

119 States

84 course

NAVAL No. S 400.
R.A.F. Form 619.

ROYAL AIR FORCE.

Notebook for use in Schools.

91/E.100. Wt. 7465. 2,000,000. 4/45. P. & T.

Officers Men

KR Sept 26 Sect 1

AP937 Sect 141

Memberships

Full member - living in or doing work
- living out

Affiliated Member - civilians of officer status

Honorary membership - 1. Local, 2. being
elected by General Men Meeting & approval
by Station Commander

Mass Management

1. RMC - appointed by Station Commander
2. Members - by General Mass Meeting, 2 yearly
appointments

Men Secretary

Officer in charge of Service Loan (for Officer)

Officer in charge of Messing

Expenditure

Men Committee are allowed to spend not more than
£20 per 4 months

Mass Rules

On arrival read

Drawn up by Station Commander

(a) Name of Movement	(b) Slow Time	(c) Quick Time	(d) Marking Time
Halt	Left foot passing right	Right foot passing left	Right foot passing left
to the Front - Salute	-	Right foot passing left	-
Change Step (on the march)	Left foot passing right	Right foot passing left	-
Right turn	Left foot passing right	Right foot passing left	-
Right incline	Left foot passing right	Right foot passing left	-
Right Turn	Left foot passing right	Right foot passing left	-
About Turn	Right foot passing left	Left foot passing right	-
Left Turn	Right foot passing left	Left foot passing right	-
Left Incline	Right foot passing left	Left foot passing right	-
Mark Time	Right foot passing left	Left foot passing right	Left foot passing right
Step Out	Right foot passing left	Left foot passing right	-
Quick March (when stepping "out" or "short")	Right foot passing left	Left foot passing right	-
Slow March (when stepping "out" or "short")	Right foot passing left	Left foot passing right	-
Step Short	Right foot passing left	Left foot passing right	-
Eyes Right (Left of Front)	-	Left foot passing right	-
To the Right (or Left) - Salute	-	Left foot passing right	-
Break into Quick Time - Quick March	Right foot passing left	-	Left foot passing right
Break into Slow Time - Slow March	-	Left foot passing right	-
Break into Double Time - Double March	-	Left foot passing right	-
Halt (when Marking Time)	Right foot being raised	Left foot being raised	Left foot being raised
Forward (when marking time)	Right foot being raised	Left foot being raised	-
Change step (when marking time)	Left foot being raised	Right foot being raised	-

To move off a Unit in step with a preceding Unit, the Command MARCH should be given as the right foot of the preceding Unit is passing the left.

Mass rules (cont)

Spending - Budget only recorded in budget book & debited or credited to personal a/c.

Suspensions book

Cannings In & Savings Act book

Visitors book

Bridge book

Fees

New Subscription - not above 4 days pay

Meaning - not above 2/6 per day

Restriction on Members for drink

No restriction over 20 yrs of age

2/6 on any order except of age 1/5 per unit

If number of loyal funds on hand of any of A/C book will in next stand up.

Lot Receipt when being hoisted or hauled down always salute.

Parade: salute when being ordered to file in or fall out.

New Member hat hat - salute but not on fire drill

All women salute all officers in uniform clothes

Gunther Bay: Members not to be removed of on a parade.

Count Night - Officers Recd

A Parade. To be done prior to starting.

By conductors to meet again after parade

Disc Meeting

At least every 4 weeks - 7 days notice

A parade

Extra members now visiting

may be called for by Co.

300% of members

Salute

Order 5th only salute each other - firstly Junior salute senior who addressed or addressing on duty ^{order} of parade and acting officer.

National Anthem On a ceremonial parade or a royal salute - all officers salute except royal personnel in attendance

On ceremonial parade but not a royal salute - officers stand to attention on parade but do not salute if up party or body of men bring to attention & salute if in the same hall. If march building stand to attention & salute leaders.

Standard Salute. Facing or being passed, salute after salute.

Fireworks. Salute - eyes right a bit.

200 men officers - all return salute to women.

INFORMAL Brochure 94

cc to chief - Unit to Group etc.

Foot

- From :-
- To :-
- Date :-
- Ref :-

Subject known as

- ①
- ②
- ③

Very common, handwritten
Ref. Station Database

Being letter being Group signed for or by the
Don't always from Group signed by or for the
office in section concerned

Separate communication for ^{separate} different subjects
If writing about Officer / etc. separate letter
with margin always - always date letter & put
in appropriate file reference.

