ADVANCED TRAINING SCHOOL
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OFFICERS ADVANCED TRAINING SCHOOL

215/

PRECIS : STATION ADMINISTRATION

References: A.P. 1301, Chap. I
K.R. & A.C.I., Chap. XIII, Sec. I.
A.I. 837, Paras. 12 - 17

Introductory

1. The complete organisation of a R.A.F. Station consisting as it does of numerous sections with very varied duties, requires good management and control in order to function efficiently. This management is known as administration, the primary purpose of which is to ensure the smooth running of the station.

2. Administrative control is therefore concerned with the marshalling of all available resources so that the fighting or training units can achieve maximum efficiency. The operational effort must not be hindered by administrative detail; administration must at all times keep pace with operational requirements. Thus it is apparent that administration is a means to an end, not an end in itself.

Administrative Services

3. The essential requirements of a unit are made available through the following services:-

Equipment - Communications (postal, signals) - Transport - Messing and Catering - Medical - Fire and Gas - Defence - Works Services - Accounts - Clerical Staff - Welfare - Physical Fitness - Education - Chaplains - Service Police.

Responsibility of C.O.

4. It is necessary to delegate authority to deal with various aspects of station administration. Nevertheless, no matter what the degree of decentralisation, the ultimate responsibility still rests with the Station Commander. He is responsible for the correlation of the work of the various sections and for the supervision of the duties he has allocated to his subordinates. He is the connecting link between the administrative and functional sections and it is his duty to ensure that both are working with the fullest understanding of each other's problems.

5. The C.O. should carry out inspections regularly, and appreciate fully the important part that welfare plays in the productive output of any unit. Messing and catering, entertainment, sports, education and help to junior officers all call for the C.O.'s personal encouragement and supervision. To assist him in this work he has an Adjutant and a Station Administrative Officer.

The Adjutant

6. The responsibilities of the Adjutant have been considerably affected by the reallocation of station duties which was introduced during 1944. As a consequence, by the transference of many of his routine tasks to the Accountant Officer, he has been relieved of much of his detail work. His primary task is that of Confidential Staff Officer or Personal Assistant to the Commanding Officer. He still retains a few specific duties such as Officers Records, Officers Confidential Reports, Courts of Enquiry and Courts Martial. Such duties are matters requiring the close attention of the C.O. and naturally come within the bounds of his primary function as Confidential Staff Officer.

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The Station Administrative Officer

7. The reallocation of station duties also affects the S. Ad. O., allowing him to devote more time to outdoor administration. He acts as deputy for the Station Commander in co-ordinating and directing the administrative services on the station. He also acts as a filter through which all administrative routine passes to the Station Commander.

8. He is responsible for the discipline of the Headquarters Unit and normally the Adjutant, Assistant Adjutant, Accountant Officer, Equipment Officer, M.T. Officer and the Medical Officer form part of his Headquarters staff. He is also the channel through which all demands for Works Services pass, a record of which he keeps in the Form 3049.

Duties

(a) Co-ordination of Station Administrative duties.
(b) Morale and discipline.
(c) Supervision of the administration of messes and institutes.
(d) Supervision of messing in collaboration with the Catering Officer.
(e) Gas and Fire Services.
(f) Bands and Entertainments generally.
(g) Supervision of preliminary action towards settlement of Service estates.

The Accountant Officer

9. The Accountant Officer is also considerably affected by this reallocation of duties. The Assistant Adjutant now comes under the jurisdiction of the Accounts Section, consequently the Accountant Officer has control over the paper work and returns with which he is closely associated.

Duties

(a) Station Accounts duties.
(b) Registry.
(c) Registered mail.
(d) Personnel Occurrence Reports.
(e) Periodic Returns.
(f) Employment of civilians.
(g) Railway warrants, Concession vouchers, Petrol coupons, etc.
(h) Clearance Certificates
(j) Airmen's documents and records.
(k) Control of Orderly Room staff.

Control of Sections

10. Unit Commanders may be given full powers of C.O. by Air Ministry, otherwise the Station Commander must delegate powers under K.R. 1141.

11. The S. Ad. O. is usually given disciplinary powers over the Headquarters unit. Personnel of administrative sections come under the senior officer of the section for technical purposes but under the S. Ad. O. for domestic administration. On the other hand, in the functional sections, the personnel come under their flight or section commanders for both purposes.

