

AP 3306



REGULATIONS
FOR THE
ROYAL OBSERVER CORPS

**AP 3306
(2nd Edition)**

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FOR THE
ROYAL OBSERVER CORPS**

By Command of the Defence Council

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CHAPTER 1

ROC ORGANISATION

101. Introduction. The Royal Observer Corps (ROC) was established under Royal Warrant, the current version of which is reproduced at Annex A.

102. Status. The ROC is a uniformed civilian organisation. The Commandant ROC is normally an Air Commodore of the Royal Air Force who has the status of a Group Commander within Royal Air Force Strike Command. This appointment may, alternatively, be held by an Observer Commodore. ROC members have the status of uniformed civil servants and are subject to these Regulations. Wholetime ROC officers and non-industrial staff are also subject to the provision of Ministry of Defence Civilian Pay Regulations (MOD Manual 8), Ministry of Defence Civilian Staff Regulations (MOD Manual 11) and Ministry of Defence Civilian Travel Regulations (MOD Manual 12).

103. Responsibilities.

- a. Operations. The Commandant ROC is responsible to the Home Office through the Director, United Kingdom Warning and Monitoring Organisation for the operational efficiency of the ROC and has direct access to the Assistant Under-Secretary (Fire and Emergency Planning).
- b. Administration. The Commandant ROC is responsible to the Ministry of Defence for the administrative efficiency of the ROC with direct access to the Assistant Under-Secretary Civilian Management (Administrators) on personnel matters and functional access to appropriate MOD Branches for finance, supply and secretariat matters. The principal Branches are:
 - (1) CM(A) 2 — Personnel management of wholetime officers
 - (2) F11(Air) — ROC Establishment and Vote Management of all Manpower Finance (except the Commandant)
 - (3) F6(Air) — Material Finance (Uniform)
 - (4) Sec AS — Air Staff Secretariat - Home Defence Matters
 - (5) DADef — AFD Sponsorship of ROC
- c. Royal Air Force. The general responsibilities of the Royal Air Force towards the ROC are defined in Royal Air Force General and Administrative Instructions (GAI 5059). Headquarters Strike Command provides administrative support for Annual Training Camps, ROC

ROC ORGANISATION

Group Parenting and Civilian Management of Industrial and Non-Industrial support staff.

104. Command and Control. Headquarters Royal Observer Corps is located at Royal Air Force Bentley Priory, Stanmore, Middlesex. The Commandant exercises command and control through five Area Headquarters, each being responsible for five Groups. The Area and Group Headquarters are located as follows:

AREA HEADQUARTERS	GROUP	NO
(1) METROPOLITAN AREA	Maidstone	1
Denne Road	Horsham	2
Horsham	Oxford	3
West Sussex	Colchester	4
RH12 1JF	Winchester	14
(2) MIDLAND AREA	Norwich	6
Fiskerton	Bedford	7
Lincoln	Coventry	8
Lincs	Lincoln	15
LN3 4HA	York	20
(3) SOUTHERN AREA	Yeovil	9
RAF Rudloe Manor	Exeter	10
Hawthorn	Bristol	12
Willts	South Wales	13
SN13 0PQ	Shrewsbury	16
(4) WESTERN AREA	North Wales	17
Longley Lane	Preston	21
Goosnargh	Carlisle	22
Preston	Durham	23
Lancs PR3 2JQ	Belfast	31
(5) SCOTTISH AREA	Edinburgh	24
Craigiebarns	Ayr	25
Dundee	Dundee	28
DD4 7PJ	Aberdeen	29
	Inverness	30

105. The ROC staff organisation at Headquarters ROC, Area Headquarters and Group Headquarters are shown at Annexes B, C and D, respectively.

106. Affiliation with the Territorial Auxiliary and Volunteer Reserve (TAVR). The ROC was affiliated to TAVR Associations on 1 April 1968. ROC membership of TAVR Associations and responsibilities of ROC officers as Air Force members are contained in Annex E and HQ ROC Administrative Staff Instructions.

107. Ranks and Insignia. Royal Observer Corps' ranks, appointments, insignia and equivalent Royal Air Force ranks, are shown at Annex F.

CHAPTER 2

CONDITIONS OF SERVICE

SECTION 1 - WHOLETIME OFFICERS

201. **Applicability of Regulations.** Whole-time officers of the Royal Observer Corps are subject to these regulations, to the provisions contained in MOD Manuals 8, 11 and 12 in respect of pay, allowances and general conditions of service and such other Departmental Regulations as may be published from time to time. 'ROC Officer' is a Departmental Class in the Ministry of Defence.

202. **Appointments.**

- a. Wholetime officers are appointed initially in the rank of Observer Lieutenant as a result of open competition held by the Ministry of Defence under delegated authority of the Civil Service Commission. Vacancies, which are open to members of the public and serving sparetime members of the Corps, are published in Defence Council Instructions and the national press. Short-listed applicants are invited to attend a selection board chaired by MOD (CM(A)2) with the Chief of Staff and Senior Administration Officer.
- b. In accordance with Civil Service Department Regulations wholetime officers granted establishment on appointment are required to complete a satisfactory one year probationary period of service. Interim and final report forms reminders will be produced by CIPMIS. The following programme of reports is to be operated:
 - (1) Five months after appointment - interim narrative report to be completed. It should include details of any periods of sick leave including comment if this has in any way impaired performance or efficiency. The report should also include a comment covering conduct and punctuality.
 - (2) Eight months after appointment - interim narrative report to be completed.
 - (3) No later than 3 weeks prior to end of probation - final Full Annual Report on Form 330 to be completed endorsed as follows by the 2RO:

'I agree the 1RO's comments in this report, subject to any alterations I have made and I recommend/do not recommend that completion of probation be confirmed.'

These reports form the basis upon which HQ ROC may confirm appointment/probation or consult (CM(A)2) as to the need to terminate that appointment or extend probation.

- c. Notification of any serious deficiencies in a newly appointed wholetime officer's performance is to be reported immediately to the Commandant ROC and not delayed until the interim and final probationary reports are due.

203. **Mobility.** Wholetime officers are a mobile grade and are liable for transfer to any ROC establishment within the United Kingdom and for detached duty as instructed by the Commandant ROC or Area Commandant.

204. **Liability for Service in an Emergency.** Subject to any liability for service in the Armed Forces, whole-time officers are required to continue serving in the Corps in an emergency. An officer who volunteers for, or who is called up for service in one of the Armed Forces is to report the facts to Headquarters ROC through the appropriate chain of command for onward transmission to the Ministry of Defence.

205. **Age Limits.** Candidates for wholetime officer appointments must be normally at least 21 and under 50 years of age. The normal retirement age is 60 but currently retention on a year to year basis up to 65 is permissible subject to medical fitness, general efficiency and the requirements of the Corps.

206. **Hours of Duty.** The notional attendance for wholetime officers is 44 hours a week, inclusive of meal times, but additional hours and attendances are required at evenings and week-ends. Time off in lieu of any hours worked in excess of 48 gross a week may be taken within the ensuing 18 days subject to the exigencies of the service. No payment is admissible for any time off in lieu which cannot be taken within the stipulated period.

207. **Notification of Absence.** Wholetime officers are to notify periods of absence in accordance with MOD Manual 11, para 0317.

208. **Change of Address and Next of Kin.** Wholetime officers are to notify any change in their private address and of the name of their next-of-kin through normal channels to Headquarters ROC for onward transmission to the Ministry of Defence.

209. **Leave**

- a. Regulations applicable to annual leave, public and privilege holidays and special leave are contained in MOD Manual 11, Chapter 4.
- b. Before proceeding on annual leave officers are to obtain prior approval on Form E7A which is to be retained at the appropriate Area or Group Headquarters as a record of leave taken.

CHAPTER 2

CONDITIONS OF SERVICE

SECTION 1—WHOLETIME OFFICERS

201. Applicability of Regulations. Wholetime officers of the Royal Observer Corps are subject to these regulations, to the provisions contained in MOD Manuals 8, 11 and 12 in respect of pay, allowances and general conditions of service and such other Departmental Regulations as may be published from time to time. "ROC Officer" is a Departmental Class in the Ministry of Defence.

202. Appointments

- a. Wholetime officers are appointed initially in the rank of Observer Lieutenant as a result of open competition held by the Ministry of Defence under delegated authority of the Civil Service Commission. Vacancies, which are open to members of the public and serving sparetime members of the Corps, are published in Defence Council Instructions and the national press. Short-listed applicants are invited to attend a selection board chaired by MOD (CM(A)2) with the Commandant ROC and the Deputy Commandant as members.
- b. In accordance with Civil Service Department Regulations wholetime officers granted establishment on appointment are required to complete a satisfactory two-year probationary period of service. At intervals of 6, 12 and 18 months during the probationary period, Group Commandants are to submit an interim narrative report on the officer through Area Commandants, to the Commandant ROC. The submission of Annual Staff Report (MOD Form 330) will suffice if this coincides with any of the 6 month points. A similar report, normally the final one, is to be completed after two years service. If any of these reports are not satisfactory, the probationary period may be extended or the officer's service may be terminated.
- c. Notification of any serious deficiencies in a newly appointed wholetime officer's performance is to be reported immediately to the Commandant ROC and not delayed until the interim and final probationary reports are due.

203. Mobility. Wholetime officers are a mobile grade and are liable for transfer to any ROC establishment within the United Kingdom and for detached duty as instructed by the Commandant ROC or Area Commandant.

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Corps in an emergency. An officer who volunteers for, or who is called up for service in one of the Armed Forces is to report the facts to Headquarters ROC through the appropriate chain of command for onward transmission to the Ministry of Defence.

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206. Hours of Duty. The notional attendance for wholetime officers is 44 hours a week, inclusive of meal times, but additional hours and attendances are required at evenings and week-ends. Time off in lieu of any hours worked in excess of 48 gross a week may be taken within the ensuing 18 days subject to the exigencies of the service. No payment is admissible for any time off in lieu which cannot be taken within the stipulated period.

207. Notification of Absence. Wholetime officers are to notify periods of absence in accordance with MOD Manual 11, para. 031-7.

208. Change of Address and Next of Kin. Wholetime officers are to notify any change in their private address and of the name of their next-of-kin through normal channels to Headquarters ROC for onward transmission to the Ministry of Defence.

209. Leave

- a. Regulations applicable to annual leave, public and privilege holidays and special leave are contained in MOD Manual 11, Chapter 4.
- b. Before proceeding on annual leave officers are to obtain prior approval on Form E7A which is to be retained at the appropriate Area or Group Headquarters as a record of leave taken.
- c. The conditions regarding sickness and sick leave are contained in MOD Manual 11, Chapter 5.

210. Private Motor Vehicles. Wholetime officers are required to own a private motor vehicle for use on official duty journeys and may claim the appropriate regulated motor mileage allowance provided the current insurance requirements set out in MOD Manual 12 are observed.

211. Substitution. The rules governing substitution and the award of substitution pay are contained in MOD Manual 8, Chapter 2, Section 6. Substitution pay for a subordinate officer is admissible when he assumes the

- c. The conditions regarding sickness and sick leave are contained in MOD Manual 11, Chapter 5.

210. Private Motor Vehicles. Wholetime officers are required to own a private motor vehicle for use on official duty journeys and may claim the appropriate regulated motor mileage allowance provided the current insurance requirements set out in MOD Manual 12 are observed.

211. Substitution. The rules governing substitution and the award of substitution pay are contained in MOD Manual 8, Chapter 2, Section 6. Substitution pay for a subordinate officer is admissible when he assumes the duties and responsibilities which would have been taken on during the period involved by an officer in the higher grade for five consecutive days or more with the prior knowledge and approval of the Deputy Area Commandant concerned. The Deputy Area Commandant may recommend substitution pay if the senior appointment is temporarily vacant or when the senior wholetime officer at the unit is:

- a. Absent on annual leave.
- b. Attending external courses of instruction including attendance at Annual Training Camp.
- c. On certified sick leave.

212. Promotion. Promotion will be decided on the basis of Annual Staff Reports and a Promotion Board. In advance of the date known vacancies occurring in the rank of Observer Lieutenant Commander or above, a paper sift will be conducted by Civilian Management (Administrators) 2, the MOD HQ Division responsible for the personnel management of wholetime officers, with the object of drawing up a short list of officers to be considered by the Promotion Board. The seniority field for promotion will be:

- a. Observer Lieutenant to Observer Lieutenant Commander - normally 4 years, reckoned to 31 December of the year preceding the board.
- b. Observer Lieutenant Commander to Observer Commander - 3 years reckoned to 31 December of the year preceding the board.

213. A short list of officers will be drawn up as a result of the sift process. The number of officers invited to attend will normally be not less than a 3:1 ratio to the number of vacancies anticipated to arise over the course of the ensuing twelve months. The intention to hold a promotion board is to be promulgated by Headquarters ROC and is to include the names of the officers selected to attend for interview. Officers not selected for interview will be given an opportunity to appeal and the appeals will be considered in advance of the

promotion Board being convened. Appellants who have not appeared before a promotion board during the preceding four years should include a statement to this effect in their letter of appeal. If an officer should decline an invitation to attend a promotion board he will not be debarred from consideration by future boards.

214. Promotion Boards will rank candidates in order of merit. Following the promotion board the recommendations will be submitted for approval by higher authority within MOD. Candidates promoted to fill known vacancies will receive a letter from the Commandant ROC notifying them of their selection for promotion; the letter will include reference to the effective seniority date in the higher rank. The details of each officer's new appointment and effective date of promotion are to be promulgated later in Headquarters ROC Routine Orders.

215. Candidates who achieve an acceptable standard but are not selected to fill immediate vacancies will be informed accordingly by the Commandant ROC. Their position will be reconsidered should any further vacancies arise during the next two years. At the end of this period those who have not secured promotion will have to qualify at the next promotion board. Candidates who are not selected for promotion will be informed accordingly by the Commandant ROC. Officers may appeal against the decision provided the appeal is lodged within one month of the date of the letter notifying them of their non-selection. Unsuccessful candidates will be advised that they may ask for a career interview after the closing date for appeals.

216. Composition of Promotion Boards. The composition of Sift and Promotion Boards will be as follows:

<i>Observer Lieutenant Commander</i>	Principal CM(A)2 IT - Chairman Senior Administration Officer Senior Operations Officer
<i>Observer Commander</i>	Head of CM(A)2(PM)(IT)&(S) - Chairman Commandant ROC Chief of Staff
<i>Observer Captain</i>	Head of CM(A)2(PM)(IT)&(S) - Chairman Commandant ROC Chief of Staff

217. Reports on Wholetime Officers.

- a. Annual Staff Reports. So that the standard of performance of duties by wholetime ROC officers throughout the Corps may be kept under a review centrally and qualifications for promotions recorded, a standard form of annual staff report (MOD Form 330) has been adopted. The reports cover a period of 12 months as follows:

full responsibilities and duties of his superior officer for five consecutive days or more with the prior knowledge and approval of the Area Commandant concerned. The Area Commandant may recommend substitution pay if the senior appointment is temporarily vacant or when the senior wholetime officer at the unit is:

- a. Absent on annual leave;
- b. Attending external courses of instruction;
- c. On certified sick leave;
- d. On detached duty for the whole period of Annual Training Camp.

Attendance at one of the series of Camps is regarded as absence connected with normal duties and substitution pay is inadmissible.

212. Promotion. Promotion will be decided on the basis of Annual Staff Reports and a Promotion Board. In advance of the date of known vacancies occurring in the rank of Observer Lieutenant Commander or above, a paper sift will be conducted by Civilian Management (Administrators) 2, the MOD HQ Division responsible for the personnel management of wholetime officers, with the object of drawing up a short list of officers to be considered by the Promotion Board. The seniority field for promotion will be:

- a. Observer Lieutenant to Observer Lieutenant Commander—normally 4 years, reckoned to 31 December of the year preceding the board;
- b. Observer Lieutenant Commander to Observer Commander—3 years, reckoned to 31 December of the year preceding the board;
- c. Observer Commander to Observer Captain—No limit.

213. A short list of officers will be drawn up as a result of the sift process. The number of officers invited to attend will normally be not less than a 3:1 ratio to the number of vacancies anticipated to arise over the course of the ensuing twelve months. The intention to hold a promotion board is to be promulgated in Headquarters ROC Routine Orders and is to include the names of the officers selected to attend for interview. Officers not selected for interview will be given an opportunity to appeal and the appeals will be considered in advance of the promotion board being convened. Appellants who have not appeared before a promotion board during the preceding four years should include a statement to this effect in their letter of appeal. If an officer should decline an invitation to attend a promotion board he will not be debarred from consideration by future boards.

214. Promotion boards will rank candidates in order of merit. Following the promotion board the recommendations will be submitted for approval by higher authority within MOD. Candidates promoted to fill known vacancies will receive a letter from CM(A)2 notifying them of their selection for promotion; the letter will include reference to the effective seniority date in the higher rank. The details of each officer's new appointment and effective date of promotion are to be promulgated later in Headquarters ROC Routine Orders.

215. Candidates who achieve an acceptable standard but are not selected to fill immediate vacancies will be informed accordingly by CM(A)2. Their position will be reconsidered should any further vacancies arise during the next two years. At the end of this period those who have not secured promotion will have to qualify at the next promotion board. Candidates who are not selected for promotion will be informed accordingly by CM(A)2. Officers may appeal against the decision provided the appeal is lodged within one month of the date of the letter notifying them of their non-selection. Unsuccessful candidates will be advised that they may ask for a career interview after the closing date for appeals.

216. Composition of Promotion Boards. The composition of Sift and Promotion Boards will be as follows:

<i>Observer Captain</i>	Head of CM(A)2 Chairman Commandant ROC Member at AS level
<i>Observer Commander</i>	Head of CM(A)2 e, f and g Chairman Commandant ROC Deputy Commandant
<i>Observer Lieutenant Commander</i>	Commandant ROC Chairman Principal CM(A)2 Deputy Commandant

217. Reports on Wholetime Officers

- a. Annual Staff Reports. So that the standard of performance of duties by wholetime ROC officers throughout the Corps may be kept under review centrally and qualifications for promotion recorded, a standard form of annual staff report (MOD Form 330) has been adopted. The reports cover a period from 1 October to 30 September and are required to be completed by the officers in the reporting chain. Reporting officers are to be as shown at Annex G.