All pages & paragraphs numbered
Subject Heading - usually in block capitals
Only record of present / latest stations etc. to
be written in block letters (if handwritten letter
Observations - only automatic abbreviations to
be used

Other referring to an officer
570-97 was allowed to refer to

Other referring to an officer
i.e. K. Blund 20207.

Ref. 24 has short system

Letter to continue - normal number practice
beginning to highly written

Don't Official letter

not normally used - limited in use - hand note to
Director of Staffs etc. etc.

No special file kept for them - put in file of chairman
subject is written about

Other methods of communication

Postage (except) Blue Green cover priority - write a
paper office form & place in blue green envelope
(will be dealt with first)

Minutes - blue sheet of paper clipped on to left hand
side of file - notes of communication etc.

Telephone calls - long distance calls to be restricted
If important telephone ^{conversations} important to conform
it in writing

Central Registry: Paragraph 26.

Object of a central registry is to centralize the receipt, identification, classification, cancellation, deposit, and custody files not in normal use, of correspondence with the maximum (Officers must be in charge), economy in time, labour & personnel.

Filing

Object of file is to present the complete history of one particular aspect of a subject under one cover.

Open - buff

Confidential - Green (see enclosure) etc.

Secret - Pink

Office use of dates and always open a new file.

General Number & hand number methods. (see below)

1 - 50

51 - 200

MEB/202/17/000

NR - Unit of origin

202 - Month of file

17 - File for serial no.

NR - Serial (original) id.

c - confidential - files classified always before the start of

Ref No	File No	Serial	Hand No	Remarks
570	021	20/2	NR	File is not to be kept out of registry for more than 1 day
60	027	20/2	NR	
67 00	02	02	NR	File to be sought for on file
02 00	022	02	NR	(Hand slip) is not in file in form NR
02 00	022	02	NR	Hand slip is not in file in form NR

keeping a file - with a better seal and some P.P. (see copy) & still kept for 12 months at receipt and then destroyed

DOCUMENTS

Office Files

- Form 42 - Medical history envelope - confidential kept by HQ Capt kept a receipt book for it
- Form 506 - R.P. on form (personal mail) held at unit
- Form 381 - Leave record No. 2 set of pay vouchers & starting coupon record (physical at Group)
- Form 573 - Officers leave book (Part 2) courses, leaving home & home jobs
- Form 498 - Ground Defence Training
- Form 5000 - Officers Training
- Manual 2070 - G.T.

Books 2003

- Form 44 - Same as above
- 506 - do
- 483 - do
- 5000 - do
- 371 - One copy is kept at Group
- 501 - Pay Book P1, P2, P3 - Part C
- 021 - Ground book of Shot (copy of 1 set)
- 295 2nd - Loss report of shot up to 24 hrs pass
- 4482 - Rules for Service Post (Does not seem to be filled)
- 080 - Officers leave book - should be a study programme

Quinn's Docs (cont)

Form 1580 - Applicant's signature of doc on other paper
not below the rank of Lt. can cover

If Docs have not arrived after 10 days after
applicant arrival on station Form 2087 is sent
to his previous station. If after 20 days and
Docs have not arrived Form 105 is sent to
Group.

Welfare

Director of Animal Services
" of City of Welfar - Do. Act

Command }
Group } SK Edwin O. de Welfar
Station }

The Animal Welfare

Guide to Service

except - bonded in Cont.

Monthly welfare bulletin for all Welfar Services

Beneficial Fund Act

100% personnel 1/2 days pay per year

SEA.F.P. - AP 837 - June 1968

E.O. Beneficial Fund to replace immediate district
of personnel (for animal)

Star Service Grant - 10/16/21 Ministry of Animal

To release any financial hardship which
may be occur ~~that~~ joining the Service.

Not legal Aid Scheme - Up to and with end of Dept.
free advice

Ch. 1691 - Rules of Government

Sanctions - BB 137

Quintus Berginetti?

SSARA to Fund

Families

SEARS

Swamp on 1 woman
also 4/5/5.

Raf. Acc

Birth Regs

NOAF!

Petrol

Daily Journey - Transport, Bertha - allowed petrol 1/15/1
(how it also a to gallon)
1/15/1 petrol return of petrol coupons to AM.

Leaving Cost - The to must use a petrol saving but
no other means of transport available
1 Journey per day (Monthly limit 750 miles)

Home Travel - Co. advised no other means of transport
(Car or on wife)
E. also has book for use of petrol.

