



ROYAL OBSERVER CORPS

SUPERVISORS GUIDE TO ADMINISTRATION WITHIN THE ROC

**Supervisors Course
ROC Training Camp 1990**

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PART ONE

PERSONAL QUALITIES

CHAPTER ONE

THE DUTIES AND RESPONSIBILITIES OF A CHIEF OBSERVER

SECTION 1 - CHIEF OBSERVER QUALITIES

Introduction

101. This part of the handbook is directed not only at the newly appointed Chief Observer but also to those who wish to improve their performance with regard to personal projection and administrative efficiency.

Qualities Required from a Chief Observer

102. The days when a Chief Observer merely had to be a person ready and willing to do the job are long gone. He or she now must possess personal qualities sufficient to engender respect, skills ranging from diplomacy, a flair for planning, directing and controlling and the ability to inspire others. This is the challenge facing every Post, Crew or NRC Chief Observer.

103. In the Royal Observer Corps, promotion to the rank of Chief Observer is reviewed annually. An individual's qualities, character and ability is considered when the appointment is reviewed. A discussion of these qualities follows:

104. Personal Qualities

a. Sense of Duty This consists of knowing what is to be done, and doing it regardless of personal inconvenience. In peace or war, a consistently willing and conscientious approach to duty is required.

b. Loyalty Loyalty fosters mutual trust and confidence. It involves allegiance to Crown, country and cause as well as support to superior, subordinate and even rival.

c. Integrity Doing the right thing for the right reasons. It calls for a proper sense of right and wrong, honesty and the moral courage to carry out fully the unpleasant as well as the pleasant duties. A person with integrity will be trusted and followed with confidence.

d. Example You set the standard by your own example. A good example inspires and leads to imitation. A bad example generates slackness, disrespect and lack of confidence.

3. Presence Your uniform provides a clear mark of rank and standing. You should be able to convey your status when not wearing uniform by manner, deportment and personality. This quality will not be developed overnight but can be fostered over a period of time.

f. Turnout To uphold the dignity and position of your rank, it is important to know what to wear and how to wear it, whether in or out of uniform. It is not possible to present a consistently fine appearance without due care and diligence. The image created by appearance has an immediate and lasting effect and any effort to improve is more than justified.

g. Determination The resolution to complete tasks, regardless of setbacks is a measure of willpower. Determination can be cultivated. To lack resolution, brings ones sense of duty and integrity into question.

h. Reliability Reliability is the basis for team work and team spirit. You must be capable of working with minimal supervision, of seeking out your commitments and meeting them thoroughly - regardless of circumstances.

105. Abilities

a. Judgement You require more than just common sense. You must possess and cultivate the ability to come to sound conclusion in what may be complex and trying situations. In a crisis, you must be able to remain calm and reason rationally and conclusively.

b. Initiative In routine work and administration you will often be called upon to demonstrate initiative, though this must always be within the policies of the Royal Observer Corps as laid down in the various regulations and instructions. A good Chief Observer will know these limitations. Although your Group/Crew/ NRC Officer will provide guidance, they may not always be available when required.

c. Self Confidence If you can be justifiably confident in your own abilities, you will by your very manner encourage others to respect and rely upon them. Lack of confidence may arise from lack of experience, or even a lack of rapport with your contemporaries or seniors but whatever the reason, timidity or lack of authority is unacceptable in a Chief Observer. On the other hand, you must guard against overconfidence, you need to know your limitations and act within them while striving to broaden them.

d. Presence of Mind Presence of mind is a combination of judgement, initiative and well founded confidence. It should not be confused with basic intelligence, which is a product of genetics, environment and schooling. Presence of mind can be cultivated in the appropriate environment and is in many ways a product of experience.

e. Level of Knowledge You must take pains to ensure that you are well informed about all aspects of your duty and the Corps in general so that your reason, judgement, advice and decisions are based on fact and policy rather than feeling.

f. Organising Ability You will often be called to organise the activity of a group and must be capable of doing this efficiently. To do this, you need to be able to formulate sound plans, issue clear directions and co-ordinate the varying elements of that group.

It is undeniable that someone who organises their own affairs systematically, logically and efficiently is better able to organise the affairs of others.

g. Co-operation At all levels in the Corps, personnel have to be able to work harmoniously with others since efficiency and effectiveness depends largely on team spirit.

h. Task Your duties will bring you into contact with superiors, subordinates and colleagues within the Corps, and with members of the community, the press and groups who do not agree with the aims or even the existence of the Corps. In all situations you must be diplomatic, restrained and discreet.

j. Intelligence You do not need to be Einstein to deal intelligently with people or problems. It is possible, with practice, to develop and improve your power to think, reason, understand and form conclusions.

k. Powers of Expression A leader must be able to clearly express plans, ideas and instructions convincingly and concisely - even under the stress of operational conditions. Good communication is an essential tool of management and leadership.

106. Strength of Character

a. Power to Inspire Not to be confused with the power to impress, the power to inspire comes from a mixture of personal qualities, in particular, personality, enthusiasm, capability and confidence.

b. Power to Command To exercise effective control over your Post, Crew or NRC personnel you must possess firmness and strength of purpose. The ability to take charge decisively and get things done quickly and effectively should be cultivated. Not all of us are born leaders, but our natural abilities can be strengthened and improved with practice.

c. Discipline Any group without discipline quickly becomes disorganised and may turn into a rabble whose reaction to orders is quite unpredictable. You must set the standards by your personal example.

d. Welfare The way you treat subordinates and show interest in them, their families and their welfare will markedly affect your own standing. For instance, a person who is unfair will not be trusted, a bully will be disliked and someone too aloof to be bothered with the welfare of personnel in his control will not be respected. Someone who is neither trusted nor respected would make a poor leader. The Corps prides itself rightly on it's concern for its members. We must all play our part.

107. To sum up, the qualities needed by you as a Chief or Leading Observer should not be considered as anything other than a challenge. Few of us have many outstanding qualities but this should not prevent anyone trying to improve the attributes discussed above. In doing this, you will not only be better able to meet your responsibilities and obligations to the Corps but also you can face life outside the Corps with greater self assurance and confidence.

SECTION 2 - LEADERSHIP

108. Leadership is one of the most vital human skills. Somewhat surprisingly, because so little is known about it, the skills required are learned mainly by trial and error. Ask any number of people what quality is needed in a leader and you will get many different answers. There is no specification which can be written for a leader. We have all been told that 'leaders are born not made' but the following section should assist all of us to develop our natural skills as leaders.

109. It is possible to sub-divide the term 'Leadership' into three basic functions:

- a. Being the Boss Because of the position you occupy, Leaders are, by definition, authority figures.
- b. Making Decisions As a leader, authority has been delegated to you. It is your job to motivate those under your control to perform their tasks efficiently and effectively. It is here that personality and personal qualities are of paramount importance.
- c. Controlling Activities By ensuring that the job is done properly.

110. It is the combination of these three functions and the manner in which you lead that determines the level of success you achieve. People follow leaders for what they ARE as well as for what they DO.

111. Studies have shown that there are two types of leader:

- a. Natural Leaders lead in an instinctive and intuitive manner, and whilst this type of leadership may be the most effective in a new or young unit, the evolution of the organisation will dictate leadership changes. This may explain why many strong, capable, natural leaders have achieved early success but fail later as the organisation grows or when they take other jobs.
- b. Management Leaders lead in a conscious and disciplined way. Realising this distinction allows leadership to be viewed as an evolutionary process. In other words, management leaders emerge and can be defined as natural leaders who have learned from experience and tempered their performance to meet the demands of leadership on a broader scale.

Some Problems for the Natural Leader to Consider

112.
 - a. Natural leaders tend to be autocrats rather than democrats, therefore, all decisions are his and the standards imposed are his. This makes for easier command but incurs problems with personnel and organisation.
 - b. Because natural leaders are expert in some fields of the Group work, there is a tendency for them to become involved in the 'nitty-gritty' deflecting them from their prime tasks of command and control. They fail to delegate properly, thereby, depriving other members of the group of job satisfaction and advancement.

c. Natural leaders adapt quickly to changing situations, reacting by instinct rather than well considered or pre determined alternative actions. This can be a valuable asset, but may lead to a situation where the short term answer limits future action and progress.

d. The natural leader tends to resist change because of his past successes and his belief in his own abilities. This attitude breeds arrogance and blinds the leader to the fact that the organisation and knowledge within the group has matured and outgrown him. Personnel will no longer be satisfied with strong, firm guidance to overcome their insecurity; they need freedom to work, make their own decisions and receive equal shares in success. Pressure will mount on such a leader and the problem will only be resolved by his removal.

113. It is impossible for one person to be everything and do everything that a group needs. Natural leaders must develop self discipline, acquire new skills and in particular to determine what action is required as leader to allow group members to make a satisfying contribution in meeting the overall aims and objectives of the group.

Development of a Management Leader

114. A good leader will have all the attributes of a natural leader but will have, in addition, developed the qualities of objectivity, perspective and a true understanding of the needs of the group as a whole, in other words a management leader. Such a leader is a representative of higher authority to the group and a representative of the group to higher authority. This ideal applies to all ranks within the Corps that hold responsibility.

115. The management leader will approach any task with three considerations in mind, namely:

a. Task Requirements A group exists to perform tasks which are too complex or difficult for individuals. All groups have a basic need to achieve set tasks. Success is important to them.

b. Team Maintenance To accomplish a task successfully, the group must be held together as a cohesive team. Individuals must be able to (made to) work together if teamwork is to be achieved.

c. Individual Needs All groups, small or large, are made up of individuals whose needs must be catered for within the context of the group. These needs include the need for status belonging, the desire to contribute, feeling that the contribution is worthwhile and material needs - food, rest, money etc.

116. The management leader will balance these three considerations and tailor them to the task in hand. In an effective group, the successful completion of the task promotes team maintenance which in turn satisfies individual needs.

117. In the following three paragraphs, the function of the leader are considered in terms of Planning, Organising and Controlling. If used correctly, they will assist the leader in identification of objectives and act as a yardstick with which to measure success.

Task Functions

118. What exactly is the task of the section I command?

- a. Planning
 - 1. Define task
 - 2. Supply relevant information
 - 3. Seek specialist advice
- b. Organising
 - 1. Provide an acceptable plan
 - 2. Allot tasks to group
 - 3. Check their understanding
 - 4. Provide necessary resources
- c. Control
 - 1. Communicate standards
 - 2. Apply standards to work of group
 - 3. Re-plan and reallocate resources to achieve objectives
 - 4. Influence tempo of work
 - 5. Ensure all actions contribute to aim

Team Maintenance Function

119. What are the needs of the group that I command?

- a. Planning
 - 1. Define task for the team
- b. Organising
 - 1. Allocate responsibility and authority
 - 2. Delegate to team
 - 3. Check understanding of team
- c. Control
 - 1. Set standards by awarding praise or blame
 - 2. Build unity and interdependence of individuals

Individual Functions

120. What are the personal needs of the individuals I command?

- a. Planning
 - 1. Define task for each person
 - 2. Supply relevant information
 - 3. Determine individual skills and abilities
 - 4. Determine training requirements
- b. Organising
 - 1. Attend to individual problems
 - 2. Use individual skills wherever possible

3. Allocate authority, responsibility and accountability
4. Organise work to provide motivation
5. Arrange meal breaks and rest periods
6. Check understanding
7. Train individuals

c. Control

1. Award praise or blame

Conclusion

121. Good leaders may be born, but it is possible, by constant application and improvement to refine and develop natural skills to achieve success as a leader. You will score most effectively by careful planning, sound organisation and by properly controlling and motivating the personnel you are responsible for so that they work effectively as a group and can achieve identifiable goals.

SECTION 3 - MORALE

Introduction

122. Real efficiency cannot be achieved without high morale, since without morale as a sustaining force efficiency will not endure. Morale is not merely a way to boost efficiency but is an end in itself as a vital factor in achieving the effectiveness of a volunteer force like the Royal Observer Corps. Under modern conditions of warfare and the ever present danger of surprise attack, every one of us must be in the right frame of mind to meet that threat.

Definition

123. Morale is an attitude of satisfaction with, desire to remain a member of, and willingness to strive for, the goals of a particular group or organisation.

Levels of Morale

124. A member of the Corps belongs to much more than his own individual unit. He is a member of a Post/Crew, Group, Area and he is a member of the Royal Observer Corps. Consequently there is such a thing as individual morale, group morale and Corps morale. It does not follow that if morale is high at one level, it is necessarily high at another.

Factors Affecting Morale

125. Factors affecting morale are many and varied and their inter-relationships are complex; single factor explanations of the reasons for poor morale over-simplify the problem and are generally useless. Factors affecting morale can be grouped into two broad classes:

- a. Material Factors
- b. Intangible Factors

Material Factors

126. Material factors include food, accommodation, working conditions, recreational facilities and allowances. Although important, material factors have less importance than intangible factors for the following reasons:

- a. Very high morale is often encountered when material standards of comfort are low.
- b. Low standards materially, like other adverse conditions may stimulate morale by binding the group together.
- c. It is difficult to improve morale by improving material standards of comfort, as better conditions are quickly taken for granted.
- d. Complaints about material conditions often indicate low morale but do not necessarily point to the true cause.
- e. People tend to be more concerned with how well off they are in comparison to others rather than with absolute standards. Comfort is relative.

f. Adverse conditions are resented most when it is felt that they are a result of lack of interest on the part of those responsible. In this case it is an intangible not material factor.

g. What people say they want is often not what they need.

Intangible Factors in Morale

127. Intangible factors may be subdivided into three kinds:

- a. Leadership factors
- b. Group Factors
- c. Job factors

128. Leadership Factors These are the most important since all other factors are influenced to some extent by the quality of leadership. Leaders at different levels exert different kinds of influence. At higher levels, good leadership promotes a sense of purpose; at the immediate level it stimulates a sense of belonging. A leader can provide and maintain good morale by:

- a. Providing a sense of purpose
- b. Providing a sense of belonging
- c. Keeping subordinates informed
- d. Being concerned with the welfare of subordinates
- e. Setting the example

129. Group Factors Group factors affecting morale include:

- a. Sense of common aims
- b. Sense of belonging and identification
- c. Traditions to live up to
- d. Prestige
- e. Stability of membership
- f. Symbols and badges emphasizing group solidarity

130. Job Factors Given a high standard of leadership and strong group ties, morale will be high provided the tasks and activities of the group members are rewarding and worthwhile. Job factors conducive to high morale include:

- a. A task which makes a contribution is the overall purpose of the group.
- b. Knowledge of results combined with a sense of achievement and purpose.
- c. Work fitted to the ability and interest of the individual.
- d. Work carrying an element of prestige.
- e. Work enabling an individual to broaden knowledge and capability.
- f. Being kept usefully busy.
- g. Varied work cycles.

- h. Work carrying responsibility or requiring the exercise of initiative.

Indicators of Low Morale

131. Low morale on a Post or Crew may be indicated by:
- a. Inefficiency - neglect of duty, insubordination, absenteeism
 - b. Poor attendance - dead wood
 - c. Resignations and low recruiting rates

Welfare

132. A good, effective Chief Observer will have genuine concern for the well-being of personnel in his charge. Consideration for their well-being will have an affect on the material factors discussed in para 126. Your responsibility for welfare rests primarily with the Corps activities and duties of those under your command.

133. In addition you must have a knowledge of the civilian occupations of your personnel as this can have a bearing on attendance. Also you should be aware of their domestic circumstances, hobbies, other interests and likes and dislikes.

134. In fulfilling your obligations in regard to welfare, you must be aware of the need to exercise tact and discretion. It is all too easy for genuine interest and concern to be seen as an intrusion into a members private life. Establishing the correct degree of personal contact makes you more approachable for help and advice when required. You are also better prepared to deal with an individual who is suffering hardship and who is reluctant to speak to an Officer.

135. The existence to the ROC Benevolent Fund should be borne in mind. Extreme cases of need, hardship or distress of members, ex members of the Corps and their dependants are to be referred via your Group/Crew or NRC Officer to the Group Commandant. See part 2, Chapter 12 for futher details.

Summary

136. The task of fostering and maintaining high morale is difficult but vital and is one of your prime responsibilities as a leader. It is essential that plans, policies and decisions should be viewed from the viewpoint of their impact on morale. It is a shortsighted, but often followed policy, to seek immediate short term gains in efficiency at the expense of morale. It is far better to plan to encourage high morale rather than seek to restore it once it has been damaged. THE KEY TO HIGH MORALE IS GOOD LEADERSHIP.

