

ROYAL OBSERVER CORPS

BASIC
TRAINING
SYLLABUS

POST
PERSONNEL



POST PERSONNEL BASIC TRAINING SYLLABUS

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QUALITY ASSURANCE

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BASIC TRAINING SYLLABUS POST PERSONNEL

Amendment Record Sheet

AL No.	DATE OF AL	AMENDMENT MADE BY			AL CHECKED (INITIALS)
		NAME IN BLOCK LETTERS	SIGNATURE	DATE	
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Amendments are to be carried out by the user of this syllabus and are to be checked by the Group Officer or a supervisor as detailed.

POST PERSONNEL BASIC TRAINING STATIONS

Assessment Record Sheet

ID NUMBER OF CANDIDATE	ASSESSMENT MADE BY			DATE OF ASSESSMENT	INITIALS
	NAME OF OFFICER	SIGNATURE	DATE		

This form is the property of the Department and should not be removed from the station. It should be returned to the office of the Chief of Police when no longer needed.

POST PERSONNEL BASIC TRAINING SYLLABUS

References

ROC ORGANISATION (GROUP)

AP 3215 Chap 3.

Supporting knowledge

1. The trainee must be able to:

- a. state four of the seven officer appointments possible within an ROC Group;)
- b. state seven of the eleven NCO appointments possible within an ROC Group.)

Para 3.

UNIFORMS, RANKS AND INSIGNIA

AP 3215 Chap 4.

Supporting knowledge

2. The trainee must be able to state the rank and describe the insignia appropriate to:

- a. a Group Commandant;
- b. a Deputy Group Commandant;
- c. a Group Training Officer;
- d. either, a Duty Controller, a Group Officer, an NRC Officer or an ROC Sector Officer;
- e. the NCOs of his Post, Crew or Team.

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References

EFFECTS OF NUCLEAR WEAPONS

AP 3215 Chap 9.

Supporting knowledge

3. The trainee must be able, either in his own words or those of AP 3215 Chap 9, to:

a. state:

- (1) how residual nuclear radiations are formed and the term used to describe them;
- (2) the manner in which residual radiation decays;
- (3) what feature of the decay rate may make it a particular hazard.

Para 6.

b. state:

- (1) how the power or yield of a nuclear weapon is expressed;
- (2) what units are used to identify, (a) atomic and (b) hydrogen weapons.

Para 7.

c. state:

- (1) what is meant by the term 'Ground Burst';
- (2) why a Ground Burst produces radioactive fall-out;
- (3) the manner in which radioactive fall-out is deposited on the ground.

Para 14.

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References

AP 3215 Chap 9

d. state:

- (1) what the primary biological effect is of nuclear radiation; Para 17.
- (2) the name of the unit used to measure the total amount of radiation, (the dose), which a person has received; Para 18.
- (3) the name of the units used to measure the intensity of radiation, (the dose-rate) at any moment.

e. state:

- (1) as a general rule, the maximum dose of radiation that could be received, that is unlikely to cause immediate injury; Para 19.
- (2) the level of radiation received, that in most cases would result in death;
- (3) what would be the war-time emergency dose for personnel who must expose themselves to radiation on essential duty. Para 20.

- f. state, if a person is exposed to radiation, what would be the first biological effect to appear and how soon this could be apparent. Para 21.

g. state:

- (1) the simplified radioactive decay law, as used in the ROC; Paras 22 and 23.

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References.

AP 3215 Chap 9

- (2) what the dose-rate would be at 7 hours, 2 days, 2 weeks, and 14 weeks, if the dose-rate 1 hour after a burst was 450 rph. Fig. 2.

h. state:

- (1) the term used to describe the point of a nuclear burst; Para 39.
- (2) the three factors which govern the extent of the pattern of radioactive fall-out resulting from a nuclear ground burst. Paras 39 and 40.

j. state:

- (1) the approximate distance, through which gamma rays can travel in air; Para 42.
- (2) why gamma rays present a health hazard; Para 43.
- (3) the two factors involved in protection from radiation; Para 45.
- (4) the effect on the intensity of gamma rays as they travel through the atmosphere;)
- (5) the distance from which half the total dose is received, when standing in the open, in an area which is uniformly contaminated with radioactive fall-out;) Para 46 and Fig. 4
- (6) the two factors which increase the value of the protection from radioactivity, given by any sort of material; Para 48 and Fig. 5

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References

AP 3215 Chap 9

- (7) what is meant by the term
'half value thickness', of any
material.

