if at least one of their parents was then a British Citizen by birth.

(c) Anyone born abroad, at least one of whose parents was then a UK Crown Servant recruited in the UK, is a British Citizen by birth. (See note).

(d) A child born abroad to parents, who at that time, were both British Citizens by descent, or where one parent was a British Citizen by descent and the other was an alien, is not a British Citizen unless an application to register the child is made within 12 months of the birth and the parents (or British parent) have previously lived in the UK for not less than three years.

Note: In the Act the correct expression is 'British citizen other than by descent' and it includes those who have acquired that status through birth, adoption, naturalization or registration in the United Kingdom.

(3) It follows therefore that clause 2(c) gives an advantage to the children of SP born abroad over those whose parents were not in Crown Service at the time, and that it is in everyone's interest to establish the fact of Crown Service when registering the birth of a Service Person's child. The CO is to advise the Service Person to take the following action on obtaining birth certificates:

- (a) Obtain a Services certificate of birth through a Service registering officer (see para J2148). These officers are located in overseas commands and Defence Liaison Staffs attached to certain British Embassies or High Commissions. Such a certificate does not constitute evidence that the child is a British Citizen.
- (b) Register the birth through a British Consulate (in a foreign country) or a British High Commission (in a Commonwealth country). This will constitute evidence that the child is a British Citizen. The parents will have to produce certain documentary evidence of their citizenship and pay a registration fee. High Commission registration is possible in most, but not all, Commonwealth countries. If the Service Person fails to obtain this registration shortly after the birth of the child they will be faced with proving its citizenship at a later date, probably in the UK, when similar documentary evidence and payment will be required, and the Services certificate will become very important.
- (c) Local registration, if this is mandatory under the laws of the country concerned (see clause (1)).

J2151. Burial in the United Kingdom following death aboard a ship or aircraft

(1) When, following a death aboard a ship or aircraft outside territorial waters or in an aircraft while airborne over the UK (in which cases the death is registerable under the Service Departments Registers Orders), the deceased is landed for burial:

- (a) **In England or Wales.** It is necessary to apply to the Registrar for the sub-district in which burial is to take place for a certificate of no liability to register: this certificate must be produced for the purpose of burial; but if an inquest into the death is to be held, the authority for burial will be the disposal certificate issued by the Coroner.
- (b) **In Scotland or Northern Ireland.** No such certificate is required but the keeper of the burial ground must be satisfied that death occurred outside the UK.

(2) See also para J2884 and JSP 751, Vol 2, Ch 7, Annex A.

2152-2159. Omitted

SECTION 10 - ELECTORAL REGISTRATION

J2160. Electoral Registration of Members of the Armed Forces and their Spouses

- (1) MOD policy is to encourage personnel, their spouses or civil partners to register so that they can vote in all relevant elections. Registration is however a personal matter; SP are free to decide where and how they register to vote.
- (2) The MOD works closely with the Electoral Commission and aims to ensure that all SP are aware of the importance of registering to vote. A DIN is published annually in support of the MOD's annual electoral registration campaign which lists the planned elections for the forthcoming year and provides more detailed guidance on registering to vote. SP are advised to read this annual DIN in conjunction with this section.

J2161. Omitted

J2162. Registration Options

- (1) **Regular Personnel.** For regular SP there are three options for registering to vote. The options are:
 - (a) **Service Voter.** All full time SP, their spouses or civil partners have the option to register as Service Voter. When registering this way, the Service Voter's qualifying address can be where they are resident in the UK (including SFA or SLA). Alternatively, if personnel can establish residency at more than one address in the UK, for example if they are living in SFA/SLA in one area but have their main family home in another area, they could give the address of their main family home. If personnel are serving overseas they can register at an address where they would have been living in the UK were it not for their Service obligations. This might be an address where they live when their unit is in the UK or where they have previously lived. This option is particularly suitable for those posted overseas or likely to be posted elsewhere in the near future. Unlike other types of registration, this option is valid for five years. Personnel must, however, inform their local Electoral Registration Officer if the address to which voting/ballot papers are sent to has changed.
 - (b) **Ordinary Voter.** Since 2001, SP also have the alternative option to register in the same way as ordinary voters. If they are living at a permanent address in the UK, either at a private or other qualifying address (i.e. SFA or SLA) a Service Person and/or spouse/civil partner can choose to register as an ordinary voter. This option may be suitable if personnel are based in the UK and are unlikely to change address or be posted overseas in the next year.
 - (c) **Overseas Voter.** Those SP and their spouses/civil partners who are posted abroad and do not wish to register as Service Voters can register as Overseas Voters. This is a facility available to all British Citizens who currently live abroad, but have been registered as voters in Britain within the last 15 years. The disadvantage of this option is that Overseas Voters can only vote in UK Parliamentary and European Parliamentary elections, not local elections in the UK. It is important to note that the ability to register as an Overseas voter expires 15 years after the time of last registration in the UK.
- (2) Service dependants other than a spouse or civil partner are not eligible to make a Service declaration and can only register as ordinary voters, or Overseas Voters.

(3) Once registered to vote, SP and their spouses or civil partners may cast their vote in one of the three following ways:

(a) **In Person.** At a polling station if personnel are in the area where they are registered to vote on the date of the election.

(b) **By Post.** A ballot paper will be sent to the nominated address before the date of the election and providing it is completed correctly and returned in time, the vote will be counted. Depending on where personnel are serving there is a risk that they will not be able to return their ballot before voting closes due to the time taken to deliver and return a postal ballot paper. Postal ballot papers could be dispatched as early as 19 working days before an election and Local Authorities are advised by the Electoral Commission that they should prioritise the dispatch of postal ballot papers to overseas and BFPO locations. However, notwithstanding this, voting by post may not be the best way to vote where personnel are or are likely to be overseas or deployed on the date of the election. If personnel are serving in locations where it is unlikely that they will be able to receive and return their postal ballot paper in time for it to be counted they are advised to appoint a proxy.

(c) **By Proxy.** This is where personnel ask someone they know and trust to vote on their behalf. A proxy can vote on behalf of another person either at a polling station or by post. A proxy must be aged 18 or over and must be a British, Irish or Commonwealth citizen of another European Union state. If personnel have appointed a proxy, they can still vote in person as long as their proxy has not already voted for them or applied to vote for them by post.

(4) **Reservists.**

(a) Reservists (other than those mobilized on full pay) are not eligible for registration as Service Votes under the foregoing arrangements.

(b) When they are eligible, reservists can be registered as ordinary voters for their home addresses and will be entitled to apply to be absent voters (i.e. to vote by post or by appointing a proxy) if at any particular election they are likely to be prevented from casting a vote in person owing to their service as reservists, e.g. if they are absent from home on training.

J2163-J2167. Omitted

J2168. Unit Procedures

(1) All ships, regular and stations are to give SP and their families every assistance to register as voters. COs are to appoint an officer(s) to be responsible for providing advice to SP and their families on Service voting issues. Unit Registration Officers should act as a focal point within their unit to ensure that everything possible is done to encourage SP and their families to register to vote. The responsibilities of Unit Registration Officers are:

(a) To encourage SP and their families by all appropriate means to register to vote in Parliamentary, European Parliamentary and Local Government elections.

- (b) To promulgate information on a regular basis (at least six monthly) within units on how to register to vote and for the requirement to do so annually.
 - (c) To act as a focal point within units in response to initiatives from the Electoral Commission, and other initiatives, encouraging SP and their families to register to vote.
 - (d) To ensure that all new entrants to the Armed Forces are made aware of the procedures and options for registering to vote and voting.
- (2) Electoral Registration Officers from local civil authorities (i.e. Councils etc) are able to provide additional information including specific details for registration within their areas. Lists of Electoral Registration Officers can be found on the Internet as follows: www.electoralcommission.org.uk

J2169-J2176. Omitted

CHAPTER 29

Materiel and Stores

2177. Omitted

2178. Detailed Regulations

The detailed regulations for supply administration and accounting for material are contained in the Defence Logistics Framework (DLF), formerly JSP 886, The Defence Logistics Supply Chain Manual, Air Logs Instructions and other such Defence and single Service policy and guidance issued from time to time.

2179-2180. Omitted

2181. Supply Organisation and Management

Normally only one supply organisation is to be maintained on a station, irrespective of the number of units located thereon. The supply organisation is to be under the control of the senior specialist officer and all supply personnel are to be under their immediate control.

2182-2204. Omitted

J2205. Sales of Surplus Materiel

(1) The responsibility for the disposal by sale of materiel declared surplus to the requirements of the Services and MOD establishments is vested in the Defence Equipment Sales Authority (DESA). All sales will be carried out in accordance with regulations of the DLF.

(2) When Government surplus materiel is offered for sale at fixed prices, or by auction, or by competitive tender, SP and civilians employed by the MOD may purchase such materiel, except where:

(a) They are, or have been, by reason of their official position, able to obtain special knowledge regarding the condition of the goods to be sold.

(b) They are, or have been, officially associated with the disposal arrangements.

(c) The materiel is for the purpose of resale and not for their personal requirements.

(3) Purchase of stores from DESA contractors, on the same terms and conditions as members of the public, is permitted. Links to those contractors can be found on the DESA internet site: <https://www.gov.uk/government/groups/defence-equipment-sales-authority>.

(4) Sale by private treaty of government surplus materiel to SP and civilians employed by the MOD is not permitted except where special authority to sell at a fixed price has been given by DESA.

(5) Recognised Service organisations may be allowed to purchase surplus government materiel providing it is for the organisation's requirements and is not for

personal or commercial requirements. The approval of the DESA will be required in each case.

(6) The approving authority for all sales of surplus materiel is the DESA.

2206-2207. Omitted

CHAPTER 30

Clothing, Arms, Accoutrements, Clothing Allowance and Disposal of Effects

SECTION 1 - CLOTHING GENERALLY

2208. Regulations for Accounting and Scales of Kit

The regulations governing the accounting and supply of clothing necessities and accoutrements are contained in The Defence Logistics Framework (DLF) and Kestrel Scales of entitlement, available online via the Air A4 Clothing website.

2209. Enlisted Personnel 's Uniform Clothing, Necessaries and Accoutrements on Entry

- (1) Every enlisted person on final acceptance for RAF service is to receive a free issue of uniform clothing, necessities and accoutrements to the approved scale.
- (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

- (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, the appropriate Flight Commander, in consultation with Unit Clothing Staff, 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. OC Logs Squadron is to assess a repayment rate in accordance with the procedure detailed in the DLF.
- (3) Regulations concerning the exchange of items of uniform clothing are detailed in the DLF.
- (4) An enlisted person has not an absolute right of property to the clothing issued to them, 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 AFB Executive.
- (5) Details of which articles of uniforms may be dry cleaned at public expense are contained in AP1358.

2211. Flying, Working and Protective Clothing

- (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 the DLF, 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 enlisted person, to make good loss or damage not due to fair wear and tear, does not thereby become personal property.

2212. Changes in Scales

When the posting of an enlisted person 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 the new posting, are to be returned to store, with the exception of those items they are entitled to retain.

2213. Transfer of Clothing and Accoutrements

(1) On transfer between units, both at home and abroad, an enlisted person is to take with them 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 enlisted person leaves the station. (See para 892 as to the clearance certificate.)

2214. Garments Outgrown

Enlisted personnel 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. Re-mustering, Promotion or Reduction - Change of Uniform

(1) The alterations necessary to an enlisted person'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 enlisted person 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 Air Cmd and with the exception of appointments to Warrant Officer from the Central Roster maintained by HQ Air Cmd.

2216. Enlisted Personnel's Kits - Issue and Upkeep

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

(2) When complying with clause (1) the OIC of a flight or section is to take due account of the circumstances in which the enlisted person may, at the time, be placed, e.g. approaching discharge or preparing for deployment.

- (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 (e.g. tropical clothing).

2217. Omitted

2218. Enlisted Personnel Unable to Wear Service Footwear or Articles of Uniform

When an enlisted person is authorised on medical grounds, or on the authority of A4 Commodities to wear alternatives to Service issue uniform, those articles should conform as close as is possible to the standard and specification of the issue item. The SWO will be the arbitrator of what is acceptable.