Quintus Petrol Allowance - For operational petrol return
four months (300 also travelling time for
Bertha from date of pass)
(own car, wife or petrol)
Petrol coupons sold good for month of issue & following
month.

Petrol for home travel up to 750 miles per 3 months.

Compensation L. 1976

Officer 400 H. 14 days - 1000

Comm 14 days 1000

Grants

Up to 14 days - 200 (10%)

Com 14 days - 100

1. Indulgent leave - Up to 14 days on CEO's authority. 1000

2. Indulgent leave - Up to 2 yrs. 0

2 to 2 1/2 yrs 100 days

3 to 4 yrs 200 "

4 yrs & over 300 "

Sick leave - no accumulation of a H. board & not counted against the H. board authority

Up to 28 days only be taken at all for Superior Board

Superior leave may be granted 28 days leave but counted against the

3. Retard: generally only allowed to men whose names are there on list of KIA. Leave is written on warrant in red ink.

2nd case of 2nd of H. Warrent - from Local Keeping Unit. British Service Police & Air Ministry. (Conf. Inquiry results)

Sick leave demands - Army leave rule of 28 can get leave result if sickness was not caused by self.

Dismissed off war allowance book.

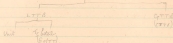
Government consider for officers wife old & unable for work of war

Board of Training

a. Group 'A' & 'B'. Shilled Trainer

Forming - change in trade of an officer or a common
all to require authority of AFO if leave except
on Training Establishment.

OTB



Other may be considered during an out-of-office period
that exists for retraining.

1. Drawn up for that time
2. " " " drawn retraining

St. Education must arrange training up to a certain standard
for all personnel.

Records Office Memorandum

Amos for 1953

Specialist Officer of the Trade Council

Medical Officer

Education O

C.O.

Send me all it
before being presented

Trade Training Pro forma must be signed

- List all of officers must show any kind expenses
or any previous expenses.

Function of Service

Quota Directed to direct Remustering

F-87. Each unit board sends out copy unit Adj. (as directed by Specialist Officer in charge) in duplicate & sent of B Group. C. Tech. is concerned they are only to kept by the board. 1 by records and 1 kept at unit. (After copy returned to unit they can then see his to insert). Effective date is date of the board.

RRS at Remustering for improvement

Reclassification board holds in AC2, AC1, & AC. Treats - same way as remustering. Subject to review at end of Group or for improvement. (RRS).

Unit Procedure for Reclassification

Examinations can be carried out by LTTC monthly or as the unit local arrangements. Adjt collect recommendations for the lot. Send copy of F-87 only. On completion of F-87, F-87 is completed & returned to unit. If anyone qualified, must be returned by AC of unit. Effective date of R.C. is 1st day of the month following the board.

Medical Transfer F-87

sent of a copy to Group & board is sent down from Group.

2 yrs max service AC2 to AC1 unless CO could AC2 effort can consider him or under 2 yrs. SAC. On part of each G. Also W-6/65.

Function of C. Board

~~Consider~~ Consider board looks at records
len of Acting Lead

If placed into direct len of Acting Lead

If man is suitable for the job.

If man goes into hospital due to some minor - leave acting lead.

If in dead-end, the man is accident etc len of Acting lead often of unit.

Any selection or promotion must be self-referred to Group.

Identification of Equipment

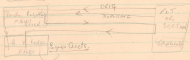
Standard Items 22.10.68 Ser 104/2752 1960

- 'A' Items Great rendered valueless by Col. G. G. Murray
equipment (can be repaired etc. use)
- 'B' Items Items that are rendered valueless by Col. G.
to be rendered etc. held on inventory change
- 'C' Items Items contained in use for spare oil part
not held on inventory change (slightly damaged
be only for 1 used) cannot be demanded
on same voucher as 'A' & 'B' items

- F.673 - Internal Exchange Voucher
F.674 - Demand & Issue Voucher
F.675 - Return & Receipt Voucher
(1972 Indian Customs card)

Equip. Ser.

Orig. Insp. Rep.



Items, Serials, References & Surpluses are
all retained

Loss of Equipment

1. F.62 List of Furniture & Personal Equipment
2. F.62 Loss Book
3. F.62 Temporary Loss Book (Refer) 1960

Loss & Damage

Investigation

1. Charge against Individual
2. Collective Charge
3. Write Off (Under Fund)
4. Referred to Higher Authority

Man responsible for L.O.D. but not a direct loss -
Collective Responsibility

Sup/Co. Sh. book of charge is below if I can sign
with for an answer.