12. All W.A.A.F. personnel are organised into a section under a W.A.A.F. officer, who is responsible only to the Station Commander and not to subordinate commanders.

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13. Officer i/c W.A.A.F. section is under the orders of the Station Commander but in the event of disagreement can refer direct to W.A.A.F. (G) officer at Group, copy of correspondence being submitted to C.O.

Station Duties

14. To ensure the smooth running and efficiency of any station certain regular duties are carried out daily by permanent members of the unit, the duties being detailed in Station Routine Orders.

Station Duty Officer

15. This duty is normally carried out by senior officers, subordinate commanders and specialist officers. No officer below the rank of Flight Lieutenant may be employed. The tour of duty will cover periods normally outside working hours, when the S.D.O. will represent the C.O. of the station. He will receive all important reports and take whatever action is necessary, in the absence of the C.O. He authorises the use of M.T. after working hours. The nature of his duties also varies with the type of station (K.R. 821).

Orderly Officer

16. These duties are to be carried out by junior officers below the rank of Flight Lieutenant, working on a roster. Under certain circumstances, warrant officers can be employed (K.R. 820-4) also officers of the equipment and accountant branches below the rank of F.L. as modified by A.M.O. A.756/41. His duties are laid down in K.R. 822, but the C.O. may give additional duties. Tour of duty 24 hours.

Points to be noted:-
(a) Rations checked in and out (K.R. 2666, A.P. 837-478)
(b) Cleanliness of cookhouse personnel (K.R.1739, A.P. 837-692)
(c) Complaints at meals (K.R. 1735)
(d) Swill. Avoidance of waste (A.P. 837-463)

Duty N.C.O.

17. He accompanies the Orderly Officer on his tour of duty for the same period. He is responsible for hoisting and striking the colour, absentees, defaulters, sick parades, etc. Acquaintance with air raid orders, anti-gas orders, defence orders and Station Standing Orders is essential. Tradesmen in all groups are eligible except Group "M".

Duty Medical Officer

18. On stations with more than one medical officer a duty medical officer is to be nominated daily by the senior medical officer of the station and detailed in S.R.O. (K.R. 820-2). His orders are prepared by the S.M.O. and approved by the C.O. Where there is only one medical officer on the station, see K.R. 1499.

Duty Pilot

19. These duties have been taken over largely by Flying Control but duty pilots are still maintained on certain stations. Only officers of the G.D. branch or airman pilots are detailed. The tour of duty is 24 hours and is confined exclusively to flying matters. The duty pilot is responsible for aerodrome discipline and control, Met. reports, arrival and despatch of aircraft, accidents etc. (K.R. 823).

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Duty Flight

20. A Duty Flight is detailed at all flying stations, the tour of duty being one week. They are responsible for making all arrangements for visiting aircraft both in and out of working hours and to form the nucleus for salvage parties or guards for crashed aircraft (K.R. 824 1).

Station Police, Guards and Sentries

21. Their responsibilities and duties are laid down in K.R. 826 and 1098. Guard and sentry duties must be carried out by station personnel generally. Rosters are drawn up and guards are drawn from them in rotation, Service Police being used only in emergency (A.M.O. A.951/44). All airmen, with the exception of Group "M" personnel and fire instructors are eligible for night guards.

Training for Station duties

22. The responsibilities of Commanding Officers for drawing up orders for Station duties are stressed in K.R. 820-3. Junior and inexperienced officers of all branches, except medical, should be attached for instruction to orderly officers and junior G.D. officers, to duty pilots. They should not be employed on full duties until competent (K.R. 820-6). Members of courts martial are available for Station duties when the court is not sitting (K.R. 825). Duties of witnessing officers at pay and clothing parades are laid down in K.R. 2830.

Amendments to this Precis

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Questions : Station Administration

1. Enumerate six of the main administrative services.

2. How does a C.O. control W.....F. personnel on his station ?

3. Give four of the new duties of Accountant Officers.

4. What officer would be normally responsible for disciplinary action in the Transport Section of any station ?

5. Give three duties for which a duty pilot is responsible.

6. Can an officer of any rank be detailed as Station Duty Officer ?

7. What is a duty flight ?

8. Who approves (a) the roster ?
(b) the orders of Duty Medical Officers ?

9. What is the Orderly Officer's tour of duty ?

10. During the course of the inspections which he has to carry out, give three points a good Orderly Officer should watch carefully.

11. What specialist airmen or airwomen are kept on watch after working hours on your station ?

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