SECTION 4 - DISCIPLINE

137. Any group of people living and working together; for reasons of harmony, productivity, safety and group welfare, conform to a prescribed standard of behaviour. The price paid for the advantages and the privileges resulting from group membership is to conform to group laws. This applies not only to human activity but other highly organised societies found in nature, such as ants, bees and apes. Societies make their own rules, and the Royal Observer Corps is no exception. In simple terms, in a group which is trained to work harmoniously in the face of danger, it is vital that individuals do as they are told. This control over impulse and instinct is what discipline ultimately means.

138. Few people would question the necessity of such obedience and behaviour in the armed forces, though this code of discipline is often confused with a code of honour. They forget that men fight and die, not because it is their privilege but their duty to do so. Similarly, discipline is regarded as restrictive, limiting to personal freedom and involving loss of liberty; this is quite wrong. For instance, you are free to drive your car to any destination of your choice; this is liberty. In so doing, you drive on one side of the road only; this is discipline. In fact if you do not keep to one side of the road, you prejudice the safety of other road users and so curtail their freedom to use the road. This illustrates the connection between liberty and discipline in a democratic society - rather than restrict liberty, discipline actually promotes it.

139. Note that you do not drive on one side of the road because you are forced to do so rather you do so from force of habit. This is correct because you do not have to take special precautions in potentially dangerous situations, such as negotiating a blind bend. In fact there are three good reasons for driving on one side of the road:

- a. It is to your advantage to get to your destination safely.
- b. It is to the advantage of other road users to know that you will stay on your side of the road particularly on blind bends.
- c. If you do not stay on your side, you could face prosecution for dangerous driving and subsequent punishment.

140. This puts punishment in the proper perspective; it may be necessary on occasion, but it is a final resort. As retribution, it has little merit although it may have value as deterrent. To have significant value, any punishment must be corrective. Certainly, it must not be indiscriminate - it must be fair and be seen to be fair.

141. Discipline in a voluntary organisation such as the Royal Observer Corps is every bit as important as in the fighting services. Although not backed by military law, the code of discipline is clearly set out in AP3306, Regulations for the Royal Observer Corps, and is a mandatory subject of Basic Training. Notwithstanding this you should recognise that one of the great qualities inherent in the volunteer spirit is the ready acceptance of discipline. This begins with self imposed discipline, which must be recognised and developed. However, the Observer must learn that if he behaves improperly, he will be corrected or punished by his supervisors. It is better for him to do as he is told because he wants to associate his efforts with the work of the group. This depends largely on the individual, the group and quality of group leader. It is the leader's responsibility to foster this attitude.

142. Leadership and Supervision is exercised at 'grass roots level' in the Royal Observer Corps by Chief Observers. You have to set the standards by your example and maintain these standards by careful supervision, guidance and correction. When necessary, you must issue clear directives and whenever the situation dictates or permits, you should explain the reasons for demanding action. This ensures that those individuals you are responsible for are properly motivated towards achieving the set goals and it encourages sensible interpretation rather than blind obedience. It also encourages a sense of responsibility that leads to the state of mind whereby discipline becomes self sustaining.

143. On occasion, it will be necessary to reprimand an offender and provided this is fair and deserved, it will be respected. However, if insubordination, disobedience and disruption becomes widespread it is a sign of low morale and poor leadership. It is up to you to prevent this happening.

Summary

144. Good discipline in the Royal Observer Corps is essential in order to:

- a. Promote ready obedience and an instinct for duty suitable for all conditions of service.
- b. Enable personnel to withstand fear, fatigue and other demoralising influences.
- c. Produce the most efficient and effective unit possible.

145. Maintaining good order and discipline involves you:

- a. Setting an exemplary example of the standards required and reinforcing this if necessary with precise statements of requirements.
- b. Maintaining standards of behaviour and conduct by supervision, guidance and correction.
- c. Engendering respect for authority by issuing orders and instructions which are necessary and rational.
- d. Fostering a sense of responsibility in others by explaining the reasons for actions demanded whenever possible.

146. To fulfil your obligations in promoting good order and discipline you need to develop your powers of leadership; you must make it your business to support your leaders and ensure that those responsible to you achieve the correct standard of bearing, behaviour and duty.

Hints for the Application of Discipline

147. Rules, regulations and orders should be kept to a minimum. Petty and irritating restrictions undermine discipline and bring authority into disrepute.

148. The application of rules, regulations and reprimands must be seen to be fair, impartial and consistent.

149. People must be clearly told the standards expected of them and the consequences of failing to meet them.

150. Give orders and instructions in a reasonable and courteous manner. Rudeness, bullying or bad temper lessens your credibility and authority.

151. Punishment/reprimand should reform as well as deter. It should refer to an individual with a specific offence. Indiscriminate punishment tends to align the whole group in opposition to authority whereas fair punishment promotes respect for authority.

153. Actions demanded should be justified and the reasoning behind the demand explained if time or security permits. If not, then at least these reasons can be given.

154. Your example, as leader, must be the right one.

SECTION 5 - ATTITUDE AND THE CHAIN OF COMMAND

The Attitude of a Chief Observer

155. It follows, from the preceding paragraphs that each Chief Observer has to carry out instructions which have been decided for him and in which his personal opinion may not have been taken into account. This may lead to conflict between the personal view and the requirement laid down by higher authority. Whilst every Corps member of any rank is entitled to his personal opinion (Note - there is a proper way of voicing that opinion) it is his duty to carry out the task directed, loyally in accordance with the policy decided. At all times it is necessary to avoid giving subordinates the impression of 'running with the hare and hunting with the hounds'. Criticism of policy decisions should always be referred 'upwards' in the chain of command.

The Chain of Command

156. A correct understanding of the principles underlying the chain of command will help determine the proper action in many circumstances. As a Chief Observer, you receive instructions from senior formations, which you act upon. Similarly, those whom you are responsible for, look to you for direction. At all times it is proper to make representations upwards to the next level above and conversely to pass instructions downward by the same method. This ensures that each level of command is kept informed and is able if necessary, to comment before the matter in question has passed beyond their control.

157. To usurp the authority of another level of command, be it 'upwards' or downwards leads to confusion and resentment, unless it is done by arrangement and in concert with others whose responsibility is also involved, to meet a particular situation.

Whole-Time and Spare-Time ROC Officers

158. The ROC is predominantly an organisation of spare-time volunteers. This is reflected in the command at each level being vested in a spare-time Officer, which ensures that throughout Areas and Groups, command is exercised by an Officer of similar standing and viewpoint to those under his command.

159. It is quite wrong to differentiate between whole-time and spare-time Officers of the Corps- all are ROC Officers and distinction stems only from the amount of time devoted to the Corps. Inevitably, the whole-time Officer has the wider and fuller opportunity to become conversant with technical and administrative matters to a degree that cannot be expected of a spare-time Officer. It follows that the whole-time cadre should be regarded as the professional specialists who co-ordinate and advise as required by their appointments.

The Newly Appointed Chief Observer

160. The newly appointed Chief Observer will have been promoted following satisfactory service in Post or Crew, service which may have included experience as a Leading Observer. The promotion assumes a high level of Corps related skill and experience, but this does not automatically ensure success in the new appointment.

161. As a newly promoted Chief Observer, you will be placed in a position of authority over people you have known and worked with for years. Your

task will not be easy, and the transition from the old association to the new will involve subtle changes of attitude which will take time to mature. You should be careful not to force the pace too soon and be content to establish your own confidence to begin with.

162. It is at this stage when the advice and help of your Officers can be particularly valuable. Both W/T and S/T Officers have experienced the 'new boy' syndrome and will have come up against many of the problems facing you. They are there to help and only too anxious that you succeed in your new role.

CHAPTER TWO

TERMS OF REFERENCE

SECTION 1 - INTRODUCTION

201. From Chapter One, you will know of the ideals to aim for in terms of personal qualities. Your next concern is the responsibilities that you have undertaken to fulfil in your particular appointment - in other words, your Terms of Reference.

202. The following two sections will deal with Post and Crew Chief Observers' responsibilities. The NRC Team Leader's task is specialised and his duties and responsibilities are detailed in Standard Operating Procedure No 3.

203. Although the operational tasks of Post and Crew Chiefs are quite different, your overall responsibilities towards personnel are common and are embraced in your responsibilities to your Officer and the Group Commandant, which are:

- a. You are directly responsible to your Officer for operational efficiency, training, organisation, administration, discipline and morale of all ROC personnel under your authority.
- b. You are to ensure that your personnel achieve the highest standards of efficiency and are ready to undertake their operational commitments in time of emergency.
- c. You are to actively encourage recruitment of suitable personnel, in conjunction with your Officer, up to the establishment figure for your unit.

204. How are you expected to implement your terms of reference? Your responsibilities as a Crew or Post Chief Observer are directly related to the training, administration and operational performance of your unit and are expressed as tasks in the following two sections.

SECTION 2 - CREW CHIEF OBSERVERS TASKS

Planning

205. As a Crew Chief Observer, you are responsible for the detailed planning within your section in regard of the orders, directives, instructions and guidelines passed down to you by your Crew Officer, so that these are implemented to a maximum effect. In particular, Transition to War plans should be regularly updated.

Training

206. You are to ensure that all personnel in your section are trained in accordance with Training Staff Instructions and the programme approved by your Crew Officer. Personnel are also to receive training in the following:

- a. Security and Fire Precautions.
- b. Catering in the Control.
- c. Hygiene and Cleanliness in the Control.
- d. Life Support Systems.
- e. Contamination Control.
- f. First Aid.
- g. Family Welfare.

Operations

207. As a Chief Observer, you will be called upon to fulfil one of several operational appointments within the Control, including Group Information Supervisor, Display Supervisor and Communication Centre Supervisor. The operational responsibilities of these appointments are to be found in Standard Operating Procedure No 2 and the ROC Training Manual. Your peace-time training should be directed to maintaining a high standard of capability in these appointments.

208. During operations, you should always be ready and able to take on other roles within the Control as manning and operational requirements dictate.

Administration

209. You are responsible to your Crew Officer for the efficient administration of your section. You are to ensure that the routine of your administration conforms to the Regulations for the Royal Observer Corps (AP3306) and such directives and instructions which are issued from time to time. Particular attention should be paid to the following points:

- a. You are to actively encourage full and regular attendance by your section at Exercises, Combined Operational Training Sessions (CONTACT), Combined Crew and regular Training Meetings. You should attend correctly dressed in uniform to set the example and to encourage others to do likewise.

- b. You are to ensure that the attendance register (F2983) is correctly completed by your section.
- c. You are to initiate follow up action for personnel who fail to attend adequately for training.
- d. Change of circumstance within your section which affect TTW records are to be notified via your Crew Officer to GHQ. Amendments to records are to be actioned immediately.
- e. Discuss with your Crew Officer at the end of each year, the capabilities of Leading Observers in your section, to enable recommendations to be made for re-appointment.
- f. Bring to the attention of your Crew Officer any matter affecting the efficiency, morale or welfare of those in your section.
- g. Make every effort to recruit new members to the Corps. Limit wastage through good leadership, competent instruction and welfare involvement.

Social Activity

210. All groups of individuals benefit from a well organised social calendar, which promotes morale and may be seen as a reward for hard work. You should encourage personnel to participate in Group activities by supporting functions and even to take an active part in their organisation.

SECTION 3 - POST HEAD OBSERVERS' TASKS

Planning

211. As a Post Head Observer, you are responsible for the detailed planning and effective implementation of all orders, directives, instructions and guidelines passed to you by your Group Officer. In particular Transition to War plans should be regularly updated.

Training

212. You are to ensure that all ROC personnel under your command are trained in accordance with Training Staff Instructions.

213. You are, with the assistance of the Post Instructor, to devise a detailed Training Programme for your Post.

214. You are to assist the Group Officer with the recording and assessment of personal capabilities for your Post members.

215. You are to assist, or carry out, Basic Testing of recruits with, or on behalf of the Group Officer as detailed in Training Staff Instructions.

216. You are to arrange regular Post Meetings.

217. You are to ensure full attendance by Post members at Cluster Meetings, and to arrange travel to these in the most cost effective manner.

218. To foster a high standard of operational efficiency, you should encourage Post members to enter such competitions as may be arranged by your Group Officer, Group or Area Headquarters.

219. Post members should also be trained in the following:

- a. Security and Fire Precautions
- b. Contamination Control
- c. Catering in the Post
- d. Hygiene and Cleanliness in the Post
- e. First Aid
- f. Family Welfare

220. You should attend, with your Leading Observer, the Supervisors' Meetings arranged by your Group Officer.

Operations

221. You will be required to act, during operations, as No 1, 2 or 3 Observer as necessary and carry out the operational tasks as detailed in Standard Operating Procedure No 1 and the ROC Training Manual. Your peace-time endeavours are to be directed towards ensuring that your Post members achieve and maintain a high standard of operational efficiency and the Post environment is maintained in an operationally viable condition.

Administration

222. You are responsible to your Group Officer for the efficient administration of your Post. You are to ensure that the routine of your administration conforms to The Regulations for the Royal Observer Corps (AP3306) and such other Directives and instructions which may be issued from time to time. Particular attention should be paid to the following:

- a. Check attendance registers (F2983) and F305s together with necessary Annex Rs for accuracy and ensure timely submission.
- b. Ensure all changes of circumstances are passed quickly to the Group Officer and that TTW plans are amended accordingly.
- c. Submit monthly Post Inspection Reports promptly to GHQ.
- d. Scrutinise all forms prior to submission - eg CCS 1, 2, 3, 4, Camp forms etc.
- e. Ensure correct completion and prompt submission of Post Meeting and Cluster Meeting returns for incorporation into the Group Training Register.
- f. Consider carefully your recommendation for Leading Observer appointment at the end of each year and advise your Group Officer.
- g. Set the example by wearing uniform to meetings and ensure that worn items of clothing of Post members are progressed for replacement.
- h. Inform your Group Officer of any matter affecting the efficiency, morale or welfare of the Post members.
- i. Ensure the Post structure is sound and prepared at all times for occupation in an emergency. Advise your Group Officer of any deficiencies of equipment. Maintain the Post Inventory. Carry out any works within the competence of Post members under the Self Help Maintenance Scheme. Identify major works necessary at the Post and submit upwards through the command chain.
- j. Encourage members to actively seek recruits. Limit wastage by good leadership, competent instruction, careful administration and welfare involvement.
- k. Initiate and follow up action for personnel who fail to attend meetings. Progress action, visit and obtain resignation if necessary.

Social Activity

223. Due to its small size, a Post is a tight knit close community. Social events foster this feeling, boosting morale and efficiency. Post members should be encouraged to support Group social functions in addition to their own locally organised events to avoid a feeling of isolation from the rest of the Section, Group and Corps.

CHAPTER THREE

ETIQUETTE

Introduction

301. There will be occasions where you will be expected to attend a semi-official dinner, for example during a Chief and Leading Observers Course, and you would not wish to let your Post, Officer or Group down through behaviour that is not acceptable to Guests or Senior Officers present. You would certainly not want to let yourself down.

302. The rules that apply to official and semi-official dinner engagements are founded on long tradition and day to day behaviour is governed by a code of conduct based on commonsense, self discipline, good manners and consideration for others. Some rules may appear strange to those who do not have the opportunity to practise them regularly. As a guide, the conventions detailed in para 303 should be adhered to.