Observer Lieutenant	- 1 Aug ---- 31 July
Observer Lieutenant Commander	- 1 Oct ---- 30 Sept
Observer Commander	- 1 Dec ---- 30 Nov

and are required to be completed by the officers in the reporting chain. Reporting officers are to be shown at Annex G.

- b. To be of maximum value to central management the report must be completed with care and full use made of the various sections to provide a comprehensive picture of the subject; his current performance, assessment of promotability, long-term potential and such further comments as may be relevant. Reporting officers are not to keep copies of staff reports nor to pass notes of markings on their officers to officers outside the particular reporting chain.
- c. Special Reports. A special report is to be completed in the normal manner in respect of a wholetime officer who is transferred from one unit to another if the subject has served six months or more in the former unit since the previous annual staff report was rendered. The requirement also exists when a 1st Reporting officer is transferred from one unit to another and has served six months or more in the former unit since the last report was called for. Special reports may be called for by the Commandant ROC at any one time.
- d. Confidentiality of Reports. Annual Staff Reports are regarded as 'Staff in Confidence' and the detailed contents are not to be shown to the subject to whom they refer. If they wish, officers may be informed of their superiors' view of their performance and promotability, and may discuss these assessments and any qualifying remarks with the countersigning officer of the report. Such discussion is to take place during the course of a structured interview, such as Job Appraisal Review, or other interview arranged for the purpose. The procedures on disclosure, which must be strictly adhered to, are promulgated separately in DCI (Civ) S.
- e. Job Appraisal Review. Wholetime officers are to be the subject of an annual Job Appraisal Review (JAR). The main object of the JAR is to enable officers to discuss, with their superiors, their job performance in the past year and to plan for the year ahead. In the interview the senior officer will help the subordinate to identify and overcome his problems and suggest ways of improving his job performance. The senior officer must conduct the interview within the overall aims of the JAR, which are:
 - (1) To develop potential and assist career development.
 - (2) To improve job satisfaction and morale.

- (3) To improve the efficiency of ROC organisation.
 - (4) To agree a Forward Job Plan.
 - (5) To identify training needs.
- f. Normally the JAR is to be conducted by an officer at least two ranks higher than the officer being interviewed. However, due to the widespread deployment of the Corps, all wholetime officers in an Area will be appraised by the Deputy Area Commandant.

SECTION 2 - SPARETIME OFFICERS AND OBSERVERS

218. Applicability of Regulations. All sparetime members of the Royal Observer Corps are subject to these regulations and such other regulations as may be published from time to time. Copies of Headquarters ROC Administrative Staff Instructions and Headquarters ROC Supply Staff Instructions quoted in this publication are held at Group Headquarters for reference as required.

219. Appointment - Spare-time Officers. Sparetime officers are appointed in the rank of Observer Officer by the Commandant ROC through the authority vested in him by the Ministry of Defence, as a result of a recommendation by the Chairman of a Selection Board. Invitation to attend a Selection Board is normally extended to sparetime serving members. The right is reserved to extend the field of selection outside the Corps and to make appointments to ranks above Honorary Observer Lieutenant. Sparetime officers are to be appointed initially for a period of five years subject to the satisfactory completion of the probationary period detailed in para 225. Thereafter appointments are to be reviewed every three years. Subject to medical fitness, continued efficiency and to the requirements of the Corps, officers may be permitted to continue in service until reaching the upper age limit specified in para 232a.

220. Appointments - Observers. Observers are recruited locally for sparetime service only, on the authority of the appropriate Group Commandant. Service is normally to the upper age limit specified in para 232b but is at all times subject to medical fitness, continued efficiency and the requirements of the Corps. Appointment is initially for three years with continued service thereafter being subject to one month's notice on either side.

221. Appointment to Honorary Observer Lieutenant. Appointment to Honorary Observer Lieutenant is made by the Commandant ROC on behalf of the Ministry of Defence. To be eligible for this appointment officers must have served for at least five years as an Observer Officer and attained a satisfactory standard as laid down in Headquarters ROC Administrative Staff Instructions.

222. Honorary Observer Lieutenants will continue to hold this rank subject to their continued satisfactory service. The performance of each Honorary Observer Lieutenant will be reviewed by the Commandant ROC through the medium of the annual staff report. The retention of rank or reversion, is the prerogative of the Commandant ROC.

223. The selection of sparetime officers for promotion to ranks above Honorary Observer Lieutenant is to be made on the recommendation of a promotion board chaired by the Commandant ROC. Selection is normally to be from Corps members but exceptionally vacancies may be filled by direct appointment.

224. Reports on Sparetime Officers. Sparetime officers' qualifications and performance are to be assessed, evaluated and recorded using a standard reporting system. Annual Staff Reports, Special Reports and Adverse Reports are to be treated as Staff in Confidence and are not to be shown to the officer to whom they refer nor to any other officer outside the reporting chain. Reporting Officers are not to keep duplicate reports and are not to pass on notes concerning the marking to others.

- a. Annual Staff Reports. Annual Staff Reports on sparetime officers are to be completed on each anniversary of their appointment date and are to be submitted through Area Headquarters to reach Headquarters ROC within one month of the anniversary date. Reports are to be rendered on RAF Form 3801 in accordance with Headquarters ROC Administrative Staff Instructions.
- b. Special Reports. A special report is to be raised on RAF Form 3801 if an officer is transferred from one unit to another when no Annual Staff Report has been completed within the previous six months. Special Reports may also be called for by the Commandant ROC at any time.
- c. Adverse Reports. When the efficiency and/or character of an officer is such as to cause doubt about his continuance in service he is to be warned by his Area or Group Commandant as appropriate and given three months in which to improve. A record of the warning is to be placed in his personal file with a copy to Headquarters ROC. If after three months no improvement is apparent the officer is to be formally counselled by his Area or Group Commandant and given a further three months in which to improve. A verbatim record of this counselling is to be placed on his personal file with a copy to Headquarters ROC. If after this further period no improvement is apparent, a final report is to be submitted to Headquarters ROC. The officer will be informed of his shortcomings by the Deputy Commandant ROC and his observations invited. Any further action will be taken by the Commandant ROC.

225. Probation. Officer appointments are subject to the satisfactory completion

of a minimum twelve months probationary service during which an appointment may be terminated by the Commandant ROC.

226. Termination of Appointment:

- a. **Officers.** A sparetime officer's appointment may be terminated only by the Commandant ROC.
- b. **Observers.** An Observer's appointment may be terminated on the authority of the appropriate Group Commandant.

227. Promotion—Chief and Leading Observers. Promotions to the rank of Chief and Leading Observer are for one year only and are to be made by the Group Commandant who is to give due consideration to reports by his junior officers. Such promotions are to be reviewed annually at the end of each calendar year but may be terminated at any time.

228. Period of Notice. Except when discharged on grounds of misconduct or discipline, a minimum of one month's notice will normally be given to all ranks. Members wishing to resign will also be required to give a minimum notice of one month. See para. 407.

229. Liability for Training—Observers:

- a. Observers are required to reach and maintain a minimum standard of efficiency in procedures appropriate to their duties. Details of tests to be taken are given in Headquarters ROC Training Staff Instructions.
- b. Observers are also required to attend a minimum number of training meetings and to undertake further training as indicated in Chapter 5 and Headquarters ROC Training Staff Instructions.

230. Liability for Service in an Emergency. In an emergency sparetime officers and observers are to report for duty when ordered and are to devote such time to ROC duty as may be directed.

231. Service with the Armed Forces. A member of the Corps who volunteers or is called up for service in the Armed Forces is to report the fact immediately as follows:

- a. **Officers—**to Headquarters ROC through the appropriate Group and Area Commandants.
- b. **Observers—**To the appropriate Group Commandant who is to make immediate arrangements for release of the Observer from ROC service.

232. Age Limits:

- a. **Appointment.** Applicants for enrolment must be at least 16 years and candidates for sparetime officer appointments at least 21 years. In both cases the upper age limit for appointment is 55 years.
- b. **Retirement.** The normal retirement age for all ranks is 60 years but to satisfy essential service requirements and subject to medical fitness and general efficiency, extensions of service may be granted up to the age of 65 on a year to year basis. The approving authority being the Group Commandant for Observers and the Commandant ROC for officers.

233. Nationality. The policy, procedures and nationality rules relating to enrolment are given in paragraph 401 and Headquarters ROC Administrative Staff Instructions.

234. Medical Examinations. The regulation concerning medical fitness on enrolment is at paragraph 402.

235. Notification of Absence. An officer or observer who is unable to attend for training or duty is to inform his superior officer immediately, stating the reason for non-attendance. Sparetime officers' absence is to be recorded in accordance with paragraph 603.

236. Transfer of Sparetime Members. Sparetime members are appointed and enrolled for service near their home and are not ordinarily liable for transfer elsewhere. Should a sparetime member, by reason of a change of residence, be unable to continue serving in his/her unit, arrangements may be made for a transfer to fill a vacancy elsewhere within the Group or in another Group nearer his/her new place of residence. The transfer of a sparetime officer is not to be made without the prior approval of the Commandant ROC.

237. Change of Address and Next-of-kin.

- a. Officers are to notify changes of their private address and of the name and address of their next-of-kin, to their Group Headquarters for onward transmission through Area Headquarters to Headquarters ROC.
- b. Observers are to notify changes of their private address, and of the name and address of their next-of-kin, to their superior officer for onward transmission to Group Headquarters.

238. Leave.

- a. The conditions governing the grant of leave to observers are contained in Headquarters ROC Administrative Staff Instruction-Documentation and Administration.
- b. The conditions governing the award of sick pay to sparetime members are at Annex H.

239. Private Motor Vehicles.

a. Sparetime members:

- (1) Group Commandants and Group Officers are required to provide and maintain a private motor vehicle for use on ROC duty and must be fully qualified drivers in possession of a valid and current driving licence. They are to comply with the insurance requirements of MOD Manual 12.
- (2) Other sparetime officers and observers who may use their private car for official duties are not required to effect comprehensive insurance but are to ensure their policies are endorsed as prescribed in MOD Manual 12, para 07011. It is to be clearly understood that no liability will be accepted by the Department in the event of any accident, damage, injury or death beyond that which would exist if the private vehicle had not been used.
- (3) Sparetime officers and observers who intend carrying official passengers in their private vehicles are to confirm to their Group Headquarters that their policies include cover against the risk of injury to or death of passengers.
- (4) Sparetime members who use their own vehicles and are paid regulated mileage allowances appropriate to the use of private vehicles on official business are to be aware that no liability will be accepted by the Department in the event of accident, damage, injury or death.

- b. **Conditions and Allowances.** The conditions and allowances applicable to the use of private vehicles on duty are contained in Chapter 6 which is to be read in conjunction with Ministry of Defence Civilian Travel Regulations (MOD Manual 12).

**SECTION 3 CONDITIONS OF SERVICE IN A
NATIONAL EMERGENCY.**

SPARETIME OFFICERS AND OBSERVERS.

TO BE ISSUED LATER

CHAPTER 3

DISCIPLINE

301. General Principles. Members of the Royal Observer Corps are to observe the general principles governing the conduct of Civil Servants. These principles are set down in detail in Chapter 10 of MOD Manual 11.

302. Official Secrets Act

- a. Members of the Corps are to acquaint themselves with the provisions of the Official Secrets Act of 1911 as amended by the Official Secrets Act of 1920, extracts from which are reproduced in Annex 11A to MOD Manual 11 and on MOD Forms 134 and 135.
- b. Officers are to read MOD Form 134 on appointment and MOD 135 on termination of appointment and are to sign two copies of each Form. One copy is to be retained by the officer and the other forwarded through Group and Area Headquarters to Headquarters ROC.
- c. Observers are to read MOD Form 134 on enrolment and MOD Form 135 on termination of service and are to sign two copies of each form. One copy is to be retained by the Observer and the other at Group Headquarters.
- d. Those parts of the Official Secrets Act relevant to the ROC are to be published in Group Routine Orders every six months.

303. Publication of Books, Articles and Letters. Members of the Corps are to obtain permission before publishing any book, article, paragraph or letter which contains information to which he/she has had access during service with the Corps. Applications for such permission are to be accompanied by a copy of the proposed text and are to be forwarded through Group and Area Headquarters to the Commandant ROC.

304. Publicity.

- a. The regulations contained in MOD Manual 11, Chapter 11, regarding the publication and disclosure of official information apply to all members of the Royal Observer Corps and civilian staff employed by the Ministry of Defence. Prior approval is required before members participate in public lectures, press interviews, radio or television appearances where any aspect of the work of the UKWMO and ROC is to be the subject of discussion. This approval is to be obtained from the Commandant ROC by application through Group and Area Headquarters and no firm commitment is to be given without such approval.

- b. On those rare occasions when through lack of time it is impossible to obtain authority for local press reporting, the Group Commandant or other senior ROC officer is to use his discretion on matters to be discussed. Since such occasions are only likely to be concerned with local news items, discussion is to be limited to such matters as conditions of service, training, social affairs and details of local membership. Should it be apparent that the news item is to be extended to form a feature item then Headquarters ROC approval is to be obtained before any discussion on policy, future plans or any operational aspect of the UKWMO/ROC task.

305. Saluting. The Royal Observer Corps is a uniformed organisation working in close conjunction with the armed services and particularly the Royal Air Force. It is important therefore that all members observe the usual service courtesies. When in uniform and wearing head-dress, Observers are to salute ROC officers as a mark of respect for the authority they represent. On a service establishment Observers are to salute all officers and ROC officers are to salute all senior officers.

306. Conduct on Official Premises

- a. Buildings allocated to the Royal Observer Corps are not to be used for any purpose other than the operational and training requirements of the Corps without the written authority of the Area Commandant or, in the case of Area Headquarters, of the Commandant ROC.
- b. The sale of intoxicants on any official ROC premises is forbidden without the prior approval of the Commandant ROC.

307. Code of Discipline. The Code of Discipline for the Royal Observer Corps and procedures for dealing with offences against the Code are contained in Annex J. The procedure to be followed in disciplinary cases concerning wholetime officers is given in MOD Manual 11, Chapter 15.

308. Complaints and Grievances. A sparetime member of the Corps who considers himself/herself aggrieved and desires to lodge a complaint, or to make any request in regard to the grievance, is to do so to his/her immediate superior who, if he/she is unable to deal with the matter, is to refer the case to the next higher authority following the normal channel of communication. Direct submission to the Ministry of Defence, Headquarters Strike Command or the Commandant ROC are forbidden. Wholetime officers of the Corps are to follow the procedures laid down in MOD Manual 11, Chapter 10, paragraph 1030.

CHAPTER 4

ADMINISTRATION

401. Enrolment Procedure—Observers.

- a. Applicants for enrolment are to complete RAF Form 2905, Form E90 and, if appropriate, Form E92. Form E90 is to be used for all applicants of UK origin, ie where they and their parents were born in England, Scotland, (including the outer Isles), Wales, Northern Ireland, Channel Islands and Isle of Man. Form E92 is to be used in addition to Form E90 for all other applicants. The completed forms are to be forwarded to the appropriate Group Headquarters. As soon as possible after the receipt of the completed forms at Group Headquarters and, subject to the applicant providing satisfactory character references and satisfying the conditions of the nationality rules, the Group Commandant is to arrange for the applicant to be interviewed by a responsible officer. If this officer is satisfied that the applicant is suitable for enrolment he/she is to complete the certificate on RAF Form 2905 and return it to the Group Commandant. If the interviewing officer considers the applicant to be unsuitable for enrolment he is to notify the Group Commandant accordingly.
- b. If on receipt at Group Headquarters the completed form reveals that the applicant does not satisfy the conditions of paragraph 401 and the Group Commandant feels that nevertheless the application should be considered, the originals of Form 2905, E90 and E92 are to be sent by the Group Headquarters to Area Headquarters with a full statement, signed by a responsible officer, of the reasons for thinking that an exception is justified. The applicant is not to be enrolled or allowed to carry out any duty until authority to proceed is given to the Group in writing.
- c. Area and Group Commandants will be further guided in these matters by Headquarters ROC Administrative Staff Instructions.
- d. Each applicant is to be notified in writing by the appropriate Group Commandant of the result of the application. Suitable applicants are to be informed of the enrolment date on which their service in the Royal Observer Corps will commence and the date and place to report for training.
- e. When the applicant is accepted for enrolment the Group Commandant is to complete the certificate on RAF Form 2905, allocate a personal

number to the Observer from the block of numbers allotted to the Group and enter the number on Form 2905.

402. Medical Examinations. If the interviewing officer is in doubt as to the medical fitness of the applicant to undergo training or to carry out ROC duties efficiently and without detriment to health, the matter is to be referred to the Group Commandant. The applicant will then be required to furnish a certificate in the form of Annex K1 or K2 as appropriate. The certificate is to be obtained at the applicant's own expense from a qualified medical practitioner. If the Group Commandant is unable to decide on health grounds whether the applicant should be enrolled in the Corps, the medical certificate and supporting documents are to be referred to the appropriate Area Headquarters.

403. Personal Records.

- a. Personal records of all officers are to be maintained at Headquarters ROC.
- b. A personal record for each Observer is to be maintained on RAF Form 2984 at the appropriate Group Headquarters.

404. Identity Cards. Wholetime Officers, sparetime officers and Observers are to be issued with a Royal Air Force Civilian Identity Card (RAF Form 2185) overprinted with the words "Royal Observer Corps" and showing a photograph and the signature of the holder.

405. Attendance Records.

- a. Wholetime Officers. Occurrence reports in respect of wholetime officers are to be submitted to the Civilian Pay Record Office (Bath) by Area Headquarters in accordance with MOD Manual 8, para 5.1.2.
- b. Sparetime Officers
 - (1) Crew Officers and NRC Officers are to keep a monthly record of attendance in accordance with Annex L. Area Commandants, Group Commandants and Group Officers are to keep a monthly record of duty in accordance with Annex M.
 - (2) Approved absences of more than 14 days and all unapproved absences of sparetime officers are to be recorded on the appropriate Annex L or M in red ink and endorsed by the Group Commandant or his deputy.
 - (3) Annexes L and M are to be forwarded to Area Headquarters in support of quarterly claims for grants.

c. Observers.