2219. Recovery of Lost Clothing and Equipment

- (1) When items of clothing or equipment lost by RAF personnel are handed in at any RAF station, the station should take all necessary steps to try to identify the owner. 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 three 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 not possible to identify the owner, the contents, with the exception of personal effects, are to be brought on charge. Where personal effects arise from unclaimed baggage, every reasonable attempt should be made to identify the owner and arrange collection. In the event that the owner cannot be identified the effects should be disposed of at the discretion of OC Logs.
- (3) Unclaimed baggage which is known to be the property of a deceased or missing person is to be disposed of in accordance with JSP 751, Pt 1, Vol 2, Ch 11, Annex D.

2220. Action when Losses or Damage Occurs

- (1) If an enlisted person loses or damages arms, accoutrements clothing or necessities in their possession and it can be clearly shown that such loss or damage is directly attributable to them through wrongful act or negligence, the amount of such loss or damage is to be charged against the individual. 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 enlisted person and of some other person, and it is decided that such other person should pay part of the cost of replacement, the enlisted person 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 enlisted personnel and other person or persons unknown, the enlisted person is to be held responsible for an appropriate monetary recovery assessed in accordance with the DLF.

(4) The offence of losing, by negligence, damaging or making away with clothing, arms or other equipment issued to an enlisted person for use for Service purposes is to be dealt with by taking prompt disciplinary action under the AFA 06, where the circumstances justify such action.

(5) When a CO is satisfied that an enlisted person's clothing, accoutrements or necessities have been lost or damaged in circumstances beyond the enlisted person's control, or through the wrongful act of person or persons unknown, the CO may authorise repair, where economical, or replacement issue, without charge to the individual concerned.

2221-2225. Omitted

2226. Disposal of Unserviceable Clothing

Unserviceable clothing withdrawn from enlisted personnel is to be disposed of in accordance with ALI and DLF instructions.

2227. Retention of Uniform Clothing on Discharge or Transfer to the Reserve

(1) All ranks leaving Regular service with an appointment within the Reserves or RAFAC are to retain those items on the relevant scale for their future role. Exchanges and pre-payment replacements (the latter for officers) can be made in the same fashion as for Regulars.

(2) Officers without a Reservist or RAFAC engagement are permitted to retain No.1, No.5 SD and No.2 SD ensembles for use if invited to attend official Service functions or if they subsequently take up a Reserve or RAFAC commission. A full re-issue of uniform is only authorised for subsequent Reservist appointments once an Officer has left Regular service for more than four years (a sliding financial grant for uniform is payable after one year and up to four – GAI 1033 refers).

(3) Warrant Officers, SNCOs and other ranks discharged from the Service with no future engagement in full, part-time or voluntary Reserve Service are to return all issued items of clothing, including accoutrements, in a clean (laundered) condition. An exception is that Warrant Officers and SNCOs are permitted to retain No.5 SD ensemble for use if invited to official Mess functions during their retirement.

2228. Omitted

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

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

(2) On release from a civil prison or military or RAF establishment on completion of sentence, an enlisted person will be allowed to retain free of charge one pair of boots (or shoes) and one pair of socks (or tights for Servicewomen). If release is from a military or RAF establishment they may be permitted to additionally retain one shirt and tie (if appropriate). If they are not in possession of civilian clothes, or are unable to obtain them, they will, if discharge is from a military or RAF establishment, be

issued with appropriate civilian clothing for the time of year bought locally. The cost of any civilian clothes will be debited to the enlisted person's pay ledger account.

(3) When an enlisted person 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 enlisted person's kit are items of civilian clothing then these, with other personal property, should be transferred to the prison in which the sentence is being served.

2230. Omitted

2231. Clothing etc, of Absentees

See AP3392, Vol 4, Lft 804 for further details.

2232. Re-joined Absentees and Improperly Enlisted Enlisted Personnel

(1) An enlisted person re-joining from illegal absence is not to be charged with the value of the items reported deficient by the unit inquiry unless a court martial, or CO acting summarily, has imposed stoppages in respect of the loss as part of the punishment. If action in accordance with para 2231(3) has already been taken, the enlisted person'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 enlisted personnel 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 enlisted personnel 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 person belonging to the RN or Army who is found to have enlisted in the RAF without having been discharged from their previous enlistment will not be required to pay for those items of uniform clothing and necessities issued from RAF sources if allowed to remain in the RAF. If sent or transferred back to the former Service, they are to be allowed to retain those items of clothing and necessities which may be of use in that Service. The remainder is to be withdrawn and disposed of according to its condition.

2233. Enlisted Personnel committed to a Civil Prison or Military or Air Force Establishment (other than a Corrective Training Centre)

(1) An enlisted person committed to a civil prison or military or RAF establishment (other than the corrective training centre) to undergo a sentence of imprisonment or detention, is to take with them such clothing and necessities as are essential for use throughout the sentence. Should they not be returning to RAF service on completion of sentence they will invariably take with them on committal any civilian clothing in their possession for transfer to the custody of the authorities of the prison or military or RAF 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 enlisted person may be permitted to retain additionally one shirt and tie if committed to a military or RAF establishment. When it is known or expected that an enlisted person will return to RAF service, such uniform and personal belongings not needed during the sentence are to be stored for safe custody and re-issued to them when due to return to the unit. If it is subsequently found that they will not be returning to RAF service, their Service kit will be recovered from the authority of the prison or military or RAF establishment. If special prison clothing is not being provided, the enlisted person is to be left in possession of the following:

No. 2 dress	1
Beret	1
Footwear	2 pairs
Gloves	1 pair
Shirt	4
Jersey	1
Tie	1
Socks	4 pairs
Kit bag or holdall	1

(2) An enlisted person 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 enlisted person is borne.

(5) On discharge from prison or military or RAF establishment and return to civilian life the enlisted person 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 enlisted person was borne for disposal.

2234. Enlisted Personnel Committed to the Military Corrective Training Centre

(1) An enlisted person committed to the military corrective training centre is to take the clothing and necessities as listed in AP3392.

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

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

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

When accidental damage occurs to the clothing or equipment of an enlisted person 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

- (1) Officers are permitted to purchase from Service sources certain necessities and items of officers' pattern clothing, and enlisted personnel'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 the Kestrel Scales may be issued.
 - (b) Quantities purchased by an officer are not to be in excess of personal needs.
 - (c) The price to be charged for any article purchased is that as distributed annually in March by A4 Commodities.
 - (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 via JPA or Station Accounts for non-JPA users.

2239. Flying, Working and Protective Clothing of Officers

- (1) The articles of flying, working and protective clothing specified in the Kestrel Scales may be issued when necessary to an officer for personal use.
- (2) When such an article of clothing is issued for the personal use of an officer, it is to remain on their personal charge and taken with them 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 their 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 the individual, if it can be shown that such loss or damage was attributable to them.

2240-2246. Omitted

SECTION 2 - CLOTHING ALLOWANCE

2247. Clothing Allowance and Provisions

There are various clothing allowances and provisions available for SP. Further details can be found in JSP 752.

2248-2272. Omitted

CHAPTER 31

Compensation for Lost and Damaged Personal Effects

2273. General

Where SP suffer loss of, and/or damage to, personal property arising directly or indirectly out of the performance of their Service duties, the Service will consider compensation on an ex gratia basis. Claims for loss of, and/or damage to personal property, which arise out of alleged negligence or omission on the part of the MOD are not included in this category and all such claims must be referred immediately to DJEP CLCP. Further details on eligibility and process is laid out in JSP 752, Ch 17.

2274-2275. Omitted

2276. Claims for Losses on RAF Flights

Responsibility for settling claims arising from loss of, and/or damage to, personal property on RAF flights has been delegated to the Business and Finance Unit, RAF Brize Norton, Carterton, Oxon, OX18 3LX and all such claims should be forwarded to them for consideration on an ex gratia basis in accordance with JSP 752.

2277. Conditions under which Compensation is Payable

Compensation may be paid subject to the following conditions:

- (a) That the loss or damage is due to the exigencies of the Service (see para 2279);
- (b) That compensation for the loss or damage cannot be obtained under an insurance policy, or from other sources; and
- (c) That the loss or damage was not due to carelessness or negligence on the part of the owner or their representative and could not have been avoided by them.

2278. Inadmissible claims

Compensation will not be paid for:

- (a) Claims submitted more than one month after the date of loss or damage.
- (b) Losses or damage sustained when proceeding on or returning from leave.
- (c) Losses of money.
- (d) Any loss or damage with a total value of less than £20.
- (e) Loss or damage to tools in excess of the minimum tool kit of the claimant.
- (f) Loss of or damage to clothing and items issued on personal charge.
- (g) Damage caused to a private motor vehicle or aircraft when it is a common law claim or there are exceptional circumstances governed by para 2281.
- (h) The private property of domestic employees whose personal effects should be fully insured against all risks.
- (i) The loss of property by theft.

- (j) Any articles covered by insurance.
- (k) Consumables.
- (l) Articles with a luxury, artistic or antique value.
- (m) Accidental or deliberate damage to personal effects caused by a third party.

2279. Definition of Exigencies of RAF Service

Loss or damage will be regarded as due to the exigencies of the Service when it arises out of any of the following circumstances:

- (a) The condition of active Service.
- (b) During transit or storage at public expense where normal insurance against loss or damage was unobtainable.
- (c) Loss or damage caused as a consequence of a transport accident (e.g. driving or flying).
- (d) Fire on airfields, in barracks or other planned Service accommodation areas (e.g. tented camps, ships, misappropriated SFA), except in cases where it is clear that the MOD has no liability.
- (e) Loss of or damage to property returned to the unit store or otherwise entrusted to official custody during the absence of the claimant (e.g. on leave, long courses, operations).
- (f) Destruction by official order to prevent the spread of infectious or contagious disease.
- (g) The faulty construction or bad repair of all forms of Service accommodation.
- (h) Death or destruction of horses in consequence of disease contracted from Service animals or infected quarters or of exceptionally unsanitary conditions (e.g. on board ship) or of accidental injuries, not arising from any internal disorder, received while the animal was being used in the public service.

There may be certain other circumstances which could be considered as an exigency of the Service and in such cases the final decision will be the responsibility of the CO or DJEP CLCP as appropriate.

2280. Infected Uniforms

If infected uniform is ordered to be destroyed, and the destruction is regarded as an exigency of the Service, compensation may be assessed in accordance with para 2288(3). A list of the articles destroyed should be made and a certificate from the MO stating the necessity for destruction attached.

2281. Exceptional Causes

Claims for loss or damage arising from exceptional causes outside the definition or exigencies of the Service and which were not insurable risks may receive special

consideration. Any claim under this paragraph must satisfy the requirements of para 2277 clauses (b) and (c).

2282. Claims from Personal on Loan or Secondment

Loan/other nations' forces are not covered by these Regulations but in exceptional circumstances cases may be referred through Command HQ to the DJEP CLCP for consideration.

2283. Items for which Compensation may be Payable

Compensation may be granted in respect of the following items, subject always to the provisions of para 2277:

- (a) Items of uniform clothing, Service kit and equipment unless there is an entitlement for free replacement through Service sources.
- (b) Privately owned books or instruments used for the benefit of the public service.
- (c) Articles of civilian clothing which have been specifically ordered to be worn on duty. Compensation will not be admissible where the clothing was purchased from a grant from public funds.
- (d) Personal and family effects and other clothing (not otherwise excluded in these Regulations) which it is reasonable for the individual to have in their possession at the times of the loss, namely:
 - (i) Personal toiletries, civilian clothing and sports gear.
 - (ii) Other personal possessions (if not otherwise excluded, or provided for, in these Regulations).
- (e) Compensation in respect of family effects of individuals will be assessed to the extent to which such articles replace conventional articles and on the basis of the value of the latter.
- (f) Private furniture not under para 2283(e) but within the scales laid down for single officers' quarters furnished at public expense.
- (g) Mess and band property, limited to articles considered necessary and in the case of mess property excluding silver, plate, consumable stores and any items provided as an approved official issue.

2284. Losses to be Investigated.

(1) Where loss, damage or destruction occurs in circumstances in which a claim to compensation can be made, the circumstances and the extent of the loss or damage are to be investigated by the CO who may, if considered necessary, convene a unit inquiry for the purpose. If the circumstances appear to warrant it a Service Inquiry may be convened (see para 1258). The Service Inquiry or unit inquiry is to report and record an opinion as to whether:

- (a) The owner is free of all blame.
- (b) The loss occurred in circumstances unavoidable by the claimant.

