

## CHAPTER 7

### INSTRUCTIONS TO SENIOR OFFICERS

*(MOD Sponsor: Cdre NS)*

This chapter has been equality and diversity impact assessed by the sponsor in accordance with Departmental policy. No direct discrimination or adverse impact was identified. This chapter is due for review at the next routine amendment exercise.

### CONTENTS

#### SECTION I - GENERAL INSTRUCTIONS

**Para**

- 0701. Unified Commands
- 0702. Single Service Commanders
- 0703. General Responsibility of Commanders
- 0704. War Organization
- 0705. Reporting
- 0706. Accidents and Serious Defects
- 0707. Operational Records
- 0708. Commanders Absence

#### SECTION II - INSTRUCTIONS RELATING TO SHIPS

- 0721. Notification of Exercises
- 0722. Senior Managers Role in Environmental and Safety Management
- 0723. Upkeep and Repair
- 0724. Musters and Inspections
- 0725. Inspection of Royal Marines Detachments
- 0726. Responsibilities of Senior Officer Present
- 0727. Senior Officer at Sea
- 0728. Speed of Ships and Fuel Economy
- 0729. Assistance to Merchant Vessels
- 0730. Commission of Ships
- 0731. Towing Operations by Ministry of Defence (Navy)

0732 to 0750 Unallocated

#### SECTION III - INSTRUCTIONS RELATING TO SHORE ESTABLISHMENTS

- 0751. Naval Establishments Abroad
- 0752. Authority Over Naval Establishments in the United Kingdom
- 0753. Security in the United Kingdom
- 0754. Inspections of Shore Establishments
- 0755. Civilian Employment Arrangements

## CHAPTER 7

### INSTRUCTIONS TO SENIOR OFFICERS

#### SECTION I - GENERAL INSTRUCTIONS

##### **0701. Unified Commands**

1. Unified Commanders normally command all British forces allocated to their operational area subject to the terms of any directives which may be issued to them. The single Service Commanders in the area exercise command of the allocated Naval, Land and Air Forces under the overall command of the Unified Commander. The Commander of the unified command is nonetheless expected to exercise the oversight and co-ordination necessary to ensure the most efficient functioning of the command and maximum economy in its administration.

##### **0702. Single Service Commanders**

1. With regard to the instructions in this chapter, the term Commander is to be taken to include:

- 1SL and CNS, and subordinate commanders as directed.

##### **0703. General Responsibility of Commanders**

1. Naval Commanders in a unified command are responsible for the full command, training and efficiency of the forces under their command and they are responsible for the administration of their command.

2. They are subject to the terms and directive of the First Sea Lord and Chief of the Naval Staff.

3. Single Service Commanders will be assisted by appropriate staff officers and may delegate to nominated Assistant Chiefs of Naval Staff, Flag and General Officers, such responsibilities that they may consider desirable, authorising them to issue orders and instructions, subject to any prescribed limitations.

##### **0704. War Organization**

1. The PJHQ and JFC is responsible for the preparation of war plans and war orders in accordance with instructions issued by the Ministry of Defence (generally by CDS planning directive) and is to ensure that these are always ready for immediate implementation if so ordered.

##### **0705. Reporting**

1. They are to report when necessary on matters which they consider should be brought to the attention of the PJHQ, JFC and the Ministry of Defence, and at other times in accordance with the delegations of authority given.

**0706. Accidents and Serious Defects**

1. When any accident happens which causes entire or partial disablement of a ship for service, i.e. serious fires or when any serious defect is discovered in weapon systems, propulsion or auxiliary machinery, the cause of which is not clear, the senior officer present is to instigate a ship's investigation to be held at once as to the cause of the accident or defect; and a full report with evidence, findings, sketches and digital images are to be forwarded to the superior authority and, if necessary or appropriate, the Ministry of Defence in accordance with 5706.

2. All aircraft accidents and incidents are to be investigated and reported in accordance with MRP RA 1410 (Occurrence Reporting).