Dining-In Night Conventions and Procedures

303. The following points deal, in the main, with procedures for a dining-in night, but many of them may be adapted within the Group for less formal occasions. Much of the original procedure was formulated for proper conduct in Service Messes and Wardrooms long before the foundation of the Corps.

a. The President is normally the Group Commandant. He sits at the centre of the top table of the 'U' or 'E' shaped layout with the vice president, who is normally the most junior Officer or Supervisor, seated at the end of one of the sprigs.

b. Assembly normally takes place 30 minutes before dinner in an ante-room or bar. If the president is at the assembly, you should approach him and say "Good evening Sir." During this time before dinner, sitting down is not good manners.

c. Dinner The assembled gathering moves into dinner, once it has been announced, in approximate order of seniority - juniors first. The guests, senior officers and other members of the top table will enter last of all, accompanied by the president.

d. Grace On arrival at table, members should stand behind their chairs. When all are present, Grace will be said by the president or delegated person. All may then be seated.

e. The Meal Normally one does not start to eat any course until the president begins his, however, this rule may be relaxed in a hotel environment which may not be able to provide sufficient staff for a suitable service.

f. Wine In a service Mess, bottles are not placed on the table, it is custom for one of the persons sharing the wine to keep the bottle on the floor by his chair. At a CLOC, this rule may be relaxed and bottles left on the table.

g. The Port is passed around by the president (also the vice president if large numbers are at table) in a clockwise direction. Each person helps themselves and passes the decanter to their left. The president and vice president help themselves last and also retain the stoppers. The decanters are always taken and given with the right hand and should not touch the table until the circuit is finished.

h. Water Persons not wishing to take port should leave their glass unfilled and pass the decanter to their left. Their glasses should then be filled with water. The Queen's health should not be drunk in spirits.

i. The Loyal Toast Her Majesty's health is drunk on dinner nights at the discretion of the president. When ready he will strike the table, rise and say "Mr Vice, The Queen". The vice president then rises and says "Ladies and Gentlemen, The Queen." When all have risen, the toast is drunk.

j. Coffee and Smoking Coffee normally follows the Loyal Toast. Permission to smoke will be given by the president either by lighting a cigar or cigarette himself or by signifying to someone near him that he has given permission to smoke.

k. Emergency Procedure If for any reason such as feeling unwell or an urgent telephone call, you are obliged to leave the dining room before the end of the meal, you should obtain the president's permission. This rule may be relaxed on semi-formal occasions.

l. End of Dinner To indicate that dinner is over, the president will rise and escort the senior guest from table. All diners should rise and remain standing till he has left the room. The vice president will then take his place at the top table. Others who wish to leave may now do so. The vice president will remain seated until all the diners have left. He may invite others to join him on the top table.

Conclusion

304. The foregoing paragraphs were written primarily as a guide for a dinner held during a Group Course or Conference, but they will apply equally well on other occasions. On reflection you will realise that although you may know the content of this chapter, in practice you may have let things slip a little.

305. These conventions may be met with in your ROC career, they are convenient, workable and once learned offer a degree of self assurance and confidence which might otherwise be lacking.

CHAPTER FOUR

RELATIVE RANKS IN THE SERVICES AND ROYAL OBSERVER CORPS

Commissioned Ranks

401. Officers of the Royal Navy, The Army and The Royal Air Force rank with one another according to seniority or date of commissioning, as shown on the following table. They are listed together with the appropriate equivalent ranks of the Royal Observer Corps:-

<u>Royal Navy</u>	<u>Royal Air Force</u>	<u>Army</u>	<u>Royal Observer Corps</u>
Admiral of the Fleet	Marshal of the RAF	Field Marshal	-
Admiral	Air Chief Marshal	General	-
Vice Admiral	Air Marshal	Lieutenant General	-
Rear Admiral	Air Vice Marshal	Major General	-
Commodore	Air Commodore	Brigadier	Observer Commodore
Captain	Group Captain	Colonel	Observer Captain
Commander	Wing Commander	Lieutenant Colonel	Observer Commander
Lieutenant Commander	Squadron Leader	Major	Observer Lieutenant Commander
Lieutenant	Flight Lieutenant	Captain	Observer Lieutenant
Sub Lieutenant	Flying Officer	Lieutenant	Observer Officer
Acting Sub Lieutenant	Pilot Officer	2nd Lieutenant	-

Non-Commissioned Ranks

Petty Officer	Sergeant	Sergeant	Chief Observer
Leading Hand	Corporal	Corporal	Leading Observer

Classification of Officers

402. Officers of the three services may be divided into three main groups junior, senior and air, flag or general, officers.

- a. Junior Officers are those below the rank of Squadron Leader or the equivalent rank in the Navy or Army.

b. Senior Officers rank from Squadron Leader to Group Captain or their equivalents in the other services. In the Army senior officers are known as field officers.

c. Officers of the rank of Air Commodore and above or their equivalents are known as air officers, flag officers of general officers. In the RAF, RN and Army respectively.

Distinguishing Flags and Star Plates

403. a. Station Commanders of the rank of Wing Commander and above may fly a distinguishing flag on their service car when being used within the bounds of their station. This flag consists of a light blue pennant with the RAF roundel.

b. Other senior officers and air officers may fly distinguishing flags depending on the appointment they hold.

c. The distinguishing star plates of air officers are carried on the front and rear bumpers of their service cars and may often be encountered whilst on RAF Stations, the stars are arranged as follows:-

- | | | | |
|-------|---------------------------------|---|--------------------|
| (i) | Five Stars in a circle | - | Marshal of the RAF |
| (ii) | Four Stars in a horizontal line | - | Air Chief Marshal |
| (iii) | Three Stars " " " | - | Air Marshal |
| (iv) | Two Stars " " " | - | Air Vice Marshal |
| (v) | One Star " " " | - | Air Commodore |

d. The army and navy also use a very similar system of star plates and flags.

CHAPTER FIVE

SALUTING

Introduction

501. Throughout the ages, in all parts of the world when leaders of men have been selected and appointed, their followers have demonstrated their loyal support by some form of salute. The salute today is a service form of greeting and a sign of respect and loyalty between officers and men. In the case of Service Officers it is also a mark of respect to the authority of Her Majesty the Queen, whose commission the officer bears. There is nothing servile or derogatory in saluting. As a Royal Observer Corps Chief Observer you are to observe the rules on saluting which follow.

General Rules

- 502.
- a. As a general rule an officer should return compliments paid by those who are junior in rank and should salute all senior officers. If among a group of officers, only the most senior officer in the group should acknowledge the salute of an individual but all officers in a group salute an officer senior in rank to themselves. Always salute the occupant of a staff car flying a pennant or displaying star plates. You must not salute without a hat on.
 - b. When not a member of a parade, all salute:
 1. When passing uncased colours in the charge of troops.
 2. The coffin of a military or civil funeral.
 3. The quarter deck of Her Majesty's ships when boarding or leaving.
 4. A Service staff car flying a flag or carrying star plates.
 - c. Always salute an officer when entering or leaving his/her office.
 - d. All other ranks salute their officers before and after addressing them or upon being addressed by them.
 - e. When the Royal Air Force Ensign or the Royal Observer Corps Flag is being hoisted or lowered all ranks within view should stand to attention and face the flag staff until the hoisting or lowering is completed.
 - f. When the National Anthem, or a foreign national anthem, is played all ranks stand to attention and officers salute. If indoors stand to attention and remove headgear.
 - g. At a Service funeral only officers salute at the sounding of the "Last Post".

h. When in plain clothes the rules are exactly the same except that when in civilian clothes a gentleman greets a lady by raising his hat, or if in uniform wearing head dress by saluting.

i. When riding a bicycle or driving a vehicle you do not salute.

j. Salutes are normally not given or returned inside a building except as described in paragraph 2c above.

503. The rules on saluting apply equally to the Services, the ROC and Allied Services.

504. The rules for saluting should be interpreted with common sense. You should not attempt to salute if it is largely impractical to do so for instance on a crowded railway station.

505. The manner in which salutes are given and returned is one of the outward and visible signs of the general tone and spirit of a unit. A Salute should be given smartly and in good time for it to be observed. An officer should return every compliment paid by his juniors in rank and acknowledge it with a proper full salute - there is only one kind of salute and it is the same of officers as for other ranks.

506. The salute is given by keeping the palm of the right hand open with all fingers and the thumb together in line with the forearm. Salute in a wide sweep (the longest way up) with the palm outwards, until the middle finger of the right hand touches the peak of the cap just above the right eye.* After a short pause (a count of two) the hand is returned to the right side (shortest way down) and clenched.

Conclusion

507. The salute is a form of greeting and a sign of respect and loyalty between officers and men. It is also a mark of respect to the authority of Her Majesty the Queen. A salute should be given correctly, smartly and willingly.

*Note for Observers and Officers in the field wearing berets, the forefinger is to be placed 2 cms (1") behind and to the right of the eye.

PART TWO

ADMINISTRATIVE PROCEDURES

CHAPTER SIX

TREATMENT OF CORRESPONDENCE

Channels of Communication

601. The Royal Observer Corps is a disciplined, uniformed organisation with well defined channels of communication which, in all normal circumstances, should be strictly adhered to.
602. Correspondence to higher authority should be addressed as follows:
- a. Observers should approach their Chief and Leading Observers on domestic and parochial matters concerning their Post or Crew.
 - b. Group, Crew and NRC Officers should be approached on matters of greater import concerning Post or Crew. Normally the Chief or Leading Observer will approach the Officer on behalf of the Observer.
 - c. Group Headquarters should be approached only on matters concerning the Group or Corps in general. Almost all queries should be capable of being answered by the Post or Crew Supervisors or the Group, Crew or NRC Officer.
 - d. Exceptionally, the Group Commandant may be approached on matters concerning the Group or Corps which cannot be handled by the aforementioned.
603. Under no circumstances should Observers write direct to Area Headquarters, the Area Commandant, Headquarters Royal Observer Corps or the Commandant Royal Observer Corps.
604. No member of the Corps should communicate directly with organisations outside the Corps concerning Corps matters, without written authorisation from the Area Commandant.
605. Further guidance on channels of communication is available from HQ ROC Standing Orders Numbers 21/86 and 22/86 also AP3306 Regulations for the Royal Observer Corps, Chapter 3.

Returns

606. An ROC Group consists of a central administrative and operational headquarters, attached to which are a number of semi autonomous individual detached units - Posts and NRCs.
607. For the Group to function efficiently as a whole, it is essential to maintain a continuous two way flow of information between all levels. This generally takes the form of standardised returns for many routine matters.

608. All correspondence issued from and requested by Group Headquarters is done so for a specific purpose. For it to be otherwise would be a frivolous, unnecessary and expensive waste of time, money and effort.

609. Returns take two forms:

- a. Regular returns to be actioned at specific periods.
- b. Individual returns, to be actioned by a specified date.

Examples of regular returns are:

The monthly Post Inspection Report (monthly on PW testing evening).
Training Meeting Reports (after each meeting).
Airborne Headaches (at 2 monthly intervals).
Hire of Halls (usually quarterly).
F2983 Attendance Register (quarterly).

Examples of individual returns are:

Clothing Forms (CCS 1-4).
Exercise Material.
Volunteers for events etc.

610. Failure to submit any return by the specified date means that 'follow up' action has to be taken by Group Headquarters, which increases the already heavy administrative workload and means that less time may be spent on production of training material etc to the disadvantage of the Group as a whole. Late return of information also means that its use or onward transmission is delayed until the final returns are received which, in the case of registers and F305s, may delay payment to all. Other returns, such as requests for volunteers, items such as the ROC Diary, Christmas Cards, Raffle tickets etc will not be actioned if received late. Any accompanying cheques or monies will be returned.

CHAPTER SEVEN

PAYMENT OF ALLOWANCES - TRAVEL CLAIMS

Observer's Allowances - Subsistence and Motor Mileage

701. Details of current Observer's allowances, and motor mileage rates are set out at ANNEX A. These details are to be updated as and when new rates are notified from Group Headquarters.

RAF Form 2983 - Attendance Register

702. AP3306 'Regulations for the Royal Observer Corps' authorises the various allowances to which members are entitled in performance of their ROC duties. These allowances are paid quarterly in arrears, and are claimed for on RAF Form 2983.

703. The F2983 should be checked for accuracy and forwarded to Group Headquarters immediately at the end of the quarter, along with all relevant F305s and supporting ANNEX Rs or F302s, in accordance with the following programme:

<u>Group Nos</u>	<u>Quarter Ending</u>	<u>Month of Payment</u>
1, 2, 7, 9, 16 22, 23, 24, 25	31 January	February
	30 April	May
	31 July	August
	31 October	November
4, 13, 14, 15, 17 20, 28, 31	28 February	March
	31 May	June
	31 August	September
	30 November	December
3, 6, 8, 10 12, 21, 29, 30	31 March	April
	30 June	July
	30 September	October
	31 December	January

704. Completion of the F2983 - these notes are to be read in conjunction with the printed instructions on the reverse of the form:

a. Section one of the form will be completed (typewritten) at Group Headquarters before issue of the register. This will include Number, Name, Rank and Travel Band. With the installation of the HQ ROC Accounts Section computer, it is no longer necessary to complete the 'Address' section of the form, as all inputs to the system and payments made depend solely on an individuals unique ROC personal number. Should an Observer change address, the Chief Observer is to insert the new address in pencil in this section. This is in addition to informing GHQ through normal channels. Failure to do this may result in non payment of allowances at the appropriate time.

b. Section two of the form, the totals of attendances, outlined in heavy print, will be completed by GHQ Staff at the end of each quarter.

c. Section three, the meeting date is to be inserted by the Chief Observer and Observers attending for training are to initial against the date. At the end of the meeting, non attenders are to be indicated by a heavy diagonal line across the appropriate box. The Chief Observer or Deputy is then to initial against the completed line as certification that it is a true record of attendance for that meeting. Group Headquarters will cross reference the indicated training attendance with the Training Meeting Report Forms which are submitted after each meeting by the Chief Observer (See para 709 and ANNEX C). Discrepancies will be rigourously investigated.

d. Section four, exercise details are to be completed by the Chief Observer who will insert the number of whole duty hours in the left hand side of the relevant box, leaving space for the Observer to insert his initials. Two boxes are provided, for recording a second attendance at the same exercise.

e. Section five deals with Cluster and Post Supervisor's Meetings and Master Test attendance. The Chief Observer is to insert the date of the meeting and one of the appropriate codes:

CM - Cluster Meeting
PS - Post Supervisors
MT - Master Test

705. The register should be initialled as detailed below for the various types of meeting:

Training Meeting - Initial against date
Posts Pre-exercise Comms Test)
Post PW Testing and Training)
CONTACT Exercise) Initial as for Training Meeting
Crew & NRC Supervisor's Meeting)

Exercises - Use relevant section

Cluster Meetings)
Post Supervisor's Meetings) Initial against Cluster/Post Supervisor's
Master Test) Meetings

706. At the end of the quarter, the Chief Observer is to check the register before signing and doing the 'Certification' block at the top of the form. The completed form is to be promptly returned to GHQ.

707. Registers are accountable documents which will be returned to the originator for amendment if incorrectly completed. In order to assist HQ ROC Accounts Section, Group Headquarters attempts to send completed registers in one batch. Registers which are received late or have had to be returned will arrive late at HQ ROC. Registers normally submitted for that month take precedence over late arrivals thereby delaying payment even further. It is in everyones interest to ensure that registers are completed correctly and accurately and submitted promptly at the end of the quarter.

Training Meetings - Attendance Allowance

708. A training meeting attendance allowance, differentiated by rank, is payable for attendance at:

- a. An authorised training meeting of not less than 2 hours duration, up to a maximum number of meetings per annum as detailed in Training Staff Instruction Issue 2, dated November 1987.
- b. The annual Master Test
- c. Post Cluster Meetings
- d. Combined Crew Meetings
- e. Crew Supervisor's Meetings

Training Meeting Report Form

709. It is an essential part of the administration of all ROC Group Headquarters to maintain an up to date record of Observer's attendances at meetings of all kinds, together with a record of the training carried out at these meetings. These requirements are to comply with current HQ ROC policy and action will be taken at all levels to ensure compliance with this policy.

710. It is the duty of the appropriate Group, Crew and NRC Officer to ensure that the Training Meeting Report Form is completed, in respect of all meetings attended by each Observer, by the responsible Chief Observer.

711. An example of a completed Training Meeting Report Form is at ANNEX C. All sections are self explanatory and must be completed fully.

Banded Travel Allowance

712. Banded travel allowance is payable, irrespective of mode of travel, for each authorised training meeting as described in paras 708 a, d and e above and for each Exercise attendance. Banded travel is calculated on the return journey from home to place of duty - ie Post site, Control or NRC.

<u>Travel Band</u>	<u>Return Journey Mileage</u>
A	0 - 10
B	over 10 - 20
C	over 20

713. Where the Post training venue is not at the Post site, ie local village hall, school etc, Banded Travel is payable only at the rate of home to duty station.

714. Current rates of Banded Travel Allowance are detailed at ANNEX A and should be amended as and when new rates are published.