- (c) Every effort was made to prevent the loss or minimise the damage.
 - (d) What efforts were made by the claimant or the claimant's unit to trace and recover any missing articles.
- (2) Reports of loss and damage are to be made immediately upon discovery and failure to do this, with the consequent delay in the investigation of the circumstances thereof, may be held as sufficient reason for rejection of any claim.

2285. Submission of claims

Claims are to be submitted as JS Form, JPA F014 to the appropriate authorities within one month of the date of the incident giving rise to the loss or damage. When completing JPA F014 claimants and management authorities are to ensure that the following supporting evidence is supplied whenever possible:

- (a) An account of the incident.
- (b) Description, original cost and date of purchase of the article.
- (c) A receipt or estimate for replacement or repair (see para 2287).
- (d) Statements from any witnesses to the incident.
- (e) Confirmation that the article was not covered by insurance or any other provision for replacement.

2286. Evidence of Ownership

A claimant may be required to produce evidence of ownership and of the value of the article in respect of which compensation is being claimed. Where the owner of lost articles has subsequently died the MOD may require proof that replacement was made before death.

2287. General Conditions

- (1) Claims for the cost of cleaning or repair of damaged articles will be subject to the same conditions as regards eligibility and assessment as are applicable to claims for losses. They are to be supported by receipted bills. The full cost of cleaning or repair may be paid provided that this does not exceed the depreciated value of the articles for which compensation has been claimed. If the article is deemed to be beyond economical repair, a certificate to that effect should be obtained from a reputable firm and attached to the claim.
- (2) Guidelines on the maximum sum admissible for individual articles and how to calculate the related depreciation factor when assessing a claim are produced by the Treasury and promulgated in DINs. It is to be noted that the starting point for depreciation costings should be taken from the replacement value. If calculations indicate that the claimant will receive no payment due to the age of their personal items, the assessor can authorise a payment based on 25% of the replacement value. The purpose of the guidelines is to assist management authorities in ensuring that an equitable standard of assessing claims and awarding compensation is made throughout the Department.

2288. Approval and Payment of Claims

- (1) The investigating officer's report on a claim is to be submitted to the CO. A CO of the rank of Squadron Leader and above is authorised to approve individual claims which comply with these Regulations.
- (2) The compensation admissible for each article lost or damaged will be assessed on the reasonable cost of replacing the article by a new one (where applicable Vocabulary rate will be used), less an abatement in respect of wear and tear. In no cases is a claim assessed below £20 to be paid nor is the limit for individual articles as listed in Treasury Guidelines to be exceeded.
- (3) Compensation in respect of the family effects of individuals will be assessed on such scale and under such conditions as may be determined from time to time.
- (4) Claims for articles falling within para 2283(a) are to be decided at the time but payment may be withheld until reprovision becomes necessary.
- (5) When the payment of compensation is conditional upon the replacement of the lost article, the claimant is to produce the receipt of purchase of the new article or give a written undertaking that replacement will be effected within twenty eight days of compensation being paid.

2289. Payment of CO Authorised Claims

Payment of CO Authorised claims should be arranged locally and must be authorised by the CO of the rank of Group Captain or equivalent. Funding for these claims was disaggregated to TLBs on 1 Apr 1997 and management authorities should note that payments are to be debited against RAC NKA02. All other claims, including doubtful or disputed claims, are to be forwarded through Command HQ to DJEP CLCP as necessary, for consideration and advice.

2290-2295. Omitted

CHAPTER 32

Rations, Ration Allowance, Fuel and Light

SECTION 1 - RATIONS - GENERAL

2296. Detailed Regulations Not Given

The Regulations contained in this chapter are not intended to give complete instructions on the subject of rations and monetary allowances payable where meals cannot be taken at the normal place of feeding. They include Regulations of a general nature with which SP should be familiar. The complete regulations for the guidance of SP whose duties involve detailed knowledge of the subject are contained in JSP 456.

2297. Non-Catering, Retail and Leisure (CRL) Units

JSP 456, Vol 2, Ch 5 contains details of those personnel eligible to be fed at Crown expense i.e. a legitimate charge against the Defence Food Vote (DFV). This list is not exhaustive and when situations arise where there may be a claim against the DFV the justification is to be forwarded through the relevant FLC/TLB to support Defence Support Catering Service Policy Team. The chapter also gives details of who is/are required to pay either the Entitled Casual Meal or Non-Entitled Casual Meal charges.

2298. In-Flight Catering

The regulations pertaining to the entitlement for the ground and airborne feeding of crews and passengers on all types of military aircraft are contained in JSP 456, Vol 2, Ch 17.

2299. Reserve Forces/Cadet Organisations

Regulations pertaining to Cadet Organisations and Reserve Forces on CRL and non-CRL are contained within JSP 456, Vol 2, Ch 1 and 145 respectively.

2300. CRL Units

JSP 456, Vol 4, Ch 2 contains details of those personnel entitled to be fed at Crown expense and when liberties are restricted. Personnel entitled to be fed at crown expense are funded through the DFV. This list is not exhaustive and when situations arise where there may be a claim against the DFC the justification is to be forwarded through the relevant FLC to Defence Support Catering Services Policy Team.

2301. In-Flight Catering for CRL Units

The regulations for In-Flight Catering on units operating under CRL are contained in JSP 456, Vol 4, Ch 19.

2302-2306. Omitted

2307. Inspection of Foodstuffs and Condemnations

The regulations pertaining to the audit and inspection of foodstuffs and condemnations for DFC units are contained in JSP 456, Vol 3, Ch 5

2308. Responsibility for Catering

The regulations pertaining to Losses, Deficiencies, and Over Issues for units maintaining public funded stocks are contained in JSP 456, Vol 2, Ch 11.

2309-2326. Omitted

SECTION 2 - SOLID FUEL, ELECTRICITY AND GAS

2327. General

- (1) This section is not intended to give complete instructions on the subject of solid fuel, electricity and gas; it covers only matters of a general nature with which all personnel should be familiar. Detailed regulations, including accounting procedures are laid down in the DLF and in DCIs (RAF).
- (2) The annual quantities of solid fuels allocated to an individual station are calculated to cover all requirements within the station, except those specifically excluded by the terms of the DLF. Within the UK, arrangements for the provisioning of solid fuels are normally made by DLO.
- (3) Electricity and gas are normally supplied through RAF mains to cover all requirements within the station.
- (4) COs and other responsible officers are to ensure that all services are adequately supplied with solid fuel, electricity or gas, and that these fuels are used economically.

2328. Supplies to Service Families Accommodation

- (1) When the supply of electricity or gas to a SFA is made direct by a commercial supply undertaking (i.e. not through station mains), the occupant of the SFA is to make personal arrangements with the undertaking for the supply, and is to pay direct to the undertaking for the services they render.
- (2) Supplies of solid fuel from RAF stocks, and supplies of electricity and gas provided through station mains, to the occupants of SFA, are to be made on repayment unless otherwise authorised. Solid fuel, however, is not normally to be supplied to occupants of SFA in the UK.
- (3) Where, by virtue of appointment, a single officer is allotted SFA, bills for fuel may be paid from public funds within the cash value of the fuel scale of the quarter. Expenditure in excess of the scale is to be borne by the occupant.

2329. Supplies to Other Repayment Consumers

The conditions under which solid fuel, electricity and gas may be supplied to consumers other than occupants of SFA are set out in AP 830, Vol 1. Supplies are in no circumstances to be made to consumers other than those detailed in that publication without the authority of DLO.

2330. Free Fuel Allowance

Officers who occupy official residences and certain pre-war or non-standard types 1 and 2 quarters on an ex-officio basis, or otherwise under obligation, may receive a cash allowance, known as Fuel Supplement, to cover a proportion of their expenditure on heating, lighting and cooking. The allowance is the difference

between the cash values, at repayment rates, of the fuel scale of the residence or quarter, and the fuel scale of a post-war SFA which would normally be allotted to an officer of the particular rank concerned. Details of the allowances are promulgated by the HQ PTC ACS Fin Audit. A special scheme is operative in Germany to assist all ranks in SFA and hirings where expenditure on fuel may be exceptionally high.

2331-2341. *Omitted*

CHAPTER 33

Accounting for Financial Services

SECTION 1 – GENERAL

2342-2343. *Omitted*

2344. Accounting Responsibilities of Air Corporate Governance (CG) Public Accounts Compliance Review Team (PACR)

The accounting responsibilities of HQ Air CG PACR include:

- (1) Promulgation of policy and instructions for the administration of accounting for Public monies.
- (2) Advising HQ staff on Public Accounting policy matters.
- (3) Inspections and assessment of accounting standards for the Public Account through the Public Accounts Compliance Reviews for HQ Air Cmd units and those Joint Service Units where an agreement has been reached with the appropriate Joint Command.

2344A. Accounting Responsibilities of DACOS A1

The account responsibilities of DACOS A1 include:

- (1) Promulgation of policy and instructions for the administration of accounting for Service Funds.
- (2) Advising AOCs and HQ staff on Service Funds policy matters.
- (3) On a Lead Command/Common Service basis, inspection and assessment of accounting standards for Service Funds through Continuous Monitoring, Independent Examinations, Assurance Visits and review of Station Service Funds Audit Board proceedings.

2344B-2346. *Omitted*

2347. Accounting Duties and Responsibilities of Officer Commanding Base Support Wing/Budget Manager

The OC BSW or equivalent exercise general responsibility, through the appropriate chain of command, for the accounting services on their station. The following specific duties may be delegated to them by the CO (Account Holder):

- (1) Responsibility for ensuring that the checks of public cash in accordance with JSP 891 as ordered by the CO are correctly carried out.
- (2) Surprise checks of Service Funds cash.

2348. *Omitted*

2349. Accounting Duties and Responsibilities of Officer Commanding Personnel Services Flight

Refer to JSP 754.

2350. *Omitted*

2351. Responsibility for Public Cash and Payments and Delegation of Public Accounting Duties

- (1) The OC Accounts Flight or, in their absence, an authorised deputy, is to take charge of all money received and is to be responsible for the safe custody of such money and for it being expended in conformity with regulations. They are also to have charge of, and be responsible for, the safe custody of bulk stocks of Accountable Document Forms. The CO may authorise the OC Accounts Flight to delegate these duties to subordinate officers of the Accounts Flight. Working stocks of Accountable Document Forms are to be held by duly authorised officers, who are to accept full responsibility for all stocks in their possession.
- (2) In order to maintain proper separation of authorisation and payment of Public monies, the Budget Manager (or equivalent) may not routinely deputise for OC Accounts Flight. Where a budget Manager/Deputy Budget Manager does have to deputise for OC Accounts Flight, they are not to disburse any public funds for which they have approved the associated expenditure.
- (3) On the occasion of the temporary absence of OC Accounts Flight, the CO is to delegate a suitable individual to carry out OC Accounts Flights duties. However, the individual to whom these duties are delegated must meet the minimum criteria as laid down in JSP 891.
- (4) Delegation of accounting duties will not in any way relieve OC Accounts Flight of general responsibility for the public accounts of the station.

2352-2353. Omitted

2354. Unauthorised Services

- (1) If the Accounts Operator (OC Accounts Flight) is desired by the CO (Account Holder) or an officer acting on their behalf to make a payment, or accept a sum of money, which in the opinion of the Accounts Operator is not authorised by regulations or is otherwise incorrect, they are to state their objections in writing.
- (2) Should a CO consider it necessary to maintain their views against the objections of the Account Operator, the CO is to represent the matter in writing to HQ Air CG PACR, through the usual channels, and is to attach the correspondence in full. Pending receipt of HQ Air CG PACR decision, the proposed transaction is to be deferred. The personal liability (see para 90(5)) attaching to all officers who order disbursement of public monies will then rest upon the officer making the order.

2355. Reference to Higher Authority by OC Accounts Flight

When circumstances in their judgement require it, the Accounts Operator is to refer direct to HQ Air CG PACR on accounting matters, and it will be open to HQ Air CG PACR to seek instructions from the MOD as to whether a particular transaction (payment or receipt) is in conformity with the regulated requirements of public accounting. This does not relate to the interpretation of KRs, as to which any question of doubt should be referred through the CO for instructions.

2356. Service Funds

Where authorised by ACOS Pers Pol, an officer who is responsible for the custody of Public funds or who is liable to assume that responsibility in the absence of the usual custodian may undertake the overall supervision of a Service Funds accounts section, the receipt of surplus Service Funds cash from a delegated cashier, and the operation of a combined Service Funds bank account. They must not be detailed to act as president or member of that audit board. In the absence of this authority, such an officer is not to keep, nor be held responsible for any Service Funds account. However, they may be detailed to act as president or member of the audit board (see para 1298) and may be asked to advise on Service Funds Accounting duties.