**0707. Operational Records**

1. Operational Flag Officers, Commodores and subordinate commanders are to maintain and submit monthly Operational Records for their commands in accordance with BR 9461.

**0708. Commanders Absence**

1. Commanders are to formally delegate to subordinate officers in their command to execute their duties in their absence.

**0709–0720. Unallocated**

## SECTION II - INSTRUCTIONS RELATING TO SHIPS

### 0721. Notification of Exercises

1. The Commander or senior officer is to ensure that the various authorities concerned (e.g., coastguards, fishery and air traffic control authorities) are notified of any exercises and firing practices, including the laying of obstructions, which they intend to carry out.
2. **Warnings to Aircraft.** Warnings to aircraft of practices constituting an air hazard are issued by air traffic control authorities by Class 1 or 2 NOTAM on the International NOTAM Network in enough time for pilots to take account of it in their flight planning. The notification required to be given to the National Air Traffic Control Service authorities in the UK Flight Information Regions by Commanders and senior officers depends principally on the area in which the firing is taking place, and is shown in BR 1043, *Gunnery and Guided Weapons User Instructions*. These principles are valid throughout the world and Commanders should issue the necessary local orders. The requirements for the notifications and clearance of air exercises are contained in UKAIP/ANO (CAP 393)
3. **Warnings to Shipping.** Warnings to shipping in general regarding firing danger areas and fleet and submarine exercises are promulgated in Annual Notices to Mariners issued at the beginning of each year. These warnings are adequate for normal practices and exercises, but if the practice or exercise is likely to involve unusual danger to shipping (for example, night exercises involving darkened ships, submarines, flares, etc.), or to interfere to an exceptional degree with traffic on busy routes or with fishing activities (for example, mine counter-measure exercises), the Commander is to ask the Hydrographer of the Navy to issue a radio navigational warning and/or Notice to Mariners (a request for a Notice to Mariners should be made at least 21 days in advance). In addition, Commanders are to issue a radio warning and, if necessary, a local Notice to Mariners.
4. **Mine Counter-Measures (MCM) Exercises.** When a special warning is required for an MCM exercise, the area concerned is to be specified and the duration of the exercise stated. When an exercise minefield is laid and has to be cleared, the estimated limits of the area in which the MCM Vessels (MCMV) will be operating is to be given. Special warnings are to be issued for all MCM exercises and the appropriate Ministries with responsibilities are to be informed.

### 0722. Senior Managers Role in Environmental and Safety Management

1. Ships Duty Holders (DH) and senior managers for HS&EP are to ensure they allocate resources to, direct, or advise, meet the requirements for the management of safety and environmental protection as laid down in BRd 9147 and DSA02-DMR Shipping Regulations for Safety and Environmental Protection at all times. Responsibilities shall also include:
  - a. Leading by example to promote a safety climate that engenders safe behaviours, including environmental protection;
  - b. Making available adequate resources, including funding and people, for the safety and environmental tasks that they delegate, so that they are achieved in reasonable time scales;

c. Ensuring effective arrangements exist to capture feedback and resolve shortfalls relating to safety or environmental issues in management systems, design performance, materiel or operational aspects through-life;

d. Ensuring effective arrangements are in place for learning from experience which must be based upon a fair and consistent balance between learning and accountability;

e. Ensuring delegations for safety and environmental protection are established formally and auditable.

2. Duty Holders (DH) and senior managers responsible for HS&EP shall be responsible for ensuring that an effective regime is maintained to control the safety and environmental impact of activities and the material state of MOD Shipping in accordance with DSA02-DMR-MOD. In the conduct of these duties they are to ensure:

a. Safety cases and environmental cases are maintained for the operation of each ship;

b. A Command Safety and Environmental Summary is provided for the Commanding Officer Duty Holder of each ship;

c. Ships are operated and maintained by adequate numbers of suitably qualified and experienced personnel;

d. Equipments and procedures are not modified in such a way as to prejudice safety or environmental protection;

e. Ships are tasked and operated in accordance with their safety cases and environmental cases, including the requirements for Naval Authority Certificates;

f. Emergency arrangements are put in place, documented, followed, understood, tested, monitored and improved.