Observer's Travel Claims - MOD Form 305

715. The MOD Form 305 was designed for used by MOD Civil Servants. For members of the Corps, it should be completed using the following guidelines:

a. Section 1 - Details of the Claimant

- Q1. Claim Tick Detached duty in the UK only.
- Q2. Detached Duty Station Refers to places visited.
- Q3. Countersigning Officer For S/T Officer and Observers this is the Deputy Group Commandant. The box is to be completed as per the example at ANNEX D
- Q4. Permanent Duty Station For Observers this should be the Group and Post/Crew/NRC number, eg HOR/46, DUR/Crew 2, OXFNO8. For S/T Officers the Group Address should be inserted, eg HQ No 17 Gp ROC N Wales.
- Q5. Personal Details To be completed in full by all ranks. For 'Grade', insert rank, eg Observer. For 'Staff Number' insert ROC number.
- Q6. Private Address Complete in full - including Post Code.
- Q7. Night Subsistence Very rarely used, as most overnight accommodation for Observers is arranged under Bulk Billing.
- Q8. Employing Department The 'Air Force' box should be ticked.

b. Section 2 - How the claim should be Paid

- Q1. Staff Pay Number Insert ROC Personal Number.
- Q2. Name Your rank and name should be given regardless of the method of payment as this is used as a cross check by HQ ROC Accounts Section.

No other details are necessary in this section of the form.

c. Section 3 - Declaration by the Claimant

This section must be completed fully and accurately as it will affect payment.

Part A - Status The term 'Officer' refers to a 'Civil Servant' and not to any rank in the Corps. Tick married or single as appropriate.

Part B - Motor Car/Motor Cycle

A valid driving license must be held - tick box.

Insurance - Standard Rate MMA will only be paid if Comprehensively insured - tick relevant box.

Insert vehicle Reg No.

Give motorcycle cc as MMA is paid on a differential Scale - See ANNEX A.

Excess clause - tick)
Vehicle ownership - tick) May affect rate of payment if left blank.

Part C - Subsistence Must be completed if claiming subsistence,
eg over 5 hours, over 10 hours or overnight subsistence.

Part D - The Declaration Read, sign and date before submission of
claim.

REMOVE CARBON PAPER NOW!

d. Section 4 - Details of Journeys

Use a separate line for each leg of the journey.

Column 1-5 are self explanatory and must be completed.

Column 6 insert method, eg CAR, RAIL etc.

Column 7 give reason for journey, eg CLUSTER MTG. Insert names
of passengers, eg Obs GREEN 2/46. To assist HQ ROC Accounts Section,
passenger details should be underlined - preferably in red.

Column 8 & 9 must be completed for all journeys, eg for a Cluster
Meeting, Column 8 should show the distance from the Post to the
Cluster venue. Column 9 shows the distance from home to the Cluster.

Columns 10 & 11 The lower figure from columns 8 and 9 should be
entered in the appropriate Column (See 'How to Claim' below!) as
only the lower figure may be claimed.

Column 12 Give details of other travel costs with receipts if
available also note type of expenditure in column eg, D'FORD TNL
or NCP PARKING.

Column 13 Give amount and type of subsistence, eg 5 + HRS. If
claiming subsistence when using a rail warrant with a journey over
5 hours, insert warrant number in Column 7.

e. Section 5 - Countersigning Officer's Declaration

This section is to be left blank by all ranks, for completion by
the Countersigning Officer.

716. Attention is drawn to the declaration at Section 3 of the form. All
claimants are reminded of the need for giving accurate, comprehensive and honest
details when completing the form.

717. All Form 305s submitted to Group Headquarters should first be checked
by the Post Head Observer, Senior Crew Supervisor or NRC Team Leader as
incomplete or inaccurate forms must be returned to their originators.

718. Observers F305s should accompany the register at the end of each
quarter unless instructed otherwise.

719. The F305 can accommodate details of all duty journeys made by an observer during the quarter to which the claim relates except in all but the most exceptional circumstances. If it is necessary to continue onto a further sheet, then a Continuation Sheet Form 305b is available on application from Group Headquarters.

720. Motor Mileage and Subsistence Rates are detailed at ANNEX A. Amendments should be inserted in the spaces provided as and when published.

An example of a completed F305 is at ANNEX D.

Form ANNEX R to AP3306

721. Form Annex R should be submitted to Group Headquarters for approval prior to the proposed journey. It is only necessary to submit the Annex R if the journey to be undertaken is to be claimed at the Standard Rate of MMA.

722. The complete, countersigned Annex R is to be attached to the F305 to which refers at the end of the quarter.

An example of Annex R is at ANNEX E.

HQ ROC Accounts Form 3

723. HQ ROC Accounts Form 3 is designed specifically for all mileage, subsistence and incidental expenses claimed in connection with attendance at the Annual Training Camp.

An example of HQ ROC Accounts Form 3 is at ANNEX C to Chapter 12.

HOW TO CLAIM

724. Master Test A Meeting Attendance Allowance will be paid. The F2983 should be initialled against date in the section marked 'Clusters, Post Sup Mtgs'. Travel is to be claimed on F305 at the Public Transport Rate MMA.

725. Cluster Meeting A Meeting Attendance Allowance will be paid. The F2983 should be initialled against date in the section marked 'Clusters Post Sup Mtgs'. Travel by private motor vehicle is to be claimed on F305 at the Public Transport Rate MMA.

726. Supervisor's Meetings

a. Crew Supervisor's Meetings These are to be held at Group Headquarters. Supervisors are to sign the Register (F2983) as for a normal Training Meeting. Normal attendance and banded travel allowances only will be paid.

b. Post Supervisor's Meetings The register (F2983) should be initialled against date in the section marked 'Cluster, Post Sup Mtgs'. Car drivers are entitled to return trip mileage at Public Transport Rate unless public transport is not available for the journey, in which case Standard Rate MMA is to be claimed, supported by an ANNEX R.

727. Exercise Allowances Observers will be paid an hourly rate for attendance at exercises plus their appropriate banded travel allowance. No payments will be made for duty periods of less than 2 hours. Part hours of duty periods will be rounded down to the lower whole hour. Part hours of duty from different exercises or more than one attendance at the same exercise cannot be consolidated to form whole hours.

728. The Register is to be completed as in the example at ANNEX B. The Chief Observer will enter the exercise date and the number of hours for each duty attendance. The Observer should initial against each entry.

729. 'Ab Initio' Visits Within 12 months of initial enrolment, a Post or NRC recruit is entitled to visit the parent Group Control. These visits may be claimed at the public expense providing:

- a. The recruit uses his own transport (passengers permitted).
- b. Mileage for the journey is claimed at Public Transport Rate MMA.

Such visits must be arranged via the Group Headquarters.

730. Exercise Duty at Posts other than the Normal Place of Duty

Observers who are detailed by the Group Commandant for exercise duty other than at their normal duty Post are entitled to banded travel allowance applicable to their normal Post, provided that the distance travelled to the exceptional duty station is equal to, or less than the normal duty journey. The normal banded travel and exercise allowance will therefore be paid on F2983 in the usual way.

731. When the distance from the Observer's home to the exceptional duty station is greater than the distance to the normal duty station and the use of a private car has been authorised by completion of an ANNEX R to AP3306, then the Observer is entitled to claim mileage at Standard Rate MMA in lieu of the normal banded travel. The authorised mileage is to be claimed on F305 and will be certified by the Countersigning Officer to the effect that banded travel has not been claimed. Exercise duty hours are to be entered as normal on F2983.

732. If official passengers are carried on a journey as detailed in para 731 above, they will only be entitled to banded travel allowance if the driver also receives that allowance. If the driver claims Standard Rate MMA, and passenger supplement, Group Headquarters will ensure that no banded travel allowance are claimed by driver or passengers.

HQ ROC ACCOUNTS FORM 101

733. The successful operation of the HQ ROC Accounts Computer, and the prompt payment of quarterly allowances direct to individual's bank accounts depends on the accuracy of information supplied to HQ ROC Accounts.

734. On enrolment a recruit is offered the advantage of having the quarterly allowances paid direct. All recruits should be actively encouraged to opt for this as against personal cheques. They should complete the form HQ ROC Accounts Form 101 on enrolment.

735. The form must also be completed when an Observer leaves the Corps and should also be used to notify any change in bank or personal details, eg change of address.

736. A stock of Accounts Form 101 is held by Post Head Observers and Officers.

An example of Accounts Form 101 is at ANNEX F.

Payslips

737. With the direct payment scheme, HQ ROC Accounts Section issue a payslip, which is distributed via Group Headquarters and Post Head Observers, the payment is made up, using the following codes:

ATTA	-	Attendance Allowance
EXA	-	Exercise Attendance
EXH	-	Exercise Hourly Payment
CLU	-	Cluster Meeting
PROF	-	Proficiency Grant
SRM	-	Standard Rate MMA
PTR	-	Public Transport Rate MMA
SUBS	-	Subsistence
PASS	-	Passenger Mileage
MISC	-	Miscellaneous

All claims relating to the Annual Training Camp will have the relevant code preceded by the letter 'C'.

OBSERVER'S ALLOWANCES - SUBSISTENCE AND MOTOR MILEAGE

1. Motor Mileage - pence per mile:

	wef 1.6.89	wef	wef	wef
Standard Rate - All Cars	34.4p			
Public Transport Rate - Cars	17.6p			
Motor Cycles up to 150cc	11.0p			
Motor Cycles 151-250cc	15.3p			
Motor Cycles Over 250cc SRM	21.3p			
Motor Cycles Over 250cc PTR	15.6p			

Passenger mileage - 2p per mile for first passenger, 1p per mile for subsequent passengers.

2. Subsistence

a.	wef 1.8.89	wef	wef	wef
Over 5 Hours	£3.25			
Over 10 Hours	£7.10			

b.	wef 1.8.89	wef	wef	wef
Incidental Expenses	£4.40			

3. Observer's Allowances

a. Meeting Attendance Allowance:

	wef 1.8.89	wef	wef	wef
Chief Observer	£4.06			
Leading Observer	£3.25			
Observer	£2.89			

b. Exercise Allowance - per whole hour:

	wef 1.8.89	wef	wef	wef
Chief Observer	£2.03			
Leading Observer	£1.63			
Observer	£1.45			

c. Banded Travel Allowance - payable in conjunction with 3a and 3b.

	wef 1.8.89	wef	wef	wef
Band A	£1.76			
Band B	£3.52			
Band C	£5.28			

ROC ATTENDANCE RECORD

Group No. 5 Quarters 10/85)

Number		126838		123452		138754	
Name		ROE A V		HAMPDEN H P		WHITLEY A W	
Rank	Band	C/OBS	B	L/OBS	C	W/OBS	A
Address (including Post Code)							

	No.		No.		No.
Training Meetings					
Exercise Attendances					
Exercise Duty Hours					
HQ ROC Use Only	X	X	X	X	X
Cluster Meetings and Post Supv. Meetings					
Proficiency Grant					

Training Meetings	Date	Initials	Initials	Initials	C/Obs. Inits. (or Deputy)		
	2.3.88	AVR	HPH		AVR		
	9.3.88	AVR	HPH	AWW	AVR		
	30.3.88		HPH	AWW	HPH		
	6.4.88	AVR	HPH	AWW	AVR		
	27.4.88	AVR	HPH	AWW	AVR		
	18.5.88	AVR	HPH	AWW	AVR		
	25.5.88	AVR	HPH	AWW	AVR		
	31.5.88	AVR		AWW	AVR		
Exct.	16/17.4.88	10 AVR	4 AVR	105 HPH	8 AWW	4 AWW	AVR
	20.3.88 MT	AVR		HPH		AWW	AVR
	11.5.88 CM	AVR		HPH		AWW	AVR
Clusters Post. Sup. Mtps	19.5.88 PS	AVR		HPH			
Total Meetings Previous Quarters							
Running Total							

Certified true copy of record
retained at this Headquarters
Date

Certified correct to the best of
my knowledge and belief
Date 31.5.88

TRAINING MEETING REPORT FORM

Group 5 Post/Crew/NRC 17 Venue POST Type of Meeting PRE EX CT Date 31/5/88

The following were present (BLOCK LETTERS)

RANK	NAME	RANK	NAME	RANK	NAME	RANK	NAME
C/OBS	ROE AV						
OBS	WHITLEY AW						
OBS	BLACKBURN B						
OBS	HORNET DH						
OBS	MCDONNELL D						
OBS	HORNET MD						
OBS	VICTOR KC						
OBS	KING C						

The following were absent for the reason stated (BLOCK LETTERS). When the absence is the third consecutively, state action taken.

RANK	NAME	REASON	ACTION TAKEN
L/OBS	HAMPDEN HP	HOLIDAY	
OBS	HUGHES TOW	WORKING	TRAINING PROGRAMME & LETTER 27/5/88

The programme consisted of: PRE EX. COMMS TEST. PE SET LECTURE + BATTERY CHARGING

The following visitors were present (including potential recruits)

Mr/Mrs/Miss	NAME	PURPOSE OF VISIT	Mr/Mrs/Miss	NAME	PURPOSE OF VISIT
MISS	G GREEBE	? RECRUIT			

The next two meetings have been arranged for:

DATE	TIME	VENUE
SUN 12 JUN 88	0730	POST - EX WARION 1/88
WED 22 JUN 88	1945	VILLAGE HALL - EX DEBRIEF.

Signed AV/loc c/obs.

This report is to be completed in duplicate. One copy handed or forwarded to the Group/Crew/NRC Officer and one copy forwarded to GHO.

ANNEX R

AP 3306

APPLICATION FOR USE OF PRIVATE CAR BY
ROC OBSERVERS

From COBS A V ROE To Headquarters 5 Group. ROC
Date 1 MAY 88 Ref

Car Driver ROE AV Number 126838 Rank C/OBS
Name Post/Crew 5/17
Duty on which engaged P.S. MTG. Date 19 MAY 88
From NEWTOWN via
(state detour to pick up, if applicable)

To NOKING Return mileage 84
(including detour)

Car details
Make VAUXHALL cc 1600 Reg. Number E 456 DBX

Passengers
Name(s) L OBS HAMPTON Pick up at NEWTOWN
..... Pick up at
..... Pick up at
..... Pick up at

Amplifying remarks:

CERTIFIED that ~~road~~/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) AVROE

4 Observer 5/17
Post/Crew

APPROVED / ~~NOT APPROVED~~

~~Public Transport Rate~~
Standard Rate

Date 3 May 88 Approved As It Car for Group Commandant
No 5 Group W. FORD

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

Accts Form 101

HQ ROC ACCOUNTS SYSTEM - DATA AMENDMENT

This form should be completed for each Officer or Observer who joins or leaves (for whatever reason) the Corps, or requires some amendment(s) to the existing data held on the Accounts computer.

1. To be completed in all cases:

NUMBER: _____ SURNAME: _____ INITIALS: _____

2. To be completed for any data AMENDMENT:

NATURE OF CHANGE:

3. To be completed for all new entrants:

RANK: _____ TRAVEL BAND: _____ GROUP: _____ SEX (M/F): _____

POST NO: _____ CREW NO: _____ NRC NO: _____ ENROL DATE: _____

ADDRESS: _____

POST CODE: _____

BANK ACCOUNT NO: _____ SORT CODE: _____

BEU 10/88

CHAPTER EIGHT

MISCELLANEOUS BILLS

Uniform Alterations

801. Articles of uniform which require major alterations to achieve a reasonable fit must be exchanged following the procedures detailed in Chapter 10 para 1018.

802. Should the uniform require only minor alteration, eg shorten sleeves, raise hem of skirt etc, then these may be carried out locally provided that:

- a. Prior approval is sought from Group Headquarters.
- b. The cost does not exceed limits notified by HQ ROC Centralised Clothing Stores.

803. The permitted cost of alterations is regularly reviewed which is the reason why GHQ should be contacted prior to having any work carried out. Reimbursement of costs will be arranged by GHQ on submission of a receipt detailing all alterations performed.

Petrol Oil and Lubricants (POL) Allowance

804. POL allowance will be claimed by GHQ on behalf of Post Head Observers. The claim is submitted annually between 1 February and 31 March. Claims for part of a year will be proportionate to the period of responsibility.