- (1) Observers are to record their attendances for training or duty which qualify for payment on RAF Form 2983 (Observers Attendance Record). These forms are prepared at Group Headquarters and are to be completed and submitted to Headquarters Royal Observer Corps on a quarterly basis. The quarter ending date for each Group is published in Headquarters ROC Administrative Staff Instruction No. 30.
- (2) At the conclusion of each meeting or period of duty the Crew Officer or Head Observer is to record on Form 2983 the reason for any absences or, when this is not known, he is to rule through the blank spaces in ink before completing the attendance certificate. Blocks must not be left blank but if the reason for the Observer's absence becomes known after the certificate has been completed the appropriate block may be suitably endorsed.
- (3) The Name, Initials, Rank, Travel Band and Address are to be typewritten in the space provided at the head of each column of Form 2983A. The address is to be inserted horizontally. At the end of each quarter Form 2983A is to be examined by a Group Headquarters staff officer who is to sign the certificate on the Form 2983A indicating that the attendances summarised thereon agree with those certified by the Head Observer on Form 2983. Form 2983A is then to be detached and forwarded to HQ ROC Accounts Section for payment of the due allowance.

406. Strength Return. On the first working day of the month a strength return in the form of Annex N is to be submitted by each Area Headquarters to Headquarters Royal Observer Corps. A breakdown showing each Group's strength by Operations Room, Posts and NRC together with a publicity analysis are to be attached to the return.

407. Resignation.

a. Officers—Wholetime and Sparetime

- (1) Original letters of application for permission to resign are to be referred by the Area Commandant to the Commandant ROC. In the case of wholetime Officers, the Commandant ROC will submit the application with his recommendations to the Ministry of Defence. Such application must give not less than one month's notice in accordance with the terms of an

officer's appointment.

- (2) Arrangements are to be made for the recovery of any allowance or proportion of an allowance in accordance with paragraph 703 before the date on which the resignation of an officer becomes effective. MOD Form 135 is to be prepared in duplicate, signed and witnessed. One copy is to be sent to Headquarters ROC. The other copy is to be retained by the individual.

b. Observers

- (1) Group Commandants are authorised to accept the resignation of an Observer on any of the grounds given in sub-paragraph c below if they are satisfied that circumstances justify resignation.
- (2) If an application to resign is refused by a Group Commandant and the Observer appeals, the circumstances are to be reported, through channels, to the Commandant ROC. A Group Commandant is not to refuse an application to resign on health grounds but, if he recommends refusal, the circumstances are to be referred through Area Headquarters to the Commandant ROC.
- (3) An Observer is not to be allowed to resign as an alternative to discharge for a serious disciplinary offence without the prior approval of the Commandant ROC.
- (4) Application by Observers to resign for any reason other than those given in sub-paragraph c below, are to be referred to the Commandant ROC for consideration.
- (5) Identity Cards, Training Manuals, uniform clothing as specified in ROC Supply Staff Instruction No. 7 and equipment held on loan by the Observer are to be returned to Group Headquarters before resignation is effected. MOD Form 135 is to be actioned in accordance with paragraph 302c.

c. General. Applications by sparetime members of the Corps to resign on any of the following grounds before the end of the three year period of service will be given sympathetic consideration.

- (1) Ill health, if supported by medical evidence.
- (2) Increased or changed business responsibilities which prevent the member from devoting the required time to training and duty. Supporting evidence, eg a letter from the employer, will normally be required.

- (3) In the case of women, increased household responsibilities, or maternity.
- (4) In the case of juveniles or students, inability to devote sufficient time to training by reason of attendance at educational courses or classes. Supporting evidence, eg a letter from the Education Authority or parent, will normally be required

408. Discharge and Release

- a. Sparetime Officers. Recommendation for the discharge or release of a sparetime officer is to be referred through the appropriate Area Headquarters to the Commandant ROC. No sparetime officer is to be discharged or released without the authority of the Commandant ROC.
- b. Observers. Authority to release Observers under paragraph 409a to 409c is vested in Group Commandants; the release of Observers under paragraphs 409d and 409e, and discharge under paragraph 410a is vested in Area Commandants. Discharge under paragraph 410b requires the authority of the Commandant ROC. When it has been decided that an Observer is to be released or discharged, the Area Commandant is to notify him in writing of the decision and the effective date of release or discharge. In the event of an appeal against release or discharge, the Area Commandant is to refer the facts to the Commandant ROC.

409. Reasons for Release. Officers and Observers may be released

- a. On attaining the age limit for retention.
- b. On grounds of ill health.
- c. For domestic reasons.
- d. For inefficiency.
- e. Because of redundancy.

410. Reasons for Discharge. Officers and Observers may be discharged

- a. If found guilty of a serious disciplinary offence (see Annex J)
- b. Services no longer required. (Note: An officer or observer whose conduct outside the Corps is such that he cannot be allowed to retain membership would be discharged under this heading and not released under para. 409.)

411. Inefficiency. Observers who fail to take or pass the Basic Test within 18 months may be released on grounds of inefficiency. Observers who fail to gain or maintain the required standard of capability or who fail to achieve the attendance requirement laid down in Training Staff Instructions may also be released on grounds of inefficiency. In all cases personnel are to be afforded opportunity to make representation and are to be allowed every facility for improving their efficiency.

412. Transfers—Sparetime Personnel.

- a. Officers. If a sparetime officer is unable to continue serving in the appointed Area or Group by reason of change of residence, the Area Commandant is to report the facts to the Commandant ROC who will consider whether it is feasible to use the services of the officer in the Area or Group in which the officer is taking up residence. Authority to transfer will be issued by the Commandant ROC. Where no suitable vacancy exists and the officer wishes to continue in service he/she will be required to revert to an observer rank.
- b. Observers. When an Observer takes up residence in another locality the Group Commandant under whom the Observer is serving is to inform the Commandant of the Group in which he is taking up residence and ask if the Observer's services can be utilised in the locality of his new residence. If necessary the Observer may be held supernumary to establishment until such time as he can be absorbed into the establishment of a unit. Unless there is a suitable vacancy in the rank at the new Control or Post, a Chief or Leading Observer is normally to revert to the rank of Observer. If the Observer's services cannot be utilised in the new Group he is to be released from the Corps.

413. Royal Observer Corps Medal.

- a. The Royal Observer Corps Medal is awarded to Officers and Observers in recognition of satisfactory service and who are recommended by the Commandant ROC as being in every way deserving of the award. The Royal Warrant instituting the Medal is reproduced at Annex O.
- b. Full details concerning eligibility, nomination, authorisation and presentation are contained in Headquarters ROC Administrative Staff Instruction—ROC Medal.

CHAPTER 5

TRAINING

501. Training Year and Requirements. The ROC training year is to commence on 1 April annually to coincide with the financial year. Training requirements for ROC personnel are detailed in Headquarters ROC Training Staff Instructions.

502. Attendance at Training Meetings and Exercises. Royal Observer Corps personnel are to attend for training as directed in Training Staff Instructions. Failure to reach and maintain a satisfactory standard of capability may lead to release from the Corps on the authority of the Area Commandant. Additionally, training exercises are held throughout each year to enable Monitoring Post, Group and Sector Control and Nuclear Reporting Cell personnel to practise their skills under conditions which are made as realistic as possible. The minimum attendance requirement for exercises is also laid down in Training Staff Instructions. Failure to attend for this minimum may lead to release from the Corps on the authority of the Area Commandant. Paragraph 411 refers.

503. Responsibilities. The responsibilities of the Senior Operations Officer at Headquarters ROC, Area Commandants, Group Commandants, Crew Officers, Group Officers and NRC Officers are to be as detailed in Headquarters ROC Training Staff Instructions.

504. Liaison. When planning training within the Area, the Area Commandant is to liaise with the Sector Controller to ascertain his views on the operational performance of ROC units within the Sector and is to advise Group Commandants accordingly in planning the training of their personnel to meet operational needs.

505. Testing. The requirements and procedures for testing the capabilities of Post, Control and NRC members are laid down in Training Staff Instructions. Recruits who fail to take or pass the Basic Test within 18 months of enrolment may be released from the Corps on the authority of the Area Commandant.

506. Hire of Training Accommodation. Training meetings are normally to be held on ROC or other Ministry of Defence premises but if this is not possible suitable accommodation may be hired at the most economical rate. Bills for the hire of training accommodation are to be submitted in accordance with paragraph 706.

507. Expenditure on Training. The maximum annual expenditure which may be incurred for all meetings is subject to constant review and will be notified to Area and Group Headquarters by Headquarters ROC as and when changes occur.

508. Air Experience.

- a. Flights in service aircraft are not an essential part of ROC training but ROC members may fly as passengers in Service aircraft at the discretion of the RAF Station Commander concerned.
- b. Flights are limited to those on which aircraft would be engaged in the ordinary course of flying duties and, except as provided in paragraph 621, are subject to the following conditions:
 - (1) On visits to flying stations by ROC personnel in uniform, flights will be permitted where these have been officially arranged beforehand by an Area or Group Commandant with the Station Commander. An officer of the Corps will normally be in charge of a visiting party but if the number of Observers in the party does not exceed five this requirement need not apply.
 - (2) Members are not allowed to pilot aircraft nor to be carried on operational flights.
 - (3) Where there is any doubt about the physical fitness of a spartime member to fly as a passenger he will not be carried in a Service aircraft until medical evidence of fitness to fly has been produced.
 - (4) A spartime member of the Corps under 18 is not to be allowed to fly unless the written consent of the parent or guardian is produced.
- c. Injuries sustained by members of the Corps during authorised flights in Service aircraft and not resulting from negligence or misconduct on the part of the member concerned are to be regarded as arising out of and in the course of duty for the purpose of any compensation for which they may be eligible.

509. Recording of Observers Training and Attendances. Procedures for the maintenance of Training and Attendance records are detailed in ROC Training Staff Instructions.

510. Annual Training Camp. Additional training will be arranged each year at a Training Camp which is normally held on a Royal Air Force Station. Arrangements are to be made by Headquarters ROC and details published through the medium of Headquarters ROC Routine Orders.

CHAPTER 6

PAY, GRANTS AND ALLOWANCES

601. General. Detailed regulations governing payment of travelling expenses, subsistence allowances, lodging allowances, removal expenses, the issue of railway warrants and the use of private motor vehicles for official purposes are contained in MOD Manual 12 and Defence Council Instructions. Accounting instructions for the payment of salaries, allowances and grants to wholetime officers and of allowances and grants to sparetime officers and observers are given in Chapter 7.

602. Salaries—Wholetime Officers. The salaries for wholetime officers are set out in current Civilian DCIs and payment is made in accordance with MOD Manual 8.

603. Annual Grants and Meeting Attendance Allowance.

a. Sparetime Officers.

- (1) Sparetime officers are eligible for the payment of an annual grant at a fixed rate according to the appointment held. The conditions and rates are published in Headquarters ROC Administrative Staff Instructions and are subject to periodic review. Sparetime officers may, in addition to the grant, claim travelling expenses for authorised journeys on ROC duty from their homes.
- (2) Payment of the grant is made quarterly in arrears and is subject to deduction for periods of absence. If the service of an officer commences after the beginning, or terminates before the end, of a quarter a proportion only of the grant will be payable (see paragraph 703).
- (3) The grant will normally be reduced in respect of absence from duty but no deduction will be made for absence on leave which is taken with prior approval for a period not exceeding 28 days in aggregate in any calendar year, or sick leave covered by medical certificates for a period not exceeding 56 days in aggregate in any calendar year. Periods of 14 consecutive days or less of approved absence may be disregarded, but longer periods are to be recorded in the manner required by paragraph 405 and, when the limits mentioned above are exceeded, an appropriate deduction is to be made. All non-approved absences are to be recorded irrespective of duration and are to attract appropriate deductions. When an officer fails to notify absence in

accordance with paragraph 235, the first day of absence will be regarded as the day following that on which the officer last attended for duty. Deductions are to be calculated in accordance with paragraph 703e (3).

b. Observers.

- (1) Observers are eligible to receive a composite allowance for each attendance at training meetings or exercises. This allowance, which includes elements to cover both travelling and out-of-pocket expenses, is payable irrespective of the mode of travel and varies according to the mileage from home to normal place of duty and return, and according to rank. The rates of payment, the method of calculation and value of the allowances are published in Headquarters ROC Administrative Staff Instructions.
- (2) Payments of the allowance will be made quarterly in arrears by Headquarters ROC on receipt of RAF Form 2983A duly countersigned by the Group Staff Officer or, in his absence, by the Deputy Group Commandant.
- (3) The out-of-pocket expenses element of the Composite Allowance may be paid at the appropriate rate, for attendance at a maximum of four Cluster Meetings each training year.

c. Service without payment. Any sparetime officer or observer who prefers to serve in the Corps without payment of the Annual Grant or the Composite Allowance is to sign a declaration as set out in Annex P.

604. Uniform Grants. A grant for uniform is payable to wholetime officers on appointment. The amount is notified from time to time in RAF GAls and the conditions for payment are given in Chapter 9.

605. Proficiency Grants—Observers. Proficiency grants are payable to observers who reach the required standards of capability attendance and a pass at the prescribed level in the annual Master Test as detailed in Training Staff Instructions. The amounts are published in Headquarters ROC Administrative Staff Instructions and are subject to periodic review.

606. Attendance at Exercises. Observers attending an exercise, approved by Headquarters ROC, for a minimum period of two hours for the purpose of manning an authorised position, are eligible for an allowance to cover out-of-pocket expenses and travelling. This allowance is variable according to the length of continuous attendance. The scales of exercise allowance are published in HQ ROC Administrative Staff Instructions.

607. Incidental Expenses Allowance. Wholetime officers, sparetime officers and observers, irrespective of rank, are eligible for an incidental expenses allowance for each night necessarily spent at the ROC Annual Training Camp or other residential course, conference or seminar held for training purposes to provide for expenses not covered by the provision of free food and accommodation (eg Officers, Chief and Leading Observers Courses where the bulk payment of food and accommodation bills has been authorised in advance by Headquarters ROC).

608. Income Tax. Grants and allowances are not taxable but nevertheless should be entered on tax returns to comply with Inland Revenue requirements.

609. National Insurance and Industrial Insurance.

- a. Wholetime Officers. All wholetime officers are insured under the Social Security Act 1973 and contributions which are wholly related to earnings (Earnings-Related National Insurance Contributions) are dealt with by the Central Pay and Records Office responsible for pay computation. The position of wholetime officers as Class I insured persons is, as for other full-time non-industrial staff, in accordance with MOD Manual 8.
- b. Sparetime Officers and Observers. Under the Social Security Act 1973 there is no liability for sparetime officers and observers to pay National Insurance Contributions when attending for any form of ROC duty, but nevertheless all sparetime personnel are covered for industrial injuries.

610. Industrial Injuries. Instructions in regard to accidents on duty are as follows:

- a. Details of any accident whilst on ROC duty involving any member of the Corps, or the Corps civilian support staff, are to be recorded in the Accident Book maintained at the Headquarters to which the individual concerned is attached.
- b. To facilitate entries being made in the Accident Book, the following details are to be reported to the appropriate Headquarters when a sparetime officer or observer is involved in an accident on ROC duty:
 - (1) Full name, address and rank of the injured person.
 - (2) Date and time of the accident.
 - (3) Place at which the accident happened.
 - (4) Cause and nature of the injury.
 - (5) Name, address and rank (or occupation) of the person giving notice if other than the injured person.

- c. A separate notification is to be sent to the local office of the Department of Health and Social Security to which any claim for benefit should be made.
- d. Any other action to be taken in respect of wholetime officers or civilian staff is to be in accordance with MOD Manual 8, Chapter 6.
- e. Compliance with the foregoing does not obviate the need to report any accident under the terms of the Notification of Accidents and Dangerous Occurrences Regulations 1981, issued pursuant to the Health and Safety at Work Act 1974.

611. Sick Pay—Entitlement and Method of Claiming. Annex H gives details of the sick pay regulations covering injuries and sickness sustained by sparetime officers and observers during and directly attributable to ROC duty. Claims made under these regulations are to be submitted in the form shown at Annex Q. A sparetime member is to furnish a medical certificate and is to certify that the injury or sickness in respect of which the claim is made was sustained during, and was directly attributable to, ROC duty. If deemed necessary, evidence in support of the claim may be called for. A member is also to submit a statement from his employer, unless he is self-employed, that as a result of the injury or sickness, he has lost remuneration. The extent of such remuneration is to be stated. If self-employed, evidence of pecuniary loss is to be furnished. A claim once established must continue to be supported by weekly medical certificates.

612. Travelling Expenses.

a. Officers.

- (1) Home to Duty Journeys. Allowances for home to duty journeys are not normally admissible for wholetime officers.
- (2) Duty Journeys. All officers are entitled to travel allowances and mileage allowance under the conditions set out in MOD Manual 12 for journeys on official business away from their normal place of duty. In this context Group Officers may regard their home as their normal place of duty. Area Commandants, Group Commandants, Crew Officers and NRC Officers are also entitled to travel expenses in respect of journeys made from home to their normal place of duty, ie, the Sector/Group Control or NRC. In such cases officers may claim refund of the actual cost of travel, including mileage allowance where appropriate, in accordance with the provisions of MOD Manual 12.

b. Observers.

- (1) Home to Duty Journeys. Observers are not eligible to claim the cost of journeys between home and their normal place of duty or training, as the composite allowance includes an element for travel purposes, (see paragraph 603).
- (2) Duty Journeys. Observers may claim appropriate mileage allowances for authorised attendance at meetings away from their normal place of duty or training, subject to prior authorisation by Group Headquarters.
- (3) Exercises. An exercise allowance, which includes an element for travel, is payable for all authorised attendances at exercises. Separate travel allowances are not normally admissible for exercises. Where observers are detailed for exercise duty other than at their normal place of duty and the mileage to this place is greater than their normal banded travel allowance would provide for, then observers may claim the authorised mileage, but not banded travel allowance, in accordance with Headquarters ROC Administrative Staff Instructions.
- (4) Observers may claim motor mileage allowance at the Public Transport Rate for authorised attendance at a Cluster Meeting or, if using public transport, may be issued with warrants or be refunded their actual expenses.

c. Mileage Allowances.

- (1) Where mileage allowance is admissible under paragraph 612a (2) or 612b (2) it will be at the current Civil Service standard rate or public transport rate of motor mileage. This provision in no way detracts from the need for Corps members to make full use of public transport where it is available.
- (2) No allowance, other than subsistence allowance, will be payable for a journey or part of a journey for which service or other transport at public expense is provided, for which a railway warrant is issued, or which is undertaken as an official passenger in a private motor vehicle in the absence of public transport.
- (3) When journeys are undertaken partly on duty and partly for civilian business or other private purposes, only that portion of the journey necessary for ROC purposes will attract mileage allowance.