3. **Operations Outside of the Design Envelope.** Ships or equipments shall be operated within design limits and parameters defined in safety and environmental case reports, support publications, operating manuals and, in respect of ships, command safety and environmental summaries, unless there are extenuating and justifiable overriding operational requirements. If a ship or system has to be operated outside its design envelope, or if the design envelope is not clearly defined for exceptional circumstances, then the Commanding Officer must liaise with the Platform Authority and/or Delivery Duty Holder (DDH)/senior HS&EP manager to ensure that safety and environmental implications are fully considered and residual risk managed effectively.

4. **Operational Tasking.** If the authority to direct the command of a ship or place tasks on its Commanding Officer is to be passed outside the Operating Duty Holder's organisation, the Operating Duty Holder shall ensure that arrangements and responsibilities for safety and environmental protection remain clear.

**0723. Upkeep and Repair**

1. The Surface Ship Support Alliance (SSSA) has been created to enable industry to deliver Class Output Management (COM) teams who are responsible for the availability of surface ships within the scope of the programme. For ship classes within scope of the SSS Alliance, the COM provides the single point of contact for the end user on routine technical and availability issues; the first point of contact for maintenance of the delivery of Operational Capability should be the Ship Platform Manager within each respective COM. Issues regarding COM service provision and fleet or class wide issues should be taken up in the first instance with the respective SCA Through Life Manager. The COM is also responsible for the timely implementation of changes to the design of in scope ships.

2. For Ships supported by the Commercially Supported Shipping (CSS) team, dependent upon the platform contractual support arrangements, the single point of contact for routine technical and availability issues for CSS platforms is provided by either Waterfront Cluster Support Teams or Contracting for Availability (CFA) delivery teams.

**0724. Musters and Inspections**

1. Commanders are to ensure that ships and submarines under full command are inspected on completion of Operational Sea Training to provide operational assurance that ships are ready for deployment. This does not preclude Commanders, other Flag and General Officers or Commanding Officers from ordering a special inspection if circumstances indicate that this is appropriate.

2. Except when the Commander or senior officers carry out a personal inspection the Commander is to delegate this duty to an officer under his orders. Routinely this duty will be carried out by FOST who may delegate as appropriate to subordinate staff.

**0725. Inspection of Royal Marines Detachments**

1. Under the direction of the Commander or senior officer, RM detachments embarked in ships are to be inspected periodically, either afloat or on shore, by the senior (or most appropriate) Royal Marines officer present. No such Royal Marines officer, however, is to inspect a detachment in the charge of an officer of the corps senior to himself.

2. Should the senior Royal Marines officer present be serving in command of the detachment on board the ship inspected, they are nevertheless to inspect and report on the condition of the detachment and of the efficiency of the landing organisation.

3. When there is no inspecting Royal Marines officer at hand, the detachments may be inspected by the senior non-commissioned officer available, whether or not they are in command of the detachment inspected.

**0726. Responsibilities of Senior Officer Present**

1. The Flag or senior officer present is, in matters relating to ships under their orders at the time, to be guided by the foregoing instructions to Commanders, as well as by the following clauses.

2. They are to frequently exercise their ships. If at any time a ship displays a marked degree of excellence in any department, the name of any officer especially commendable is to be reported. If a ship obtains markedly poor results, an inquiry is to be held into the circumstances, at which the method of training employed and the conditions under which the practice was carried out are to be fully investigated. The report, with the minutes of the evidence and the Commander's remarks on the conclusions, is to be forwarded at the discretion of the Commander.

3. They are to take the closest interest in all ships of the force or squadron which are put under their orders; to see that their crews are properly disciplined; that all orders and regulations are punctually attended to and obeyed; and that the stores are kept as complete, and the ships in every respect are as fit for service, as possible.

4. They are to receive all reports of the state of the ships and of their defects, applications for repair and refitting, demands for stores, representations of the state of their crews or of the misconduct of their officers and personnel, as being responsible to the Commander for the good order, discipline, and efficiency of the force or squadron they command.