Reimbursement for Official Telephone Calls

805. Claims for reimbursement of costs incurred making official telephone calls on private telephones or from public call boxes should be submitted to GHQ on HQ ROC Accounts Form 1. Each call made must be separately listed and full details given, eg:

<u>Date</u>	<u>Recipient</u>	<u>Subject</u>	<u>Cost</u>
19/4	Obs Off R Biggs	Cancellation Post Meeting	£0.10p

806. Before submission to GHQ the Accounts Form 1 must be certified as follows:

'CERTIFIED THAT THE TELEPHONE CALLS LISTED WERE NECESSARILY MADE ON OFFICIAL DUTY'

807. Bills to a total value of less than £1.00 will not be paid. Claims are to cover a maximum period of 6 months.

Hire of Halls

808. Bills in respect of Hire of Halls are to be submitted under cover of ROC Accounts Form 1. Payment is usually made to the lessor, but exceptionally, payment may be made by the Head Observer who will then be reimbursed from HQ ROC.

809. Where meetings are held at the home of a Corps member, the details are to be entered on Accounts Form 1 and signed by the claimant immediately beneath the last entry. No supporting documentation will be necessary but the Form 1 must be clearly endorsed to show that the venue was a member's home, et:

'Meeting at home of Obs Green - No Receipt Available'

810. Bills for Hire of Halls must be rendered at intervals of not more than 3 months except where the lessor specifically demands payment less frequently. All bills submitted must be accompanied by a receipt, which in the case of a demand for reimbursement must be certified as 'paid' by the lessor.

811. All bills will be checked carefully at GHQ to ensure that payments are claimed only for dates on which meetings in fact took place by cross checking with the Training Meeting Report Form.

812. Care is to be taken when detailing the 'Payee' on the Accounts Form 1, if the payment is to be made to a Company, Association or other organisation, then the detail entered against 'Payee' must be the title of that organisation, NOT the Secretary, Treasurer, or any name official of that organisation.

813. If the 'Payee' is a member of the Corps, then his/her ROC personal number is to be clearly stated.

RAF F2185 - Identity Card - Photograph

814. Following successful completion of the basic test, an Observer submits F2093, application for a RAF 2185 ID Card. This must be accompanied by a photograph, the cost of which will be reimbursed.

815. The maximum reclaimable for ID photographs is reviewed regularly, current figures are available on application to GHQ. All requests for reimbursement must be accompanied by a receipt unless the photographs were taken in a 'Photo Booth'.

Demand for Postate Stamps

816. Though not a bill, demands for postage stamps are included here as they are accountable. A demand is made by completing the proforma, an example of which is at ANNEX B.

Local Purchase

817. The facility exists for reimbursement of specific items bought on local purchase. In effect this applies solely to cutting of keys which must only be undertaken at the specific request of GHQ and in an emergency situation only.

818. Bills for items such as stationery, batteries etc, purchased locally, will not be entertained and will be returned unpaid to the originator.

Payment

819. Payment of miscellaneous bills, whether to organisations or individual members of the Corps will be by cheque only.

NON PAYMENT OF BILLS/ALLOWANCES

820. All queries regarding non payment of bills or allowances must be directed to Group Headquarters. No direct contact with HQ ROC Accounts Section is permitted under any circumstances.

Reference: HQ ROC ASI No 30 Issue 3 dated 10 Mar 82

ANNEX A - HQ ROC Accts Form 1

ANNEX B - Postage Stamp Demand

For HQROC use

Voucher N^o

MISCELLANEOUS BILLS PROFORMA

To be used in forwarding accounts for payment for Hire of Halls, Postage, Laundry, Official Telephone calls over private lines, Clothing alterations, Casual local purchases, etc. N.B. RAF Form 666 must be used in forwarding bills for goods and services supplied under contract, eg — bills for Electricity.

No.	GROUP	AREA	OPS ROOM/CLUSTER/POST
1	GROUP 1	AREA 1	OPS ROOM 1
2	GROUP 2	AREA 2	OPS ROOM 2
3	GROUP 3	AREA 3	OPS ROOM 3
4	GROUP 4	AREA 4	OPS ROOM 4
5	GROUP 5	AREA 5	OPS ROOM 5
6	GROUP 6	AREA 6	OPS ROOM 6
7	GROUP 7	AREA 7	OPS ROOM 7
8	GROUP 8	AREA 8	OPS ROOM 8
9	GROUP 9	AREA 9	OPS ROOM 9
10	GROUP 10	AREA 10	OPS ROOM 10
11	GROUP 11	AREA 11	OPS ROOM 11
12	GROUP 12	AREA 12	OPS ROOM 12
13	GROUP 13	AREA 13	OPS ROOM 13
14	GROUP 14	AREA 14	OPS ROOM 14
15	GROUP 15	AREA 15	OPS ROOM 15
16	GROUP 16	AREA 16	OPS ROOM 16
17	GROUP 17	AREA 17	OPS ROOM 17
18	GROUP 18	AREA 18	OPS ROOM 18
19	GROUP 19	AREA 19	OPS ROOM 19
20	GROUP 20	AREA 20	OPS ROOM 20
21	GROUP 21	AREA 21	OPS ROOM 21
22	GROUP 22	AREA 22	OPS ROOM 22
23	GROUP 23	AREA 23	OPS ROOM 23
24	GROUP 24	AREA 24	OPS ROOM 24
25	GROUP 25	AREA 25	OPS ROOM 25
26	GROUP 26	AREA 26	OPS ROOM 26
27	GROUP 27	AREA 27	OPS ROOM 27
28	GROUP 28	AREA 28	OPS ROOM 28
29	GROUP 29	AREA 29	OPS ROOM 29
30	GROUP 30	AREA 30	OPS ROOM 30
31	GROUP 31	AREA 31	OPS ROOM 31
32	GROUP 32	AREA 32	OPS ROOM 32
33	GROUP 33	AREA 33	OPS ROOM 33
34	GROUP 34	AREA 34	OPS ROOM 34
35	GROUP 35	AREA 35	OPS ROOM 35
36	GROUP 36	AREA 36	OPS ROOM 36
37	GROUP 37	AREA 37	OPS ROOM 37
38	GROUP 38	AREA 38	OPS ROOM 38
39	GROUP 39	AREA 39	OPS ROOM 39
40	GROUP 40	AREA 40	OPS ROOM 40
41	GROUP 41	AREA 41	OPS ROOM 41
42	GROUP 42	AREA 42	OPS ROOM 42
43	GROUP 43	AREA 43	OPS ROOM 43
44	GROUP 44	AREA 44	OPS ROOM 44
45	GROUP 45	AREA 45	OPS ROOM 45
46	GROUP 46	AREA 46	OPS ROOM 46
47	GROUP 47	AREA 47	OPS ROOM 47
48	GROUP 48	AREA 48	OPS ROOM 48
49	GROUP 49	AREA 49	OPS ROOM 49
50	GROUP 50	AREA 50	OPS ROOM 50
51	GROUP 51	AREA 51	OPS ROOM 51
52	GROUP 52	AREA 52	OPS ROOM 52
53	GROUP 53	AREA 53	OPS ROOM 53
54	GROUP 54	AREA 54	OPS ROOM 54
55	GROUP 55	AREA 55	OPS ROOM 55
56	GROUP 56	AREA 56	OPS ROOM 56
57	GROUP 57	AREA 57	OPS ROOM 57
58	GROUP 58	AREA 58	OPS ROOM 58
59	GROUP 59	AREA 59	OPS ROOM 59
60	GROUP 60	AREA 60	OPS ROOM 60
61	GROUP 61	AREA 61	OPS ROOM 61
62	GROUP 62	AREA 62	OPS ROOM 62
63	GROUP 63	AREA 63	OPS ROOM 63
64	GROUP 64	AREA 64	OPS ROOM 64
65	GROUP 65	AREA 65	OPS ROOM 65
66	GROUP 66	AREA 66	OPS ROOM 66
67	GROUP 67	AREA 67	OPS ROOM 67
68	GROUP 68	AREA 68	OPS ROOM 68
69	GROUP 69	AREA 69	OPS ROOM 69
70	GROUP 70	AREA 70	OPS ROOM 70
71	GROUP 71	AREA 71	OPS ROOM 71
72	GROUP 72	AREA 72	OPS ROOM 72
73	GROUP 73	AREA 73	OPS ROOM 73
74	GROUP 74	AREA 74	OPS ROOM 74
75	GROUP 75	AREA 75	OPS ROOM 75
76	GROUP 76	AREA 76	OPS ROOM 76
77	GROUP 77	AREA 77	OPS ROOM 77
78	GROUP 78	AREA 78	OPS ROOM 78
79	GROUP 79	AREA 79	OPS ROOM 79
80	GROUP 80	AREA 80	OPS ROOM 80
81	GROUP 81	AREA 81	OPS ROOM 81
82	GROUP 82	AREA 82	OPS ROOM 82
83	GROUP 83	AREA 83	OPS ROOM 83
84	GROUP 84	AREA 84	OPS ROOM 84
85	GROUP 85	AREA 85	OPS ROOM 85
86	GROUP 86	AREA 86	OPS ROOM 86
87	GROUP 87	AREA 87	OPS ROOM 87
88	GROUP 88	AREA 88	OPS ROOM 88
89	GROUP 89		

Details of goods service or meeting place		Payment	
		£	p
ATTACH RECEIPTED ACCOUNT OR OTHER EVIDENCE OF PAYMENT AS APPROPRIATE <div style="float: right;">TOTAL</div>			

Name and Address of person, organisation or firm to whom payment is to be sent:
(To be completed in BLOCK CAPITALS)

NAME of PAYEE
 ADDRESS

CERTIFIED CORRECT FOR PAYMENT

Signature of Authorising Officer

Date 19.....

Every bill must be recorded in the Group or Area HQ Bills Register on Form 16 or Form 902 together with the date on which it is sent to HQROC for payment

To: HQ No 2 Group ROC

GHQ use only

Voucher No _____

Date Despatched _____

Unit Postal Officer

From:

Name Rank Post/Crew/NRC _____

Please forward the following postage stamps:-

@ =

@ =

@ =

=====

I certify that the previous issue of stamps has been used on official correspondence.

Signature

Date

Envelopes, stationery required:-

CHAPTER NINE

SECTION 1 - POST INVENTORIES

901. The Group Staff Officer is the holder of the main Group Inventory, RAF Form 37. Responsibility for equipment and stock holdings at Post level is delegated to each Post Head Observer.

902. A RAF Form 668R is raised by Group Headquarters for each Post. This form is retained at Group Headquarters. The Form 668R must carry the signature of the current Post Head Observer.

903. A Sub Form 668R, containing all items and quantities issued, is raised by Group Headquarters for retention by the Post Head Observer.

904. On taking up appointment, the new Post Head Observer in conjunction with the Group Officer will carry out a full Inventory Check using a new Form 668R generated by Group Headquarters. All discrepancies, both losses and overbearings will be noted on RAF Form 4137 which will accompany the new 668R.

905. On completion of the check, the Post Head Observer will sign the F668R and F4137. The Group Officer will countersign only the F4137 and both forms are returned to Group Headquarters where the old F668R is destroyed.

Annual Inventory Checks

906. Between 1 April and 30 September each year, a complete physical check of equipment at each Post in the Group is to be completed by the Group Officer and Post Head Observer.

907. Prior to this check, the Post Head Observer is to return his copy of the Sub Form 668R to Group Headquarters where they will be reconciled with the Group Headquarters copy F668R.

908. Sub Form 668R, together with an Inventory Discrepancy Certificate F4137, will be sent to Group Officers for each Post in their Section, Group Officers are to plan a programme of checks and inform Group Headquarters of the planned dates so that the GSO may attend one check in each Section.

909. On completion of each check, the Sub Form 668R is to be amended to conform with the stock held at the Post. It is to be held by the Post Head Observer in a safe place which is not to be at the Post. The F4137 will be completed, indicating deficiencies and overbearings, then signed by the Group Officer and Post Head Observer at 'Holder' under Certificate. The F4137 should be returned to Group headquarters immediately after the check.

910. At Group Headquarters, the Form 668R will be amended from the F4137 as necessary and replacement equipment ordered.

Issue of Equipment to Posts

911. When equipment is issued to Posts, a proforma will be raised in duplicate by the Group Headquarters. One copy will be retained and the second will accompany the reissue to the Post Head Observer. The Post Head Observer will add the issue items to his Sub Form 668R, sign the proforma and return it to Group Headquarters as proof of receipt. The Group Headquarters F668R will then be amended accordingly.

Radiac and Meteorological Equipment

912. Radiac equipment at all Post and Meteorological Equipment for METARA Posts is included on the F668R. Any Serial Numbers of this equipment should always be noted on the form.

913. Periodically, a complete exchange of Radiac Equipment will take place. This is usually on a two yearly basis. All FSMs, RSMs and war pack Individual Dosimeters and Charging Units will be recovered under local arrangements made by Group Headquarters.

914. Operational FSMs, RSMs and Training Dosimeters and Charging Units will be exchanged as routine on a one for one basis as they become faulty.

PE Sets and Post Batteries

915. Petrol Electric Charging Units and Post Batteries may be exchanged on a one for one replacement basis throughout the year by Group Headquarters.

SECTION 2 - POST INSPECTIONS

Post Head Observers Monthly Inspections

916. PHOs are required to carry out monthly inspections of the structure and condition of the Post and Post site. It is suggested that the monthly PW testing evening provides an ideal opportunity.

917. In the current atmosphere of financial constraint, the monthly Post Inspection Reports are essential for justification of any works at the Post. They form the only regular source of information to GHQ and are essential to the GSO in the performance of his duties in regard to organising works services at Post level.

918. If, for any reason, the PHO is unable to carry out the monthly inspection the duty may be delegated to the Post Instructor.

Group Officers Six Monthly Inspection Reports

919. Group Officers are required to submit a comprehensive six monthly Inspection Report on each Post in their Section, in addition to the PHOs monthly Inspections. The first of these inspections will coincide with the annual Post Inventory Check and the second will take place six months later, usually coinciding with a major exercise.

SECTION 3 - MINOR WORKS

920. Royal Observer Corps Groups no longer have control over specifically allocated works budgets. All works funding now has to be completed for on a priority basis annually.

921. In June or July each year, the PHO will receive a request from GHQ to identify any necessary works for inclusion in the next years works programme. These returns must be promptly submitted to GHQ by the end of September as the request for funds has to be complete by November.

922. Minor works are those which are considered to be outside the normal range of competence for Post personnel to undertake under the Self Help maintenance Scheme. All requests for minor works should be accompanied by an estimate of the approximate cost to the organisation for employing an outside contractor to perform the work.

923. Approval for any minor works is usually given in April/May of the following year though, as funds have to be allocated on a priority basis, there is no absolute guarantee that a job will receive approval.

SECTION 4 - REACTIVE MAINTENANCE

924. Each year a small sum of money is set aside from the national works budget to cover emergencies, such as vandalism or a health and safety risk discovered at a Post or Control.

925. Any such need for work identified as reactive maintenance should be immediately notified to Group Headquarters and the Group Officer informed. Necessary action will be taken by Group Headquarters staff.

SECTION 5 - SELF HELP MAINTENANCE

926. All Posts are allocated a specific grant of funds, on an annual basis, to carry out minor works within the competence of Post members such as grass cutting and general decoration. The amount allocated will be notified by Group Headquarters at the start of the financial year.

927. This allocation is to an individual Post and not transferrable from low to high spending Posts, neither may it be exceeded. There is a limit of £50 maximum for any works undertaken at one time.

928. At the start of the financial year each Post Head Observer should submit Tender Forms for works to be undertaken within that year. Each tender should detail rough costings for the work. When approval is given for the work to be undertaken Group Headquarters will issue a Form PRS2 to the Post Head Observer as an order for the job to be done.

929. On completion of the work as detailed, the Post Head Observer should certify that the job has been carried out to his satisfaction, sign and date the form then return it promptly to Group Headquarters where it will be processed and sent for payment.

930. Works carried out under SHM are checked by the Group Officer during routine visits to the Post and may be the subject of a spot check by the Group Staff Officer.

931. The monies paid under the SHM scheme are to be regarded as reimbursement for expenses incurred in the completion of the job. As such, there is no profit element to declare to the Inland Revenue. However, should a Post Head Observer need further guidance or advice on taxation of SHM he should contact Group Headquarters.