Individual Responsibility

1. All assets by Co. to pay for L.O.D.
2. Charge by Co. subject to report for Trial by Co.
(In case of a write off by A.C.C.)
3. All assets by Co. to be retained until report of Trial
by Co.
4. Assets below the L.O.D. subject to right of Trial by Co.

Collective Changes

how to make entry on barracks equipment
winds & drills etc.

Command Changes - reviewed by Cest. Off. By Lodge
Action. Must be certified in writing to
Cest. Off. by officer other the individual
change exceeds 1/4 per gate referred to doc

Change against the Public

where the co. decides that no party
standards is responsible of D. area.
referred to AA when amount exceeds 100 units
off

Publications & Orders

Manual of Orders -

AF instructions

any AF orders set

Rules of Service

K. B. C. instructions of the AF set

AR 307 - Order for Publication

Standing & Routine Orders

NB: X series - standing order

Am. Co.

General Standing Orders issued by Command to
avoid repetition

Adj. Standing Orders - by command

Station Standing Orders issued by co of the unit
NOC responsible for issue. In the best
of brief report. Reviewed annually

Routine Orders

Disciplinary & general administrative purposes
"N" series Am. Co. must be free from date of
issue & then automatically cancelled

Signatures

signed by Cest. Offt. signed by the
Offt. in for him

NB: General orders - routine - discipline - ad. purposes
5001 in writing

All. Letters - books carry out an order

Colo - medium of all document recording
Sept 4 + 1931.

Traveling Allowance paid by credit Card Office 1931
Rate 1. Nightly rate 3/- per night on the basis of a night
11 + extra allowance

Rate 2. Special night rate for more than 2 but
less than 4 nights 2/6 per night + 3/6 bill of exchange

Rate 3
Daily journey of 5 to 10 hours 4/6
Over 10 hours 8/6

Rate 4. Long Journey

~~Traveling Allowance~~ 1931
Rate 1. Nightly rate 3/- per night
Rate 2. Special night rate for more than 2 but
less than 4 nights 2/6 per night + 3/6 bill of exchange

Hygiene

Army situated on a slope - good drainage
Plains to avoid - hollows, tops of hills - steep slopes
Keep away from volcanic breeding grounds - swamps
sunning streams - malaria villages

Transport good - several roads down hill - good access to
hills and allusions for water courses

Soldiers & mules to be as far apart as possible

Tents not too close together - plenty of room to move
to the ground

Make sure ground is good for digging - no clay, rock
Minimum of 40 sq ft floor space for each man.

(except in tent)

Tents 150 pounds, not more than 9 in size.

Interior - roll up furs for sun to get through. Let
bedding in - sun - if floor boards take up and
clean up. Make sure good drainage around tent
Good lighting.

Water - no standing water. dig allusions. fill up
bush and get rid of water on bank etc. Put cover on
top. Hot water is essential - use good drum

Bed of water. Dig hole and fill to within about
1 ft of top with 250 lb etc. oil on top of water to keep
out flies etc.

Good bandage practices

5 latrines per 100 men. 3 per 2nd 100 men
Latrine per 80 men - MEDS.

Organizations of the RAF

AF 957 Sect 2 (Manual of Administration)

XR 5000 I & II

Unit - Station - Bases - Group - Commands - Air Commands
(Partly)

Air Council - Policy - All direct & administrative

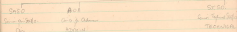
Command - Plans

Group - Executive

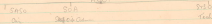
A Member on Air Council - Land

- Civ Secretary of State for Air
- Civ Secretary of State for Air
- S. Chief of Air Staff
- S. Vice Chief of A. Staff
- S. Air Member for Personnel
- S. Air Member for Supply & Organization
- S. " " for Training
- Civ. Additional - Financial Administration
- Civ. 9 - do - Scientific & Technical
- S. 12 - do - Staff Officer for Supply & Development in the RAF
- Civ. 13 - Honorary Under Sec of State for Air

Organization of a Company
AOC in C.