613. Claims.

- a. **Officers.** Officers' claims for mileage allowance are to be submitted for payment in accordance with paragraph 703.
- b. **Observers.** Observers' claims for mileage allowance are to be made on MOD form 305 which is to be submitted quarterly with RAF Form 2983. MOD Form 305 may be submitted independently if the Group Commandant considers that delay in payment might cause financial difficulty for the individual concerned.
- c. **Additional and Miscellaneous Training Meetings.** Travel to officially authorised and recognised additional and miscellaneous training meetings will normally be by rail on the issue of railway warrants, hired coaches or RAF Motor Transport. In these circumstances members who prefer to make their own arrangements for travel may not claim travelling expenses. Exceptionally, where public transport, hired coach or RAF Motor Transport is impracticable, not available or more expensive, prior authority for the use of a private car is to be sought from Group Headquarters using the application form at Annex R, but see HQ ROC ASI 23 para 5.
- d. **Compilation of F305.** Care is to be exercised in compiling MOD Form 305. Name, initials, rank and address are to be in block capitals and all columns completed in accordance with the headings. Authorities for journeys are to be stated in the "Remarks" column. If necessary, the form is to be amplified by a covering letter. Failure to complete MOD Form 305 correctly and in full will result in the return of the claim and cause delay in settlement.

614. Subsistence Allowance. Wholetime officers of the Royal Observer Corps are classified according to their salary scale for the purpose of assessing the rates applicable for the payment of subsistence allowance. The classes and the rate applicable to each class are shown in MOD Manual 12. Sparetime officers are assessed according to the salary of the equivalent wholetime rank. Observers are assessed as Class "3".

615. Conditions for the Payment of Subsistence Allowance.

- a. The conditions for the payment of subsistence allowance are laid down in MOD Manual 12. Generally, it is not payable for attendance or detention at the normal place of duty.
- b. Sparetime officers and observers are eligible to receive subsistence

allowance in accordance with MOD Manual 12 Chapter 46 for attendance at organised courses of instruction.

- c. Claims are to be submitted monthly on MOD Form 305 by officers in accordance with paragraph 613a and by observers in accordance with paragraph 613b. The officers authorised to countersign claims are shown at paragraph 703c.

616. Lodging Allowance and Removal Expenses. Wholetime officers on first appointment are not eligible for the payment of removal expenses or lodging allowance unless they have transferred from another Civil Service grade. Eligibility for expenses or allowance on subsequent transfer is to be assessed in accordance with the provisions of MOD Manual 12 Chapter 20.

617. Rail Travel.

- a. Officers above the rank of Observer Lieutenant are allowed first class accommodation when travelling by rail at public expense. All other officers are restricted to second class accommodation unless they are necessarily travelling in uniform (ie when the nature of their duties requires them to report, or begin their duties, in uniform immediately on arrival at their destination). Other occasions when officers entitled to second class travel may be allowed to travel first class are detailed in MOD Manual 12.
- b. Railway Warrants (BR 4402/200) are to be used for official rail journeys by members of the Corps unless, for good reason, it is not possible for the person making the journey to obtain a warrant. The Custodian is to make the fullest possible use of any special facilities (eg cheap day tickets) that may be available, ensuring that the warrant is suitably endorsed in the appropriate box. If the box is not completed a full price ticket will be issued by British Rail.
- c. Stocks of railway warrants are to be kept at Area Headquarters. Each Area Staff Officer is to be responsible for the safe custody of the warrants and for ensuring that they are issued for authorised journeys only. Only one book of warrants is to be issued to each Group Headquarters. The Group Staff Officer is to be responsible for its safe custody and proper use. When each book is exhausted the counterfoils are to be returned to Area Headquarters for checking before a replacement book is issued. Detailed instructions on the use of rail warrants are contained in Headquarters ROC Administrative Staff Instructions.

618. Travel by Private Car.

- a. Provision is made for the use of private motor vehicles on official duty at the standard or public transport rate of motor mileage allowance where it is in the public interest to do so. This provision, however, in no way detracts from the requirement for members of the Corps to undertake journeys by public transport when available.
- b. A member who uses his private car for journeys between his home and place of training or duty will not be paid travelling allowances for these journeys except as provided in paragraph 612a (2).
- c. When the use of motor transport is unavoidable, requirements should be coordinated as far as possible to avoid unnecessary expense. Two or more members are not to be authorised to use their private motor vehicles to proceed without passengers over the same or an adjacent route to one destination at or about the same time; nor is the use of a private motor vehicle to be authorised when official or hired transport with vacant seats is travelling in the same direction.

619. Hire of Transport. When it is necessary to hire transport for attendance at the additional and miscellaneous training referred to in paragraph 613c or for conveying Post Observers to and from Cluster Meetings, prior authority is to be obtained from Headquarters ROC. Applications are to contain a certificate by the Group Commandant that cheaper alternative means of travel are not available and are to show the following:

- a. Name of hirer.
- b. Seating capacity.
- c. Number of passengers to be carried.
- d. Cost of hire.
- e. Date, purpose, starting place and destination of journey.
- f. Total mileage to be covered.

Applications are to be prepared in triplicate and submitted through Area Headquarters to arrive at Headquarters ROC at least 14 days before the transport is required.

620. Use of RAF Mechanical Transport. When it is more economical RAF mechanical transport, if available, is to be used at public expense for carrying personnel to attend the training meetings specified in paragraph 603b (3). Requests for the use of RAF MT are to be made through normal channels to Area Headquarters and are to state that the cost of RAF MT is likely to be less

expensive than the hire of coaches. The regulations covering the requisition of RAF MT are contained in RAF MT Regulations (AP 300, Section 2, Chapter 5).

621, Air Travel in Service Aircraft.

- a. Wholetime officers may be given the opportunity to fly between the British Isles as passengers in Service aircraft provided their carriage by air is incidental to the main purpose of the flight and when their duties will be improved or facilitated thereby.
- b. Each flight is to be authorised by the Commanding Officer of the RAF Station concerned, to whom a certificate in the form given at Annex S is to be furnished. The certificate is to be signed by an officer of Observer Commander rank or above who is responsible for ensuring that the journey is being undertaken for an official purpose.
- c. Exceptionally, officers may be authorised to travel on duty journeys by scheduled civil air services at public expense. Applications for air travel are to be submitted to Area Headquarters. Those Area Headquarters not authorised to issue air warrants are to forward applications to Headquarters ROC.

CHAPTER 7 CASH ACCOUNTING

701. Centralised Cash Account. Cash accounting for the ROC, other than the payment of wholetime officers salaries, is provided by the Centralised Cash Accounting Section located at Headquarters ROC. The Cash Account is to be maintained in accordance with the procedures laid down in the current edition of AP 3222 except as specially provided for in these Regulations. The Senior Administration Officer Headquarters ROC, is responsible for public accounting services and is to ensure that the requirements of QR (RAF) Chapter 3, paragraph 76 are followed. The Accounting Officer at Headquarters ROC is responsible to the Senior Administration Officer for the operation of the public banking account, the correct maintenance of the Headquarters ROC cash book (MOD Form 317) and the day to day activities of the Accounts Section.

702. Payments - General:

a. There are two main methods of payment:

- (1) **Direct Payment.** Allowances paid direct to a nominated account.
- (2) **Personal Cheque.** Sent to the address held in the computer files.

b. Sums due to Deceased Corps Members:

- (1) The disposal of sums in excess of £40 which are due to the estates of deceased sparetime members and the disposal of sums due to the estates of deceased wholetime officers is governed by MOD Manual 8, Chapter 2, Section 12, Article 1. Claims on behalf of the next-of-kin or legal representatives are to be sent to Headquarters ROC together with supporting documents.
- (2) Claims for amounts of up to £40 in respect of allowances due to the estates of deceased sparetime members are to be submitted to Headquarters ROC together with a declaration that the countersigning officer is satisfied that the payee's entitlement is not in doubt. Where a will exists payment will normally be made to the estate executors.

703. Payment to Officers:

- a. **Salaries.** Wholetime officers' salaries are paid monthly in arrears by the Civilian Pay and Records Office.

b. Allowances:

- (1) Wholetime and sparetime officers' subsistence and motor mileage allowances are to be claimed monthly in arrears on MOD Form 305, submitted in accordance with the detailed instructions given in Headquarters ROC Administrative Staff Instructions.**
- (2) Removal expenses, transfer grant, lodging allowance, excess rent allowance and any other expenses or allowances in connection with the permanent transfer of wholetime officers are to be claimed on the appropriate MOD Form and submitted to the Ministry of Defence ACS(CTC) who will process and pay claims independently of HQ ROC.**

c. Authorisation of Claims. All claims are to be countersigned in accordance with MOD Manual 12, Chapter 2, paragraph 02-019 by an officer senior in grade to the claimant and not below the rank of Observer Lieutenant Commander. Countersigning officers are to ensure that claims are prepared and submitted in accordance with the regulations and are accurate in detail.

d. Wholetime Officers Uniform Allowance on First Appointment. Information regarding the payment of uniform allowance to wholetime officers is given in the letter of appointment. Claims are to be submitted to Headquarters ROC on ROC Accounts Form 4. The amounts are published in RAF GAI 6021.

e. Sparetime Officers - Payment of Annual Grant.

- (1) The sparetime officers' annual grant authorised in paragraph 603a(1) is payable by quarterly instalments in arrears. Nominal rolls are to be submitted to Headquarters ROC on ROC Accounts Form 5 at the end of March, June, September and December. The nominal roll is to be certified by the Deputy Group Commandant and countersigned by the Group Commandant. ROC Accounts Form 5 in respect of Group Commandants is to be prepared at Area Headquarters and is to be certified and approved for payment by the Area Commandant. ROC Accounts Form 5 in respect of Area Commandants is to be prepared and certified at Headquarters ROC and approved for payment by the Commandant ROC.**
- (2) One twelfth of the Annual Grant is to be paid for each completed calendar month of approved service.**

- (3) When payment is due for part of a month only, eg, on account of non-approved absence or when the date of commencement was after the first of the month, the amount payable is to be calculated proportionally according to the number of days in the month. For example, if an officer was absent from 5—19 December inclusive and resigned on 29 December, the amount due to him would be $13/31 \times \text{Grant}/12$.
 - (4) All details of ROC Accounts Form 5 are to be completed in block capitals or typewritten.
- f. **Camp Attendance.** An Incidental Expenses Allowance is payable to all ranks in accordance with paragraph 607 in respect of attendance at Annual Training Camp. This allowance is to be claimed together with travel and subsistence allowances on the Annual Training Camp Allowance Claim Form (ROC Accounts Form 3) which is to be submitted to Headquarters ROC immediately after attendance at camp.

704. Payments to Observers.

- a. Meeting Attendance Allowances, Exercise Allowance, Banded Travel Allowance and Proficiency Grant payable to Observers in accordance with Chapter 6 are to be claimed on RAF Form 2983, prepared according to the details given on the reverse of that Form. Detailed instructions for the completion of RAF Form 2983A are given in Headquarters ROC Administrative Staff Instructions.
- b. **Observers Travel Claims.**
 - (1) Annual Training Camp. Claims in respect of travel and subsistence allowance for authorised travel to and from the annual training camp venue and incidental expenses allowance for each night necessarily spent there, are to be submitted to Headquarters ROC through Group Headquarters on the special Annual Training Camp Allowance Claim Form (ROC Accounts Form 3), immediately after attendance at Camp.
 - (2) Other Travel Claims. Claims from observers in respect of authorised duty journeys not covered by attendance and/or exercise allowance and/or banded travel allowance, are to be made on MOD Form 305, which is to be submitted quarterly in arrears in association with RAF Form 2983A for

the quarter. If this entails undue delay in payment, the Deputy Group Commandant may authorise the claim to be forwarded to Headquarters ROC before the end of the quarter.

- c. **Petrol, Oil and Lubricants (POL) - Petrol Electric Sets.** POL allowance is to be claimed on ROC Accounts Form 2 by Group Headquarters on behalf of Head Observers responsible for petrol electric generating sets. The claims for part of a year are to be proportionate to the period of responsibility.
- d. **Uniform Alterations.** Sparetime officers and observers may be reimbursed for reasonable expenditure on necessary alterations to uniform to ensure a correct fit. The average cost of alterations to uniform will be published from time to time. Claims are to be submitted on ROC Accounts Form 1 and are to be supported by a receipted tailor's bill. Alterations are not to be made to uniforms in lieu of obtaining the correct size uniform from the Central Clothing Store.

705. Telephone Bills. British Telecom telephone bills, after being entered in the Bills Register, are to be forwarded to Headquarters ROC under cover of ROC Accounts Form 1. Claims for reimbursement of the cost of official calls made on private telephones or from public boxes are to be submitted on ROC Accounts Form 1, certified as follows:

'CERTIFIED that the telephone calls listed were necessarily made on official duty'

706. Hire of Accommodation:

- a. **Bills in respect of Hire of Accommodation for training purposes** are to be submitted under cover of ROC Accounts Form 1. Claims for refund by individuals of amounts paid in respect of hire of accommodation are to be supported by the receipted bill. Where meetings are held at the home of a ROC member, the details are to be entered on ROC Accounts Form 1 and signed by the claimant immediately beneath the last entry. No supporting document is necessary but Form 1 must be countersigned at the appropriate Headquarters. The maximum annual average charge per Post or Crew is published from time to time and this expenditure is to be monitored by Group and Area Commandants. In the event of the Group annual expenditure reaching the maximum permissible, the authority of the Area Commandant is to be obtained before incurring further expenditure.
- b. **Bills for hire of accommodation** are to be rendered at intervals of not more than three months except where the lessor specifically asks for

payment to be made less frequently. The bills are to be carefully checked to ensure that payment is being claimed only for dates on which meetings took place. This is especially important when dealing with bills covering a period exceeding three months.

- c. The correct name and initials of the payee are to be given whether that of an individual, commercial firm, Local Authority or other organisation. If the payee is a member of the ROC, his or her number and rank is to be stated.

707. Hire of Motor Transport. Bills for motor transport hired to convey members on duty in accordance with paragraph 619 are to be submitted to Headquarters ROC for payment supported by nominal rolls of passengers and a copy of the ROC authority for the hiring.

708. Publicity. Instructions on procedures for placing advertisements and method of accounting are issued by Headquarters ROC at the beginning of each financial year.

709. Non Public Accounts:

- a. Non Public Accounts are to be maintained at Group and Area Headquarters to account for monies and activities not financed by public funds.
- b. Non public accounts are to be maintained in accordance with Headquarters ROC Administrative Staff Instruction - Non Public Accounts.
- c. Any suspected or confirmed loss of cash or cash equivalent, including travel warrants, cheques and postal orders etc, is to be investigated immediately by the Group Commandant or Area Commandant as appropriate. Should fraud be suspected the Group Commandant or Area Commandant is to refer the matter to the Commandant ROC without delay.

CHAPTER 8

SUPPLY ADMINISTRATION AND ACCOUNTING

801. Definition of Materiel. The word "Materiel" covers all equipment stores, supplies and spares used in the Royal Observer Corps which are obtained from the following sources:

- a. Royal Air Force Supply Depots (Clothing, Accommodation Stores, Technical Stores).
- b. Home Office (Radiac Equipment).
- c. Crown Suppliers (PRS).
- d. MOD Departments (Office Machinery, Meteorological Equipment, Services Sound and Vision Corporation (SSVC) Equipment).
- e. Local Purchase.

802. Materiel obtained from RAF Sources. For the purpose of supply accounting, materiel obtained from RAF sources is placed into one of three classes, depending on the degree to which an item is worthy or capable or repair, and the depth of accounting which must be applied to it in use. The three classes are:

- a. **Class P items.** Class P items are those which remain on charge and cannot be replaced except on return to store and which are capable of economic repair by parent RAF Units. Repairable items beyond the capacity of parent Units to repair are to be returned to the appropriate RAF Equipment Supply Depot or to Contractors, as instructed by the parent Unit.
- b. **Class L.** Class L items are those which remain on charge, which cannot be replaced except on return to store and which are:
 - (1) Attractive, but not Class P; or
 - (2) Not of low value and which are only repaired at station level if it is economical to do so.
- c. **Class C.** Class C items are those which do not fall into either Class P or L, which do not remain on charge when in use and may be replaced without return to store and which comprise:
 - (1) Consumable stores.
 - (2) Low value and/or non-attractive items which, though not consumable in use, are not capable of economic repair.
 - (3) Low value non-attractive items which are capable and worthy of repair at station level; such items are to be repaired if it is economical to do so.

Notes

1. Low value items are those with a price of £5 or less.
2. An attractive item is one that is both easy to misappropriate or steal and to dispose of or use irregularly.
3. The definition of Class C items in respect of Accommodation Stores is given in JSP 307 Part 1.
4. The definition of Class C items in respect of Army Managed Ranges is an item of £5 or less in value.
5. Items of uniform clothing provided either from RAF or Army sources subject to free replacement are to be exchanged only on a one-for-one basis.

803. **Material obtained from other sources.** Almost all items obtained from other than RAF sources are to be treated as RAF Class P stores. If return or repair is necessary these items are to be returned to or replaced by the issuing authority or designated agency under established arrangements. Certain consumable items obtained from Home Office sources may be treated in the same manner as RAF Class C stores.

804. **Responsibility for Materiel.** Although the immediate responsibility for supply administration and accounting may be delegated to the Administrative Officer at Area or Group Headquarters, the Area Staff Officer or Group Staff Officer, as appropriate, is ultimately responsible for the effective administration of and accounting for materiel including its safe custody, and for the prevention of loss or misuse.

805. **The responsibility for the safe custody and care of items of uniform clothing issued by the CSS rests with the individual to whom the items are issued.** Items of other equipment issued on loan to individuals also become the responsibility of the individual (see paragraph 812).

806. **Supply Accounting Procedures.** The supply accounting procedures for the Royal Observer Corps are a modified form of the Royal Air Force procedures contained in AP 830. The general principles set out in AP 830 (7th edition) Part 1, Leaflet A6/1, are to be followed. Detailed procedures for the Royal Observer Corps are contained in Headquarters ROC Supply Staff Instructions.