Para 49 and Fig. 5

k. state:

- (1) what is meant by the term)
'protective factor' when)
applied to a building;)
)
(2) the dose-rate which could be)
received by someone in a)
building having a protective)
factor of 50, when the dose-)
rate outside is 500 rph.)

Para 50.

UK WARNING AND MONITORING ORGANISATION

AP 3215 Chap 8

Supporting knowledge

4. The trainee must be able, either in his
own words or the words of AP 3215
Chap 8, to:

a. state:

- (1) the two public warnings for)
which the UKWMO is responsible;))
)
(2) the two services, provided to)
civilian and military authori-)
ties in the UK and NATO)
countries, for which the)
UKWMO is responsible.)

Para 1.

- b. specify the three types of warning
which will be issued to the Public.

Para 2.

BASIC TRAINING SYLLABUS

References.

AP 3215 Chap 8

c. state:

- (1) the method by which each type of warning will be issued;
- (2) the meaning of each type of warning.

Para 2.

d. state:

- (1) the minimum warning time which it is expected the public could receive of Attack from the Air;
- (2) who would issue the Warning of Attack from the Air, and from where.

Para 3.

e. specify:

- (1) by what means Attack Warning messages are passed from the Strike Command Operations Centre;
- (2) to whom the Warning messages are passed;
- (3) the two main methods of relaying the warnings onwards.

Para 5.

f. state:

- (1) what is meant by the term 'Warning Point';
- (2) the means by which the Attack Warning will be given in sparsely populated areas;
- (3) the seven types of location at which warning points have been established.

Para 6.

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References

AP 3215 Chap 8

- g. identify and describe the Carrier Receiver. Fig. 2 and Para 7.
- h. state the four signals or messages capable of being relayed over the Carrier Receiver. Para 8.
- j. state, (before fall-out warnings can be issued) what information is required to enable:
- (1) an initial prediction of the arrival of fall-out to be made;) Para 9.
 - (2) subsequent predictions to be made.)
- k. specify:
- (1) the two types of information, collected by the ROC posts, which form part of the basis of fall-out predictions;) Para 10.
 - (2) the approximate intervals, (in miles) the 872 posts are spread apart;)
 - (3) the means by which reports are made by the posts to the group operations rooms;)
 - (4) the names of the sectors, into which the UK is divided;)
 - (5) where a Sector Control is located;)
 - (6) the means by which information is passed between adjacent groups and between sector controls.)

BASIC TRAINING SYLLABUS

References.

AP 3215 Chap 8

l. state:

- (1) who interprets the information)
displayed by ROC personnel at)
the group operations rooms and)
the sector controls;)
)
- (2) what the chief responsibilities)
of the teams are at the:)
)
(a) Group operations rooms;)
)
(b) Sector controls.)

Para 11.

m. state:

- (1) what two forms of increased)
protection are provided at)
posts, operations rooms and)
sector controls;)
)
- (2) what this and other facilities)
provided, enable the crews to)
survive.)

Para 12.

n. state:

- (1) the names of the two instru-)
ments with which each post is)
equipped to provide informa-)
tion on nuclear bursts;)
)
- (2) the function of these two)
instruments;)
)
- (3) what information is obtained,)
when readings from these)
instruments, from several)
posts, have been processed at)
the group operations rooms.)

Para 13.

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References

AP 3215 Chap 8

o. Specify the three items of information which are obtained from the AWDREY equipment installed at a number of group operations rooms. Para 14.

p. state:

(1) where the nuclear burst details are plotted to enable the group warning officers to make the initial predictions and assess fall-out warnings; Para 15.

(2) to whom, outside the group operations rooms, details of nuclear bursts are passed. Para 15.

q. state:

(1) the name of the instrument with which each post is equipped to detect the arrival of radioactive fall-out and to measure its intensity; Para 16.

(2) what use is made of the times of arrival of fall-out at posts, when they have been reported and have been plotted on the map display;

(3) the intervals of time at which dose-rate readings are taken and reported.

r. state:

(1) what can be computed, when the maximum intensity of radiation at a post, has been recorded on the graphs at the group operations rooms; Para 17.