Organization of a Squadron
AOC



Organization of a Station

- 1. Co. Company
- 2. Sr. SA's Office
- 3. Sr. SA's Office

(In each office - Sr. SA's Office in the central office)

1. Normal Sta. accounting duties
 2. Sr. SA's Office
 3. Registered Mail
 4. Post's
 5. Periodic returns
 6. Employment of civilians
 7. Railway Documents
 8. Hotel Company
 9. Clearance Certificate
 10. Documents Documents
8. Central of H.S. Staff

Sr. SA's Office

- 1. Confidential Staff Officer to be Co.
- 2. Personal Services
- 3. Office Dept
- 4. Sr. SA's Office
- 5. Confidential Reports

Administrative

- SAsCO - Sr. SA's Office Staff Officer - Chief
- AOC - Sr. SA's Office Staff Officer - Chief
- AOC in C - Sr. SA's Office Staff Officer - Chief
- PSS - (Station) Assistant of Service in Station

List of documents

- 1. Books
- 2. Printing
- 3. Technical Training
- 4. Light
- 5. Transport
- 6. Boat
- 7. Maintenance
- 8. List of Documents

Normal Station or Station

- 1. Sr. SA's Office - Sr. SA's Office (not below end of sb.)
- 2. Sr. SA's Office - Sr. SA's Office
- 3. Sr. SA's Office - Sr. SA's Office

Promotion of Officers.

AO 937 List 99

Types

- 1. Base - Substantive
- Establishment - regulars
- 2. Base - Establishment - Temporary
- 3. Time - Base Substantive Rank
- 4. Acting - Acting Rank

} All by
A.M.

AO. 1 yr in P/O. If of 4 afterwards

If with has completed 4 yrs service to get considered
Promoted away to P/O. at least 1 yr as P/O

For Substantive to become P/O. at least 1 yr
at least 2 yrs as P/O.

All grades

up to P/O. 3 yrs in higher rank
etc etc to 6 yrs in higher rank
etc etc 12 months in

Acting Rank

If none available

Relinquishment of Acting P/O

- 1. Promotion of Vacancy. 2. Open in suitable
- 3. Leave only due to O.C. Consent to Posting - If not
post to a similar duty. 3. Absence leave or duty
- 4. Absence on Annual 7 days. 4. Absence due to wounds
caused by war (duty) 5. If not due to war 21 days

Formalizations

London Gazette

- Ann. Submarine Bank
- Ann. Instructions
- Temporary
- Notice of M. Cabana

Unit 1000 Local Authority

Post & notices re: Army land issue eligible
for Unit & War Rel. Com.
Ann. 1942. 1000.

Colloquial Records

Film 1349

- 1. Reporting Officer's name
- 1. Grade of command - Serjeantcy
- 2. Of Imperial Dept - 1st
- 2a. Assessment
 - 1. Test & Energy
 - 2. Personality
 - 3. Reliability
 - 4. Diligence
 - 5. Ability in Present Duties
 - 6. General Standard of Performance
- Ability

If performance report after concerned could be installed
then report after has full power to put written statement on
with report of the think it is a record. (Order of G. 1000)

Chief was higher than the investigator can send
the adverse report.

Adverse - Group - 1000
Adverse - Unfavorable Report:

Unsuitability of Appointment K.R. 1072.

Ranking Reports:

- 1. Ranked on 10 August if 1st or 2nd or 3rd group
- 2. On being out of a group
- 3. When specially called for by the

Report on Council.

able to hold at some point on return to unit but
not a central report.

Personnel

Accountant - at HQ
Command Accounting Officers
The CO is responsible for Messing (the Admin Off)
Messing Officer (Sgt)

Platoon Clerk - Bill - ROCC
Accountant - ROCC

Chief ROCC slightly from the animal

W/serg. mess & table - note table - permission to assemble
military post staff

St. Admin. O - supervision of money for the CO ROCC

St. Cash - ROCC receipt return for each week

Chief of - Receipts for Messing Off.

W/O - responsible for condemning food

Quality Officer - maintains a receipt of all stores arriving at the
check nothing of what is lacking. Supervision of amount
of all stores sent to mess. Supervision of amount
sent - toward - Messing animal down

St. Messing Officer - responsible to the S. Admin. in behalf
of the CO for the whole system of receiving
in Messing messes

Messing Committee - President S. Admin.
Member St. Messing Officer
Member S. Admin. Officer
1 Representative for each Mess
Serving W/O
Serving Cook

Mess weekly 1. Dinner, 2. Dinner, 3. Dinner, 4. Dinner
2. Dinner Messing - complaints - dissatisfaction
to

Post

Admission of Post

1. Provided on newly commissioned with no bank left
opened
2. On posting, one seen
3. On going into hospital
4. On repatriation
5. On board ship

Any advance is received from the next issue of pay. Officer
advance received must take 3rd of period Post
Post Tax - monthly personal deduction made by all
agents

2. Capt I through Illegal Absence

knowing authority is Co. for 22-d days of
the absence

1. Absence

2. Loss of kit & passy value } Pundya

Taken on trail (absent)

3. Capt I into MT accident

Capt must be held into MT accident

when 1. There are suspected deviation from the
authorized route.