932. Examples of forms are shown as detailed below:

- ANNEX A - Sub Form 668R (front page only)
- ANNEX B - RAF Form 4137
- ANNEX C - PHO Monthly Inspection Report (ROC/ADMIN/27)
- ANNEX D - Tender for Minor Works
- ANNEX E - Home Office Form PRS2

Reference: SSI No 8

Chief Observer Group Post

Reference No	Description	Qty Issued	Remarks
5J2109	Battery, Alkaline 12v		
5J7436647	Battery, Marathon Alcad 12v		
	Clock, Wall (Radio Posts)		
MET 67	Barometer, Aneroid (ROCMET)		
MET 560	Frame, Whirling, Psychrometer		
MET 642	Thermometer (for MET 560)		
MET 1096	Anemometer, hand-held		
RD284 & 286	FSM(T) & Case, transit		
RD290	Ground Zero Indicator (Ser. No)		
RD310	Bomb Power Indicator (Ser. No)		
CE1083/1084	Petrol Electric Set (Ser. No)		
A365/395	Siren, hand (Selected Posts)		
NIV	Radio (Post) comprising:		
	Tx/Rx set, headphones, mast and		
	aerial, feed cable, pump		
RD246	Fixed Survey Meter (PDRM82F)		
RD245	Radiac Survey Meter (PDRM82)		
RD	Fixed Survey Meter Trainer		
RD95	Charging Unit (Dosi) Ser		
RD99	Charging Unit (Transistorised)		
RD190	Dosimeter, Individual No 3		
RD197	Dosimeter, Individual No 4		
NIV	AD8010 Loudspeaker/Telephone		
NIV	WB1400 Receiver		
7110-1393101	Chair, GP		
J1-4510-1222176	Closet, Chemical		
7105-9109174	Bedsteads		
7105-9425780	Mirror		

Reference No	Description	Qty Issued	Remarks
7201-9424896	Blankets		
7201-1276335	Mattresses		
7201-9100611	Mattress Underlay		
7220-1292455	Matting, Floor, 36in width		
7220-1279371	Mats, Floor, 32in x 20in		
NIV	Scandura, Floor covering		
7240-1373978	Bowl, Plastic		
7240-1296747	Bucket, plastic with lid		
23-9736265	Pans, Mess Kit (Sets)		
7330-1291965	Saucepan, 2 pt		
7340-1206105	Knives, table, large S/S		
7340-1206107	Forks, table, large S/S		
7340-1206109	Spoons, dessert S/S		
7350-1292951	Plates, Melamine (obsolete)		
7350-9423200	Teapot		
7520-1381138	Bin, wastepaper		
2209425938-41	Boots, rubber (pairs)		
2261253339-40	Jackets, protective (obsolete)		
2261253341-42	Trousers, protective (obsolete)		
2261383218	Jackets, Foul Weather (Med)		
2261383219	Jackets, Foul Weather (Large)		
2261383225	Trousers, Foul Weather (Large)		
2261383226	Trousers, Foul Weather (X-Large)		
2269735064/66	Jerkins, PVC (obsolete)		
NIV	Capes, Monsoon (obsolete)		
2261270969/71	Coats, Duffel		
5120-9105473	Pick head		
5120-9104746	Pick head handle		
1A-4683103	Crow Bar		
3750-9105549	Spade, Garden		
7210-1379541	Towel, dish		
RD271	Rod Clamp		
RD273	Spanner 9/16" x 5/8"		
RD274	Spanner 5/8" single end		
RD301	Spanner d/e (for GZI)		
NIV	Wrench, cock (for BPI)		
RD279	Rod, Telescopic		
RD281	Plastic dome cover & ring		
RD308	Bin (GZI)		
RD309	Bin, lid (GZI)		
CE3212	Cables, heavy duty (pairs)		

Reference No	Description	Qty Issued	Remarks
CE0243	Petrol container (2 gal)		
CE0244	Petrol container (1 gal)		
NIV	Padlocks (Chubb or similar)		
5A9105033	Torch, type Y, right-angle		
J2-7240-1207251	Cans, water, plastic, 5-gal		
	Cans, metal, 4½ gal (for petrol)		
5X-6240995-7249	Lamps, 12v 6w		
7920-1206638	Sponge		
7290-1299070	Pans, dust		
7330-1204781	Can opener, hand		
Local purchase	Kettle, 2-pint		
7350-1207576	Mug, drinking, ¾ pint		
7920-1392216	Broom, head		
7920-1208961	Broom, handle		
7920-9432803	Brush, sweeping, hand		
32A-9425042	Rope, sisal (feet)		
	Soap, bars		
	Powder, cleaning (cartons)		
33F-2201944	Fluid, disinfectant (gal)		
RD285	Spool, permatrace		
RD287	Screwdriver (FSM(I))		
RD293	Cassettes (GZI) sets NSEW		
RD299	Printing-out paper (Box)		
RD360	Satchel, lightproof		
M1390	Sling, rope (or nylon)		
	PE Set Accessory Kit:		
CE1049	Screwdriver		
CE1251	Plug spanner & I-bar		
CE0079	Top-up container		
CE1094	PE Set Handbook		
CE3213/4	Terminals (pos & neg) pair		
"	" " " Radio Posts		
CE0242	Funnel		

Reference No	Description	Qty Issued	Remarks
NIV	Engine running log		
NIV	Battery servicing log		
CE3124	Sparking Plug		
CE3208	Fuse (PE Set) 20amp		
NIV	"Centreforge" Mini-cookers		
NIV 101	Trivet, cooking		
6135-9101101	Batteries 1.5v (torch)		
6135-9101101	Batteries (Charging Unit)		
52-01-8167	First Aid Kit & Sterile Water		
56-47-0019	Pads, scourer		
NIV	Toilet Rolls		
47-770012	Plastic bags (waste)		
NIV	Ration Packs, Menu		
NIV	Ration Packs, Menu		
NIV	Ration Packs, Menu		
NIV	Ration Packs, Menu		
NIV	Ration Packs, Menu		
NIV	Biscuits, Packs		

RAF SUPPLY INVENTORY DISCREPANCY CERTIFICATE

ANNEX B TO
CHAPTER 9

Station/Unit	Period of Account	Voucher No.
*Flight/Section/Mess/Quarter	*Accommodation Stores Technical Role Equipment	Inventory Code
Holder at Date of Check	Date of Check	

REASON FOR CHECK

- *INITIAL TAKE-OVER
- *HOLDERS CHECK
- *INDEPENDENT CHECK
- *V&A/CLASSIFIED EQUIPMENT CHECK
- *HAND-OVER/TAKE-OVER CHECK

CERTIFICATE

CERTIFIED that the equipment recorded in the above-mentioned inventory has been checked and that:

- *there are no discrepancies
- *there are discrepancies as recorded overleaf.

NOTE: Action will be taken to raise the necessary vouchers to adjust the SCAF records without further reference to the Holder.

.....
*Holder or Individual Handing Over

.....
*Independent Checker or Individual Taking Over

NEW INVENTORY HOLDER (to be completed where applicable)

NAME..... RANK..... TEL. EXT.....
use block letters

DEPUTY INVENTORY HOLDER

NAME..... RANK..... TEL. EXT.....
use block letters

FOR USE BY SCAF ONLY.

The number of sheets contained in the inventory is to be entered below in words by OC SCAF.

No. of Sheets ADP..... Manuscript.....	Date	Signature of OC SCAF.
--	------	-----------------------

*Delete as necessary

SURPLUSES												
Line Letter	MOD Stock Reference	Description	Qty	VDU Civ No.	Off-Set/ F4C Details	F34/ F664B IV No.	MOD Stock Reference	Description	Qty	VDU CRV No.	Off-Set F4C Details	Line Letter
A												A
B												B
C												C
D												D
E												E
F												F
G												G
H												H
J												J
K												K
L												L
M												M
N												N
O												O
P												P

F670	F464	F4C	VDU Inputs
Inits/Date	Inits/Date	Inits/Date	Inits/Date

CERTIFIED that all discrepancies have been investigated and adjusted.

Date.....

.....
Signature of OC SCAF

NOTE: Input Discrepancies on VDU using: TC GUA for Deficiencies, TC RIU for Surpluses

POST INSPECTION REPORTBY HEAD OBSERVERANNEX C TO
CHAPTER 9

Group: _____ Post: _____ / _____ Date of Inspection _____

INSPECTION	REMARKS TO INCLUDE		GHQ USE
	YES	NO	UNSERVICEABLE ITEMS, DEFICIENT ITEMS, WORK REQUIRED
1. Is the External environment of the Post site in good order? (ie, grass cut, Post site tidy, hedges tidy - Post fencing and entrance gate serviceable, earth mound in good shape)			
2. Is the External Post structure in good order? (concrete structure and surround, probe pipes, ventilator louvres, associated external radio equipment (if radio Post))			
3. Is the security of the Post intact? (Entrance hatch cover, Chubb padlocks, T-key hole, hinges and hasps) 'Torlift' Hatch Key and centre piece serviceable where fitted.			
4. Is the Post entrance, hatch balance weight and mechanism secure? (Safety chain, hinges secure and greased, hatch handle, entrance ladder) or 'Torlift' mechanism if fitted. Hatch drainage channel clear.			
5. Is the Internal Post structure in good order? (Internal doors and locks, wall insulation, working surfaces, cupboards, internal woodwork, 3 ventilator shutters and rails. Is the water pump serviceable.			
6. Is all internal electrical equipment in good order? (Battery cables, electrical wiring, British Telecoms wiring, batteries, fuses, filaments and time switch) Master Posts: Are the following items secure and serviceable: a. Battery Changeover Box b. Battery Low Indicator c. Radio d. Mast, Aerial and fittings e. External Post Outlet Box f. Lightning Conductor			

INSPECTION	REMARKS TO INCLUDE		GHQ USE
	YES	NO	
7.a. Is all barrack equipment in good order? (Beds, blankets, etc, feeding utensils, protective clothing etc, as shown on 668R) b. Is First Aid Kit complete?			
8. Is all Post operational equipment in good order? a. Carrier Receiver b. Loudspeaker Telephone c. FSM d. RSM e. BPI f. GZI g. Siren * h. PE Set/Portable Generator i. Operating Clock (Master Posts Only)			
9. Is the training equipment in good order? a. FSMT b. Dosimeter c. Charging Unit			
10. If any equipment is held on loan from Group Headquarters, list and confirm serviceability.			
11. Rations: (if applicable) Water stocks - specify date of last replenishment			
12. Ventilation equipment (serviceability if fitted)			

GENERAL REMARKS BY HEAD OBSERVER

Date _____ Signed _____

NOTE 1 - Under the heading of 'GENERAL REMARKS', THE Head Observer is to report the latest situation on:

- Works outstanding.
- Works completed since last report.
- Any other relevant information regarding the general state of the Post and site.
- If the NO Column is ticked please amplify in the Remarks Column.

* Specify which type

BED/715/7/ /WKS

FORM BED/WKS/1

MINOR WORKS (POSTS)

To: HQ No 7 Group ROC .

Date

Authority is requested for the work itemised below, which I undertake to carry out as the nominated contractor.

Post BED/.....

Description

Cost

£

- (a) Grass Cutting
- (b) Other Works (specify)

(Delete (a) or (b) as appropriate). Total Cost £

(Signed)

Head Observer

ORDER FORM

ANNEX E TO
CHAPTER 9Serial No. XXXXXXXXXX

To:

EXAMPLE

From:

Tel. No.

Ext.

Location of work

Completion required by

Date of order

For further information
or inspection please contact

Telephone No.

Dear Sirs

Would you please carry out the work services described below and inform me in advance of the likely cost, including delivery, labour, materials and VAT. Your account should include the serial number referred to above and should be sent to me as soon as the work has been completed.

Yours faithfully,

Item No.	Description of work required (including access limitations)
	EXAMPLE

CHAPTER TEN

UNIFORM

Introduction

1001. The Central Clothing Store at Headquarters Royal Observer Corps is responsible for the demand, receipt, storage, issue of, and accounting for both sparetime Officers and Observers uniform clothing.
1002. The HQ ROC Supply Officer is responsible for the overall organisation and administration of the Central Clothing Store (CCS).
1003. Authorised scales of uniform clothing for sparetime Officers and Observers are detailed at ANNEX A to this Chapter and in AP3306, Annexes T and U.
1004. Additional authorised items of uniform clothing which personnel may purchase at their own expense are detailed in AP3306, Chapter 9 para 908 a-h, and are the subject of Chapter 11 of this guide.

1005. Size Roll Forms To demand clothing, the following forms only are to be used:

- a. CCS 1 - Initial Issues (Male)
- b. CCS 2 - Initial Issues (Female)
- c. CCS 3 - Replacement of unserviceable/life expired items and return of initial issue (Male)
- d. CCS 4 - Replacement of unserviceable/life expired items and return of initial issue (Female)
- e. CCS 7 - Initial issue to sparetime Officers on appointment and replacement of Officers unserviceable/life expired items.
- f. F1119/F1119A - Uniform demand special sizes.
Officer's Initial Issue.
All personnel for whom stock sizes are unsuitable.

1006. Use of forms

- a. CCS 1/2/3/4 are held at Group Headquarters for issue as necessary.
- b. CCS 3/4 are included in all issues for CCS and are to be used by the recipient if necessary. Officers or Chief Observers must ensure that when completing Part A of the form, the address to which the replacement is to be sent is:

1. The Post Head Observer - for Post personnel.
 2. The NRC Officer - for NRC personnel.
 3. The Crew Officer (Name Only) - for Crew personnel, and that part B is completed and signed.
- c. CCS 7 - A copy of CCS 7 will be sent directly to an Officer on initial appointment. CCS 7 stocks are held at GHQ for replacement of unserviceable or life expired items other than No 1 uniform.
- d. F1119/F1119A - A copy will be sent direct to an Officer on initial appointment. Accurate completion of all relevant Sections is essential to ensure correct fitting.

For Observers, the form will be sent direct to Group Headquarters.

1007. Replacements Each item of uniform clothing has a minimum life, details of which are shown in AP1943; extracts of which are published as ANNEX B to this Chapter. Uniform clothing is not normally replaced before the expiration of its minimum life. Applications for replacement are to be notified on Forms CCS 3/4/7 and must be certified as appropriate.

INITIAL ISSUE

Sparetime Officers

1008. On initial appointment, CCS will send direct to the Officer's home address:

- a. One gilt metal cap badge
- b. One pair raincoat rank badges
- c. One pair of rank slides
- d. One pair gilt metal ROC titles
- e. One length rank braid

1009. Forms CCS 7 and F1119/F1119A will be sent under separate cover.

1010. The advice copy of Form 603F (Initial Issues to Officers) will be sent direct to Group Headquarters. A photocopy will be sent to the Officer and the original filed with the Officer's personal records.

1011. On receipt of Forms CCS 7 and F1119A/F1119A, the Officer is to complete CCS 7 and return it immediately to CCS for issue of additional clothing. F1119/F1119A is also to be sent direct to CCS for tailoring of the No 1 uniform. This uniform, when received by CCS will be dispatched direct to the Officer.

Observers

1012. When Group Headquarters is notified that an Observer has passed the Basic Test, the appropriate Form CCS 1 or CCS 2, will be completed in parts A and B, then forwarded to the Observer for completion of Part C.
1013. Part C of the CCS 1/2 is to be completed fully and carefully and must include hat and shirt sizes for Woman Observers. The importance of providing accurate information cannot be overstressed.
1014. Following receipt of the completed CCS 1/2, the uniform will be dispatched to the addressee as detailed in para 1006b.
1015. Dispatch details will be sent by post to Group Headquarters - F600 Blue copy - this will be photocopied and sent to the Officer of Head Observer. If the uniform is not received within 21 days the Central Clothing Stores are to be notified. This will enable claim action to be taken.
1016. When the uniform has been received and issued by the Officer/Chief Observer, a check should be made to ensure that it is a reasonable fit. The Form 600 (Red copy) is to be signed and returned immediately to CCS using the envelope and the 'Business Reply Service' label provided - even if some or all of the items are ill fitting. It should be noted that F600 (Red copy) is an accountable document and must be returned to provide proof of receipt.
1017. Minor alterations may be carried out locally provided that costs incurred do not exceed limits set by HQ ROC. Where minor alterations are necessary an estimated cost should be obtained and authorisation requested from Group Headquarters. A receipt for any incurred expenditure is to be obtained and forwarded to Group HQ for reimbursement. Failure to observe the above procedure may result in HQ ROC Accounts Section refusing the claim.
1018. Should it be necessary to exchange any or all of the items, the parcel should be dispatched to HQ ROC CCS using the 'Parcel Post' label (printed with large 'P') provided. Prepayment is not necessary as charges will be paid by HQ ROC. The date of posting should be noted. Enclosed with the uniform should be the completed Form CCS 3 or CCS 4, which are included with any issue from CCS. Care must be taken to indicate in the sections provided on these forms the reason why items are unsuitable. If a receipt has not been received within 21 days of posting, claim action is to be initiated. Unused parcel labels should be retained by Crew Officers or Post Head Observers.
1019. Replacement of unserviceable clothing. When it is necessary to replace worn items of uniform, the following procedures are to be adopted:
- a. Sparetime Officers Form CCS 7 is to be completed by the Officer and forwarded to Group Headquarters for certification by the DGC/GSO who will mark the bottom of the form 'Application approved'. The top of the form will then be endorsed 'REPLACEMENT' and forwarded to CCS.

b. Observers After completion by an Observer, Form CCS 3/4 is to be certified by the appropriate Group, Crew or NRC Officer, who will forward it to Group Headquarters. The form will be endorsed 'REPLACEMENT' at the top and sent to CCS. It is important that sparetime Officers inspect the items for exchange as suitability for wear rather than age is to be the main consideration.