#### **0727. Senior Officer at Sea**

1. The senior officer when at sea is normally the Officer in Tactical Command (OTC) and also, when appropriate, the Officer Conducting the Exercise (OCE) but either or both of these duties may be delegated to another officer or officers; nevertheless delegation of either or both of these duties does not absolve the senior officer of the responsibility of exercising an overriding control of the ships under their orders where the situation demands it.

2. The OCE is to issue the necessary orders for the exercise to ensure that safety precautions are observed and that the exercise is properly conducted.

3. The OTC is to be particularly attentive in observing that the ship which carries their flag, broad pennant or pennant, and all the ships under their orders, keep to their station precisely in whatever formation the unit may be; and when any evolution is being performed they are to note closely how the ships under their orders carry it out, and maintain the highest possible standard.

4. They may correct the mistake or negligence of a ship in another unit whenever it is probable that, from their relative stations, the ship cannot properly be seen by the officer commanding the unit to which she belongs or whenever, in the presence of an enemy, the officer commanding the unit, whatever their situation, does not themselves immediately correct such mistakes or negligence.

#### **0728. Speed of Ships and Fuel Economy**

1. Except when operational tasking or exercising necessitates high speed running, or where for other reasons a high speed is necessary, Commanding Officers are to conduct Maritime Security and passage at most economical speed iaw specific platform guidance in BRd 45(7) and CBd2002. On occasion Flag and Commanding Officers may consider that some deviation from most economical speed is justified.

2. Commanding Officers are required to request, with suitable justification, all fuel uplifts in excess of the monthly platform fuel allocation to COMOPS.

**0729. Assistance to Merchant Vessels**

1. A Merchant Vessel chartered or owned by Her Majesty's Government may require naval personnel to be embarked to perform specific Military related tasks. In such situations, the Master is authorised to apply to the senior officer for assistance. Assistance should be rendered at the discretion of the senior officer and the circumstances reported to the Ministry of Defence and to the Department of Trade (Sea Transport Division), London. (See 3706 on discipline of personnel lent to merchant vessels).

2. When employed on naval service, such vessels may also require naval assistance in connection with repairs, defence, victualing, storing and fitting out for special duties as prescribed in other publications.

**0730. Commission of Ships**

1. When a ship is commissioned as a tender, this is to be stated in the report of commissioning.

2. Ships of the following classes, when in commission, will normally have the status of independent commands:

Aircraft carriers	Destroyers
Amphibious Assault ships (LPH/LPD)	Frigates
Submarines	Ice patrol ships
MCM Vessels	Offshore Patrol Vessels
Salvage ships (when RN manned)	Surveying ships

3. On the commissioning of a ship the Commander is to issue to the duly-appointed Commanding Officer designate a commissioning order, which is to be read to the ship's company on the day of the commissioning.

**0731. Towing Operations by Ministry of Defence (Navy)**

1. Coastal and ocean tows of HM ships, RFAs and other Ministry of Defence-owned vessels are normally arranged by Salvage and Marine Operations Project Team (SALMO) and undertaken by commercial vessels under short term charter iaw 2012DIN04-018: Responsibility for Blue Water Towing and Heavy Lift Transportation.

2. Sponsors requiring coastal and ocean tows are responsible for:

a. Ensuring that the vessel to be towed is prepared, rigged and ready in all respects for the tow.

b. Deciding, in consultation with SALMO, whether the ship to be towed, if out of commission should be manned with a towing crew or not.

3. Navy Operations, Northwood or other delegated authority will be responsible for:
  - a. Authorising the tow to proceed and monitoring of its progress and safety.
  - b. Ensuring in consultation with SALMO that a towing conference is convened for major or unusual tows before sailing, which should be attended by the Towing Master, Officer-in-Charge of the towing crew and other main interested authorities/parties.
4. Guidance on MOD tows is contained in QRRN – Chapter 46 Section III paragraph 4631, BR 45 (6)(1) Chapters 5 & 8 and BR 67 Chapter 4 which should be consulted.