2. when a mechanical fault is suspected

3. when death or injury to HLT personnel
or HLT employees results

4. when any property is damaged

5. If there is doubt as to the cause

6. If requested by AD official

7. When ordered by a superior authority

Personal injuries to kind parties or damage
to property where (K.A. 1329). MT is not involved

AP 837 - para 1329 - 1392

Of accidents AP 837 para 1351.

Notes N. 837. 139!

Leaf 57
937

Stage 3

1. The controlling authority sends for the person concerned & provides him with copy of the evidence.
2. If a man says that he can make a statement as to why he should not be placed.

Findings

1. On any any point as laid down in the T of Ref.
2. Evidence must be produced to support the findings.
3. Any member of the court can ^{propose} a minority finding.
4. Findings are signed & dated by the President & all members.
5. The court cannot admit liability.

Special Features

1. Flying Accidents

In flying accidents cases when you must have a COF.

1. When death resulted.
 2. When there was negligence or default.
 3. When circumstances cannot be said to be free from doubt.
- If a technical fault A.I. Board must be sent for.

Recording of the Evidence

Generally was evidence & investigation is recorded on Form 2.

Flying Accidents Reported on Fr. 412.

Done in narrative form FR 59 AP 211 Sub 11.

The Roller taken when the character or the professional reputation of the individual is involved. R.L. 1318.

By Stage 1

1. Adjourn the court.
2. Tell the individual concerned & arrange for him to be present throughout the remainder of the proceedings.
3. He may cross examine witnesses.
4. He may call witnesses in his defence.
5. He may make a statement.
6. It must be recorded in the proceedings. But he is not present or not.

Stage 2 by P. of Court

1. Person blamed on a preliminary opinion.
 2. Send for the person concerned.
 3. Point out the evidence on which the preliminary opinion is based.
 3. If a man says that he can make a statement.
- Evidence to proceedings (R.L. 1318) Para 4 complied with.

Level of Report.

The commanding authority will furnish the Com with T of R stating in detail the character of the investigation required & prescribing the nature of any report to be made on the findings. The T of R must be concise & explicit.

General of a Report

Date time & place notified in T of R.

Character of Witness

1. Position which could be found to affect Service relations same as for SpE
2. Has regularly previous to offer experience
3. Got for a while detached if not going to attend
4. If not one nor and member of court to
5. When detached & necessary write to his employer.

Objectivity of Evidence

Anything that is revealed is objective

The Object of the Evidence

1. Find out what happened & if possible
2. to prevent a similar occurrence
2. To bring out facts which indicate lack of discipline or negligence.
3. Safeguarding of Public Property.

Counts of Inquiries

Report should be done of Sp or above.

If investigating a flying accident, incident must be a C of R based on or to each of the Members - should have no direct interest in subject matter of the investigation.

When the investigation calls for expert knowledge or knowledge - best officer should be present.

Life! Can be on C of I except by

1. The character of an officer is likely to be involved
2. If dealing with or as POW.

As a single investigating officer a wife may carry out investigation dealing solely with personal injuries or accidents dealt or controlled.

3. If action taken and of the member, sample of deliberate intentional misconduct is involved.

Evidence on Court

The evidence is taken on court at a C of I only (a) when the commanding authority directs (b) when on or returned from a command (c) Inquiry into illegal absence under

A.F. Act. 2nd day.

COURTS OF INQUIRY K.R. 130

Is a board of officers or 1 or more officers together with 1 or more WOs directed to collect & record evidence and if so when required to report a matter or explanation with respect to any matter which may be referred to them.

Can Formal Investigation is an investigation by 1 officer or 1 WO.

A Summary Investigation is a report by the officer who is responsible for investigating the case proceedings are informal & there is no specific form.

• If a Capt + F3 did so that the accused could be taken over in a formal investigation. In a Capt? it can

OBJECTS of a CoI is to investigate any matter in which the commanding authority considers it necessary to be formally & summarily reported. Unlike a CoF it is not judicial.

K.R. 136 Sect 4

Commanding Authority in the A.C. or any officer commanding any body of the RAF.

by order of the Court. K.R. 139

A writ of habeas corpus must be a concurrent officer.