SECTION 2 – PUBLIC CASH ACCOUNTING (REQUISITIONING, CUSTODY, RECEIPT AND PAYMENT)

2357. Cash Flow Management

JSP 891 contains the regulations and guidance in respect of cash flow management.

2358. The Bank Account

JSP 891 contains the regulations and guidance in respect of the opening, amending, operating and closing of public bank accounts (Control Accounts).

2359-2364. Omitted

2365. Closure of a Self-Accounting Unit

When a self-accounting unit closes down, the Control Accounts are to be closed in accordance with JSP 891. The cash book is to be balanced as at the date of closure, and the cash and bank balances are to be verified by the CO (Account Holder). The cash in hand is to be paid into the bank. Detailed instructions will be issued by Air CG PACR for the Public Account.

2366-2370. Omitted

SECTION 3 – PAY AND ALLOWANCES FOR SERVICE PERSONNEL

2371. General

- (1) Detailed regulations on the accounting for the issue of pay and allowances to SP on the active list are contained in JSP 752 and JSP 754.
- (2) Regulations covering the issue of pay and allowances to officers of the Reserve Forces are contained in AP3392, Vol 7.
- (3) Retired pay is assessed by the MOD and issues by the Paymaster General's Department.

2372-2440. Omitted

CHAPTER 34

Security, Official Information and Public Relations

SECTION 1 – GENERAL

J2441. Official Secrets Acts

Every officer is responsible for ensuring that all persons under their command are acquainted with the provisions of the Official Secrets Acts 1911-1989, and with the need for strict compliance with those provisions. All personnel are to be reminded annually of their responsibilities under the Acts.

J2442. Restrictions on Travel to Certain Countries

Instructions on the restrictions on travel to certain countries is contained in JSP 440, Pt 7.

J2443. Disclosure of Official Information

(1) It can be an offence against the Official Secrets Acts for a person to divulge, whether during or after a period of service within the Armed Forces, official information acquired by such a person during such service unless expressly authorised to do so. All personnel are forbidden to communicate any official information, including information about to be made public, to any person other than one to whom they are authorised to communicate it or one to whom it is their official duty to communicate it. The use of such information for personal controversy or for any private purpose during or after completion of service without due authority may be a breach of the Official Secrets Acts. Information acquired in an official capacity by anyone seconded for service with another Government Department is not to be disclosed without the express permission of that Department.

(2) Any information of a professional or technical nature that all members of the Armed Forces may acquire in the performance of their duty, or in the course of their official studies, is the property of the Crown and is not to be published in any form without the prior approval of the MOD.

J2444. Restrictions on Use of Official Documents

(1) Official reports, correspondence or electronic data storage devices, whether protectively marked or not, are the property of the Crown. The only legitimate use which personnel may make of official documents, or information derived from them, is for the furtherance of the public service in the performance of their duty.

(2) All official publications and documents produced in the course of official duty are Crown copyrights, including correspondence, drawings, maps, photographs and musical and other artistic works. Photographs taken with official equipment or material whether or not for authorised purposes are also Crown copyright.

Permission for reproduction, in whole or in part, for any non-official purpose must be obtained from the Controller Copyright TSO, in whom Crown copyright is vested, or from a person holding their delegated authority. Applications should be referred to MOD Crown Copyright Section, Rm 202, 315 Great Scotland Yard, London, SW1A 2HW (copy to DPR (RAF)).

J2445. Security of Official Documents

ED 7/Feb 23

Page 293 of 334

Instructions governing the security of official documents and in particular their protective marking, custody, handling and transmission are contained in JSP 440.

J2446. Visitors

A CO or HoE is to be satisfied that proper arrangements are made and orders issued to control the admission of visitors and is to ensure that MOD instructions governing visits to ships, units and establishments of persons not in the Armed Forces are carefully observed. These instructions are contained in JSP 440.

J2447. Home Office Police and other Civilian Authority Reports

Officers who seek the assistance of civilian authorities or organisations (e.g. Home Office Police or welfare organisations) to deal with problems concerning members of the Armed Forces are reminded that all reports for such authorities are to be treated as "OFFICIAL – SENSITIVE PERSONAL" whether they are so marked or not. These reports must not be quoted verbatim nor their source disclosed except to another Service authority whose attention is to be drawn to their confidential nature.

J2448. Disclosure of Official Information to Courts

Instructions regarding the disclosure of official information (either oral or documentary) to courts or in arbitration proceedings, and the giving of evidence by expert witnesses are contained in para J965.

J2449. Enquiries from Members of Parliament (MP)

- (1) All official enquiries made by MPs are to be referred to the MOD for reply. When, exceptionally, an immediate answer is necessary e.g. where an MP requests factual information in order to allay relatives' anxiety, reference should be made in office hours to the appropriate Minister, if possible, before a reply is given, otherwise as soon as possible afterwards. Urgent enquiries out of office hours are to be reported to the Resident Clerk of MOD HQ who will notify the appropriate Private Secretary.
- (2) Written communications on official matters from MPs or from persons who state that they are prospective Parliamentary candidates must be acknowledged and the writer informed that the matter is being referred to the MOD for consideration and reply. The letter, or a full account of a conversation if applicable, together with a detailed report, is to be forwarded without delay to the appropriate Minister's office in accordance with current instructions.
- (3) In this Regulation, "Members of Parliament" means members of both Houses of the UK Parliament, and of any other legislature, including devolved UK, foreign and commonwealth legislatures.
- (4) (*RAF only*) Further guidance about Ministerial Correspondence on SP matters is contained in AP3392, Vol 5, Lft 137.

2450. The Data Protection Act 2018

- (1) The Data Protection Act 2018 is underpinned by six Data Protection principles that everyone within the MOD who processes personal information should follow. The Act also entitles individuals to be told whether information about them is held

and to be given a copy of that data on submission of a Subject Access Request. Where appropriate, individuals are also entitled to have the data about them corrected or erased.

(2) The Act applies to any living individual's personal data which is processed in any format, whether automated or not. Personal data must be appropriately protected, with the highest levels of protection applying to sensitive data such as medical and health data or racial or ethnic origin. In all cases, the data must be protectively marked as OFFICIAL – SENSITIVE PERSONAL.

(3) Where personal data is held on any computer system, the asset owner is responsible for ensuring that the system is registered on the Defence Assurance Risk Tool. They also have to ensure that an appropriate Data Protection Impact Assessment has been completed where necessary.

(4) Full instructions are contained in JSP 440 and JSP 441.

J2451. Omitted

SECTION 2 – ACTIVITIES INVOLVING THE USE OF OFFICIAL INFORMATION OR EXPERIENCE

2452A. Purpose

SP must adhere to MOD policy if they wish to have contact with, or exposure to, the media or write or speak in public on Defence or related matters. These procedures have been put in the place to ensure that national, operational and personal security is upheld, and that standards of political impartiality and public accountability are met at all times.

2452B. Introduction

(1) Within the obvious security constraints, the MOD and the Armed Forces operate a policy of openness about their activities. It is important that the Armed Forces and MOD are able to explain their roles and Government policies and decisions relating to Defence. The MOD must also comply with relevant legislation, such as the Freedom of Information Act 2000. All members of the Armed Forces are encouraged to engage with the public about what they do. However, such contact must be pre-authorised to ensure that it is appropriate, as well as to protect individuals against possible misreporting. Members of the Armed Forces must exercise honesty in all their engagements and should not undertake any activity which might call into question their political impartiality or Service or Departmental reputation.

(2) All contact with the media or communication in public by members of the Armed Forces must be authorised in advance, where this relates to an individual's official business or experience or is otherwise related to Defence. This applies to all public speaking, writing or other communication, via any channel, including the internet and other online sharing technologies, on issues relating to any individual's official business or experience or otherwise related to Defence or Government. Unauthorised disclosure or leaking of information causes damage to the Department and the single Services and corrodes the trust between Ministers, the Armed Forces and Civil Service. Engaging in such activities without obtaining relevant authorisation at the appropriate level as detailed in the relevant DIN is likely to result in

administrative or disciplinary action being taken. It could be regarded as a serious disciplinary breach and in the most serious cases this could ultimately lead to an individual being removed from post, dismissed or discharged. Also, individuals who do not act to prevent breaches by others could be subject to disciplinary measures. DDC staff are the Department's professional advisors on wider communication and engagement with the public.

2452C. Contact with the Media and Communicating in Public

Refer to the relevant DIN which contains the instructions on this subject.

J2453-J2458. Omitted

SECTION 3 – PUBLIC RELATIONS

J2459A. Public Relations – General

Whilst observing the need for security and the confidentiality of many Service transactions, members of the Armed Forces have a responsibility for maintaining good relations with the public and the media. 'Media' includes all print, broadcast and electronic media, including newspapers, periodicals, television, film, radio, the internet and all other information media to include all social media platforms.

J2459B. Visits by Press Representatives

COs must ensure that instructions governing the admission of Press representatives to Service ships, units and establishments and the facilities to be granted in connection with such visits are carefully observed. If in any doubt whatsoever, early contact is to be established with single Service DDC contacts.

J2459C. Incidents liable to cause Parliamentary or Media Comment

- (1) In general, the preceding Regulations deal with the control of information and the release of it to the Press. It is equally important, however, that Senior Officers and, as appropriate, officers in command of detached units should provide the MOD (DDC-News) with the earliest possible official information of any incidents or occurrences in which the RN, the Army or the RAF is involved and which may be liable to form the subject of comment in Parliament or in the Press as defined in para J2459A.
- (2) When it is impossible for a full account of any incident to be rendered before the facts have been thoroughly examined, an incomplete account should be sent at the earliest moment, followed in due course by any detailed report considered necessary.
- (3) Where such an incident occurs in a detached unit, the CO is to inform the MOD direct by immediate signal, as well as the AOC and such other authorities as may be laid down in local orders.

2459D. The Defence and Security Media Advisory (DSMA) Committee

DSMA Notices (www.DSMA.uk) are addressed to national and provincial newspaper editors, to radio and television organisations and to some publishers of periodicals and books on defence and related subjects. DSMA Notices are issued and amended on the authority of the DSMA Committee. The Secretary is available at all times to

Page 296 of 337

advise on questions that arise on the application of a DSMA Notice to some particular set of circumstances. Any advice requested by the Media as a whole on the publication of items of information which appear to come within the scope of a DSMA Notice should be referred to the **Section 40**

[REDACTED]

CHAPTER 35

Travelling, Conveyance of Furniture and Baggage and Associated Allowance

2460. Procedures and Allowances

Personnel are to comply to the procedures and allowances supporting all movements of personnel and effects as laid down in JSP 752 and JSP 800.

2461-2640. Omitted

CHAPTER 36

Pay and Allowances of the RAF and the PMRAFNS

SECTION 1 – INTRODUCTION

2641. Introduction

Personnel are subject to the instructions relating to pay and charges for SP (including reservists and Specialist Pay) that are detailed in JSP 754. Personnel are also subject to the instructions relating to Allowances that are detailed in JSP 752.

2642-2646. Omitted**2647. Accounting Instructions**

Accounting instructions are contained in AP3222.

2648-2678. Omitted**2679. Missing Personnel**

(1) In accordance with the relevant regulations in JSP 752 and JSP 754, when a Service Person is reported missing, and death or absence without leave cannot be presumed, pay and allowances may continue to be paid for a period up to 13 weeks from the date they went missing or until an earlier determination of their whereabouts and circumstances.

(2) At the end of 13 weeks a review by MOD and the relevant single Service Pay Col will take place. Where there are grounds for believing that a Service Person may still be alive, entitlement to pay, including additional pay, will continue for a further period of 13 weeks or until the earlier determination of their circumstances. At the end of this second 13 week period pay will cease.

(3) Once death or a presumption of death is established, payment of pay will cease from the day following the date of the confirmation of presumed death when relevant pension arrangements will come into force.

(4) If it is subsequently established that a missing aviator whose pay has been withdrawn is alive, entitlement will be restored as from the date on which it ceased.