**0732 - 0750. Unallocated**

## SECTION III - INSTRUCTIONS RELATING TO SHORE ESTABLISHMENTS

(See also BR 8581, *Management Regulations for HM Naval Bases and other MOD(Navy) Establishments*)



**Note.** Attention is directed to the *Explanation of Terms* on p. xxiii and xxiv which defines naval, fleet, civil and medical establishments.

### 0751. Naval Establishments Abroad

1. The Commander or senior officer is responsible for the discipline and administration of fleet establishments, being guided by the instructions in **Para 0752 1 sub para c**, in their dealings with medical establishments. They are also to have authority and control of the civil establishments within their command in regard to the general transactions of the Service, but they are not to interfere with the management of any of these establishments, unless, in their opinion, a particular and sufficient cause makes it necessary, when he is to report to the Ministry of Defence the nature of the order given and their reasons for interfering. The head of a civil establishment, if they consider that any public inconvenience is likely to arise from compliance with an order given to them by the Commander is to make representations to the Commander stating the objections. If the Commander should still directs the order to be complied with it is to be obeyed without further delay or discussion, the Commander becoming wholly responsible to the Ministry of Defence for the necessity of the measure; but the head of the civil establishment on receiving the order may, if they think fit, send to the Ministry of Defence, with a copy to the Commander, any observations upon it they may wish to submit for consideration.

2. **Absence of Commander.** In the absence of the Commander all the control and authority vested in them under this Article are to be exercised fully and effectively by the Senior Naval Officer present, provided such officer is not below the rank of Commander.

3. **Civil Establishments Abroad Without Superintendents.** The Commander may suspend any officer for misconduct, but they are at once to report in full their reasons for doing so. If the suspended officer is in charge of money or stores they are to hold a survey immediately and to transfer remains to new accounts in order that those of the suspended officer may be investigated properly.

4. **Civil Establishment Vacancies.** If a vacancy should occur among the officers of a civil establishment abroad, or among the civil officers of a medical establishment abroad, the Commander or senior officer is not to fill such a vacancy by appointing an officer from the fleet with an acting order. If, however, because of a vacancy occurring owing to suspension, death or ill health, the temporary services of an officer are urgently needed, a qualified officer from one of the ships under the orders of the Commander or senior officer may, if they can be spared, be lent to the establishment. When this is done the Commander or senior officer is to register their reasons for any remuneration beyond the officer's pay and allowances via JPA.

5. **III Health of Personnel Abroad.** Personnel whose medical conditions can not be managed whilst deployed abroad are to be returned to the UK for treatment on advice of the senior medical officer in charge of the case or on the recommendation of NCHQ Medical Division. Repatriation may be by formal aero medical evacuation or by routine return to the UK for non-urgent conditions.

## 0752. Authority Over Naval Establishments in the United Kingdom

1. Subject to any special instructions issued by the Ministry of Defence, the Commander is responsible for the discipline and administration of fleet establishments within their command, except:

a. HM Naval Bases (Portsmouth, Devonport and Clyde) and Naval Oil Fuel Depots: These are the responsibility of the Assistant Chief of Staff Support.

b. **Naval Air Stations and Establishments.** These are the responsibility of the Assistant Chief of Naval Staff Aviation, Amphibious Capability & Carriers (ACNS(A&C)).

c. **Royal Marines Establishments.** The Major-Generals Royal Marines are directly responsible to the Commandant-General Royal Marines for the discipline and administration of these establishments. They maintain the closest liaison with the Commanders and advise them on all matters concerning the Royal Marines establishments which are within their commands.

d. **Medical Establishments.** The Commander is responsible for the discipline and administration of medical establishments within their command, but they are not to interfere in subjects of a purely medical character, or connected with the professional treatment of patients, or in such other matters for which the medical officer of the establishment is directly responsible to the Medical Chain of Command (sS or HQ Surgeon General).