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References

AP 3215 Chap 8

- (2) what is meant by the abbreviation DR7;)
- (3) what can be determined when DR7 values are plotted on a map;) Para 17.
- (4) what further information can be deduced from the graphs.)

s. state:

- (1) how the information, processed at group operations rooms and sector controls, is distributed to recipients;)
- (2) what conversion is necessary before the information can be transmitted;) Para 18.
- (3) what method is employed to aid the easy identification and routing of messages.)

t. state:

- (1) what precautions should be taken by a person on hearing a Fall-out Warning BLACK;)
- (2) what equipment is necessary to allow certain services to continue operations after a public fall-out warning has been issued.) Para 19.

u. state:

- (1) what governs any variation from the Group boundary, in a Warning Officer's area of responsibility;) Para 20.

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References

AP 3215 Chap 8

- (2) the terms in which fall-out warnings are issued;)
)
- (3) the number and size of these areas in the UK and how they are related to a carrier area;)
)
- (4) how these areas are identified;)
)
- (5) how a fall-out warning message is passed to a Warning Point;)
)
- (6) what action is taken at a Warning Point if fall-out arrives without receipt of a fall-out warning BLACK message.)

Para 21.

v. state:

- (1) the normal source of the Meteorological information, which forms part of the basis upon which fall-out predictions are based;)
)
- (2) the two alternative sources of Meteorological information and the names by which they are known;)
)
- (3) the number and approximate distance apart of the posts which report meteorological information;)
)
- (4) the names of the three instruments with which these posts are equipped.)
)

Para 22.

Para 23.

BASIC TRAINING SYLLABUS

References.

THE INDIVIDUAL DOSIMETER

AP 3215 Chap 40

Supporting knowledge

5. The trainee must be able, either in his own words or those of AP 3215 Chap 40, to:
- a. state the function of the Individual Dosimeter; Para 1.
 - b. state the number and range of the two operational types of Individual Dosimeter used in the ROC; Para 3.
 - c. specify when a dosimeter can be read; Para 2.
 - d. state the position of the quartz-fibre relative to the scale when a dosimeter is correctly charged; Para 6.
 - e. state what happens to the quartz-fibre, when a fully charged dosimeter is exposed to gamma radiation; Para 7. and Fig. 3.
 - f. state what action is required to prepare a dosimeter for use; Para 10.
 - g. state how a dosimeter is normally carried during operations and the reasons why; Paras 11 and 12.
 - h. state how a dosimeter is read; Para 13.
 - j. specify what care and maintenance of dosimeters is prescribed for ROC personnel. Paras 16 and 17.
6. The trainee must be able to identify the operational type or types of dosimeter in use in his Group.

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References.

AP 3215 Chap 40

Practical skill

7. Given two examples of each of the two types of operational dosimeters (No. 3 or No. 4), or shown diagrams of the corresponding scales, the trainee must be able to state the readings on each dosimeter or scale correctly to the nearest 1r or 5r as appropriate.

CHARGING THE INDIVIDUAL DOSIMETER

AP 3215 Chap 41

Supporting knowledge

8. the trainee must be able, either in his own words or the words of AP 3215 Chap 41, to:
 - a. state the function of the charging unit; Para 1.
 - b. state the essential difference between the two types of charging unit used in the ROC; Para 2.
 - c. state what check has to be carried out on the charging unit, before commencing charging operations; Para 6.
 - d. specify what three items of routine maintenance on either type of charging unit is prescribed for ROC personnel. Para 11.

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References

AP 3215 Chap 41

Practical skill

9. Given a serviceable charging unit, an operational dosimeter of either type and a source of light, the trainee must be able to:
- a. charge the dosimeter correctly in accordance with AP 3215 Chap 41 paras 6 and 7 (and 9 as appropriate, depending on the type of charging unit), in not more than three attempts;
 - b. demonstrate the correct procedure for reducing the charge, when a dosimeter is overcharged.

PHONETIC ALPHABET AND NUMERALS

SOP 1, Annex A
paras 1-13.