2680-2727. Omitted**2728. Personal Status Categories**

(1) To determine eligibility for expenses, allowances and Service accommodation (including any liability for charges) and to ensure that the relevant regulations are properly applied, all SP are to declare their Personal Statute Category (PStatCat) on commissioning, enlistment or recall using JS Form JPA N001. Thereafter the Service Person is required to inform their CO (or authorised representative) of any changes to their personal circumstance that could affect their PStatCat.

(2) Further guidance can be found in JSP 752.

2729-2770. Omitted**2771. Substitute Service Families Accommodation (SSFA)**

Regulations concerning SSFA are contained in JSP 464.

2772-2793. Omitted

2794. Expenses and Allowances

The primary authority for Service expenses and allowances is JSP 752.

2795-2855. Omitted

2856. Entertainment Allowances

All guidance for Official Entertainment, Hospitality and Gifting is laid out in JSP 462.

2857-2871. Omitted

CHAPTER 37

Miscellaneous Allowances

OUTFIT AND RE-RANKING ALLOWANCES

2875. Uniform Allowance

The circumstances where officers are entitled to a uniform allowance is set out in GAI 1033 (appointment to a Reservist Commission following Regular Service and on change of rank).

2876. Refund of Uniform Allowance

Officers, including officers of the Reserve Air Forces, who resign voluntarily, or whose commissions are terminated as a result of voluntary withdrawal from professional training and/or unsuitability for transfer to another Branch, within three years of appointment to a commission, will be required to refund the value of any allowances issued (see GAI 1033), in the following proportions:

- (a) **Less than one year's commissioned Service.** Full value, at the time of issue, of any allowances paid.
- (b) **One to two years' commissioned Service.** Two thirds of the value, at the time of issue, of any allowances paid.
- (c) **Two or three years' commissioned Service.** One third of the value, at the time of issue, of any allowances paid.

Notes:

- (1) Officers who have completed more than three years' commissioned Service will not be required to return any items of uniform or repay any associated allowances.
- (2) The cost of the recoveries will be based on the vocabulary prices plus departmental expenses.

2877. Allowances paid on Change of Rank

The allowances published annually in GAI 1033 will be paid on change of rank, as indicated, to cover expenses incurred in alterations to Nos 1, 2 and 5 Dress uniforms. These expenses are paid automatically, directly into the officer's account. There is no requirement to claim. On posting or detachment to a warm weather location, officers may have their No.8 Dress uniform boards exchanged at public expense. Officers whose rank changes whilst in overseas posts are similarly entitled.

2878-2899. Omitted

CHAPTER 38

Retirement, Resignation, Transfer to the Reserve and Relinquishment of Commission etc for Officers

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

SECTION 1 - GENERAL PROVISIONS

2900-2902. *Omitted*

2903. Aides-de-Camp not Exempted from Retirement

An officer who holds the appointment of air ADC, ADC, honorary ADC, or honorary surgeon, physician, dental surgeon, chaplain or nursing sister to the King, shall not, by virtue of their position in any of those capacities, be exempted from premature compulsory release or early termination.

2904. Retirement on Appointment to Employment not regarded as part of RAF Service.

On appointment to employment not regarded as part of their RAF service (see para 311) an officer will be retired, transferred to the reserve, or granted unpaid leave for the period of such employment.

2904A. *Omitted*

2905. Premature Compulsory Release: Compulsory Termination of Commission, Compulsory Retirement and Transfer to the Reserve, Removal from the Service, Resignation and Administrative Exit.

(1) Training Failures

(a) **Phase 1 and 2 Training Failure.** An officer who fails to complete the training required to make them fit for productive duty in their Branch will be liable to have their commission terminated.

(b) **Phase 3 and Re-Joiner Training Failure.** An officer who fails to complete successfully any Phase 3 training required to make them fit for their duties, or an officer who has re-joined the Service and who fails to complete successfully any training required to make them fit for their duties generally or for the duties of their Branch, unless they are accepted for training or transfer to another Branch, normally will be required compulsorily to revert to the Retired List, or to transfer to the Reserve as appropriate.

(2) **Administrative Exit or Removal Misconduct*.** An officer (including an officer on the Retired List) will be liable to be removed from the Service (including the Retired List) or have their commission terminated at any time for misconduct. They

may, however, if the Air Force Board or Defence Council so decide, be called upon to resign their commission or to retire. In such cases failure to submit a formal application to resign or to retire would involve removal or termination as decided by the Air Force Board or Defence Council. An officer convicted by court martial of misconduct but not sentenced by the Court to be dismissed from the Service may nevertheless be removed for misconduct under this clause.

(3) **Administrative Exit or Removal Other Reasons***. An officer who has not committed misconduct may at any time be called upon to retire, relinquish or resign their commission on grounds of unsuitability, incapacity, inefficiency or for any similar reason, should the circumstances, in the opinion of the Air Force Board or Defence Council, require it. Alternatively, if the officer's commission carries with it a liability for Reserve service, they may, if the Air Force Board or Defence Council so decide, be called upon to apply for transfer to the reserve. If the officer fails to submit a formal application to retire, to resign, to relinquish their commission or to be transferred to the Reserve when called upon to do so, their retirement, the relinquishment of their commission, their resignation or their transfer to the Reserve will be effected compulsorily without such an application.

(4) **Service Reasons**. An officer to whom the provisions of the preceding clauses do not apply may nevertheless be called upon to retire, relinquish or resign their commission or be transferred to the Reserve, or be compulsorily retired or transferred to the Reserve, or invalidated, at any time, should the Air Force Board or Defence Council consider this to be necessary. Termination under this clause does not in any way signify fault or blame on the part of the officer.

(5) In all cases where it is considered appropriate to call upon an officer to retire, relinquish or resign their commission or terminate their commission (including compulsory retirement and being called upon to retire), pursuant to para 1027, the officer will, where applicable, be afforded the opportunity to make representations in person to the appropriate disposal authority prior to any disposal action being taken.

* Officers discharged under these clauses will be permanently barred from re-entry/re-joining unless the Disposal Authority permits otherwise.

2906. Normal Release and Early Termination: Transfer to the Reserve, Relinquishment, Retirement and Termination of Engagement

(1) Further details on termination of officer service is contained in AP3393, Vol 1, Chapter 7 for Regulars and AP 3392, Vol 7, Part 1 for Reserves. An officer will normally leave the service by either:

(a) **Normal Release Retirement**. Applies to Regular officers at the initial, optional or normal retirement date of an Early Departure Payment Commission (EDPC) or longer commission.

(b) **Normal Release Transferring to the Reserve**. Regular officers will transfer to the reserve at the end of an Initial Commission (IC) or on termination of a reserve engagement where there is an outstanding reserve liability from their regular service.

- (c) **Normal Release Relinquishment.** When an officer leaves the service at the end of an initial commission, or on termination of a reserve engagement where there is an outstanding reserve liability from their regular service, and has their reserve liability waived because their reason(s) for exit render their recall to regular service impractical.
 - (d) **Normal Release Termination of Engagement.** Applies to Reserve officers when they reach the end of their commitment, reach the normal retirement date/age, or reach the extended retirement date/age.
- (2) Further details on termination of officer service is contained in AP3393, Vol 1, Chapter 7 for Regulars and AP 3392, Vol 7, Part 1 for Reserves. Subject to Service needs, an officer may apply for early termination from the service prior to the occasions outlined above by either:
- (a) **Early Termination:**
 - (i) **Retirement.** Regular officers on a EDPC or longer commission or Reserve officers with no outstanding reserve liability will exit by way of retirement.
 - (ii) **Early Termination Transfer to the Reserve.** Regular officers on an initial commission or Reserve officers with an outstanding reserve liability will exit by way of transfer to the Reserve.
 - (b) **Early Termination Relinquishment.** When an officer leaves the service and their commission or engagement (Honorary, Temporary, Short Term, Regular, Reserve) carries no Reserve liability or their reserve liability is waived because their reason(s) for exit render their recall to regular service impractical.
 - (c) **Early Termination Resignation.** This will only be granted in exceptional circumstances, where an officer's conduct has fallen below the accepted standards but is not sufficiently below standards to warrant premature compulsory release, the officer may be invited to consider applying for early termination under this para. Resignation will result in no Reserve commitment.
- (3) A medically downgraded officer not dealt with under para 1421(3) or para 2905, may elect for early termination under para 2906 (a) or (b) having declined an offer of alternative employment or where the medical limitations imposed have unacceptably affected career prospects.
- (4) An officer who is made redundant, or subject to premature termination or Senior Officers Compulsory Retirement (Compensated) under a FC WCM, will exit the Service under para 2905(3) or (4).
- (5) An officer who applies for early termination on compassionate grounds will exit under para 2906(2)(a) or (b).

2907-2913. Omitted

J2914. Retired Officers in Civil, Commonwealth, or Foreign Government Employment

- (1) An officer on retirement, or at any time following retirement, who wishes to accept employment with:
 - (a) the government of any country, including a Commonwealth country, whose nationals do not owe common allegiance to the Crown, or
 - (b) any organisation owned, controlled or sponsored by such a government, or
 - (c) any overseas police force, however it may be controlled,will, in all but the most exceptional circumstances, be required to resign their commission.
- (2) Before accepting any such employment, the officer must notify Career Management.
- (3) On termination of such employment, it is normal for an officer's commission to be reinstated on request. Where the reinstatement of a commission is refused, the individual retains the right of complaint to the appropriate Service Board.
- (4) Receipt of Service Retired Pay between the time of resignation and reinstatement is normally unaffected.

2915-2928. Omitted

SECTION 2 - SERVICE RETIRED PAY, SERVICE INVALIDING RETIRED PAY, SERVICE ATTRIBUTABLE RETIRED PAY, TERMINAL GRANTS

2928A. Qualifying and Reckonable service in relation to Maternity, Adoption, Shared Parental Leave, Paternity and Parental Leave

The policy in relation to qualifying and reckonable service for parenthood leave types is set out in JSP 760.

2929-2938. Omitted

2939. Retirement or Resignation for Causes Within the Officer's Control

An officer who is retired or called upon to resign for inefficiency, unsuitability or other reasons within their own control, but not amounting to misconduct, and having served enough years to qualify for pension benefits for the scheme of which they are a member, will still be entitled to their pension benefits.

2940-2941. Omitted

2942. Commutation of Pension Benefits – Life Commutation Scheme

- (1) Under this scheme an officer who gave service on or before 31 Mar 1978 may be permitted on the recommendation of the Defence Council to commute for life a portion of their pension in respect of their reckonable service given before 6 Apr 1980.
- (2) Officers may be permitted to commute a portion of their pension under the life commutation scheme and the resettlement commutation scheme set out in QR KR

(RAF) Chapter 49, Fifth Edition, but up to age 55 these will normally be separate options.

(3) Application to commute under this scheme must be made before the pension or retired pay is in payment and must be made in writing.

(4) Application forms and further details of the commutation scheme can be obtained on request from the Joint Personnel Administration Centre (JPAC).

2943-2944. Omitted

SECTION 3 - TERMINAL GRANTS, DEATH IN SERVICE GRATUITIES, ATTRIBUTABLE INVALIDING GRATUITIES, ADDITIONAL ATTRIBUTABLE GRATUITIES, SPECIAL CAPITAL PAYMENTS

2945. Death in Service Gratuities

A lump sum payment will be made to the estate of an officer who dies in Service leaving neither an eligible surviving spouse, surviving civil partner nor eligible children. Subject to restrictions imposed by the Pensions Act 1995, any public debts outstanding at the time of death will be recoverable from the gratuity.

2946-2979. Omitted

SECTION 4 - GRATUITIES FOR OFFICERS ON SHORT SERVICE COMMISSIONS

2980. Applicability of Regulations

With the exception of members of the PMRAFNS, serving on gratuity earning terms, this section applies only to those officers commissioned before 1 April 89 (or those with reserved rights) who have not exercised their option to transfer to pension earning terms.

2981. Eligibility for Gratuity

An officer shall not be eligible for an award of gratuity unless the Defence Council is satisfied with their conduct as an officer and with the manner in which their duties have been performed

2982. Reckonable Service

Service reckonable for a gratuity shall be all service on full pay (up to a maximum of eight years or 12 years in the case of aircrew) given by an officer while holding the short service commission for which they were appointed.

2982A. Maternity, Adoption & Paternity Leave

(1) Any period of paid 'Maternity Leave' (Ordinary Maternity Leave- OML), 'Adoption Leave' (Ordinary Adoption Leave- OAL) or 'Paternity Leave', whether at the statutory minimum, reduced or full pay rate, constitutes both qualifying and reckonable service for the purpose of calculating any Short Service Gratuity payable, subject to the relevant terms and conditions defined in the relevant DCI, and single Service regulations as amended.