807. **Supply Accounting Unit.** The unit for supply accounting purposes is the Area Headquarters which is to be the equipment demanding authority for all Groups within the Area.

808. Scales of Equipment. Scales of equipment for the Royal Observer Corps, including uniform clothing, are laid down in AP 1943. Equipment must not be demanded in excess of these scales without the authority of Headquarters Royal Observer Corps.

809. Articles-in-Use-Ledger. Each Area Headquarters is to maintain an Articles-in-Use-Ledger (RAF Form 670) in which is to be recorded all equipment transactions for the Area Headquarters and for each Group within the Area.

810. Inventories of Equipment. Each Area Headquarters is to set up and maintain inventories on RAF Forms 37E and 37B for all Class P and L stores held by the Area Headquarters and by each Group within the Area.

811. Inventory Holder. An equipment inventory is to be held at Area Headquarters by the Area Staff Officer and at Group Headquarters by the Group Staff Officer.

812. Loans to Individuals. All items of equipment issued on loan to individuals for whatever purpose and for whatever length of time are to be recorded on RAF Form 668 (or Form 668R for equipment issued to monitoring posts). The signatory of the form is to be personally responsible for the safe custody and care of the equipment until it is returned to store and the signature cancelled, or the equipment is handed over to another individual.

813. Signatures on Forms 668 and 668R are valid only for twelve months and are to be renewed at the end of that period if the items are to remain on loan. Signatures for valuable and attractive items (see paragraph 819) are valid only for six months and are to be renewed at the end of that period if the items are to remain on loan.

814. Checks of holdings against records. A complete check of the equipment held at the Area Headquarters, at the Group Headquarters and in use within the Group is to be made on the following occasions:

- a. annually, by the inventory holder;
- b. once in each period of two years by the Deputy Area Commandant at the Area Headquarters and by the Area Staff Officer at each Group Headquarters;
- c. on change of inventory holder.

815. The annual check of the Group Headquarters inventory is to include checks by Group Officers of items issued to monitoring post Head Observers on Forms 668R.

816. Checks of Valuable and Attractive Items (see paragraph 819) are to be made by the inventory holder at Area and Group Headquarters once in each period of six months.

817. Adjustments of Discrepancies. After completion of a check, discrepancies are to be resolved and final action taken in accordance with Headquarters ROC Supply Staff Instructions.

818. Area Headquarters are to submit to Headquarters Royal Observer Corps by 15 January in each year a report confirming that annual holders' checks required by paragraph 814a have been carried out at all Groups and at Area Headquarters in the previous year. The total cash value of surpluses and deficiencies for the Area as a whole is to be included in this report. Headquarters Royal Observer Corps is to furnish a consolidated return of the foregoing information by 31 January in each year to Headquarters Strike Command.

819. Valuable and Attractive Items. Certain items of equipment in use in the Royal Observer Corps are classified Valuable and Attractive (V and A). The current list which is based on the MOD list, and to which additions may be made from time to time, is:

Management Code	Item
6E	Binoculars
6B, 6E, 106B	Compasses
SKC, 14C, 114C	Projectors of all types including Flash Trainers. Lenses and various detachable parts of projectors.

820. Responsibility. Responsibility for V and A items and the V and A Store is vested in the inventory holder (see paragraph 811) at the Area and Group Headquarters. If the inventory holder is to be absent the Deputy Area Commandant or Deputy Group Commandant, as appropriate, is to conduct a hand over/take over check of the V and A items and assume the responsibility himself. In the absence of both officers, the Area or Group Administrative Officer is to assume responsibility.

821. Storage. In the absence of a store with barred windows and security door lock, V and A items are to be stored in locked cupboards or chests in a secure room set aside for the purpose. The safeguarding of keys to the store and the containers is the responsibility of the inventory holder.

822. Accounting for V and A Items. Generally, the accounting process for V

and A items is to be the same as for other items of equipment but the modifications to standard procedures as laid down in AP 830 (7th edition), Volume 1, Part 5, Leaflet E11/1 are to be applied.

823. Details of items not included in the list at paragraph 819, but which are thought to be especially liable to misappropriation, may be published from time to time. These items are to be dealt with in accordance with the foregoing paragraphs, except that vouchers are not to be marked "V" and "A" and advice of despatch is not required.

824. Losses of and Damage to Equipment. Loss of, or damage to equipment is to be reported to the Area Staff Officer as soon as it is discovered. Losses or damage known or suspected to be due to theft, arson or vandalism are also to be reported to Headquarters P & SS and to the Civil Police. Damage to monitoring posts, whether involving loss of equipment or not, is to be reported to the Civil Police, the Area Headquarters, Headquarters ROC and to the Security Officer, Headquarters UKWMO. The Area Staff Officer is to be responsible in all cases for ensuring that appropriate security measures are taken, that a full investigation is made of the facts and that any remedial measures indicated by the investigation are implemented.

825. Loss of or damage to uniform clothing issued by the CCS is to be reported to Headquarters ROC together with a full explanation of the facts.

826. Depending upon the total value of the items involved, losses and damage will be dealt with as under:

- a. If the value is in excess of the Commandant's financial powers of write-off, the application together with reports and his own recommendation will be forwarded to Headquarters Strike Command.
- b. If the value is within the Commandant's financial powers he will authorise write-off if he considers that there was no contributory negligence.
- c. If there has been contributory negligence and the individual(s) can be identified the individual(s) concerned will be invited to pay for the loss or damage.

827. Write-Off Procedures. Procedures for application for the write-off of equipment and for charging an individual for loss or damage are contained in Headquarters ROC Supply Staff Instructions.

828. Assessment of Charges. Charges are to be assessed at the rate shown in AP 1086 (Prices Supplement). Where no rate is shown the price is to be

obtained from Headquarters ROC. The charge for damage is to be the estimated charge for repair (see AP 830 (7th Edition), Volume 1, Part 5, Leaflet E1/1). Incidental charges, eg departmental expenses, will be advised by Headquarters ROC from time to time. Depreciation attributable to age of the item and fair wear and tear is to be offset, where applicable, in accordance with AP 830 (7th edition), Volume 1, Part 5, Leaflet E17/1).

829. Payment of Charges. Details of procedures for payment of charges are contained in Headquarters ROC Supply Staff Instructions.

830. Recovery of equipment on loan.

- a. An Officer or Observer on resignation, release or discharge is to be instructed personally to return all equipment on loan.
- b. Where undue difficulty or expense is involved, he is to be instructed to return the items by post. Application is to be made to the Group Headquarters for details of posting arrangements.
- c. Should an Officer or Observer change address without notification, every effort is to be made to ascertain the new address so that the necessary instructions can be issued.
- d. Exceptionally, and where other means fail, an officer is to call at the individual's house to collect the equipment. Whenever possible such calls are to be arranged to coincide with a normal visit to the district. In cases where the individual has moved to another area the nearest Group Headquarters is to be asked to provide an officer to undertake this duty.
- e. In all cases where the procedure set out in paragraphs a to d above fails to secure the return of the equipment, recovery of the value of the equipment is to be attempted. Form 664B showing the appropriate depreciation if any, plus departmental expenses, is to be prepared in accordance with Headquarters ROC Supply Staff Instructions and forwarded to the individual concerned. If no refund is forthcoming, and when the Area Headquarters is satisfied that nothing will be gained by pursuing the matter further, it is to be referred to Headquarters ROC. The submission is to state in detail the reasons for resignation, release or discharge and is to contain the Area Headquarters recommendations for disposal of the loss. The application is to be supported by a certified true copy of the Form 664B, a copy of any inquiry, or other related correspondence.

831. Central Uniform Supply. The Headquarters ROC Supply Officer is responsible to the Senior Administration Officer for the overall organisation and administration of the ROC Central Clothing Store (CCS). Detailed procedures for demanding uniform clothing from Equipment Supply Depot and for the issue to and receipt from individuals are contained in Headquarters ROC Supply Staff Instruction No 7.

832. Despatch of Uniform. All items of clothing are to be sent from the CCS to one or other of the undermentioned individuals:

- a. The Head Observer, for Monitoring Post personnel.
- b. The Group Headquarters for Control personnel, addressed to the Crew Officer concerned.
- c. The NRC Officer, for NRC personnel.

833. Advice of Despatch. For each consignment of uniform the CCS will send to the Group Headquarters concerned an advice copy of Form 600 ROC. This copy, after any recording action which the Group Headquarters may wish to take, is to be sent to the individual for whom the uniform is intended. Group Headquarters are not to delay the transmission of the advice.

834. On receipt of the advice, the member is immediately to enquire of the appropriate addressees (see paragraph 832) whether the uniform has been received. If the uniform has not been received within 21 days of receipt of the advice, the CCS is to be informed.

835. Receipt of uniform clothing. When a consignment is received by one of the addressees in paragraph 832, the uniform is to be issued and a check made at the time of issue that it is a reasonable fit. The recipient is to sign and return to the CCS the Form 600 ROC received with the parcel even if some of the items are ill-fitting and have to be returned.

836. Return of Uniform to CCS. When items of uniform are returned to CCS a Form CCS3 or CCS4 giving the reason for return is to be enclosed. Application is to be made to the Group Headquarters for details of posting arrangements. A copy of the information given on the form and a record of the posting date and place is to be retained by the sender. A receipt on RAF Form 600K will be issued by the CCS. If this has not been received within 21 days of the posting date, the CCS is to be informed. If the CCS confirms that the parcel has not been received the sender is to make a claim against the Post Office. The procedure for making claims, together with the necessary form, may be obtained from the office at which the parcel was posted.

837. Alterations to Uniform. Uniform is not to be altered other than to ensure a reasonable fit. Details of authorised alterations together with the current maximum reclaimable costs are to be obtained from the appropriate Group Headquarters before the alterations are carried out. If the estimated costs are outside the permitted maxima the items are to be returned to the CCS with an explanation of what is required.

838. Supply of Radiac Equipment. Radiac equipment for use in England, Wales and Northern Ireland will be supplied by the Home Office and in Scotland by the Scottish Home and Health Department to scales agreed between Headquarters United Kingdom Warning and Monitoring Organisation and Headquarters ROC.

839. Initial issues of Radiac Equipment. When a new item of radiac equipment is provisioned, or when an existing item is replaced by a new or modified version of the item, initial deliveries to scale will be made by Home Office Supply and Transport Organisation.

840. Responsibility for Radiac Equipment. Responsibility for the safe custody of and administration and accounting for radiac equipment is the same as that for equipment obtained from RAF Supply Depots, set out in paragraph 804.

841. Accounting for Radiac Equipment. Accounting procedures for radiac equipment are the same as those set out in paragraphs 806, 807 and 809—815 inclusive. Detailed procedures are contained in Headquarters ROC Supply Staff Instructions.

842. Storage and safeguarding of Radiac Equipment. All items of radiac equipment are to be carefully stored and handled so that the calibration of the instruments is not upset.

843. Replacement of Radiac Equipment. Unserviceable radiac equipment held by ROC units in England, Wales and Northern Ireland will be exchanged at Home Office Supply and Transport Stores. The Scottish Home and Health Department Stores will exchange such equipment for ROC units in Scotland. Exchanges can be made over the counter or by forwarding the unserviceable item(s) to the stores concerned. Demands for replacement radiac equipment are to be made to the Area Headquarters for onward transmission to Headquarters ROC. Certain small items may be held in stock at Area Headquarters.

844. Loss of or Damage to Radiac Equipment. Loss of and damage to radiac equipment is to be treated as for equipment obtained from RAF Supply Depots. See paragraphs 824 and 826—830 inclusive. Headquarters ROC is to report any loss of radiac equipment to Headquarters UKWMO on 31 March and 30 September in each year.

845. Maintenance of Radiac Equipment. The level of maintenance and adjustment to radiac equipment permitted by ROC members is detailed in Standard Operating Procedures. Further maintenance is to be carried out by Home Department Stores personnel or Regional Wireless Engineers only.

846. Equipment supplied by Ministry of Defence Departments and Crown Suppliers (PRS). Classification of equipment supplied by MOD and Crown Suppliers (PRS) is equivalent to RAF Class P and accounting is to be in accordance with paragraphs 801—818, 823—830 and Headquarters ROC Supply Staff Instructions.

CHAPTER 9 UNIFORM

901. Wearing of Uniform. The uniform to be worn by members of the Royal Observer Corps is to be as described in the Schedule to the Royal Warrant at Annex A. All officers and observers are to wear uniform when on duty. The wearing of uniform outside recognised duty occasions is not permissible without the prior authority of the Commandant ROC. Such authority is to be sought through normal channels. Only patterns of dress, badges and accoutrements approved by the Ministry of Defence may be worn. Personnel who obtain items from trade sources are responsible for ensuring that such items are of the approved pattern. ROC personnel are not to wear items of uniform mixed with civilian clothing.

902. Provision of Uniform—Officers. The scale of uniform authorised for ROC officers is at Annex T. Uniform for sparetime officers is to be issued free from the Central Clothing Store (CCS). Wholetime officers are to be issued with certain items free from the CCS and will receive an allowance to purchase other items which are not available from CCS. Details of the uniform allowance for wholetime officers are published annually in RAF General and Administrative Instructions (GAIs).

903. Provision of Uniform—Observers. On successfully passing the Basic Test, Observers are to be issued with uniform, on loan, to the scale laid down at Annex U.

904. Upkeep of Uniform.

a. **Wholetime Officers.** Wholetime officers may obtain items from store on repayment, to replace items issued free on appointment. The charge for such items will include departmental expenses and Value Added Tax at current rates. Income Tax relief in respect of upkeep of uniform may be claimed at rates currently in force for the Royal Air Force as notified in DCIs(RAF).

b. **Sparetime Officers and Observers.** Group Commandants are to authorise the replacement of issued items of uniform which become unserviceable through fair wear and tear. Procedures are contained in ROC Supply Staff Instruction No. 7.

905. Officers who resign or are dismissed within three years of appointment will be required to return all uniform to store; in the case of wholetime officers this includes items purchased from their initial kitting allowance. Shortages will be charged to the individual after due allowance for wear and tear has been taken into account.

906. The cost of replacing items of uniform culpably or negligently damaged or lost is to be met by the individual responsible for the loss or damage.

907. Orders of Dress. Orders of dress for Royal Observer Corps officers and observers are to be as detailed at Annex V and W respectively.

908. Optional Items. Personnel may purchase at their own expense and wear the undermentioned optional items of approved pattern uniform:

- a. **Field Service Cap.** Men may wear the appropriate pattern of field service cap except on formal parades or other ceremonial occasions when the ROC beret is to be worn. The lower button of the field service cap is to be central on the forehead and an inch above the line of the eyebrows. The cap is to be tilted to the right so that the right hand edge is half an inch above the top of the right ear.
- b. **WRAF Cap.** Women may wear the WRAF pattern cap, which is to be worn with one inch of the forehead showing between the eyebrows and the bottom edge of the cap band, with the ROC badge above the left eye. No hair is to be visible on the forehead.
- c. **Stable Belt.** Men may wear a Royal Observer Corps pattern stable belt with No. 2 Dress when not wearing a jacket or H D Woollen Jersey. The belt is to be worn with the buckles centrally located over the left hip.
- d. **Shoes, Court, Plain, Black.** Women may wear plain black court shoes with leather, patent leather or wet look uppers, of the approved pattern as notified by Headquarters ROC from time to time.
- e. **Heavy Duty Woollen Jersey (Men).** Male officers and observers not entitled to a free issue may purchase and wear the heavy duty woollen jersey except on formal parades and other ceremonial occasions. It is not to be worn under the No. 1 or No. 2 Jacket.
- f. **Heavy Duty Woollen Jersey (WRAF).** Women officers and women observers serving at Controls or with NRC teams may purchase and wear the heavy duty woollen jersey (WRAF) except on formal parades and other ceremonial occasions. It is not to be worn under the No. 1 or No. 2 Jacket.
- g. **Short Sleeved Shirt (NAAFI supplied).** Men may wear the NAAFI supplied short sleeved shirt.
- h. **WRAF Short Sleeved Blouse.** Women may wear the appropriate pattern WRAF blouse.

909. Cap and Rank Badges. Distinctive cap and rank badges are to be worn as follows:

a. Cap Badge, Service Dress:

- (1) **Observer Captains.** ROC Insignia above a scroll bearing the motto 'Forewarned is Forearmed' in gilt metal surrounded by a wreath of laurel leaves in gold embroidery surmounted by a silk and gold wire embroidered crown, with one row of gold oak leaves on blank patent leather peak.
- (2) **Officers of Observer Commander rank and below:** As for Observer Captains but without the row of gold oak leaves and with barathea peak.

b. Beret and Field Service Cap Badge:

- (1) **Officers:** The Royal Observer Corps badge in gilt metal.
- (2) **Observers:** The Royal Observer Corps badge in silvered metal.

c. Rank Badges - Officers:

- (1) **Sleeve Rank Badges.** On No. 1 Dress officers are to wear rings of midnight blue braid as described in the Schedule at Annex A. The centre of the lace is to be three and three quarters inches from the bottom of the cuff and the distance between each row one eighth of an inch.
- (2) **Shoulder Rank Badges.** On No.2 Dress, officers are to wear rank badges of midnight blue braid sewn on to the shoulder straps. For washable garments with shoulder straps, the braid is to be mounted on backing material of similar colour to the host garment (with the exception of HD woollen pullover where officers rank braid should be mounted on wedgewood blue as for shirts).
- (3) **Collar Rank Badges.** Officers are to show their rank on 1972 pattern raincoats by means of collar rank badges or on new pattern raincoats by means of rank badges as at 909c(2).

d. Rank Badges - Chief and Leading Observers. The badges of rank for Chief and Leading Observers are to be as described in the Schedule to Annex A and are to be worn as follows:

- (1) **No. 2 Jacket and Raincoat (1972 pattern).** On both sleeves, mid-way between the elbow and the shoulder seam.
- (2) **Shirts, Heavy Duty Jersey and new pattern Raincoats.** At the bottom end of both shoulder straps as supplied.

910. Distinguishing Badges—Officers. Uniforms are to bear the badges, buttons and insignia of the Royal Observer Corps in place of those normally worn by Royal Air Force personnel. The collar badge for Officers No. 1 and 2 Dress is to be a gilt badge consisting of the letters ROC. The bottom of the badge is to be one inch above the inner end of the step opening and midway between the inside, rolled edge and the outside edge of the collar. The long axis of the badge is to be horizontal.