Supporting knowledge

10. The trainee must be able, either in his own words or those of SOP 1, Annex A, to:
- a. state why it is necessary, under certain conditions, to substitute, in speech, conventional words for individual letters of the alphabet, when they have to be spoken separately;) Para 1.
 - b. state why distinctive pronunciations have been adopted for certain numerals.)
11. The trainee must be able, either in his own words or the words of SOP 1, Annex A, to:
- a. specify how BPI readings are written on any log, display or form;) Para 5.
 - b. state how BPI readings are spoken within messages;)

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References

SOP 1, Annex A
paras 1-13.

- c. specify how degrees of bearing, elevation and spot size are written on any log, display or form;)
)
 - d. state how degrees of bearing, elevation and spot size are spoken within messages;)
)
 - e. specify how radiation readings are written on any log, display or form;)
)
 - f. state how radiation readings are spoken within messages.)
)
- Paras 6, 7 and 8.
- Paras 9-13.

Practical skill

12. The trainee must be able to pronounce, without error, the phonetic equivalent of *all* the:

- a. letters of the alphabet;
- b. numerals.

Para 2

Para 3

TIME 24-hour clock - method of writing and speaking. AP 3215 Chap 7 para 2.

Supporting knowledge

13. The trainee must be able, either in his own words or those of AP 3215, Chap 7, para 2, to:

- a. state what time is quoted, within the ROC, by reference to the 24-hour clock;
- b. state how times are written within the ROC;

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References

AP 3215 Chap 7 para 2.

- c. state how the hours are:
 - (1) normally spoken;
 - (2) spoken if less than ten;
 - (3) spoken if less than one.
- d. state how the minutes are:
 - (1) normally spoken;
 - (2) spoken if the time is on the hour;
 - (3) spoken if less than ten.

Practical skill

14. Given the following examples, twenty nine minutes after midnight, 1.45 am, 4 am, 5.15 pm, 8.34 pm, two minutes after ten pm; the trainee must be able to write them down in four figures, by reference to the 24-hour clock; then tell them, (over a telephone circuit, if available); all without error.

POST NUMBERS

AP 3215, Chap 7 para 3.
SOP 1 Annex A, paras 15
and 16.

Supporting knowledge

15. The trainee must be able, either in his own words or the words of AP 3215, Chap 7 para 3 or SOP 1, Annex A, paras 15 and 16, to:
- a. state how Post numbers are written and spoken;
 - b. state when the Post number is normally followed by the word POST;

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References

AP 3215, Chap 7 para 3.
SOP 1 Annex A, paras 15
and 16.

- c. state when the Post number only is quoted.

LOCATION OF POST, POST KEYS, NEAREST WATER SUPPLY AND GPO TELEPHONE

Supporting knowledge

16. The trainee must be able, using local knowledge, to state the precise location of:
 - a. the Post;
 - b. the Post Keys;
 - c. the nearest water supply;
 - d. the nearest GPO telephone.

FUNCTION OF POST INSTRUMENTS

AP 3215

Supporting knowledge

17. The trainee must be able, either in his own words or those of AP 3215, to state the function of:
 - a. the Bomb Power Indicator; Chap 33, para 1.
 - b. the Ground Zero Indicator; Chap 34, para 1.
 - c. the Fixed Survey Meter; Chap 35, paras 1 and 2.
 - d. the Fixed Survey Meter Trainer; Chap 36, para 1.
 - e. the Radiac Survey Meter No. 2. Chap 37, paras 1 and 2.

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References

POST REPORTING PROCEDURES

SOP 1, Part F.

Supporting knowledge

18. The trainee must be able, either in his own words or those of SOP 1, Part F, Sect 3, to:
- a. state when the five-minute reporting time cycle will be brought into use; Para 9.
 - b. state (given three observers on duty), the actions required by No. 2 Observer on hearing:
 - (1) the single pip-tone; Para 10.
 - (2) the double pip-tone. Para 11.
 - c. state what would be substituted for the pip-tones, should these fail. Para 11.
19. The trainee must be able in the words of SOP 1, Part F, Sect 4 para 10 to state the order of priorities in reporting.

Practical skill

20. The trainee must be able to make, (using the example in SOP 1, Part F, Sect 4 para 3 as a guide and including his own Post number), 3 typical TOCSIN reports, without error.
21. The trainee must be able to make, (using the two examples in SOP 1, Part F, Sect 4, para 4 as a guide and including his own Post number), two nuclear burst reports, without error; one containing information on one burst, the other containing two bursts.