(2) The Short Service Gratuity awarded to an officer serving on a gratuity-earning commission, where that officer decides to retire as a result of pregnancy or of the

adoption of a child, or does not complete their commission after OML and 'Additional Maternity Leave' or OAL and 'Additional Adoption Leave' will be calculated at the Premature Voluntary Retirement rate if more than six months remain before the conclusion of the period of service to which committed.

2983. Rates of Gratuity

(1) On satisfactory completion of their short service commission an officer will be eligible for a gratuity for each complete year of reckonable service at the rate set out in AFPS 75 Pension Codes, increased, where their reckonable service includes a period of less than a complete year, by 1/365th of the rate per complete year of each day of that period.

(2) Where retirement occurs before completion of a specified return of service obligation, the gratuity payable to a Medical or Dental Officer who served as a Cadet before appointment to a short service commission will be abated by a sum equivalent to the amount of the education grant received during their cadetship (net of an assessed amount of income tax and tuition fees).

2984. Premature Termination of Service

(1) Should an officer fail to complete the full period of Active List service which they have undertaken, an award may nevertheless be made as follows:

(a) Voluntary Termination of Service

(i) An officer who is permitted to transfer to the Reserve within six months of the completion of the full period of the short service commission for which they were appointed; and

(ii) A female officer commissioned before 1 Apr 1984 who, after a minimum of six months productive officer service, is permitted to leave the Active List on marriage or on account of family compassionate circumstances accepted by the Defence Council as necessitating termination of Active List Service; may be awarded the full gratuity for the reckonable service given.

(iii) In cases where the last day of full paid service falls on or after 1 Oct 1993 female officers who are permitted to resign for compassionate reasons or on marriage will, if their gratuity-earning commission is terminated six months or more in advance of the full period of service undertaken, have their gratuity calculated in accordance with para 2984(2)(a).

(b) **Compulsory Termination of Commission.** An officer whose service is terminated on account of unsuitability or inefficiency not due to causes within their own control may, at the discretion of the Defence Council, be awarded the full gratuity for their reckonable service.

(c) Invaliding

(i) An officer who is invalided may, at the discretion of the Defence Council, be awarded the full gratuity for their reckonable service.

- (ii) An officer who is invalidated may, at the discretion of the Defence Council, be awarded Service Attributable Retired Pay in addition to the full gratuity for their reckonable service. The officer may also be granted an Additional Attributable Gratuity
- (iii) Where an officer has an entitlement to a preserved pension (as a result of other ranks pensionable service) this may be paid at pension benefit age (or earlier if the individual becomes incapacitated for further employment) or transferred to another scheme, in addition to the payment of Service Attributable Retired Pay.

(2) In all other cases, an officer will not be eligible for a gratuity before completion of at least one year of satisfactory service of which at least six months must have been productive officer service. Subject to completion of this period of qualifying service:

- (a) A female officer commissioned on or after 1 Apr 1984 who is permitted to leave the Active List on marriage may be awarded a gratuity for her reckonable service calculated as follows:

Gratuity which would
have been paid on
completion of short
service commission

x

Number of days served 2
Number of days of the
full short service
commission

- (b) An officer who is permitted to resign their commission or transfer to the Reserve in any circumstances other than at 1(a) above may at the discretion of the Defence Council be awarded a gratuity as follows:
 - (i) If commissioned before 1 Apr 1984 - at a rate not exceeding 75% of the full rate for their reckonable service.
 - (ii) If commissioned on or after 1 Apr 1984 - at a rate not exceeding the rate calculated as at 2(a) above, except that an officer on a 12 year short service commission who has opted to exercise their eight year break point, but who subsequently is allowed to leave before completion of eight years' service, may have their gratuity calculated as though they were serving on an eight year short service commission only.
- (c) An officer whose service is terminated on account of unsuitability or inefficiency due to causes within their own control, or misconduct, may, at the discretion of the Defence Council, be awarded a gratuity at a rate not exceeding that for which they could have been considered had they been permitted to transfer prematurely to the Reserve at their own request.

2985. Death In Service Gratuity

A lump sum payment may be made to the estate of an officer who dies in service leaving neither an eligible surviving spouse, surviving civil partner nor eligible children. This will be a sum equal to twice the annual rate of retired pay for an officer of their rank with 34 years' reckonable service, or the amount of gratuity that would

have been received had they been invalidated on the day they died, if this is greater. For a Chaplain the maximum retired pay rate used will be the rate for a Squadron Leader. Subject to restrictions imposed by the Pensions Act 1995, any public debts outstanding at the time of death will be recoverable from the gratuity.

2986. Retention on the Active List

If, under the provision of AP3393 an officer is retained on the Active List beyond the date when their Active List service is due to expire, the gratuity for which they are eligible will become payable on the date on which it would have been paid had they not been so retained, and their further service will not be reckonable for further gratuity under this Section. They may however be re-appointed at that point to a new Short Service pensionable commission with a minimum duration of three years.

2987. Recognition of Service as Contributory Service under the Teachers' Superannuation Regulations the Scottish and Northern Ireland Teachers' Superannuation Schemes, and the National Health Service Pensions Scheme Regulations

Service on a short service commission in the Education, Physical Fitness, Medical or Dental Branch or in PMRAFNS may, in certain circumstances, be treated as contributory service under the Teachers' (Superannuation) Acts, or under the NHS Pensions Scheme Regulations, as appropriate. Where service is so treated, those who entered the RAF on or after 6 Apr 1987 will be responsible for the payment of both employers and employee contributions direct to the parent superannuation scheme.

2988. Officers Appointed to Permanent Commissions

(1) Officers who are appointed to permanent commissions will not be eligible for gratuity, under the provisions of this Section, but, subject to clause (2), their short service commission service will be reckonable towards retired pay under the regulations for permanent commission officers.

(2) When, however, contributions have been paid to protect an officer's civil superannuation rights under the provision of para 2987 the counting of his previous service in respect of which contributions have been paid will be dependent upon the receipt by the Armed Forces Pension Scheme of a transfer value in respect of that service.

2989-3001. Omitted

SECTION 5 - RANK ON RETIREMENT, RESIGNATION, ETC.

3002. Retention of Rank by Officers on leaving the Active List

(1) An officer of the Regular RAF placed on the retired list or in one of the Reserve Air Forces will be shown in their substantive rank subject to clause (2). An officer of the rank of Flight Lieutenant or above leaving the Service may be permitted to use their rank as a courtesy title subject to clauses (6) and (7) and to completion of three years' service on the Active List or completion of three years' service on call-out for national danger, great emergency or attack on the UK.

(2) Subject to clauses (6) and (7), with effect from 1 Jan 1956, an officer of the regular RAF, other than an officer serving on a national service commission, may be permitted to retain as a courtesy title in civilian life a rank higher than their substantive rank on leaving the Active List, provided that higher acting rank was held for an aggregate period of at least two years during their service, or continuously for one year immediately before leaving the Active List. For this purpose, service in a higher acting rank, may if it is advantageous to do so, be counted as service in a lower acting rank. With effect from the date of publish of Edition 6 of QR (RAF) this Regulation will also apply to those personnel in the Reserve Air Forces subject to completion of three years' service on call-out for national danger, great emergency or attack on the UK.

(3) Officers who reverted to the rank of Flight Lieutenant on entering the former Supplementary List may be permitted to retain the substantive rank they held immediately before transfer or appointment to that List.

(4) As stated in clause (2), these regulations are effective from 1 Jan 1956, but officers who served during the Second World War, 1939-1945 and for whom the regulations in force before 1 Jan 1956, are more favourable, will continue to be treated as though the old regulations are still in force (see clauses (5) and (6)).

(5) Second World War, 1939-1945. The regulations applicable to officers who served during the Second World War, 1939-1945, are as follows:

(a) Officers, on leaving the Active List, may be allowed to retain their substantive or war substantive rank, or, if more favourable, either:

(i) Their highest temporary or paid acting rank, provided that they have held such rank for an aggregate period of at least six months. (For this purpose any periods of tenure of such rank will be reckoned cumulatively, and service in a higher temporary or paid acting rank may, if it is advantageous to do so, be counted as service in a lower rank, e.g. a Flight Lieutenant who held the temporary rank of Squadron Leader for four months and the paid acting rank of Wing Commander for discontinuous periods aggregating two months, may be allowed to retain the rank of Squadron Leader.)

(ii) Any temporary or paid acting rank held immediately before the beginning of their absence from duty on account of disabilities attributable to RAF service, and as a result of which they cease to be employed and relinquish their commissions or are placed on the retired list, etc.

(b) Any period of temporary or paid acting rank held by an officer whilst seconded or attached to another arm of the Service may count towards any applicable time period required for qualification under clause (5) (a).

(c) An officer who, on being taken into employment as an officer during the war relinquished rank previously held, may, on leaving the Active List, resume that rank or may be allowed to retain any higher rank for which they qualified under this clause.

(d) To be eligible for the retention of rank, officers must have been in receipt of RAF emoluments during their service on the active list and not civilian emoluments.

(e) The provisions of this clause have retrospective effect to 3 Sep 1939, but service in a paid acting or temporary rank after 10 Feb 1954, will not count towards the qualifying period defined in (a)(i).

(6) In all cases permission to retain rank will be contingent upon an officer's service having been satisfactory throughout, and the Defence Council reserve the right to withhold or withdraw this privilege at their discretion at any time. Officers who resign their commissions will be dealt with in accordance with para 3005.

(7) The counting of acting rank for retired pay purposes is governed by separate regulations (see AFPS Pension Codes) and the grant, under the provisions of clauses (2) to (6) of permission to retain higher acting rank on leaving the active list or call-out will not effect an officer's rate of retired pay, nor will it entitle them to recall in the higher rank (see para 3003). It will permit use of the courtesy title in civilian life and to wear the uniform appropriate to the higher rank on occasions of ceremony, in accordance with AP1358.

(8) An officer of the Reserve Air Forces who has completed 1095 days or ten years (whichever is the earliest) satisfactory commissioned service (including commissioned service in HM's Forces other than the Reserve Air Forces, but excluding any service as RAFR(CC)) may be granted permission to retain their substantive rank, as a courtesy title in accordance with para 3005. The qualifying period of ten years may be reduced in the case of officers who have held command of a unit for not less than four years. The grant of permission to retain rank does not include permission to wear uniform, except on occasions authorised by AP1358. This provision is without prejudice to any permission an officer may have to retain RAF rank by virtue of former service.

3003. Relinquishment of Honorary, etc, Rank on Re-employment in Emergency

Officers granted honorary rank or allowed to retain the highest temporary, war substantive or acting rank held by them will, on being re-employed during an emergency, relinquish such rank if their appointment during such employment carries a lower rank, unless the Defence Council decide that it is in the interests of the Services that they should retain it.

3004. Naval and Military Officers

An officer of the RN, RM, or Army who, on completion of duty with the RAF returns to their own Service, will do so in the rank agreed by that Service. They may, on retirement from the RN, RM, or Army apply to HQ Air Cmd for permission to retain any RAF rank higher than their rank in their parent Service, for which they may be eligible under para 3002. Any permission to retain rank which may be granted in these circumstances will not confer any title to the gratuity, retired pay or pension corresponding to that rank, nor will it affect any claim which the Navy Department or Army Department may have a right to make on the officer's services after retirement.

3005. Resignation

An officer who resigns their commission under para 2905 (1) to (4) or para 2906 (c) will not retain any RAF or Reserve Air Forces rank, except by permission of the Defence Council under directions which the King may be pleased to give. It will be competent for the Defence Council to give or withhold this privilege.

3006. Withdrawal of Permission to Retain Rank

It will be competent for the Defence Council at their discretion to cancel any permission which may have been given to an officer to retain rank should any misconduct on their part subsequent to leaving the Service be brought to their notice.

3007. Enlistment or Commission Subsequently

If an officer who has been granted permission to retain rank enlists or is commissioned in any of HM regular forces, such permission will be cancelled by notice in the London Gazette. On exit from the force into which they were enlisted or commissioned they will again be permitted to retain the rank to which they were entitled prior to enlistment, provided that their active services have been satisfactory.

3008-3008F. Omitted

SECTION 6 - CRIMINAL INJURIES COMPENSATION OVERSEAS

3009.