O. 2005 PROCEDURE

3. Relocation for advance of pay Special leave - Special leaving leave fund leave etc. it is desirable to have the witness deal with it.

3. Charges

- (a) Accused & all interested parties
- (b) Accused charged (Armed)
- (c) Witnesses named etc.
- (d) for the prosecution give evidence in turn & only to asked questions by the accused.

(e) The accused may give evidence

(f) witnesses for defence may be called

(g) After hearing charge made up by court as to the accused guilty & if not guilty, case is dismissed.

(h) If the accused is guilty the officer hearing the charge looks at the evidence & deal (and not before the court)

(i) If the disposal of the offence the going to officer hearing the charge may award punishment. If he proposes to award a summary punishment or alternative part of pay for which he awarded the accused must be given right to elect trial by court before the award is made.

(j) Accused is named out & the award is not complete until the

(k) The decision is put by reads to award to the accused

K.R. 139. Panel of charges as a Sub. Comm.

By whom Taken

Taken by an officer detailed by CO. & is solely responsible for the S.O.P. (Chapt 4, Annex 25 to 28) of Chapt 6 Paragraph 4 onwards. Rule of Court (r. 17) [1987] Law 174

Summary extracted

Inform CO of unit giving date, time, of SOF capture
Carry witness

Write date of Para. 90

1. Get a Form 1000

2. Read by a JCO or officer

3. Advise summary to the unit at rest of him

4. Offer support

5. Humble to find the person get out of local police

Write back of Para. 119. Informing unit a witness

If the officer taking the summary decides that the witness cannot readily be obtained a written signed statement may be obtained. The statement is presented to the Summary and read to the accused. If the accused wishes to question that witness he must request.

The officer taking the summary includes in his Summary, a certificate that the Rule of Court 17 has been complied with.

Summary of Evidence

It is a record of the evidence against the accused & if he so desires in his favour. Proposed by SOF.

1. To enable the CO or the JAG to make Dept. of advising to decide whether the case should be tried by C.M. & if so, what charges.

2. To enable the accused to know what charges are against him, & to prepare his defence.

3. To constitute the prosecution brief at the C.M.

4. To enable the President to deal summarily if the witness.

5. To assist the court in deciding whether or not to accept an act in plea of guilty, and in deciding the sentence.

Proc:-

Rule of procedure ¹⁷ (Annex 25)

(Take a man after the CO investigation) on same day of SOF.
Law 174

1. If the CO is applying for a trial by C.M.

2. If the accused is charged with a C.M. offence

3. In cases where CO could deal with case but feels his powers of punishment are insufficient

4. If the accused elects to be tried by C.M.

5. When CO considers the evidence insufficient.

6. If the accused & an officer or NCO

Principle of a Co. over Officers & W/O's

1. Principle of a Co. over Officers & W/O's - but can give by a superior order directly to the officer or W/O if the officer is in charge of a unit

Principle of a Co. over Officers & W/O's

1. Superior Order

1. Forfeiture of sentence up to and under death
2. " of pay to make good loss or damage

2. Superior Order

1. Sentence dependent
2. Payment

list of these punishments will can be amended to list below

England	Co.	Continental Countries			
		France	Germany	Italy	Spain
Summary	yes	no	no	no	no
Death sentence	-	25 days	-	-	-
Prison confinement	-	25 days	-	-	-
Forfeiture of pay	-	yes	-	yes	-
Detention of pay	yes	yes	-	-	-

Continental countries often of their own accord because must be given back

Summary	yes	-	yes	-	-
Prison	yes	-	yes	-	yes
Detention	yes	yes	yes	yes	yes
Co.	-	14 days	-	14 days	-
Extra Co. Order	-	3 days	-	3 days	-

Scale of Force for Detention in U.K. 1952

Principle of Punishment

Summary Punishment

1. In the case of a officer or W/O, forfeiture of sentence, & detention of pay to make good loss or damage.
2. Forfeiture of pay to make good loss or damage.
3. Aircraftman - Detention - Full punishment - partial forfeiture of pay. Fines for drunkenness - Fines for loss or damage.