911. Distinguishing Badges—Observers:

- a. Observers are to wear an arm badge consisting of the words Royal Observer Corps in letters five sixteenths of an inch high embroidered in pale blue on a dark blue background arranged in the arc of a circle. The badge is to be worn on both sleeves of the No. 2 Jacket. The centre point is to be one quarter of an inch below the top edge of the sleeve head seam.
- b. Observers are to wear a badge with numerals indicating the Group number located centrally underneath the Royal Observer Corps arm badge with the upper edge of the numeral abutting the lower edge of the title badge on both sleeves of the No. 2 Jacket.

912. Proficiency Badges.

- a. Observers awarded Annual Master Test passes at Master Standard are entitled to wear proficiency badge as shown in the table opposite.
- b. Observers awarded Annual Master Test passes at First Class and Intermediate Standard are entitled to wear a 'blue star' proficiency badge until such time as he/she is awarded a Spitfire badge, which replaces it.
- c. The badge(s) are to be worn on the No. 2 Jacket only, on both sleeves, mid-way between the elbow and shoulder seam. In the case of Chief and Leading Observers the badge(s) is(are) to be worn immediately above the badge of rank.

Number of Master Test Passes	Description of Badge (All badges on dark blue background)	Method of Wear
1	Pale Blue embroidered Spitfire badge	Line of flight towards the shoulder seam.
5	Red embroidered Spitfire badge	As above.
10	Red embroidered Spitfire badge plus one five pointed red embroidered star	Red star worn centrally below and abutting the red Spitfire badge.
15	Red embroidered Spitfire badge plus two five pointed red embroidered stars	Red stars worn horizontally side by side, centrally below red Spitfire badge.
20	Red embroidered Spitfire badge plus three five pointed red embroidered stars	As above, with the third star central and below the two stars, ie in inverted triangle.
25	Gold embroidered Spitfire badge	(as for 1 pass)
30	Gold embroidered Spitfire badge plus one five pointed gold embroidered star	(as for 10 passes)

913. Seaborne Badge. The Seaborne badge consisting of the word "Seaborne" with a surrounding line embroidered in pale blue on a dark blue background is worn on both arms of the Jacket of No. 1 or No. 2 Dress two and threequarter inches from the centre of the sleeve head seam. It is to be worn by ROC officers and observers who took part in operation Overlord as members of the Observer Corps in 1944.

ANNEX A

ROYAL OBSERVER CORPS

ELIZABETH R

WHEREAS His late Majesty King George the Sixth by Warrant dated 21st May, 1947, was pleased to make provision for the establishment of a Corps to be entitled the Royal Observer Corps and other matters and things relating thereto:

AND WHEREAS His late Majesty by Warrant dated 10th February, 1951 was pleased to amend the said Warrant dated 21st May, 1947:

AND WHEREAS by Warrants dated 13th June, 1953 and 24th March, 1964 We were pleased further to amend the said Warrant dated 21st May, 1947:

AND WHEREAS We deem it expedient to make provision for certain changes in the functions and regulations of the Corps:

OUR WILL AND PLEASURE is that:

- (1) the function of the Corps shall be; in connection with the defence of Our realm, to provide for the reporting of nuclear bursts and radio active fall-out for the United Kingdom Warning and Monitoring Organisation and for the identification and reporting of aircraft for the Royal Air Force;
- (2) Our Secretary of State for the Home Department shall be responsible for the operational control and the formation of operational units of the Corps and Our Defence Council shall be responsible for its administrative control;
- (3) membership of the Corps shall be terminated when Our Defence Council, or any officer acting with their authority, shall decide that the services of a member of the Corps are no longer required or that a member of the Corps is no longer actively associated with the Corps;
- (4) members of the Corps shall be entitled to receive such pay, allowances, grants or other appropriate emoluments, as Our Defence Council with the concurrence of Our Secretary of State for the Home Department and of Our Treasury may decide;
- (5) the uniform to be worn by members of the Corps shall be as described in the Schedule annexed to this Our Warrant;
- (6) Our Defence Council shall, subject to the conditions laid down in this

Our Warrant, make regulations as to the constitution, organisation, training, discipline, conditions of service and of efficiency, allowances and grants, and all other matters affecting the administration of the Corps;

- (7) Our Defence Council shall be the sole interpreters and administrators of any regulations made by them in pursuance of this Our Warrant. The said Warrant of His late Majesty King George the Sixth dated 21st May, 1947 and the said amending Warrants dated 10th February, 1951 and 13th June, 1953 are hereby revoked and the said amending Warrant dated 24th March, 1964 shall have effect as though the reference in the Schedule thereto to the said Warrant dated 21st May, 1947 were omitted.

Given at Our Court at St. James's this nineteenth day of July One Thousand Nine Hundred and Sixty Six in the fifteenth year of Our Reign.

BY HER MAJESTY'S COMMAND

DENNIS HEALEY

MINISTRY OF DEFENCE

19th July, 1966

SCHEDULE

Relating to the Uniform to be worn by Members of the Royal Observer Corps

1. Officers

- a. With the exception of a beret which will be dark blue, the uniform shall be of the pattern approved for wear by officers of the Royal Air Force, or officers of the Women's Royal Air Force in the case of women officers, but shall be devoid of any Royal Air Force badges, buttons and insignia, having instead those of the Royal Observer Corps.
- b. The badges of rank will be worn in the same manner as by officers of the Royal Air Force but in midnight blue braid as follows:

Observer Commodore	1 band of 2 inches
Observer Captain	4 rows of 9/16 inch
Observer Commander	3 rows of 9/16 inch
Observer Lieutenant Commander	2 rows of 9/16 inch with 1 row of 1/4 inch between
Observer Lieutenant	2 rows of 9/16 inch
Observer Officer	1 row of 9/16 inch

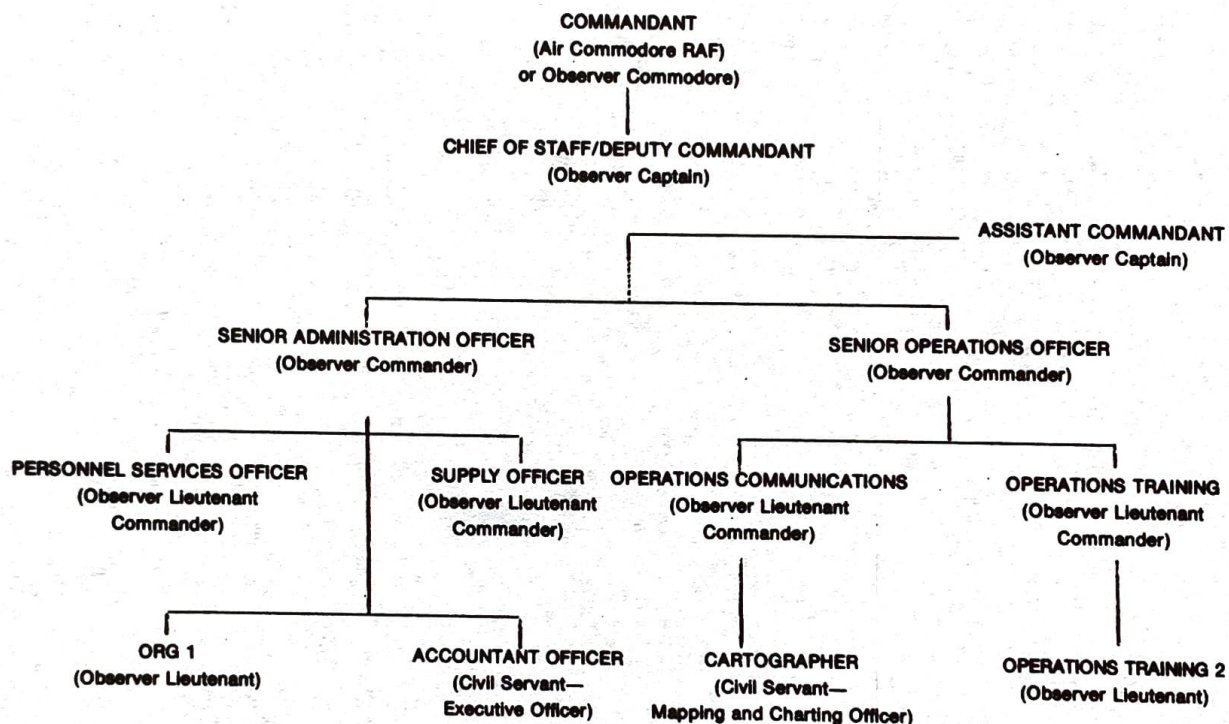
2. Observers

- a. With the exception of the beret which will be dark blue, the uniform shall be of the pattern approved for airmen of the Royal Air Force or, in the case of women, that approved for the Women's Royal Air Force, but shall be devoid of any Royal Air Force buttons, badges and insignia, having instead those of the Royal Observer Corps.
- b. The badges of rank which are worn on both sleeves shall be embroidered, consisting of three horizontal bars for chief observers and two horizontal bars for leading observers with a wreath in light blue on a dark blue background.

NOTE: This Schedule was approved by Her Majesty the Queen in an amending Warrant dated 3rd September 1974.

ANNEX B

ROYAL OBSERVER CORPS STAFF ORGANISATION HEADQUARTERS ROC



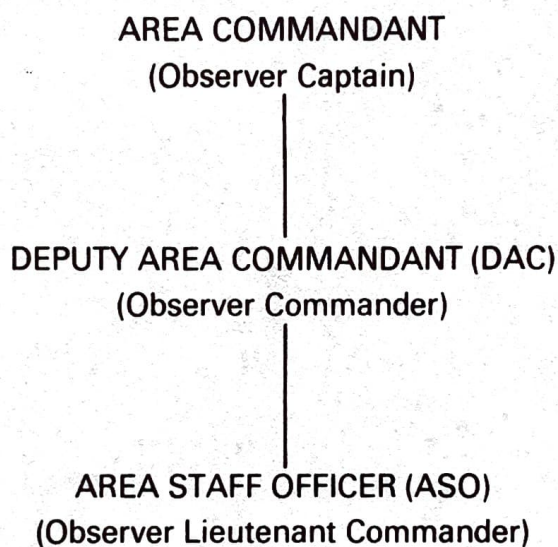
NOTES

1. All uniformed appointments are held by wholetime ROC officers.
2. Clerical and typing staff of the Civil Service are additional.

ANNEX C

ROYAL OBSERVER CORPS STAFF ORGANISATION

AREA HEADQUARTERS

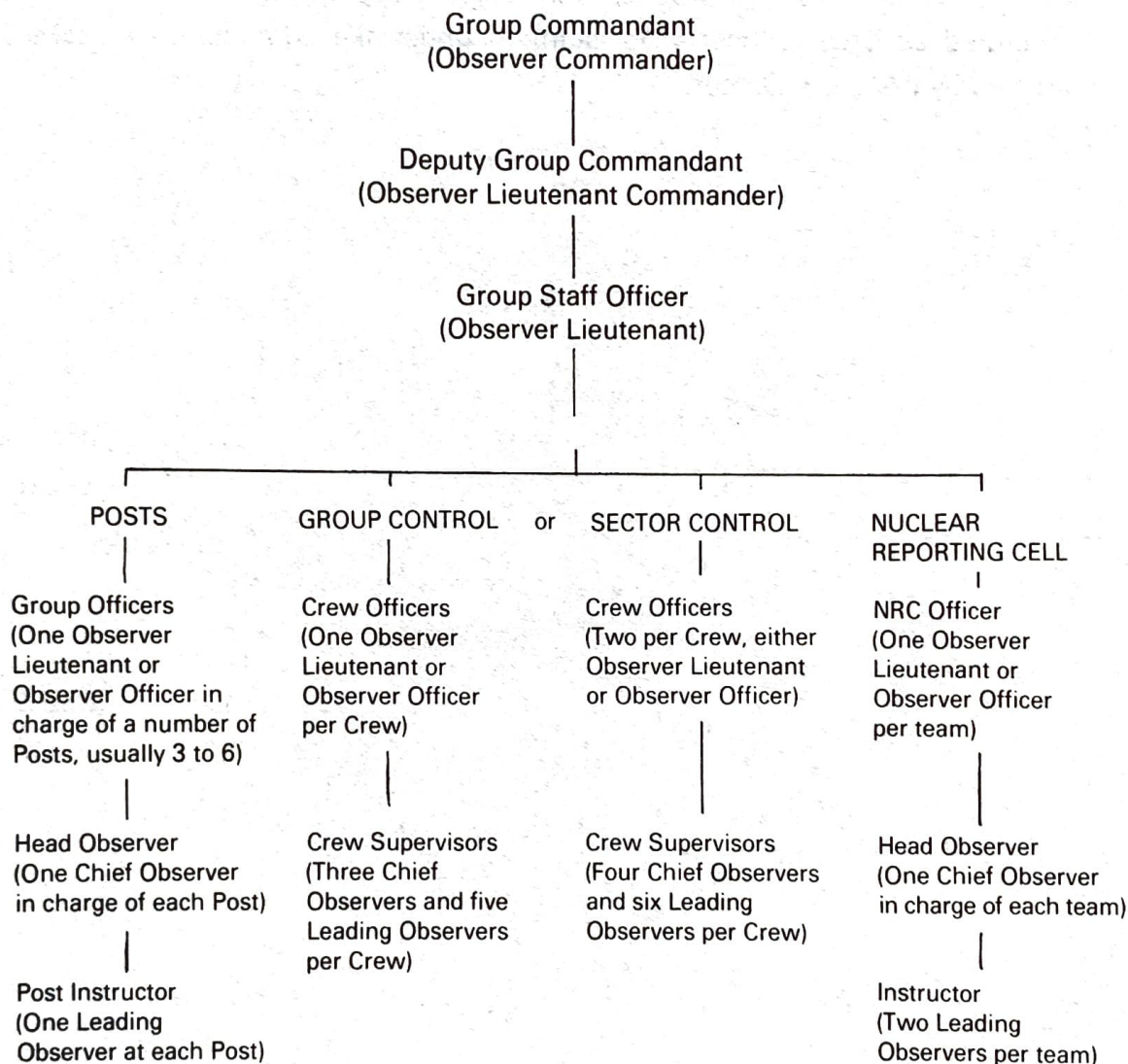


NOTES

1. The Area Commandant is a sparetime officer. The DAC and ASO are wholetime officers.
2. Civil Service clerical and typing staff are additional.

ANNEX D

ROYAL OBSERVER CORPS STAFF ORGANISATION GROUP HEADQUARTERS



NOTES

1. All appointments are filled by sparetime personnel except those of Deputy Group Commandant and Group Staff Officer which are wholetime appointments.
2. Civil Service Clerical and typing staff are additional at Group Headquarters.
3. Monitoring Posts, Sector Controls, Group Controls and Nuclear Reporting Cells are manned by crews of sparetime observers.
4. Nuclear Reporting Cell (NRC) Teams are administered by the Group which provides operational data to the team.

5. The operational responsibility of a NRC Crew Supervisor is assumed by one Chief or Leading Observer during each tour of duty.
6. At Sector Groups two Crew Officers are appointed to each crew one of whom is responsible for crew administration.
7. At Groups and Sector Groups, one Chief Observer in each crew is appointed as Crew Officer's Assistant to undertake administrative tasks directed by the Crew Officer.

ANNEX E

ROYAL OBSERVER CORPS AFFILIATION TO TERRITORIAL AUXILIARY AND VOLUNTEER RESERVE ASSOCIATIONS

1. Territorial Auxiliary and Volunteer Reserve Associations (TAVRA) have a responsibility to give assistance to the Royal Observer Corps in the following matters:

- a. Publicity
- b. Liaison with employers and Trade Unions (eg in encouraging employees to become members of the Corps and in granting time off to sparetime members to attend ROC activities such as Training Camps, courses and exercises).
- c. Improving the status of the Corps by achieving a greater public understanding and awareness of the role of the Corps and its importance in emergency.
- d. Representation at local functions
- e. Recruiting
- f. Accommodation for ROC training (eg Cluster Meetings)

2. Through their membership of the Association, designated ROC officers are required to give advice and support at TAVRA meetings on:

- a. All matters connected with the ROC
- b. ROC publicity and public relations
- c. Other Air Force matters (eg R Aux A F, UAS and ATC) on request.

3. The fourteen Associations which administer the TAVR are represented on a Council which deals with matters of general interest, but each Association has direct access to the Ministry of Defence. Association territories are based on County boundaries as follows:

Association Name	Counties forming the Association
Highland	All north of a line from Fife Ness to the Mull of Kintyre.
Lowland	Ayr, Berwick, Bute, Dumfries, Kirkcudbright, Lanark, the Lothians, Peebles, Renfrew, Roxburgh, Selkirk and Wigtown.

North of England	Cleveland, Cumbria, Durham, Northumberland, North Yorkshire and West Yorkshire.
Yorkshire	Humberside, South Yorkshire and West Yorkshire.
Lancashire and Cheshire	Lancashire, Cheshire, Merseyside and Greater Manchester.
Wales	The eight counties of Wales.
West Midlands	Hereford and Worcester, Salop, Stafford and Warwick.
East Midlands	Derbyshire, Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire.
Western Wessex	Avon, Devon, Cornwall, Gloucestershire, Somerset and Wiltshire.
Eastern Wessex	Berkshire, Buckinghamshire, Dorset, Hampshire, Isle of Wight and Oxfordshire.
East Anglian	Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.
Greater London	Greater London.
South East	Kent, Surrey, East Sussex and West Sussex.
Northern Ireland	The six Counties of Ulster.

4. ROC membership of Associations forms part of the Air Force membership. There are two kinds of members, selected and ex-officio.

5. Area Commandants are normally invited by the appropriate TAVR Association to become selected Air Force members of the Association(s) whose headquarters are geographically nearest to the Area Headquarters. Area Commandants are linked to Associations as under:

- Metropolitan Area to South East
- Southern Area to Western Wessex
- Midland Area to East Midlands
- Western Area to Lancashire and Cheshire
- Scottish Area to both Highlands and Lowlands

6. Group Commandants are appointed ex-officio Air Force members of Associations. Where more than one is appointed to an Association, the Group Commandant whose headquarters is nearest to the Association headquarters normally acts as co-ordinator for the others. He is responsible for looking after the general interests of the ROC in the area covered by the Association in the absence of the Group Commandant concerned.