(1) Members of the RAF and their accompanying dependants who, outside the UK because of duty, sustain injury (including death) directly attributable to a crime of violence may be paid, ex gratia, a lump sum payment. The decision as to whether a payment may be made and, if so, the amount of it, shall be wholly within the discretion of the Defence Council.

(2) Application forms should be submitted to OC P1 at the applicant's unit. OC P1 should forward the application form together with supporting evidence to Veterans UK, OPPT, Room 6326, Norcross, Blackpool, FY3 5WP.

(3) Further information may be found in the relevant DIN, at <https://www.gov.uk/guidance/armed-forces-compensation-for-criminal-injuries-overseas#how-to-claim> or by contact Veterans UK

3010-3015E. Omitted

CHAPTER 39

Service Pensions, Service Invaliding Pensions, Service Attributable Pensions, Terminal Grants and Gratuities –Aviator Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

SECTION 1 - SERVICE PENSIONS, SERVICE INVALIDING PENSIONS, SERVICE ATTRIBUTABLE PENSIONS

3016-3017 Omitted

3017A. Qualifying and Reckonable service in relation to Maternity, Adoption, Paternity and Parental Leave

(1) Maternity Leave

(a) The following time periods will count as both qualifying and reckonable service:

- (i) For an aviator (female) whose baby was due on or after 16 Oct 1994, but before 30 Apr 2000, the first 14 weeks of maternity leave.
- (ii) For an aviator (female) whose baby was due on or after 30 Apr 2000, but before 6 Apr 2003, the first 18 weeks of maternity leave.
- (iii) For an aviator (female) whose baby was due on or after 6 Apr 2003, the first 26 weeks of maternity leave.

The periods of leave at (i) to (iii) above will be referred to as 'Ordinary Maternity Leave' (OML) subject to the relevant terms and conditions defined in DCI JS 99 2001, DCI JS 05 2003 and single Service regulations as amended.

(b) Any additional pension benefit/supplement within the AFPS to which the airwoman may be entitled will be unaffected by her taking OML.

(c) 'Additional Maternity Leave' (AML) counts as qualifying service, but will not count as reckonable service. The following time periods will constitute AML subject to the relevant terms and conditions defined in DCI JS 99 2001, DCI JS 05 2003 and single Service regulations as amended:

- (i) For an airwoman whose baby was due on or after 1 Jun 2001, but before the 6 Apr 2003, AML must end no later than 29 weeks from the birth of the child.
- (ii) For an airwoman whose baby was due on or after 1 Jun 2001, but before the 6 Apr 2003, any official extension to the AML period under the 'Enhanced Maternity Leave' arrangements, up to 37 weeks from the birth of the child.

(iii) For an airwoman whose baby was due on or after the 6 Apr 2003, 26 weeks from the end of OML.

(d) Where an engagement is extended by the period of service equivalent to AML for the purposes of obtaining the required reckonable service to be eligible to an immediate pension, this extended period of service will count as both qualifying and reckonable service for pension purposes.

(e) With effect from 23 Jun 1994, a period during which an airwoman is in receipt of statutory maternity pay, even where this period occurs after the date of her retirement will count as both qualifying and reckonable service.

(2) Adoption Leave

(a) An aviator, who is not taking 'Maternity / Paternity Leave' (Adoption) and who is notified of being matched with a child on or after 6 Apr 2003, or with whom a child is placed for adoption on or after that date, the first 26 weeks of 'Adoption Leave' will count as both qualifying and reckonable service.

The other parent (male or female) in the case of adoption, who is not taking 'Adoption Leave' will be eligible for 'Paternity Leave'. (See: para 3017A(3)). The 'Adoption Leave' period defined above will henceforth be termed 'Ordinary Adoption Leave' (OAL) and will be subject to the relevant terms and conditions defined in DCI JS 40 2003, and single Service regulations as amended.

(b) 'Additional Adoption Leave' (AAL) counts as qualifying service, but will not count as reckonable service. The following time periods will constitute AAL subject to the relevant terms and conditions outlined in DCI JS 40 2003 and single Service regulations as amended.

(i) For an aviator who is notified of being matched with a child on or after the 6 Apr 2003, or with whom a child is placed for adoption on or after that date, up to 26 weeks leave from the end of OAL.

(c) Any additional pension benefit/supplement within the AFPS to which the aviator may be entitled will be unaffected by taking OAL.

(d) Where an engagement is extended by the period of service equivalent to the AAL for the purposes of accruing the required reckonable service to become eligible to an immediate pension, this extended period of service will count as both qualifying and reckonable service for pension purposes.

(3) Paternity Leave

(a) An aviator whose baby was due on or after 6 Apr 2003 or, in the case of adoption, an aviator who is not taking 'Adoption Leave' and is notified of being matched with a child on or after 6 Apr 2003, or with whom a child is placed for adoption on or after that date, will be eligible to take two weeks 'Paternity Leave', subject to the relevant terms and conditions defined in DCI JS 41 2003, and single Service regulations as amended. 'Paternity Leave' counts as both qualifying and reckonable service.

(b) Any additional pension benefit/supplement within the AFPS for which the aviator may be entitled will be unaffected by taking Paternity Leave.

(4) **Parental Leave & Prenatal Leave.** 'Parental Leave' and 'Prenatal Leave' counts as qualifying service, but will not count as reckonable service. 'Parental Leave' will be subject to the terms and conditions defined in DCI JS 153 2001, DCI JS 79 2002 and single Service regulations as amended. 'Prenatal Leave' will be subject to the terms and conditions of DCI JS 99 2001, DCI JS 05 2003 and single Service regulations as amended.

3018. Omitted

3019. Purchase of Added Years and Service Credit by Transfer Payment

- (1) An aviator may be eligible to purchase notional years of service which may be added to the service which they have actually given to reckon in the calculation of their pension.
- (2) An aviator in respect of whom a transfer payment is accepted from a former pension scheme may be credited with such reckonable service as corresponds to the amount of the transfer value received.
- (3) Purchased added years and service credited by a transfer payment will not count towards the minimum period of reckonable service necessary for the award of a Service pension or Service invaliding benefits. Where, however, service credited by a transfer payment is less than the period actually served in the exporting scheme, the previous service will count as to its actual length for the purpose of the two-year qualifying period for preserved pension benefits.
- (4) Where previous service that was credited to another pension scheme by means of a transport value has been transferred back in to the AFPS, that previous service will count in accordance with the normal rules towards the minimum qualifying period for payment of pension. The service credited from the incoming transfer value will reckon towards pension.

3020-3022A. Omitted

3023. Invaliding

- (1) The rates of Service Invaliding Pension and Service Attributable Pension which may be awarded are found in the Tri-Service Pensions Codes.
- (2) This clause applies where an aviator's disability arises on or before 31 Mar 2004. Unless the Defence Council decide otherwise, where an aviator is invalided from the Service as the result of disabilities which are accepted by the Veterans Agency as attributable to or aggravated by their service, (including one who has opted out of the AFPS) and the degree of disability is assessed at 20 % or more, they may be awarded a service attributable pension. This will be either the award for which they are eligible under clause (1) of this para, or the minimum rate of Service Attributable Pension appropriate to their rank and degree of disability as set out in AFPS 75 Pension Codes, whichever is the greater. Where an aviator is ineligible for an award under clause (1) they may be awarded a Service Attributable Pension at the appropriate rate. A Service Attributable Pension may be awarded irrespective of length of service, but is subject to adjustment or cessation as provided for in scheme legislation.

(3) If an award of unemployability supplement is made to an aviator by the Veterans Agency during the first 12 months following his invaliding, or following the date of determination of attributability by the Veterans Agency if later, any award at the minimum rate of Service Attributable Pension will be abated by the amount of the supplement, but not below the rate of Service Invaliding Pension to which the aviator may otherwise be eligible.

(4) Where an aviator receives any compensation for a disability which led to them being invalided and where they are awarded benefits under clause (2) above, an adjustment may be made to the excess of the minimum rate of Service Attributable Pension over the appropriate rate of Service Invaliding Pension.

(5) Where the cause of the aviator's invaliding is wholly or partly due to their own negligence, misconduct or other matter within their own control, any award of Service Attributable Pension under clause (2) may be withheld or reduced to the extent that the Defence Council considers appropriate.

3024-3025. Omitted

3026. Commutation of Pension – Life Commutation Scheme

(1) Commutation may be permitted subject only to medical fitness, to provide additional assistance for resettlement in civilian life. The amount commuted may not exceed 25% of the pension and must not reduce the pension below £2.50 per week (£130 per annum), and the amount realised may not in any circumstances exceed £1,000.

(2) The following awards are not commutable:

(a) Service Attributable Pension except where the aviator is otherwise eligible for an award of service invaliding pension, in which case they may be permitted to commute a portion of that award;

(b) Any proportion of service pension based on purchase of added years, service bought in by transfer value or additional voluntary contributions of any kind;

(c) Additions to pensions authorised under the provisions of pension increases regulations;

(d) Preserved awards.

(3) Application forms and further details of the commutation scheme can be obtained on request from the Service Personnel and Veterans Agency (Glasgow).

3027-3032. Omitted

SECTION 2 - TERMINAL GRANTS, DEATH IN SERVICE GRATUITIES, NON-COMMISSIONED AIRCREW GRATUITIES, ADDITIONAL ATTRIBUTABLE GRATUITIES, SPECIAL CAPITAL PAYMENTS

3033. Gratuities for Non-Commissioned Aircrew

(1) The provisions of this paragraph apply to those who entered the Service (generally before 1 Apr 1989) on a gratuity earning engagement and have not opted

to transfer to pensionable terms. On completion of a short service aircrew engagement Non-Commissioned Aircrew, on transfer to the Reserve or discharge, will be awarded a gratuity in respect of that engagement at the rates provided for in AFPS 75 Pension Codes, for each year of reckonable service.

(2) An Non-Commissioned Aircrew serving on a short service aircrew engagement who is invalided on account of disablement due to causes not within their own control, before the completion of the Regular service portion of their engagement, may be eligible, at the sole discretion of the Defence Council, to receive as a reserved right, a gratuity at the appropriate rate in AFPS 75 Pension Codes for each year of reckonable service, plus a proportion for part of a year, where this gratuity is more advantageous than the invaliding benefits for which they are otherwise eligible.

(3) Except as provided in clause (2), if Non-Commissioned Aircrew does not complete the Regular service portion of their engagement and is discharged for any reason, other than redundancy or invaliding for causes outside their own control, the award of a gratuity and its amount, for service while mustered as aircrew, will be at the discretion of the Defence Council. No award will be payable if Non-Commissioned Aircrew have rendered less than one year's service as aircrew, or having rendered one or more years' service, has not initially been awarded the flying badge.

(4) If Non-Commissioned Aircrew are retained in Regular service after the date on which the Regular service portion of their engagement was due to expire, the gratuity for which they are eligible will become payable on the date on which they would otherwise have been transferred to the Reserve or discharged; such further service will not be reckonable for additional gratuity.

(5) A gratuity awarded under the provisions of this paragraph will be abated by any advance of terminal gratuity which the Non-Commissioned Aircrew may have been paid.

3034. Attributable Invaliding - Less than two years qualifying service

(1) This clause applies where an aviator's disability arises on or before 31 Mar 2004. Unless the Defence Council decide otherwise, an aviator who is invalided with less than two years' qualifying service as the result of a disability which is accepted by the Veterans Agency as attributable to or aggravated by service, may be paid either:

(a) where the degree of disability assessed on invaliding (as defined in para 3023(2)) is 20% or more, an attributable gratuity at the rates shown in AFPS 75 Pension Codes; or

(b) where the degree of disability assessed on invaliding (as defined in para 3023(2)) is between 1 and 19%, a gratuity calculated on the length of qualifying service given pro rata to two years, at 27.5% of the 37 year rate of Service Retired Pay for the rank, but not less than 13.75% of the 37 year rate of Service Pension.