1020. Additional Optional items of uniform may be purchased and worn, subject to regulations. See Chapter 11 for details.

1021. Recovery of clothing on resignation. Uniform need only be recovered when an Observer resigns or is discharged from the Corps within six months of the date of issue. However, all part worn items of uniform should be recovered if possible (voluntarily from outgoing Observers) as some or all of the items may be serviceable.

1022. All issues of coveralls are to be recovered, irrespective of date of issue. Failure to return coveralls will result in the levy of the cost of the garments being made on the Observer.

1023. If a receipt for returned clothing has not been received from CCS within 21 days of dispatch, a claim is to be submitted against the Post Office. Details of how to claim and relevant forms are available from the Post Office.

Reference: SSI 7 Issue No 4 dated 30 Oct 85.

ANNEX A - Scale of Uniform - Officers and Observers
ANNEX B - Life Expectancy of Uniform

SCALE OF OFFICER' UNIFORM

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

SCALE OF OBSERVERS' UNIFORM

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

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, round necked (Post personnel only)	1
HDW Jersey blue/grey (Post personnel only)	1	Slacks (Post personnel only)	1 pr
		Socks, blue/grey (Post personnel only)	2 prs

ARTICLES OF UNIFORM ISSUED TO OBSERVERS AND THEIR LIFE EXPECTANCY

Observers

<u>Item</u>	<u>Qty Issued</u>	<u>Life</u>
Shirts	2	18 months
Socks	2 pairs	
Shoes	1 pair	22 months
No 2 Uniform Blouse	1	3 years
Raincoat RAF	1	5 years
Trousers RAF	1	3 years
Beret	1	2 years
Heavy Duty Woollen Pullover	1	(Post Observers only)
Tie	1	2 years

Women Observers

Shirts	2	18 months
Shoes	1 pair	22 months
No 2 Uniform Blouse	1	3 years
Raincoat	1	5 years
Skirt	1	3 years
Slacks	1 pair	3 years (Post Observers only)
Stockings	2 pairs	Initial issue only
Beret	1	2 years
Bags Shoulder	1	Indefinite
Tie	1	2 years

Note: The life expectancy periods given above are the minimum periods each item is expected to last in normal wear. Uniform will obviously last considerably longer for Corps members, especially if properly looked after.

CHAPTER ELEVEN

UNIFORM - OPTIONAL ITEMS AND DRESS REGULATIONS

INTRODUCTION

1101. This Chapter details the optional items of uniform which may be worn by ROC personnel and defines the occasions on which they may be worn and also their sources of supply. Incorporated are the Orders of Dress for the Royal Observer Corps.

OPTIONAL WEAR ITEMS - ENTITLEMENT

1102. Heavy Duty Woollen Jersey (RAF) This is an approved item of ROC uniform which is issued to all Post Observers. All wholetime and sparetime male Officers and male Observers from Crews or NRC may purchase this item - para 1109 refers.

1103. Heavy Duty Woollen Jersey (WRAF) May be purchased and worn by all female wholetime and sparetime Officers and female Observers of Crews or NRC - para 1109 refers.

1104. Cap Service No 1, WRAF May be purchased and worn by all women Officers and Observers on occasions specified at para 1110.

1105. Court Shoes - Plain Black May be purchased and worn by all women Officers and Observers on occasions specified at para 1112.

1106. Cap, Field Service, RAF May be purchased and worn by all male Officers and Observers on occasions specified at para 1111.

1107. Stable Belt (ROC) May be purchased and worn in place of the blue/grey webbing belt by all male Officers and Observers on occasions specified at para 1113.

1108. Short Sleeved Shirt May be purchased and worn by male Officers only, on occasions specified at para 1114.

WEARING OF OPTIONAL ITEMS AND THEIR SUPPLY

1109. Heavy Duty Woollen Jersey, RAF, WRAF This item is identical to service issue and may be worn on all normal duty occasions unless otherwise specified by the Group Commandant. It is not to be worn at formal parades, neither should it be worn under the No 1 or No 2 Dress Jacket. A collar and tie must be worn whenever the jersey is worn. Post male and female Observers are issued with this item. Other entitled personnel (see paras 1102/1103) may purchase this item by submitting a Form CCS 1/2 through Group Headquarters, endorsed 'PREPAYMENT, HD JERSEY RAF/WRAF' as appropriate. The Form CCS 1/2 is to be accompanied by a cheque for the correct amount (see para 1116). The size roll is to be completed in parts 1, 2 and 3, part 3 showing chest or bust size as appropriate.

1110. Cap Service No 1 WRAF This item may be purchased from CCS at The current price (see para 1116) on receipt of Form CCS 1/2 endorsed 'Cap No 1 WRAF - Prepayment'. Part 3 of the form must show hat size to nearest 1/8". Caps are available in sizes 6 1/4 to 7 5/8 at 1/8 intervals. Not all sizes are stocked, and a particular size may have to be demanded specially. This item may be worn on all normal duty occasions unless otherwise specified by the Group Commandant. They are not to be worn on formal parades unless instructed otherwise - eg Camp Guard of Honour. It is to be worn with 1" of forehead showing above the eyebrow and the ROC badge above the left eye. No hair is to be visible on the forehead.

1111. Cap Field Service RAF This issue cannot be supplied by or through CCS. Intending purchasers should enquire of Hobson and Sons, 154-164 Tooley Street, London SE1. A size larger than the SD Cap or beret is advisable for stability. ROC buttons (plastic) are available free from CCS on request. The RAF Field Service Cap is to be worn with the lower button central to the forehead and the cap tilted to the right until the lower edge is 1" above the right eyebrow. The regulations on their wearing are as for the Cap Service No 1 WRAF at para 1110 above.

1112. Court Shoes - Black These items are not available through CCS. Originally the acceptable pattern was from the 'Lotus Crown Collection' Plain Jane style, this may not be available at all shops. 'Shupost' Ltd style T, distributed by mail order only is available from this Company at 1 Downs Park Road, London E8 2HD. If a NAAFI shop is accessible, suitable shoes may be purchased or ordered. An essential requirement of any court shoe is that it be totally plain. The shoes may be worn on all normal duty occasions unless otherwise specified by the Group Commandant. For all formal parades and marching occasions, the standard service laced shoes are to be worn.

1113. The Stable Belt (ROC) May be worn as an alternative to the blue/grey webbing belt on duty occasions where the wearing of Summer Dress has been authorised, unless specified otherwise by the Group Commandant. The belt is to be worn with the fastening over the left hip. It is not to be worn over the HD Jersey. It is available on prepayment from HW Clifton and Son, 33 Midland Road, Bedford. Tel: Bedford 49118 for price list.

1114. The Short Sleeved Shirt May be worn by male Officers only, on an RAF Station where the Station Commander has sanctioned its wearing by RAF Officers. It is worn without a tie and with the top button undone. It may not be worn outside the Station, except in private transport. If it is necessary to leave the transport, then a tie and HD Jersey or jacket is also to be worn. The shirt is not to be worn on any ROC duty occasions except at Annual Training Camp at an RAF Station and then only when approved by the Camp Commandant. The shirt is only available from NAAFI Shops.

1115. It is to be noted that occasions for wearing optional dress may or may not apply at Annual Training Camps. Orders of dress for training and ceremonial activities will be published in Camp Routine Orders and will be modified as and when necessary through the medium of announcements.

PRICES

1116. No prices are quoted here as they are liable to change. Current prices are available from Group Headquarters. For items available from CCS, cheques should be made payable to:

Public Sub Account, HMG3657

ANNEXURES

- A. Orders of Dress - Officers
- B. Orders of Dress - Observers

References: HQ ROC ASI No 40 Issue 1 dated 16 Nov 82

AP 3306, Annex V, Annex W

ORDER OF DRESS - 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 Cap, service dress No 1 (S/T officers) ● Laced shoes are to be worn for marching occasions</p>
2	Working Dress (all year) spare-time 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) Beret, ROC with gilt badge (S/T officers) Jacket No 2 dress 1972 pattern Trousers No 2 dress 1972 pattern Shirt, blue Tie, black Shoes, black leather or DMS Socks, black Belt, blue grey</p> <p><i>For protection or if ordered</i> Raincoat Gloves, brown leather</p> <p><i>Optional</i> HD Woollen jersey RAF in place of jacket No 2 Cap, field service, RAF with gilt badge Cap, service dress (S/T officers) Beret, ROC with gilt badge (W/T officers and only under field conditions)</p>	<p>Cap, service dress No 1 (W/T officers) Beret, ROC with gilt badge (S/T officers) Jacket No 2 dress 1972 pattern Skirt No 2 dress 1972 pattern Shirt, blue Tie, black Hose (beige seamless tights) Shoes, black leather or DMS</p> <p><i>For protection or if ordered</i> Raincoat Gloves, brown leather</p> <p><i>Optional</i> HD Woollen jersey WRAF in place of jacket No 2 Cap No 1 WRAF Cap, service dress No 1 (S/T officers) Beret, ROC with gilt badge (W/T officers and only under field conditions) Shoes, black, court● Slacks, No 2 dress 1972 pattern (W/T officers and S/T Group Officers) ● Laced shoes are to be worn for marching occasions</p>

ORDER OF DRESS - OFFICERS

DRESS NO	SHORT DESCRIPTION	MALE	FEMALE	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 <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) <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 for marching occasions. Short sleeved blouse, WRAF	5	Optional Mess Dress	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 hop 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) <i>Optional</i> Cap, SD No 1 (S/T officers) <i>Notes:</i> 1. Miniature Orders, decorations, medals and entitled (worn below the rank badge). 2. One ROC gilt title (worn on the right side of the collar).	Evening gown, WRAF pattern Brooch, rank (as entitled) Shoes, plain court, gold Bag, gold, small Hose (beige seamless tights) <i>Optional</i> Ear-rings, small pearl or gold Fur coat or fur cape (outdoors) <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).
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 OBSERVERS

DRESS NO	SHORT DESCRIPTION	MALE	FEMALE
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 Skirt, 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</p> <p>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 Cap, field service Raincoat (for protection or when ordered)</p> <p>NAAFI supplied short sleeved shirt</p>	<p>Beret, ROC, with metal badge Shirt, blue, sleeves down Skirt, No 2 1972 pattern Tie, black Hose (stockings as issued or beige 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>

CHAPTER TWELVE

ROYAL OBSERVER CORPS ANNUAL TRAINING CAMPS

INTRODUCTION

1201. ROC Training Camps are held annually, normally at a Royal Air Force Station. Attendance by sparetime Corps members is on a voluntary basis, and the maximum number of Officers, male and female Observers attending is governed by the accommodation available.

1202. Wholetime Officers are appointed to the Camp permanent Staff to implement the training, administration and equipment supply as determined by HQ ROC, and consist of:

Camp Commandant	-	Obs Cdr/Obs Lt Cdr
Camp Executive	-	Obs Lt Cdr
Course Directors	-	Obs Lt Cdr
Supply Officer	-	Obs Lt
Adjutant	-	Obs Lt
Entertainments Officer	-	Obs Lt

ALLOCATION OF CAMP VACANCIES

1203. The experience of Camp attendance must be spread as widely throughout the Corps as is possible. To ensure that those with limited or no previous Camp experience are given the opportunity to attend, the following order of priority will be applied by Group Commandants to Camp applications:

- a. Experienced and qualified members who have not previously attended Camp and Chief and Leading Observers who would benefit from a TOI course and who have not successfully completed such a course in the last three years.
- b. New members who have passed the Basic Test but have no previous Camp experience.
- c. Members who have passed the Basic Test but have only attended one or two Camps.
- d. Other members who have limited Camp experience, ie have attended no more than three or four Camps.
- e. Corps members with considerable Camp experience.

1204. Observers wishing to attend Camp will be advised of the Course options at the earliest opportunity with resumes of Course content, through the medium of Group Routine Orders. They are to complete Form ROC/Admin/38a Camp Application Form, an example of which is at ANNEX A. They should give a second choice of date whenever possible and also indicate their preference for courses. Completed forms should be returned to GHQ without delay.

1205. Group Headquarters will allocate Camp places according to the criteria detailed in para 1203 above. In addition, advice will be sought from Area Headquarters and of necessary from HQ ROC, before places are allocated to the following personnel:

- a. Those who suffer from any form of temporary or permanent nervous disorder.
- b. Those who have a history of heart disease.
- c. Those who suffer from any temporary or permanent physical disorder which may prejudice their personal safety in the necessarily crowded accommodation at Camp.
- d. Observers below the age of 18 for whom no signed and dated letter of consent from parent or guardian has been received.

1206. Final allocations of places will be determined at Area Headquarters, based on the recommendation of the Group Commandant.

1207. Observers allocated a vacancy on a course at Camp or placed on a reserve list will be advised on Form ROC/Admin/38b Camp Allocation Form, a copy of which is at ANNEX B.

ATTENDANCE AT CAMP

1208. Observers of all ranks attend Camp on a voluntary basis, from Monday afternoon until Saturday morning.

1209. Appropriate accommodation and messing is provided free of charge under bulk billing arrangements.

1210. Observers attending Camp are allocated to a course.

GUARD OF HONOUR

1211. At the invitation of the Commandant ROC, a reviewing Officer attends Camp each Friday and inspects the Guard of Honour which consists of:

- a. Guard Commander The Course Director of the course selected by HQ ROC to provide the Honour Guard.

- b. Guard A mixed flight of 24 Observers selected from the designated course attending that weeks Camp.
- c. Banner Bearer and Escort The banner party consists of a junior sparetime Officer as banner bearer, selected by HQ ROC, and an Escort of one Chief and two Leading Observers selected by the Course Director acting as Guard Commander.

INSTRUCTORS

1212. Assistance with training is sometimes required from suitably qualified Observers. Group/Crew/NRC Officers are asked to make initial recommendations when completing Section B of Form ROC/Admin/38a. Observers selected for instructional duties will take precedence over the selection procedures detailed at para 1203 above. Selected instructors will be informed of their duties as early as possible by the Course Director.

WORKING PARTIES

1213. A small number of Observers may be required to assist with essential tasks associated with the setting up and closing down of Camp. The requirement is for approximately 10 Observers who are fit and able to carry out some of the arduous tasks in setting up the training accommodation.

1214. Volunteers for the setting up party, usually also attend Camp
1. They are required to report to the Camp on the Monday preceding Camp
1. For the closing down period, Observers are normally required to attend the final Camp and remain until the task of dismantling Camp is completed, usually by the Tuesday.

1215. Members of the working parties receive incidental expenses allowance for nights necessarily spent on Camp, including the intervening weekend if they remain on site and are available for work on the Monday morning.

DRESS

1216. Uniform is to be worn during duty hours, and the highest standards of turnouts are expected. Personnel not achieving the required standards may be dismissed from Camp.

1217. Applications for certificates of exemption for those Observers who have not been issued with a uniform should be made via Group and Area HQs to HQ ROC so that the request arrives at HQ ROC at least 3 weeks prior to the date of attendance at Camp. Certificates will be raised from records held at HQ ROC Centralised Clothing Store and will be issued in exceptional circumstances.

1218. Civilian clothes are to be worn for travel to and from Camp.

SECURITY

1219. All personnel attending Camp are to be in possession of a RAF F2185 Identity Card, which must be carried at all times. Temporary Certification of Service Identity, F/IDENT693, will be raised by Group Headquarters for personnel not in possession of RAF F2185.

RESTRICTIONS ON ACCEPTANCE

1220. Any Observer who is allocated a Camp place and suffers from any temporary or permanent disability or any ailment which requires the provision of a special diet or course of medication must declare this information on the Camp Application Form ROC/Admin/38a.