Prison Punishment

1. Officer - 14 days - Severe loss of pay
2. W/O - 14 days - Severe loss of pay & Detention
3. Aircraftman - Co. extra guard & picket & detention

Additional Orders

1. Reduction & Temp. duty - Sect. 113 & 114 of 1952
2. Removal from duty - including acting rank - no summary punishment may be awarded in addition - Sect. 115 of 1952
3. Automatic forfeiture of pay for absence without leave
4. Forfeiture of gross current budget - automatically forfeited on a notice of detention or full punishment & they may be forfeited of gross entry provided it is an authority of officer not below rank of W/O
5. Punishment of Punishment

- Form 251 Above report used by uniformed Co. under
 Form 252 Above Form
 Form 602 Squadron report of number of man under arrest

3 Rights of Prisoner under arrest

1. When placed in close arrest charge form should go to guard room first with 2. If not received within 24 hours must inform Adj. or S.C.
2. If not received within 48 hrs prisoner must be released

2. If investigation of the charge is not exp. commenced within 48 hours of the case being reported to the S.C. then a letter is to be sent to Group informing them of the delay

3. If the Officer or Prisoner under close arrest or open arrest is not ^{present} brought to trial within 8 days a form 1 to ^{and} ^{be} ^{sent} ^{to} ^{the} ^{custodian} to be returned for every 8 days until case is disposed of

Special action to be taken if Prisoner is drunk

1. Must be placed in guard or detention room alone if possible
2. Give him 1 or more blankets (no biscuits)
3. Remove boots (unless very cold)
4. Remove him of all potatoes except 1
5. To be visited every 2 hours by S.C. of guardroom to ascertain his condition
6. Release him 24h
7. At least 24 hours must pass before going before C.O.

Stages of Detention and A.W.O.

(See 216 list 12)

In order to determine which charge is appropriate the officer taking the S. of E. should pay particular attention to the following:

1. Driving licence or ^{other} ^{valid} ^{accident} ^{have} ^{written} ^{employment}
2. Whether accused ^{is} ⁱⁿ ^{an} ^{accused} ^{name}
3. Did accused have identity card (copy) if so how?
4. What arrested was statement made (if in this copy)
5. Copy does found in accused other arrested
6. What accused wearing wearing clothes (if in other copy)
7. Did he change hat from red/black - set up another one

4th Open Court

Same as an open

1201 Open Court

Account to and with ~~Account~~ (not say) ~~Account~~

Quinn - Case notes

Train when given and be placed in an obvious

1. Dunbar

2. Verbal

3. Dunbar etc.

4. Maintenance of discipline

5. For protective custody

Always get some answer (etc) to ~~account~~ (could be placed in grand room & Loged)

As Co. has 2 accounts open to him

1. Keep him in close court

2. Place him in open court

3. Release him without account

Dunbar

Found in the case of ordinary reasonable man that he was

Can sell in the matter of concentration

1. If the account ask for him on the grounds of illness

2. If Dunbar is only part of cause of account etc

Close Court. Open

4. Prepare charge sheet in briefcase

1 copy to account 1 to court and 1 for self

5. Make up list of charges & hand to account

6. Tell an account - hand him copy of charge sheet & an writing upon him of the type of account

7. Account is confined to his room

8. Before account's return open

9. Charge will be for account

10. Charge with him for acts for which account

(Any attention in charge or court mostly attention chatty, informal)

Open Court

Open on 1st & 2nd Group

Prepare charge sheet. Indirect (Account & Hall)

tell an account - hand charge sheet to him &

type of account in writing

Not allowed to see him for any plea of enticement - not allowed to see writing

1st Close Court

Confined to room with account

Charge to be made on 2nd - particularly noted

on Grand Room form he

2nd up notes for the court

(then on for an open)

Same for 1st & 2nd on for etc.

AIR FORCE LAW.

1. Air Force Law has full power always except
 2. Air Force Law passed every year - contains articles on
 which are not in air force law
 3. Air Force Law Act 1972 (S. 1) - Air Force
 (Page 21) (S. 40) (S. 41) (S. 42) (S. 43)
 (S. 41 - Air Force) (S. 42 - Air Force)
 (S. 43 - Air Force)

Air Force Law

1. Air Force Law

2. Air Force Law

1. Air Force Law is a part of Air Force Law. It is a
 part of Air Force Law if they are in Air Force Law.
 2. Air Force Law is a part of Air Force Law.
 3. Air Force Law is a part of Air Force Law.

1. Air Force Law is a part of Air Force Law.

2. Air Force Law is a part of Air Force Law.

3. Air Force Law is a part of Air Force Law.

4. Air Force Law is a part of Air Force Law.

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8. Air Force Law is a part of Air Force Law.

9. Air Force Law is a part of Air Force Law.

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 210
 100
 100