BASIC TRAINING SYLLABUS

References

SOP 1, Part F.

22. Trainee must be able to make, (using the example in SOP 1, Part F, Sect 6, para 10 as a guide and including his own Post number), a typical first fall-out report.

QUALITY CONTROL

Reference

July 1, 1967

The quality control of the product is a very important factor in the production process. It is necessary to have a system of quality control that will ensure that the product is of the highest quality and that it meets the requirements of the customer. This system should be based on the principles of statistical process control and should be designed to detect and correct any defects in the product as soon as they occur.

The quality control system should be designed to be simple and easy to use, so that it can be operated by the production staff. It should also be designed to be flexible, so that it can be adapted to changes in the production process. The quality control system should be based on the principles of statistical process control and should be designed to detect and correct any defects in the product as soon as they occur.

EXTRACTS FROM AP 3306
REGULATIONS FOR THE ROYAL OBSERVER CORPS

Chap 2 paras:

42. *Saluting.* As the Royal Observer Corps is a uniformed organization working in close conjunction with the Royal Air Force, it is desirable that all members should observe the usual service courtesies. When in uniform, an observer should salute a ROC officer as a mark of respect for the authority he represents. When visits are made to Service establishments, observers should salute all commissioned officers and ROC officers should salute the Head of Establishment and any other senior commissioned officer.

45. *Complaints and Grievances.* Should a member of the Corps consider himself aggrieved and desire to lodge a complaint or to make any request in regard to his grievance, he should do so to his immediate superior who, if he is unable to deal with the matter, is to refer it to higher authority. Direct submissions to the Ministry of Defence, to Headquarters Strike Command or to the Commandant are forbidden.

Chap 3 paras:

64. *Patterns of uniform for observers*

- a. The uniform of male observers is of the pattern approved for No. 2 dress for airmen of the Royal Air Force but devoid of any Royal Air Force buttons, badges or insignia, having instead those of the Royal Observer Corps. An embroidered badge bearing the words "Royal Observer Corps" in light blue silk embroidery on a blue-grey serge background with numerals indicating the group number placed centrally underneath the title badge is to be worn on each shoulder of the blouse $\frac{1}{4}$ inch below the shoulder seam. The "Seaborne" badge, where authorized, is to be worn below the group number $2\frac{1}{2}$ inches from centre of sleeve head seam to top of badge. The head dress for observers is a dark blue beret bearing the ROC badge in white metal. The raincoat is of blue-grey waterproof material.

EXTRACTS FROM AP 3306 - CONTINUED

- b. The uniform for female observers consists of a blouse similar to that for male observers but with plain buttons and without shoulder straps, and a skirt or trousers of blue-grey serge as worn by airwomen of the Women's Royal Air Force. Stockings as provided for airwomen are to be worn with a skirt by female observers. The head dress and raincoat are as provided for male observers.

65. *Badges of rank for observers.* Badges of rank are to be worn on both sleeves of the blouse and raincoat midway between the elbow and shoulder seams. The badges are embroidered and consist of three horizontal bars for chief observers and two horizontal bars for leading observers within a wreath in light blue on a dark blue background. The blue "Spitfire" badge which is awarded when an observer has passed the annual master test, is to be worn by qualified observers on both sleeves of the blouse only, midway between the elbow and shoulder seam. In the case of chief and leading observers who are qualified, the badge is to be worn immediately above the badges of rank. The blue "Spitfire" will be replaced by a red one when the annual master test has been passed on any five different occasions.

- a. When the master test has been passed on 10 different occasions, this will be denoted by wearing a small red five pointed star $3/8$ from the tail of the red "Spitfire".
- b. When the master test has been passed on 15 different occasions, this will be denoted by wearing two small red five pointed stars, placed horizontally and positioned side by side centrally and immediately below the red "Spitfire" badge.
- c. When the master test has been passed on 20 different occasions, this will be denoted by wearing three small red five pointed stars. Two will be positioned side by side centrally and immediately below the red "Spitfire" badge, and the third centrally and immediately below the two as described, thus forming an inverted triangle.