1221. Any Observer to whom the criteria described at para 1205 a-d applies may not be allocated a place without prior consultation with the applicant's GP, parents etc.

1222. Observers who have not passed the Basic Test are not eligible for Camp.

1223. Observers below the age of 18 may only attend Camp with the written approval of their parent or guardian. Suitable advice will be given to them at Camp by the Camp Commandant.

CAMP BROCHURE

1224. A brochure, giving full details of all aspects of Camp will be prepared and supplied by HQ ROC each year for distribution to each Officer and Observer attending Camp.

CAMP CARDS

1225. Camp Cards will be issued by Course Directors for completion by all personnel during the first training period at Camp. The card will be used for administrative purposes at Camp then returned to GHQs as proof of attendance. The level of attainment achieved will be recorded on the Observer Individual Training Record held at GHQ.

PAYMENTS AND ALLOWANCES

Travel Claims

1226. Travel to and from Camp may be by either:

- a. Return Rail Warrant
- b. Private Car

1227. Rail Warrants may be obtained by submission of a Rail Warrant Application, MOD Form 662, to Group Headquarters. It should be noted that Rail Warrants are issued for specified journeys on stated dates by the persons to whom they are issued. They are not transferable and should not be altered, defaced or misused in any way.

1228. The use of a private car is permitted only at the Public Transport Rate MMA. Passengers may be claimed at the usual rates.

SUBSISTENCE ALLOWANCE

1229. Subsistence allowance may be claimed, irrespective of the mode of travel, for direct journeys to and from Camp. It should be noted that subsistence allowance will only be paid if the equivalent direct journey by rail takes longer than the 5 or 10 hour period being claimed.

1230. Subsistence allowance is claimable on a single direct journeys of longer than 5 or 10 hours. Two journeys, ie to and from Camp may be added together to qualify.

INCIDENTAL EXPENSES ALLOWANCE

1231. Incidental expenses allowance is paid to cover expenditure not catered for under 'bulk billing' arrangements. It is paid for each night necessarily spent on Camp. Observers attend Camp from Monday to Saturday morning thereby qualifying for 5 nights incidental expenses. Volunteers for Working Parties or Instructional duties should claim for each extra night.

SUBMISSION OF CLAIMS

1232. All claims relating to Camp allowances are to be submitted on HQ ROC Accounts Form 3 via Group Headquarters immediately on return. An example of this form is at ANNEX C.

Reference: HQ ROC ASI No 32 Issue 4 dated 12 Jan 87
ROC/229/TRG dated 6 Jan 87
MOD Manual 12

ROC/Admin/38a

ROYAL OBSERVER CORPS TRAINING CAMP

APPLICATION FORM

- NOTES:
- Applicants are to complete Section A only and send the form direct to the Crew/Group/NRC officer.
 - Crew/Group/NRC officer is to complete Section B only and send the form to Group Headquarters.
 - Group Commandant is to complete Section C only.

APPLICATION

A. SURNAME AND INITIALS Rank Number.....
Group Crew/Post/NRC

I wish to apply to attend the ROC Training Camp from either:

Monday to Saturday (first choice)

Monday to Saturday (second choice)

I understand that my attendance at Camp is conditional upon my arriving on Monday and departing the following Saturday and I agree to the conditions relating to Camp attendance.

I have read the descriptions of the course and wish to be considered for a place on one of the courses listed below:

1st Choice

2nd Choice

3rd Choice

I DO/I DO NOT* suffer from a disability.

I DO/I DO NOT* suffer from any illness and/or require special diet.

(If affirmative, give details overleaf)

Signed

B. RECOMMENDATION BY CREW/GROUP/NRC OFFICER

a. I confirm that the applicant is suitable in all respects and will benefit from attendance at ROC Training Camp and I recommend that this application is accepted.

b. I do not support this application because

.....

c. I do/do not* recommend this applicant for instructional duties:

Signed Rank

Date

C. DECISION OF GROUP COMMANDANT

I approve/do not approve* this application for Course

Signed Observer Commander

Date

* delete as appropriate

ROYAL OBSERVER CORPS TRAINING CAMPALLOCATION FORM

To: Surname and Initials Rank Number
Group Crew/Post/NRC

You have been allocated a place on:

Camp No from to 19 ____

Please complete Sections A, B, C and E of this form and return it to Group Headquarters no later than

Failure to return the form by this date will result in your application being cancelled and the place being re-allocated.

- A. I have consulted my employer who authorises absence to attend the above Camp. Written confirmation from Group Headquarters is/is not* required.

Name and Address of Employer
.....

Works Dept and/or Number

Name of person to contact

I do/do not* possess full uniform. I have/have not* two or more shirts (if two have not been issued, state collar size)

I am/am not* over 18 years of age (if under 18, give date of birth, and attach signed and dated letter of consent from parent or guardian).

* delete as appropriate.

-
- B. Complete the following for use at Camp:

Camp No _____

Surname and Initials Rank Number

Group Crew/Post/NRC Course.....

Next of Kin: Name Relationship

Address
.....

Telephone Number

Do you suffer from any illness and/or require special diet?

Nature of illness

Details of special diet required

.....

C. Application for Rail Warrant:

Date of journey

From (railhead)

To

D. For completion at Group Headquarters:

Ticket Type

Warrant No

Date of Issue

Authorising Officer
.....

E. Method of travel - please tick the appropriate box:

Rail _____ eta _____

Car _____ Driver _____ Passenger _____

Other means _____ Give details

DATE _____

CHAPTER THIRTEEN

THE ROYAL OBSERVER CORPS BENEVOLENT FUND

INTRODUCTION

1301. The Royal Observer Corps Benevolent Fund is a registered charity regulated by a Declaration of Trust dated 5 November 1945. It operates under a scheme approved and established by the Charity Commissioners for England and Wales on 23 June 1975.

AIMS

1302. The ROC Benevolent Fund exists for the relief of distress or need among past and present members of the Corps, their widows, children and other dependants. Applications for grants are considered by the Managing Trustees, who aim to provide adequate relief in cases where state assistance is inapplicable or inadequate. There are no hard and fast rules defining the circumstances in which help may be considered, or the amount of financial assistance that may be rendered; each application is considered on its merits.

Assistance is available to: Corps members, ex-members and their dependants at any time when difficulties arise as a result of bereavement, disability, sickness, infirmity, poverty or other misfortune. Length and quality of service are not considered.

RESPONSIBILITIES

1303. Custodian Trustee The Fund's Custodian Trustee is Lloyds Bank PLC, who are responsible for holding the Fund's investments.

1304. Managing Trustees The body of Managing Trustees consists of the following Officers:

Commandant ROC
Deputy Commandant ROC
Senior Administration Officer
Supply Officer
Administration Officer (Org 1)

The Managing Trustees are responsible for the appropriation of the benefits of the Fund at meetings of their body and not separately and Managing Trustee or Trustees.

They may apply the clear income and at their discretion, the whole or part of the property of the Fund in relieving eligible persons who are in need in such ways as they see fit. They may not, however, apply income of the Fund directly in relief of rates, taxes or other public levies but may supplement relief or assistance provided from public funds.

ASSISTANCE COMMITTEES

1305. The Group Commandant will appoint Assistance Committees as necessary to examine cases of need and make recommendations. The Committee will consist of:

A Sparetime Officer
A Chief Observer
An Observer

In the case of serving or former Post personnel or their dependants, the Committee will be headed by the the Group Officer, assisted by a Chief or Leading Observer from the Section and an Observer from the applicant's Post. For Crew or NRC personnel or their dependants it would be the Crew or NRC Officer with a Chief Observer and Observer from the applicant's Crew or Team.

THE ROYAL AIR FORCE BENEVOLENT FUND

1306. The funds of the Royal Air Force and the Royal Observer Corps Benevolent Funds are entirely separate. The RAF Benevolent Fund is the organisation which conducts the day to day business of the ROC Benevolent Fund on behalf of the Managing Trustees and provides the Trustees with professional help and guidance.

DONATIONS

1307. Donations from all sources are to be sent to Group Headquarters for onward transmission to Area Headquarters and The Benevolent Fund. Cheques and Postal Orders are to be made payable to 'The Royal Observer Corps Benevolent Fund'. Cash is not to be sent by post. A letter acknowledging each donation will be sent to the donor from Group Headquarters.

Details of each donation will be published in the Notices section of Group Routine Orders.

APPLICATIONS FOR ASSISTANCE

1308. All personnel are responsible for bringing cases of need to the attention of the Group Commandant. The GC will appoint a suitable person to make the necessary enquiries and assist the applicant to complete an 'Application for Assistance Form'. The person selected by the GC will be someone in whom, he believes, the applicant will have complete trust.

1309. The completed Application for Assistance Form is to be forwarded to the GC who will then submit it to the Assistance Committee for consideration.

1310. The Assistance Committee will examine the application, make its recommendation and pass the form back to the Group Commandant. He will add his own recommendation and forward the form to the Area Commandant who will make his own recommendation and submit the case to the Managing Trustees at HQ ROC for consideration.

1311. All applications for assistance will be dealt with in strict confidence.

GRANTS

1312. When payment of a grant is approved by the Managing Trustees, they will notify the beneficiary by writing to their home address, advising whether the award is to be paid as a lump sum or by instalments. They will instruct the Secretary (Welfare) of the RAF Benevolent Fund to draw a cheque on the ROC Benevolent Funds account and send it to the appropriate Area Headquarters for disbursement. Where an outright grant is awarded the cheque will be made payable to the beneficiary. If a weekly allowance is to be made, or if the grant is for a specific purpose, the cheque will be made payable to the Area Headquarters Non Public Account and the Area Commandant is then responsible for the correct application of the money. By whatever means the beneficiary is paid, a signed receipt is to be obtained to support all payments on his/her behalf.

An example of an Application for Assistance Form is at ANNEX A.

Reference: HQ ROC ASI No 37 Issue No 2 dated 16 Feb 82

APPLICATION FOR ASSISTANCE**ROYAL OBSERVER CORPS BENEVOLENT FUND**

(Administered by the RAF Benevolent Fund)

Address: Headquarters Royal Observer Corps
RAF Bentley Priory Stanmore HA7 3HH

1. PARTICULARS OF APPLICANT OR PERSON RECOMMENDED

Surname Christian Names Date of Birth
 Rank Group No Crew/Post/NRC
 Address
 Is the above named a Member, ex-Member or Dependant?
 Name of Member or ex-Member (if not the Applicant or person recommended)
 If a dependant, what is the exact relationship to Member or ex-Member?
 Date enrolled in ROC Still serving or Date of Termination
 Other service in Armed Forces - Service or Regiment Number Rank
 From To Reason for Discharge, Retirement or Release
 If War Disability Pensioner, state (a) Theatre of War (b) %
 If otherwise disabled (a) Disability (b) If Service or Industrial Pensioner
 Present, or last Civilian Occupation Total Earnings
 Employers Name and Address
 If now unemployed, state since when and reason

2. PARTICULARS OF WIFE OR HUSBAND OF APPLICANT

Christian Names Date of Birth
 If divorced or separated, state which If Employed, Occupation
 Employers Name and Address
 If served in Armed Forces - Service or Regiment
 From to

3. CHILDREN OF APPLICANT OR PERSON RECOMMENDED (DETAILS OF ALL SURVIVING CHILDREN REQUIRED)

Names	Sex	Date of Birth	Whether at home	Earnings if employed	Names	Sex	Date of Birth	Whether at home	Earnings if employed

NOTE: If addition to family is expected, state approximate month of confinement

4. OTHER DEPENDANTS

Name and Initials	Relationship	Date of Birth	Whether living with family	Income

5. THE CLAIM arises as a result of:

Death/Sickness/Injury) of a (member
 Hardship or Distress) of a (ex-member (Delete whichever is inapplicable)
 (non-member)

Date of Death/Sickness/Injury

Further details, giving reasons for the Claim or Recommendation, are as follows:.....

6. Is such death, sickness, injury or hardship the direct result of service with the ROC?

Has the income been reduced on account of the above death or disability, and if so, by how much per week?

What is the amount received, or due to be received, from official or other sources (eg Insurance, etc) in respect of the death or disability?

STAFF IN CONFIDENCE

7. INCOME AND EXPENDITURE

WEEKLY INCOME		£	p	WEEKLY EXPENDITURE		£	p
Net Earnings (a) Husband	Basic			Rent			
	Overtime & Bonus			or Mortgage Payments			
(b) Wife	Basic			or Board and Lodging			
	Overtime & Bonus						
State Family Allowance				Rates			
National Health Benefit				Light, Heat and Fuel			
Unemployment Benefit				Fares (a) To Work			
DHSS Supplementary				(b) To School			
Pensions (a) Disability				Nat. Ins. Stamp - if self or non-employed			
(b) State Retirement				Income Tax - if not deducted from earnings			
(c) Widow & Children's - State				Educational Fees			
" " DHSS				(each child separately)			
" " MOD				TV Hire			
(d) Others				Telephone			
Child's Education Allowances				Car Tax			
(a) DHSS	Towards Fees			Car Insurance			
	Towards Expenses			Petrol Costs			
(b) Local Authority				Insurances			
Contributions from Children or other				Hire Purchase			
Family Members				Clothing Clubs			
Any other income				Any other Fixed Expenses			
(Give details at para 10 below)	TOTAL			(Give details at para 10 below)	TOTAL		

8. HIRE PURCHASE AND CLOTHING CLUB COMMITMENTS

Articles Being Purchased	Date of Purchase	Total Cost	Weekly/Monthly Payment	Amount in Arrears	Amount still to be paid

9. INSURANCE COMMITMENTS

Nature of Insurance	Amount of Premiums	Paid Weekly/monthly/annually

10. DETAILS OF CAPITAL OR OTHER INCOME AND/OR EXPENDITURE11. PREVIOUS HELP RECEIVED (Inaccurate replies may jeopardise the decision)

Date	Society or Fund	Purpose	Amount

SIGNATURE (of Applicant or Member making recommendation)

STAFF IN CONFIDENCE

11. REMARKS - Any particulars not included overleaf which would aid the Assistance Committee should be given below. Details of case, to include results of applications made to DHSS etc.

.....
.....
.....
.....
.....
.....
.....

Signed Rank
Date Appointment

12. FOR USE OF THE ASSISTANCE COMMITTEE ONLY

The Assistance Committee having examined the above case:

- a. * Recommend } Assistance from the ROC Benevolent Fund
Do not recommend }
- b. Assistance Recommended:
1. *Financial Grant (ie if lump sum recommended)
*Weekly Allowance for weeks
 2. *Amount recommended to be given to Assistance Committee
for expenditure on Food, Clothing or other necessities.
(*Cross out if inapplicable).

Date Signed
Rank
Submit completed form to Appointment.....
Group Commandant Chairman of Committee

13. RECOMMENDATION OF THE GROUP COMMANDANT

.....
.....
.....
.....
.....
.....

Signature
Date Rank

STAFF IN CONFIDENCE

14. RECOMMENDATION OF THE AREA COMMANDANT

.....
.....
.....
.....
.....
.....

Signature

Date

Rank

15. TRUSTEES' DECISION

.....
.....
.....
.....
.....

Signature

Date

Rank

NOTES ON PROCEDURE TO BE ADOPTED IN SUBMITTING FORM

1. Enquiries will be made in the case of:

Posts - by or on the instructions of the Group Officer or Head Observer.
Crews - by the appropriate Crew Officer, NRC Officer or Sector Officer or as otherwise directed by the Group Commandant.
Normally, therefore, enquiries will be conducted by local members with a knowledge of local conditions.

2. On completion, this Form is to be sent to the Group Commandant, who is to submit it to the Assistance Committee for consideration.

3. The Assistance Committee will consist of:

Posts - Group Officer, Head or Leading Observer and one Observer of the Members' Post.
Crews - Crew Officer, NRC Officer or Sector Officer, Chief Observer, one Observer of the Members' crew.

4. Assistance Committee is to return completed Form to the Group Commandant, who is to forward it to the Area Commandant with his recommendation.

5. Area Commandant will forward Form together with his and the Group Commandant's recommendation for consideration by the Commandant, Royal Observer Corps or Body of Trustees at HQ ROC.

It should be noted that in order to avoid embarrassment to any applicant or to any member or ex-member recommended for assistance, the contents of this Form will be considered in strict confidence.