Association	Group Commandants	
	Co-ordinating Members	Additional Members
South East	No. 1 Maidstone	No. 2 Horsham
Eastern Wessex	No. 14 Winchester	No. 3 Oxford
Western Wessex	No. 12 Bristol	No. 9 Yeovil
		No. 10 Exeter
East Anglia	No. 4 Colchester	No. 6 Norwich
		No. 7 Bedford
East Midlands	No. 15 Lincoln	No. 8 Coventry
West Midlands	No. 16 Shrewsbury	No. 8 Coventry
Wales	No. 13 South Wales	No. 17 North Wales
Lancs and Cheshire	No. 21 Preston	No. 16 Shrewsbury
Yorkshire	No. 20 York	
North of England	No. 23 Durham	No. 22 Carlisle
Lowland	No. 24 Edinburgh	No. 25 Ayr
Highland	No. 28 Dundee	No. 29 Aberdeen
		No. 30 Inverness
Northern Ireland	No. 31 Belfast	

7. The Greater London Association covers an area in which there are few ROC members. An ex-officio member is not therefore appointed but the Association may invite a ROC officer as a selected member.

8. Sub-Associations and County Committees may be formed. ROC representation will be decided by the parent Association in consultation with the ROC members. In some cases the appropriate ROC member would be one of the Group Commandants (usually the one whose ROC territory is most covered by the sub-Association). In other cases, the Group Commandant may be represented by a Group Officer (eg in the Orkney and Shetland).






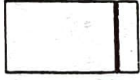


9. Associations may appoint senior ROC officers or retired officers other than those listed above to selected Air Force membership if they so desire.

10. Area and Group Commandants may be elected to serve on Association Committees or they may be co-opted to serve on sub-committees if ROC interests are concerned or if they have useful specialist knowledge.

11. Association meetings are normally held once a quarter. Members will be sent an agenda, including the time, date and venue for each meeting by the Association Secretary.

12. Group Commandants, appointed as co-ordinating members, should attend all meetings or be represented by their wholetime deputies. Other Group Commandants or their deputies should attend at least once a year or more frequently if Air Force or ROC items of particular interest are on the agenda. Civilian clothes are normally worn.
13. At Association meetings all selected and ex-officio members are entitled to vote. Deputies are entitled to speak but not to vote, except with the permission of the Chairman.
14. The Defence Council lays down the Charter of individual Associations and defines the responsibilities it wishes them to exercise on its behalf. Copies of the constitution of each Association are held by the Area or Group Headquarters concerned and are to be studied by members.
15. Area Commandants are responsible for the supervision and co-ordination within their Areas of the work of the ROC members of Associations. Brief reports of the proceedings of each meeting attended are to be sent to the Area Commandant together with any recommendation regarding ROC action required. Headquarters Royal Observer Corps may require reports on these activities.
16. No additional financial burden is to fall on TAVR Associations as a result of ROC affiliation. Similarly, ROC funds are not to be used to further purely TAVR projects, though Group Commandants may apply to their Area Headquarters for funds, for example to stage a ROC recruiting effort as part of a wider TAVR campaign.
17. Serving ROC officers appointed as Air Force members of Associations (or their wholetime deputies) may claim regulated travelling and subsistence allowance for all necessary attendance at Association meetings.

ROYAL OBSERVER CORPS RANKS INSIGNIA

ROC RANK	APPROPRIATE APPOINTMENT(S)	INSIGNIA	EQUIVALENT RAF RANK
Observer Commodore	Commandant		Air Commodore
Observer Captain	Chief of Staff/Deputy Commandant Assistant Commandant Area Commandant		Group Captain
Observer Commander	Senior Operations Officer (HQ ROC) Senior Administration Officer (HQ ROC) Deputy Area Commandant Group Commandant		Wing Commander
Observer Lieutenant Commander	Operations Communications (HQ ROC) Operations Training (HQ ROC) Personnel Services Officer (HQ ROC) Supply Officer (HQ ROC) Area Staff Officer Deputy Group Commandant		Squadron Leader
Observer Lieutenant	Operations Training 2 (HQ ROC) Org 1 (HQ ROC) Group Staff Officer		Flight Lieutenant
Honorary Observer Lieutenant	Crew Officer Group Officer NRC Officer		
Observer Officer	Crew Officer Group Officer NRC Officer		Flying Officer
Chief Observer	Control Supervisor Head Observer (Post or NRC)		Sergeant
Leading Observer	Control Supervisor Post Instructor NRC Instructor/Supervisor		Corporal
Observer	Basic rank for Post, Control and NRC personnel		Aircraftman or Aircraftwoman

The Commandant of the Corps is usually a serving Royal Air Force Air Commodore. Observer Commodore would be applicable if a Royal Observer Corps Officer held the appointment.

ANNEX G

WHOLETIME OFFICERS ANNUAL STAFF REPORTS— REPORTING OFFICERS

- | | | |
|--|--|--------------------------|
| 1. GROUP STAFF OFFICER | | |
| Deputy Group Commandant | | First Reporting Officer |
| Deputy Area Commandant | | Second Reporting Officer |
| Chief of Staff | | Third Reporting Officer |
| 2. DEPUTY GROUND COMMANDANT | | |
| Deputy Area Commandant | | First Reporting Officer |
| Chief of Staff | | Second Reporting Officer |
| Commandant ROC | | Third Reporting Officer |
| 3. AREA STAFF OFFICER | | |
| Deputy Area Commandant | | First Reporting Officer |
| Chief of Staff | | Second Reporting Officer |
| Commandant ROC | | Third Reporting Officer |
| 4. DEPUTY AREA COMMANDANT | | |
| Chief of Staff | | First Reporting Officer |
| Commandant ROC | | Second Reporting Officer |
| 5. HQ ROC STAFF OFFICERS | | |
| a. CHIEF OF STAFF | | |
| Commandant ROC | | First Reporting Officer |
| b. SENIOR ADMINISTRATION OFFICER/SENIOR OPERATIONS OFFICER | | |
| Chief of Staff | | First Reporting Officer |
| Commandant ROC | | Second Reporting Officer |
| c. PERSONNEL SERVICES OFFICER/SUPPLY OFFICER | | |
| Senior Admin Officer | | First Reporting Officer |
| Chief of Staff | | Second Reporting Officer |
| Commandant ROC | | Third Reporting Officer |
| d. OPERATIONS COMMUNICATIONS/OPERATIONS TRAINING | | |
| Senior Operations Officer | | First Reporting Officer |
| Chief of Staff | | Second Reporting Officer |
| Commandant ROC | | Third Reporting Officer |

e. OPERATIONS TRAINING 2

**Operations Training
Senior Operations Officer
Chief of Staff**

**First Reporting Officer
Second Reporting Officer
Third Reporting Officer**

f. ORG 1

**Personnel Services Officer
Senior Admin Officer
Chief of Staff**

**First Reporting Officer
Second Reporting Officer
Third Reporting Officer**

ANNEX H

REGULATIONS GOVERNING THE AWARD OF SICK PAY TO SPARETIME MEMBERS OF THE ROYAL OBSERVER CORPS

1. When a sparetime member of the Royal Observer Corps loses remuneration in private employment as a result of an injury or disease caused by, or arising out of, the performance of his duty as a sparetime member of the Corps, and the injury or disease is received or contracted without his or her own default, he/she shall be entitled to sick pay in accordance with paragraph 2.
2. The sick pay to which a sparetime member of the Corps is entitled will be payable so long as he/she continues to lose remuneration in private employment or for a period of 26 weeks, whichever is the less. The rate shall be whichever is the lower of the following:
 - a. A rate equal to the loss of remuneration, less the rate of any National Insurance benefit to which the sparetime member may be entitled.
 - b. A rate equal to the difference between the weekly rate specified by MOD (amended from time to time) and the rate of any National Insurance benefit to which the sparetime member may be entitled. However no account shall be taken of any increase in the rate of such benefit in respect of children and adult dependants under Section 23 and 24 of the National Insurance Act 1946, or under Sections 17 and 18 of the National Insurance (Industrial Injuries) Act 1946.
3. For periods of less than a week, including a period at the end of completed weeks, a daily rate as specified by MOD (amended from time to time) will be admissible.
4. "National Insurance benefit" refers to any of the following:
 - a. Sickness benefit under the National Insurance Acts, 1946—1963 and the Social Security Act 1973.
 - b. Injury benefit under the National Insurance (Industrial Injuries) Acts, 1946—1963, and the Social Security Act 1975.
 - c. Earnings Related supplements to sickness benefit.
5. A sparetime member of the Corps who claims sick pay under the provisions of paragraphs 1 to 3 in consequence of an injury attributable to a third party is

to sign an undertaking in the form set out below except where the third party was a servant of the Crown acting during the course of duty, or where a breach of duty on the part of the Crown has caused the accident. The completed form of undertaking is to be forwarded through Group and Area Headquarters to Headquarters ROC.

FORM OF UNDERTAKING BY A MEMBER OF THE ROYAL OBSERVER CORPS INJURED DUE TO THE NEGLIGENCE OF A THIRD PARTY

IN CONSIDERATION of the Ministry of Defence making any ex-gratia payment to me under the analogy of the Industrial Injuries Acts in compensation for injuries incurred whilst travelling on a direct route between my home and place of Royal Observer Corps duty and/or advancing to me sums in accordance with the Regulations contained in the AP 3306 and governing the award of sick pay to sparetime members of the Royal Observer Corps, during my absence from my normal place of work due to an accident in which I was involved on theday of19.... I HEREBY UNDERTAKE to refund to the said Ministry of Defence, from any damages received, the total amount of the sums so advanced, less such part of that amount as is proportionate to any contributory negligence or fault on my part, or if my claim is settled by a lump sum in which no specific amount is identifiable as loss of earnings, to refund the advance to the same extent as my total claim is successful, or such other amount as is, in the opinion of the Department, fair and reasonable.

Signed

Address
.....

Witness

Date

ANNEX J

ROYAL OBSERVER CORPS 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 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;
- 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;

(6) If, however, the Commandant considers the officer to be guilty of the charge and that the punishment to be awarded should be more severe than a reprimand or warning eg, dismissal, reduction in rank, forfeiture of emoluments etc., the Commandant will inform the officer in writing.

c. Observers. Every complaint of a disciplinary nature received against an observer is to be recorded, together with the action taken on it and the final outcome, in a confidential book to be known as the Discipline Book, which is to be kept in the office of each Group Commandant. When, after consideration of a complaint against an observer, the Group Commandant decides that the observer is to be charged with an offence against discipline, as defined in the Code, he is, if satisfied that the case is one which is not likely to give rise to criminal proceedings, to arrange for the following action to be taken:

(1) The observer is to be given a written statement by the appropriate officer defining the charge and setting out the facts relied upon to support the charge.

(2) The observer is to be required to submit a written reply to the charge made against him.

(3) If there is a conflict of evidence between the charge and the observer's reply, the observer is to be given an opportunity to represent his case orally; and if this opportunity is accepted, the oral representations are to be made before a suitable ROC officer other than the officer who preferred the charge; and the observer is to be allowed, if he so desires, to have the assistance of another member of the Corps present with him.

(4) Where, after due consideration of the charge, the observer's reply to the charge, and any other relevant evidence, the Group Commandant decides that the observer is not guilty or, if guilty, that the punishment should be restricted to a reprimand or a warning (or both) he is to convey his decision to the observer in writing.

(5) If, however, the Group Commandant considers the observer to be guilty of the charge and that the punishment to be awarded should be more severe than a reprimand or warning (eg dismissal from the Corps, reduction in rank), he is to refer the case, with his recommendations, to the Area Commandant for his decision. When the Area Commandant has given his decision it is to be communicated in writing to the observer by the Group Commandant.

(6) Any appeal by the observer against the decision is to be dealt with as follows.

(a) If the decision was given by the Group Commandant, the appeal is to be forwarded to the Area Commandant who, after consideration is to communicate his decision on the appeal in writing to the observer (with a copy to the Group Commandant).

(b) If the decision was given by the Area Commandant whether originally or on appeal, the appeal is to be forwarded to the Commandant, who will consider it and communicate his decision on the appeal in writing to the observer (with a copy to the Area Commandant).

3. Procedure to be followed in dealing with offences which may give rise to criminal proceedings. In all cases where a member of the Corps is reported to have committed, in connection with his ROC duties, a serious offence which may give rise to criminal proceedings (eg, fraud or theft), full details of the case are to be reported immediately to the Ministry of Defence, through Headquarters ROC, so that consideration may be given to the question of prosecution. Pending the receipt of Ministry of Defence instructions no disciplinary action is to be taken locally, but if necessary (see paragraph 4) the member may be suspended from all ROC duty until further notice.

4. Suspension from duty:

- a. Where it is essential in the interests of discipline that a member, other than a wholetime officer, should not be allowed to remain on duty, or where it is essential that pending investigation of any serious charge a member should not be allowed access to ROC premises, the member is to be informed by a responsible officer of the Corps that he is suspended from all duty until further notice and told the reason for suspension.
- b. Suspension from duty is not to be used as a punishment and is not to be resorted to unless there is some good reason for supposing that the continued presence of a member on duty would be undesirable.
- c. Except in cases where the question of criminal proceedings is being considered, a suspended member is to be given as soon as possible, in accordance with the rules in paragraph 2a(1) and 2b(1) a written statement defining the charge against him.
- d. When a member has been suspended from duty, a decision as to the extent, if any, to which the issue of pay, or the payment of annual grant, is to be withheld for the period of the member's suspension, will be given by the Commandant (in the case of an officer) or by the Area Commandant (in the case of an observer) and the decision will be communicated to the member when he is notified of the disciplinary decision.
- e. The suspension of a wholetime officer may be authorised only by the Ministry of Defence, CM(A)2.

5. Procedure for dealing with sparetime officers and observers who repeatedly fail to attend for training or duty:

- a. If, after a suitable warning, the attendance for training or duty of a spare-time officer or observer continues to be unsatisfactory, the Area or Group Commandant (as appropriate) is to issue to the member a written instruction to attend for training or duty at a specified place and time, and is to include in his written instructions a warning to the effect that if the member absents himself on that occasion without satisfactory explanation he will render himself liable to be charged with an offence against discipline, under paragraph 1f of this Code.
- b. In the event of the member absenting himself without satisfactory explanation on the occasion specified in the written instruction, the Group (or Area) Commandant will arrange for the member to be given a written charge in accordance with paragraph 2.

ANNEX K1

ROYAL OBSERVER CORPS MEDICAL CERTIFICATE

(to be completed by a qualified medical practitioner)

1. I have examined (name)
of (address)
who is an applicant for enrolment as a sparetime Observer in the Royal
Observer Corps (ROC).

2. I understand that the basic requirement for all ROC training and duties is
that Observers must be able expeditiously to enter and exit an underground
Monitoring Post via a vertical ladder and to work in a confined space with two
other Observers, in peacetime and in the event of war, monitoring, recording
and voice-reporting readings from various measuring instruments. Other duties
include mobile patrols above ground in the vicinity of the Post to record local
conditions. The applicant should specifically:

- a. Be fully mobile and have unrestricted use of both legs and both arms.
- b. Have no history of mental disorder.
- c. Have no history of heart disease.
- d. Not be a carrier or be suffering from any communicable disease.
- e. Be free from stammer or serious defect of speech.
- f. Be of at least average standard in hearing and sight (with glasses if
necessary).

3. I hereby certify that my examination of the above-named applicant has
revealed no mental or physical defect or disease likely to interfere with the
proper discharge of training and duty as a member of the ROC.

Further remarks (if any)

Signature

Medical Apointment

Address

Date

NB. Any fee for this examination must be paid by the candidate.

ANNEX K2

ROYAL OBSERVER CORPS MEDICAL CERTIFICATE

(to be completed by a qualified medical practitioner)

1. I have examined (name)
of (address)
who is an applicant for enrolment as a sparetime Observer in the Royal
Observer Corps (ROC).

2. I understand that the basic requirement for ROC duties in a Control in peace-
time involves attending training meetings of some two hours duration in a
windowless air conditioned building, and occasional exercises in the same
location lasting for up to 24 hours, often with little time for sleep. Physical
exercise would not be excessive.

3. In war, the same duties would be carried out, but over a period of many days
working on a shift basis, with the added stress of worry about relatives outside
who might not be able to be contacted.

4. The applicant should, specifically:
- a. Be fully mobile and have unrestricted use of both legs and both arms.
 - b. Have no history of mental disorder.
 - c. Have no history of heart disease.
 - d. Not be a carrier or be suffering from any communicable disease.
 - e. Be free from stammer or serious defect of speech.
 - f. Be of at least average standard in hearing and sight (with glasses if
necessary).

5. I hereby certify that my examination of the above-named applicant has
revealed no mental or physical defect or disease likely to interfere with the
proper discharge of training and duty as a member of the ROC.

Further remarks (if any)

Signature

Medical Appointment

Address

Date

NB. Any fee for this examination must be paid by the candidate.

ANNEX M
SPARETIME OFFICER'S RECORD OF DUTY
NO GROUP, ROYAL OBSERVER CORPS

Rank and Name

Date	Nature of Duty and where Undertaken	including travelling time

Date Signature of Officer

THE ROYAL OBSERVER CORPS MEDAL**Instituted 31 January 1950**

1. Style—The medal shall be designated and styled the "Royal Observer Corps Medal".

2. Description—The Royal Observer Corps Medal shall be in cupro-nickel, in the form of a circular medal, bearing on the obverse the effigy of the Sovereign and on the reverse a representation of an Elizabethan coast-watcher, holding aloft a torch and standing by a signal fire, the whole surrounded by the inscription "The Royal Observer Corps Medal".

3. Ribbon—The Medal shall be worn on the left breast suspended from a ribbon one and a quarter inches in width, which shall be in colour light blue, with a central stripe of silver-grey and narrow dark blue stripes on either side of the central stripe.

4. Eligibility (Royalty)—The Medal may be worn by Us, Our Heirs and Successors, Kings and Queens Regnant of Great Britain, Ireland and the British Dominions beyond the Seas, and it shall be competent for Us, Our Heirs and Successors, to confer at Our Pleasure the award upon any Prince or Princess of the Royal Blood.