Chap I paras:

10. *Liability for Training - observers*

- a. Observers are required to reach and maintain a minimum standard of efficiency in post or operations room procedure. Details of the tests to be undertaken are given in the Royal Observer Corps Training Manual (AP 3215). *

EXTRACTS FROM AP 3306 - CONTINUED

- b. Observers are also required to attend the minimum number of training meetings qualifying for the payment of the annual grant (see para 102)* and are expected to undertake further training as indicated in para 91.

11. *Liability for service in an emergency.* Subject to any liability for service in the armed forces, while-time officers are required in an emergency to remain in the Corps if their services are so needed, and spare-time officers and observers are required to become part-time members of the Corps and to devote not less than twelve hours weekly to ROC duty.

Chap 4 para:

91. *Additional Training.* Spare-time officers and observers are expected to undertake additional training as follows:

- | | |
|--|------------|
| a. Group meeting of combined operations room and post personnel. | 2 annually |
| b. Visit to Group Headquarters Operations room (post personnel). | 1 annually |
| c. Visit to a local post (operations room personnel). | 1 annually |
| d. Short course of Instruction (Chief and Leading Observers). | 1 annually |
| e. Short course of Instruction (Officers). | 1 annually |
| f. Courses of Instruction at Home Office School. |) |
| |) |
| g. Officers' Conferences. |) |
| |) |
| h. Attendance for taking Annual Tests. |) |
| |) |
| j. Attendance at Exercises. |) |
| |) |
| k. ROC Training Camp. |) |
| |) |
| l. Instructional visits by operations room and post personnel. |) |

EXTRACTS FROM AP 3306 - CONTINUED

APPENDIX 'B'

CODE OF DISCIPLINE

1. *Code of offences against discipline.* A member of the Corps commits an offence against discipline if he is guilty of:

- a. Disobedience to orders, that is to say, if he disobeys or without sufficient cause fails to carry out any legitimate order given to him in the course of his service in the Corps, by an officer or observer of superior rank, or having charge of the work on which he is employed, whether or not the order was given in writing;
- b. Insubordination, that is to say, if he is insubordinate by word, act or demeanour, to any officer or observer of superior rank, or having charge of the work on which he is employed;
- c. Abuse of authority, that is to say, if he abuses his authority by aggressive conduct towards an inferior in rank;
- d. Neglect of duty;
- e. Leaving his place of duty, without permission or sufficient cause;
- f. Absence without sufficient cause, from any place at a time when it is his duty to be there in the course of his service in the Corps;
- g. Falsehood, that is to say, if he -
 - (1) knowingly makes any false or misleading statement, whether in writing or not, in the course of his duty; or
 - (2) without sufficient cause, destroys or mutilates any official book or document or alters or erases any entry therein;
- h. Breach of confidence, that is to say, if he divulges any matter which it is his duty to keep secret or confidential;

EXTRACTS FROM AP 3306 - CONTINUED

- j. Corrupt practice, that is to say if he -
- (1) improperly uses his position as a member of the Corps for his private advantage; or
 - (2) fails to account for, or to make a prompt and true return of, any money or property which comes into his possession in the course of his duties;
- k. Loss of or damage to clothing or personal equipment, or public property including cash or cash equivalent, that is to say, if he -
- (1) loses, or wilfully or negligently damages, or fails to take proper care of any article of clothing or personal equipment, book, document, or other property with which he has been provided or entrusted, or any public property, including cash or cash equivalent or
 - (2) fails to report any loss or damage as above, however caused;
- l. Drinking, that is to say, if when on duty he consumes alcoholic liquor or, when on duty or liable to be called upon for duty, he is unfit for duty through drunkenness;
- m. Discreditable or disorderly conduct, that is to say, if he -
- (1) acts or conducts himself in a disorderly manner or in any manner prejudicial to discipline; or
 - (2) acts in a manner likely to bring discredit on the reputation of the Corps.

NOTES: (NOT IN AP 3306)

- * 1. Details of the tests for post personnel can be found at paras 4-13 of Training Instruction No. 2/72.
- * 2. The requirement to attend a minimum number of training meetings to qualify for an annual grant and the provisions of para 102 no longer apply.

EXTRACT FROM AP 3305 - CONTINUED

1. Certain provisions, that in the case of the -

(1) property was the position of a member of the Court
for his private advantage; or

(2) fails to account for it in some proper
return of, and where or property which was used in
possession in the course of his duties;