(2) This clause applies where an aviator's disability arises on or after 1 Apr 2004. Unless the Defence Council decide otherwise, an aviator who has less than two

years' qualifying service and who is invalided from service as the result of a disability which is accepted by the Veteran's Agency as attributable to or aggravated by service for the purposes of the Service Pensions Order, and which is accepted by the Defence Council, on a balance of probabilities, as attributable to or significantly aggravated by service, may be paid either:

- (a) where the degree of disability assessed on invaliding (as defined in para 3023(2)) is 20% or more, an attributable gratuity at the rates shown in AFPS 75 Pension Codes; or
 - (b) where the degree of disability assessed on invaliding (as defined in para 3023(2)) is between 1 and 19%, a gratuity calculated on the length of qualifying service given pro rata to two years, at 27.5% of the 37 year rate of Service Retired Pay for the rank, but not less than 13.75% of the 37 year rate of Service Retired Pay.
- (3) For the avoidance of doubt, an aviator is not entitled to an attributable invaliding gratuity under this paragraph if they are entitled to the payment of benefits under the Armed Forces Compensation Scheme 2005 (established under s.1(2) of the Armed Forces (Pensions and Compensation) Act 2004) in respect of the same condition.

3035. Additional Attributable Gratuities

- (1) This clause applies where an aviator's disability arises on or before 31 Mar 2004. Unless the Defence Council decide otherwise, an aviator who is invalided from service as the result of a disability which is accepted by the Veterans Agency as attributable to or aggravated by service, and where the degree of disability assessed on invaliding (as defined in para 3023 (2)) is 20% or more, may be granted an Additional Attributable Gratuity at the rates set out in . This shall be in addition to any award of AFPS 75 Pension Codes terminal grant of invaliding gratuity for which they may be entitled. In cases where the Defence Council decide, the award and amount of the Additional Attributable Gratuity shall be at their discretion.
- (2) This clause applies where an aviator's disability arises on or after 1 Apr 2004. Unless the Defence Council decide otherwise, an aviator who is invalided from service as the result of a disability for which they are entitled to the payment of a war disablement pension under Article 10 of the Service Pensions Order 2006, by virtue of the degree of disability (as defined in para 3023(2)) assessed as at the date of invaliding being 20% or more, and which is accepted by the Defence Council, on a balance of probabilities, as attributable to or significantly aggravated by service, may be granted an Additional Attributable Gratuity at the rates set out in AFPS 75 Pension Codes. This shall be in addition to any award of terminal grant or invaliding gratuity to which they may be entitled. In cases where the Defence Council decide, the award and amount of the Additional Attributable Gratuity shall be at their discretion.
- (3) For the avoidance of doubt, an aviator is not entitled to an additional attributable gratuity under this paragraph if they are entitled to the payment of benefits under the Armed Forces Compensation Scheme 2005 in respect of the same condition.

3036. Omitted

3037. Special Capital Payments

Details of special capital payments which may be awarded to aviators discharged as redundant are given in Leaflet MMP138 – Armed Forces Redundancy Schemes.

3038-3058. Omitted

SECTION 3 - ATTRIBUTABLE BENEFITS FOR MEMBERS OF A RESERVE FORCE

3059. Attributable Benefits for the Reserve

Reservists who are members of a Reserve Force may be eligible for attributable benefits under the Reserve Forces Act 1996 or the Armed Forces Compensation Scheme. See JSP 753.

3059A-3060. Omitted

SECTION 4 – CLOSURE OF PENSION ARRANGEMENTS AND APPLICATION TO SERVICE ON OR AFTER 6TH APRIL 2005

The pension arrangements set out in this chapter apply to enlisted personnel whose service as a member of AFPS 75 ends before 6 Apr 2010.

3060A. Introduction

Subject to para 3060D, the pension arrangements set out in this chapter apply to aviators whose service ends before 6 Apr 2005 and who did not opt out of the arrangements, or who are in service on 6 Apr 2005 and who have not opted out of the arrangements (whether to transfer to the arrangements set out in the Armed Forces Pension Scheme or otherwise).

3060B. Closure of Pension Arrangements

The pension arrangements set out in these chapters are closed to-

- (a) aviators whose service in the RAF begins on or after 6 Apr 2005, or, subject to para 3015C, whose service given as a result of re-enlisting begins on or after 6 Apr 2005;
- (b) aviators who have previously opted out of the scheme, or who opt out of the scheme on or after 6 Apr 2005 (whether to transfer to the arrangements set out in the Armed Forces Pension Scheme or otherwise).

3060C. Applicability – Recall

Para 3060B(a) does not apply to an aviator who is recalled for a period of permanent service under the Reserve Forces Act 1980 or 1996, and such service will be dealt with in accordance with sec 2 of Ch 46.

3060D. Applicability – Death After Recall

Para 3060B does not apply to an aviator who is recalled for a period of permanent service under the Reserve Forces Act 1980 or 1996 after 6 Apr 2005 and who dies during that service, and para 3101 will apply to that aviator regardless of the

application of these arrangements to them or their membership of the Armed Forces Pension Scheme.

3060E. *Omitted*

CHAPTER 40

Preserved Benefits: Officers and Enlisted Personnel Resettlement Grants

3061-3063. *Omitted*

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

CHAPTER 41

Family Pensions and Gratuities to Surviving Spouses, Surviving Civil Partners, Surviving Eligible Partners and Children of Officers and Enlisted Personnel

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

SECTION 1 - FAMILY PENSIONS AND GRATUITIES - GENERAL CONDITIONS

3064-3067. *Omitted*

3068. Establishment of Claim

If a claim is not established before the death of the person to whom it might have been made, arrears of pension will not, save in exceptional circumstances, be allowed to their estate.

3069. *Omitted*

3069A. Conditions Relating to Surviving Eligible Partners for AFPS 75

A person is to be regarded as a surviving eligible partner of an aviator if the aviator leaves no surviving spouse or surviving civil partner and if, but only if, the person satisfies the Defence Council that at the time of the aviator's death:

- (a) their relationship was exclusive, committed and long-term;
- (b) their relationship was substantial;
- (c) they were not prevented from (as the case may be) marrying or forming a civil partnership; and
- (d) either the partner was financially dependent on the aviator or they were financially interdependent.

3069B. Living Together as Husband and Wife

Two persons of the opposite sex are to be regarded as living together as if they were husband and wife if the Defence Council considers that they have a substantial relationship. The Defence Council will take into account whether:

- (a) they are members of the same household;
- (b) their relationship is established and publicly acknowledged; and
- (c) they are financially interdependent.

3069C. Living Together as Civil Partners

Two people of the same sex are to be regarded as living together as if they were civil partners if, but only if, they would be regarded as living together as husband and wife were instead of two people of the opposite sex.

3070-3075. Omitted

3076. Withholding or Diversion of Pension

In exceptional circumstances the Defence Council may withhold any pension or divert the whole or part thereof for purposes deemed to be in the interest of the pensioner or their family.

3077. Effect of Commutation

Commutation of retired pay or pension shall not debar a surviving spouse, surviving civil partner or children, otherwise eligible under the provision of this chapter, from receiving an award of a long-term family pension, nor shall any such pension be reduced or abated on that account unless there was service after 6 Apr 1978 and the marriage or civil partnership took place after the commutation.

3078-3085. Omitted

SECTION 2 - SHORT TERM FAMILY PENSIONS PAYABLE TO ELIGIBLE SURVIVORS OF THOSE WHO SERVED ON OR AFTER 31 MAR 1973

3086. Effect of Opting out - Personal Pension Plan

Where an aviator dies in service after opting out of the AFPS in favour of a personal pension plan, any short term pension paid to their survivors will be based on the retired pay or pension which would have been awarded had they retired or been discharged instead of the date of death.

3087-3090A. Omitted

SECTION 3- ATTRIBUTABLE LONG TERM FAMILY PENSIONS PAYABLE TO ELIGIBLE SURVIVORS OF THOSE WHO SERVED ON OR AFTER 31 MAR 1973

3091. Attributable Family Pensions Payable to the Eligible Survivors of Reservists

Where the death of a member of a Reserve Force is attributable to service, the surviving spouse, surviving civil partner, surviving eligible partner or children may be eligible for attributable benefits under the Reserve Act 1996. See JSP 753 for further details.

3092-3100. Omitted

SECTION 4 - DEATH IN SERVICE GRATUITIES

3101. Additional Attributable Gratuities

Where an aviator dies on or after 31 Mar 1986 but on or before 31 Mar 2004 while giving full pay service and their death is accepted by the Veterans Agency as being attributable to or aggravated by service, an additional gratuity equal to 100% of the annual rate of the full career retired pay or pension for the deceased's rank may be paid to the eligible surviving spouse, civil partner or eligible partner, less any

supplementary benefits received from the deceased's personal pension plan. Where there is no eligible surviving spouse, civil partner or eligible partner for an award under this paragraph, but an eligible child or children, the gratuity will, at the discretion of the Defence Council, be divided equally amongst the eligible children instead.

3102-3120. *Omitted*

CHAPTER 42

Half-Pay, Retried Pay and Payment of Pensions

3121-3149. *Omitted*

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

CHAPTER 43

Pensions Increase

3150-3169. *Omitted*

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

CHAPTER 44

Redundancy – Compensation Terms

3170-3182. Omitted

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet [here](#)

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

CHAPTER 45

Additional Voluntary Contributions

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

SECTION 1 - INTRODUCTION

3183. Introduction

Aviators may make additional voluntary contributions (AVCs) to obtain enhanced pension benefits provided their AFPS allows this, and they are still serving in the RAF. SP should refer to their scheme rules for more details.

3184. Omitted

3184A. The Payment of In-Scheme AVCs – Maternity, Adoption and Paternity Leave

AVCs will continue during any period of 'OML, OAL or 'Paternity Leave' and will be based on the amount of pay received.

3184B-3185. Omitted

SECTION 2 - PURCHASE OF ADDED YEARS

3186. Added Years

Added years may be bought by regular deductions from salary, or by lump sum payment.

3187. Omitted

3188. Finality of Option to Buy Added Years

An option to buy added years once signed and accepted is final. Those received on or after 29 Nov 1985 are to include a signed declaration to the effect that the Service Person has no reason to believe that health may prevent them from continuing in service until the completion of their commission or engagement.

***Note:** There have been some very rare exceptions. These have occurred when terms and conditions of service have been changed by the Department in such a way as to reduce the headroom for the individual to use AVCs to purchase additional benefits; and where the change has been beyond the individual's control, and was not foreseeable at the time the AVC contract was taken out.*

3189. Added Years and Minimum Period of Service

Added years shall not count towards the minimum period of service to qualify for preserved pension, resettlement grant, service retired pay or pension or invaliding retired pay or pension.

3190-3193. *Omitted*

3194. Added Years Actually Purchased

If a Service Person, who has purchased added years by lump sum payment, or is buying added years by regular deductions from salary, leaves the Armed Forces with a preserved pension, only the added years actually purchased to the date of discharge shall count in the calculation of the preserved pension or transfer value.

3195-3197. *Omitted*

3198. Determination of Age and Added Years

Added years shall have no relevance in determining age for the purpose of abating retired pay on premature voluntary retirement.

3199-3229. *Omitted*

SECTION 3 – PURCHASE OF ADDED YEARS ON RETURN FROM SECONDMENT

3230. Secondments

(1) Those who have been serving on secondment terms with the UN, NATO Eurofighter and Tornado Management Agency and other similar collaborative arrangements, during which period they have been required to be members of, and paid contributions to, the host organisation's pension arrangements may on return to AFPS, purchase added years of service up to the period of their absence under the terms of paras 3188, 3189, 3194 and 3198.

(2) This will be conditional upon the member repaying all of the tax-free lump sum which will be paid to those who serve for less than five years with the host organisation. Where this is insufficient to purchase the required period of service, a top up payment may be made from the funds of the project under which the member was sponsored to cover the additional cost.

3231. Pension Accrued under Host Organisation Arrangements

Where, exceptionally, a member has served for more than five years with the host organisation, the pension that they have accrued under the host organisation's arrangements may be transferred into the AFPS under the normal transfer rules.

3232-3239. *Omitted*

CHAPTER 46

Re-Employment of Aviators

3240-3259. Omitted

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

CHAPTER 47

Pensionability of Full-Time Reserve Service and Service on Special Short-Term Commissions or Engagements

3260-3268. Omitted

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

CHAPTER 48

Pension Sharing on Divorce or Dissolution of a Civil Partnership

3269-3284. Omitted

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet here

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veterans

CHAPTER 49

Resettlement Commutation Scheme

3285-3287. Omitted

Guidance relating to the Armed Forces Pension Schemes can be found in the following locations:

AFPS 15 JSP 905

AFPS 05 JSP 764

AFPS 75 See booklets on remuneration on DefNet [here](#)

Alternatively see www.gov.uk/guidance/pensions-and-compensation-for-veteran