5. Eligibility (General)—The Medal may be conferred on Officers and Observers (including women officers and women observers) of our Royal Observer Corps who have completed a total of twelve years satisfactory service and are recommended by the Commandant of the Corps as being in every way deserving of the award.

6. Reckoning of service—

- a. Service as a member of the Royal Observer Corps (formerly entitled the Observer Corps) under Air Ministry administration on and after the 24th August 1939, excluding the "stand-down" period, 5th May, 1945 to 31st December, 1946, may be reckoned towards the period of service requisite for the Medal.
- b. Service as a Special Constable employed on observer duties in the Observer Corps under Home Office administration before the 24th August, 1939, excluding any period of service which has already been reckoned towards the award of the Special Constabulary Medal or any Clasp thereto, may be reckoned towards the period of service requisite for the Medal.

- c. Full time salaried or paid service between 3rd September, 1939, and 5th May, 1945, may be reckoned in full towards the period of service requisite for the Medal. One half only of full time salaried or paid service performed at other times may be reckoned for the purpose of the award.
7. Continuity—Only continuous service shall normally be reckoned, but service broken by a period of service in the armed forces may be reckoned by members who re-join the Corps within six months of leaving the armed forces. Members who rejoined the Corps within six months of the end of the “stand-down” period will be permitted to reckon otherwise unbroken service rendered before 5th May, 1945.
8. Clasp—A Clasp to the Medal, to be attached to the ribbon when the Medal itself is worn, may be awarded on the completion of each additional twelve years of qualifying service after the end of the qualifying period for the grant of the Medal. The reckoning of such service will be governed by the rules relative to the reckoning of qualifying service for the Medal itself, set out in the sixth Clause of this Our Warrant. When the ribbon is worn alone, the award of each Clasp will be indicated by the wearing of a cupro-nickel rose emblem on the ribbon.
9. Registration—The names of all those to whom the Medal or Clasps are awarded shall be recorded in our Air Ministry.
10. Names of recipients—The names of recipients shall be engraved or stamped on the rim of the Medals.
11. Order of Wear—In the Official list showing the order in which Orders, Decorations and Medals shall be worn, the Royal Observer Corps Medal shall be placed after the Special Constabulary Medal and before the Union of South Africa Commemorative Medal.
12. Miniatures—Reproductions in miniature, which may be worn on certain occasions by those on whom the Medal is conferred, shall be approximately half the size of the award and a sealed pattern of the miniature Medal shall be kept in the Central Chancery of Our Orders of Knighthood.
13. Delegated power to make awards—Delegated power to make awards under the terms of this Our Warrant shall be vested in Our Secretary of State for Air.
14. Forfeiture and restoration—It shall be competent for Our Air Council, at their discretion, to cancel and annul the conferment of the Medal or Clasp on any person and also to restore an award so forfeited.

NOTE

Order of Wear—The Royal Observer Corps Medal is now placed after the Canadian Forces Decoration and before the Civil Defence Long Service Medal. This will be incorporated as an amendment to the Royal Warrant in due course.

FORM OF DECLARATION BY ROC MEMBERS WHO DO NOT WISH TO RECEIVE ANY PAYMENT IN RESPECT OF THEIR ROC SERVICE

I,
(Rank) (Name in Block Capitals)

of Group Crew/Post, declare that I prefer to serve as a sparetime member of the Royal Observer Corps without payment to me of the annual grant and any other allowances payable in accordance with the Regulations for the Royal Observer Corps, and that I hereby agree that any monies to which I may be entitled shall be allowed to accrue to the benefit of public funds.

Date Signature

NB—Two copies of this declaration are to be prepared, signed and forwarded to Headquarters ROC.

CLAIM FOR SICK PAY BY SPARETIME OFFICERS AND OBSERVERS

Part I

I, No. Rank Name
Post/Crew desire to claim sick pay in accordance with AP 3306 in
respect of the illness/injury caused whilst on ROC duty at
on

I certify that the illness/injury was wholly attributable to this duty and that my
loss of earnings as a result of this illness/injury amounts to per
week and commenced from The amount of National
Insurance benefit I received from the Department of Health and Social Security
is per week.

Date Signature of Claimant

NOTE: This claim is to be supported by a medical certificate as described in
AP 3306, paragraph 611 and a certificate from the employer stating
the amount of the loss of earnings. For a self-employed member of the
Corps, evidence of pecuniary loss is to be attached to the claim.

Part II

I certify that the duty on which the claim is based was performed by the
claimant.

Date Signature of Group Commandant

Part III

The issue of sick pay at per week is approved.

Date Signature of Area Commandant

APPLICATION FOR USE OF PRIVATE CAR BY ROC OBSERVERS

To Headquarters Group, ROC

Name Number Rank
Post/Crew
From via
(state detour to pick up, if applicable)

To Estimated Return Mileage
(Including detour)

Car details:

Make Registration No

Passengers:

Name(s) Pick up at
.....
.....
.....

Amplifying remarks:

I CERTIFY that hired/public* transport is/is not* available for the above journey and that there are no cheaper means of travelling.

I CERTIFY that the motor vehicle to be used for this journey is insured in accordance with current regulations.

(signed)

*Delete as appropriate

APPROVED/NOT APPROVED*
PUBLIC TRANSPORT RATE/STANDARD RATE*

Date Group Commandant
NoGroup

*Delete as appropriate

THIS APPLICATION MUST BE ATTACHED TO MOD FORM 305 WHEN CLAIMING THE STANDARD RATE OF MOTOR MILEAGE ALLOWANCE

Signing of the above Certificate does not relieve the claimant of the necessity to incorporate appropriate certificates on MOD Form 305.

APPLICATION FOR USE OF PRIVATE CAR BY ROC OBSERVERS

From To Headquarters Group, ROC
Date Ref

Car Driver Number Rank
Name Post/Crew
Duty on which engaged Date
From via
(state detour to pick up, if applicable)

To Return mileage
(including detour)

Car details:

Make cc Reg. Number

Passengers:

Name(s) Pick up at
..... Pick up at
..... Pick up at
..... Pick up at

Amplifying remarks:

CERTIFIED that hired/public transport is/is not available for the above journey and that there are no cheaper means of travelling.

CERTIFIED that the motor vehicle to be used for this journey is insured in accordance with current regulations.

(Signed).....

Observer
Post/Crew.....

APPROVED / NOT APPROVED

Public Transport Rate
Standard Rate

Date Group Commandant
No Group

THIS APPLICATION MUST BE ATTACHED TO MOD FORM 305 WHEN SUBMITTED FOR APPROVAL OF PAYMENT.

Signing of the above Certificate does not relieve the claimant of the necessity to incorporate appropriate certificates on MOD Form 305.

**ROYAL OBSERVER CORPS OFFICERS
AUTHORISATION TO FLY ON DUTY IN
SERVICE AIRCRAFT**

To: The Commanding Officer

Royal Air Force Station

This is to certify that (rank and name)
is a wholetime officer of the Royal Observer Corps and is required to proceed
on duty to He/she is
hereby authorised to fly as passenger in a Service aircraft provided his/her
carriage is incidental to the main purpose of the flight.

Signature of ROC officer authorising the journey

Rank and status

Date

SCALE OF OFFICER UNIFORM

Free Issue from Store		To be Purchased from Allowance	
Nomenclature	Quantity	Nomenclature	Quantity
(a)	(b)	(c)	(d)
1. Wholetime Officers (Men)			
Jacket No. 2 dress	1	Suit, No. 1 dress (rank braid and buttons to be issued free from store)	1
Trousers, No. 2 dress	2 prs		
Belt, trousers, blue-grey	1	Cap, service dress with badge	1
Raincoat	1		
Rank badge (raincoat)	1 pr		
Beret, ROC, with badge	1		
Shirts, blue, collar-attached	5		
Neckties	2		
Socks, black	4 prs		
Shoes, DMS	1 pr		
Gloves, brown, leather	1 pr		
Shoes, black, leather	1 pr		
ROC badges	2 prs		
2. Wholetime Officers (Women)			
Jacket, No. 2 dress	1	Suit, No. 1 dress (rank braid and buttons to be issued free from store)	1
Skirt, No 2. dress	1		
Slacks, women's	1 pr	Cap, service dress, with badge)	1
Raincoat, women's	1	Shoes, court, black	
Rank badge (raincoat)	1 pr		
Beret, ROC, with badge	1		
Shirts, WRAF, blue, collar attached	5		
Neckties	2		
Shoes, black	2 prs		
Bag, shoulder, adjustable	1		
Gloves, brown, leather	1 pr		
ROC badges	2 prs		
3. Sparetime Officers (Men)			
Suit, No. 1 dress, WO pattern	1		
Jacket No. 2 dress	1		
Trousers No. 2 dress	1 pr		
Belt, trousers, blue-grey	1		
Raincoat	1		
Rank badge (raincoat)	1 pr		
Beret, ROC, with badge	1		
Shirts, blue, collar-attached	3		
Necktie	1		
Socks, black	3 prs		
Shoes, DMS	1 pr		
Gloves, brown, leather	1 pr		
ROC badges	2 prs		

Free Issue from Store		To be Purchased from Allowance	
Nomenclature	Quantity	Nomenclature	Quantity
(a)	(b)	(c)	(d)
4. Sparetime Officers (Women)	1		
Suit, No. 1 dress WO pattern, WRAF			
Jacket No. 2 dress	1		
Skirt No. 2 dress	1		
Slacks womens (Group Officers only)	1 pr		
Raincoat, womens	1		
Rank badge (raincoat)	1 pr		
Liner, raincoat	1 pr		
Beret, ROC, with badge	1		
Shirts, WRAF, blue, collar-attached	3		
Necktie	1		
Shoes, DMS	1 pr		
Bag, shoulder, adjustable	1 pr		
Gloves, brown, leather	1 pr		
ROC badges	2 prs		

ANNEX U

SCALE OF OBSERVERS' UNIFORM

MEN		WOMEN	
Jacket No. 2 Dress	1	Jacket No. 2 Dress	1
Belt, trousers, blue/grey	1	Skirt No. 2 Dress	1
Trousers No. 2 Dress	1 pr	Raincoat	1
Raincoat	1	Beret ROC, with badge	1
Beret ROC, with badge	1	Shirts, blue, collar- attached	2
Shirts, blue, collar- attached	2	Necktie	1
Necktie	1	Shoes, black	1 pr
Socks, black	2 prs	Bag, shoulder, adjustable	1
Shoes, black	1 pr	HDW Jersey blue/grey	1
HDW Jersey blue/grey (Post personnel only)	1	(Post personnel only)	
		Slacks (Post personnel only)	1 pr
		Socks, blue/grey (Post personnel only)	2 prs

ORDER OF DRESS FOR ROYAL OBSERVER CORPS OFFICERS

DRESS NO	SHORT DESCRIPTION	MALE	FEMALE
1	Service Dress (SD)	<p>Cap, service dress No. 1 (W/T officers) Beret, ROC, with gilt badge (S/T officers) Jacket No. 1 dress Trousers No. 1 dress Shirt, blue Tie, black Socks, black Shoes, black leather (W/T officers) Shoes, DMS (S/T officers)</p> <p><i>If ordered</i> Raincoat Gloves, brown leather</p> <p><i>Optional</i> Cap, service dress (S/T officers)</p>	<p>Cap, service dress No. 1 (W/T officers) Beret, ROC, with gilt badge (S/T officers) Jacket No. 1 dress Skirt No. 1 dress Shirt, blue Tie, black Hose (beige seamless tights) Shoes, black leather (W/T officers) Shoes, DMS (S/T officers)</p> <p><i>If ordered</i> Raincoat Gloves, brown leather</p> <p><i>Optional</i> Shoes, black, court, leather patent, leather or wet look Cap, service dress No. 1 (S/T officers) *Laced shoes are to be worn for marching occasions</p>

ORDER OF DRESS FOR ROYAL OBSERVER CORPS OFFICERS

DRESS NO	SHORT DESCRIPTION	MALE	FEMALE
2	Working Dress (all year) sparetime officers not in possession of No. 2 dress or HD jersey should wear No. 1 dress)	<p>Cap, service dress No. 1 (W/T officers)</p> <p>Beret, ROC with gilt badge (S/T officers)</p> <p>Jacket No. 2 dress 1972 pattern</p> <p>Trousers No. 2 dress 1972 pattern</p> <p>Shirt, blue</p> <p>Tie, black</p> <p>Shoes, black leather or DMS</p> <p>Socks, black</p> <p>Belt, blue grey</p> <p><i>For protection or if ordered</i> Raincoat</p> <p>Gloves, brown leather</p> <p><i>Optional</i> HD Woollen jersey RAF in place of jacket No. 2</p> <p>Cap, field service, RAF with gilt badge</p> <p>Cap, service dress (S/T officers)</p> <p>Beret, ROC with gilt badge (W/T officers and only under field conditions)</p>	<p>Cap, service dress No. 1 (W/T officers)</p> <p>Beret, ROC with gilt badge (S/T officers)</p> <p>Jacket No. 2 dress 1972 pattern</p> <p>Skirt No. 2 dress 1972 pattern</p> <p>Shirt, blue</p> <p>Tie, black</p> <p>Hose (beige seamless tights)</p> <p>Shoes, black leather or DMS</p> <p><i>For protection or if ordered</i> Raincoat</p> <p>Gloves, brown leather</p> <p><i>Optional</i> HD Woollen jersey WRAF in place of jacket No. 2</p> <p>Cap No. 1 WRAF</p> <p>Cap service dress No. 1 (S/T officers)</p> <p>Beret, ROC with gilt badge (W/T officers and only under field conditions)</p> <p>Shoes, black, court*</p> <p>Slacks, No. 2 dress 1972 pattern (W/T officers and S/T Group Officers)</p> <p>*Lace shoes are to be worn for marching occasions</p>

ORDER OF DRESS FOR ROYAL OBSERVER CORPS OFFICERS

DRESS NO	SHORT DESCRIPTION	MALE	FEMALE
2A	Working Dress (summer)	Cap, service dress No. 1 (W/T officers) Beret, ROC with gilt badge (S/T officers) Shirt, blue (sleeves down) Tie, black Socks, black Shoes, black leather or DMS Raincoat (inclement weather) Belt, blue grey Trousers No. 2 dress <i>Optional</i> Stable belt Cap, field service RAF with gilt badge Cap, service dress No. 1 (S/T officers) NAAFI-supplied shirt, short sleeves (no tie, top button undone). Only NAAFI-supplied shirt permissible.	Cap, service dress No. 1 (W/T officers) Beret, ROC with gilt badge (S/T officers) Shirt, blue (sleeves down) Tie, black Hose (beige seamless tights) Shoes, black leather or DMS Raincoat (inclement weather) Skirt No. 2 dress <i>Optional</i> Cap, No. 1 WRAF Cap, service dress No. 1 (S/T officers) Slacks No. 2 dress 1972 pattern (W/T officers and S/T Group Officers) Shoes, black court* *Lace shoes are to be worn worn for marching occasions Short sleeved blouse, WRAF
4	Interim Mess Dress	No. 1 Service Dress, except shirt, white Tie, black bow Shoes, black (optional leather soled black Oxford or plain black evening shoe)	No. 1 Service Dress, except shirt, white Shoes, black court

ORDER OF DRESS FOR ROYAL OBSERVER CORPS OFFICERS

DRESS NO	SHORT DESCRIPTION	MALE	FEMALE
5	Optional Mess Dress	<p>Cap, service dress No. 1 (W/T officers) Beret, ROC with gilt badge (S/T officers) Jacket, mess dress blue grey Trousers, mess dress blue grey (no hip pocket) Waistcoat, blue Shirt, white, marcella collar attached Tie, black, bow Socks, black Cuff-links, plain gold Shoes, black, evening Gloves, brown leather Raincoat (if required)</p> <p><i>Optional</i> Cap, SD No 1 (S/T officers)</p> <p><i>Notes:</i> 1. Miniature Orders, decorations, medals and gold wire embroidered air-crew or other badges as entitled. 2. ROC buttons and gilt collar titles. 3. Gold ranking braid as entitled.</p>	<p>Evening gown WRAF pattern Brooch, rank (as entitled) Shoes, plain court, gold Bag, gold, small Hose, (beige seamless tights)</p> <p><i>Optional</i> Earrings, small pearl or gold Fur coat or fur cape (outdoors)</p> <p><i>Notes:</i> 1. Miniature Orders, decorations and medals as entitled (worn below the rank badge). 2. One ROC gilt title worn on the right side of the collar).</p>

ANNEX W

ORDER OF DRESS FOR ROYAL OBSERVER CORPS OBSERVERS

DRESS NO	SHORT DESCRIPTION	MALE	FEMALE
(a)	(b)	(c)	(d)
2	Working Dress (all year)	<p>Beret, ROC, with metal badge Jacket No 2 1972 pattern Trousers No 2 1972 pattern Belt, blue grey Shirt, blue Tie, black Socks, black Shoes, black, DMS</p> <p><i>Optional:</i> HD Woollen Jersey, RAF, in place of Jacket No 2 Cap, field service Raincoat (for protection or when ordered)</p>	<p>Beret, ROC, with metal badge Jacket No 2 1972 pattern Skirt No 2 1972 pattern Shirt, blue Tie, black Hose (beige seamless tights) Shoes, black, DMS</p> <p><i>Optional:</i> HD Woollen Jersey, RAF in place of Jacket No 2 Cap, No 2 WRAF Raincoat (for protection or when ordered) Shoes, black, court* *Lace shoes are to be worn for marching occasions Slacks, No 2 1972 pattern (Post personnel and some authorised NRC personnel)</p>
2A	Working Dress (summer)	<p>Beret, ROC, with metal badge Shirt, blue, sleeves down Trousers, No 2 1972 pattern Belt, blue grey Tie, black Socks, black Shoes, black, DMS</p> <p><i>Optional:</i> Stable belt - ROC Cap, field service Raincoat (for protection or (when ordered) NAAFI supplied short sleeved shirt - no tie top button undone</p>	<p>Beret, ROC, with metal badge Shirt, blue, sleeves down Skirt, No 2 1972 pattern Tie, black Hose (stockings or seamless tights) Shoes, black, DMS</p> <p><i>Optional:</i> Cap No 2 WRAF Short sleeved blouse, WRAF Shoes, black, court* Slacks, No 2 1972 pattern (Post personnel and some authorised NRC personnel) *Laced shoes are to be worn for marching occasions</p>