2. **Civil Establishments in the United Kingdom.** These are divided into two classes, operational and detached. Operational establishments comprise establishments which are functionally part of the Commander's command and which exist primarily to meet the operational requirements of the Commander and to support the forces under their orders; establishments in this category include Naval Bases their associated Dockyard Ports and Oil Fuel Depots under the control of ACNS(SPT), victualing yards and store or armament depots at, or closely linked with, ports in command, also RN aircraft yards and workshops in support of ACNS(A&C). Detached establishments comprise research, development and production establishments, detached store and other depots which are functionally responsible to the Ministry of Defence, and exist for the support of the Navy as a whole, irrespective of geographical location. Commanders should promulgate a list of civil establishments in their command giving their classification in accordance with this Clause and particulars of any arrangements made under Clause 7. Copies of such lists and of any later amendments should be forwarded to the Ministry of Defence.

3. **Operational Civil Establishments.** In dealing with operational civil establishments the Commander's position is generally as laid down in [Para 0751](#) for civil establishments abroad, that is, they have authority and control in respect of the general transactions of the Service but should not interfere with their management or internal organisation, for which the heads of civil establishments are responsible to the Ministry of Defence unless other arrangements are made in particular instances.

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4. **Detached Civil Establishments.** The heads of detached civil establishments are responsible direct to the Ministry of Defence, and the responsibilities of the Commander within whose area they are situated are limited to those indicated in Clause 5, except that they have general administrative control over all naval personnel serving within their command and general operational control over HM ships and other craft which are attached to naval establishments under their control.

5. **Naval Establishments.** In respect of all naval establishments, other than those referred to in Clauses 6 and 7, situated within the area of their command the Commander is:

a. To supervise naval defence requirements, signal communications and passive defence arrangements (other than at Ministry of Defence Headquarters buildings).

b. To be acquainted with and advise Army, Royal Air Force and civil authorities as required on naval activities within the area

And, as may be required:

c. To report on losses which result from fire, theft or damage (Reports on losses which result from theft or damage in detached civil establishments are normally forwarded direct to the Commander when boards of inquiry are held).

The Ministry of Defence will keep the Commander informed of all changes in policy or activities which affect the defence requirements of civil establishments.

6. **HM Naval Bases.** ACNS (SPT) is responsible for carrying out the functions detailed in clauses 3 and 5 in respect of HM Naval Bases. In respect of the responsibilities mentioned in paragraphs 5a and b ACNS (SPT) is to work in close liaison with the commander of the area concerned.

7. **Air Establishments.** ACNS (A&C) is responsible for carrying out the functions detailed in Clauses 3 and 5 in respect of air establishments at home wherever situated. In respect of the responsibilities mentioned in Para 5 [sub para a](#) and [sub para b](#) ACNS (A&C) is to work in close liaison with the Commander of the area concerned.

8. **Ancillary Establishments.** In certain circumstances, the Commander of the area in which a parent establishment is situated retains administrative responsibility for an ancillary establishment located in a different command area. The naval authority of the latter area should, however, be kept advised of activities affecting defence requirements in connection with the ancillary establishment.

9. **Naval Production Organisation and NROs.** The instructions given in this Article do not affect the Ministry of Defence naval production organisation or the responsibilities of Naval Regional Officers. In view, however, of the close contact maintained by Naval Regional Officers with the regional representatives of the civil and supply departments, naval authorities may find it convenient in certain matters to work through, or delegate responsibility to, the Naval Regional Officers.

10. **Civil Establishments General Guidance.** In their relations with civil establishments situated within their sub-command areas, Flag Officers and Naval Officers-in-Charge should be guided by the foregoing instructions to Commanders.

#### **0753. Security in the United Kingdom**

1. The Commander Naval Personnel and Second Sea Lord is to co-ordinate the application of MOD security policy throughout the Naval Service in the United Kingdom.

#### **0754. Inspections of Shore Establishments**

1. The Commander is to arrange that establishments under their full command are inspected at least once every two and a half years. The inspecting officer is always to be senior to the Captain or Commanding Officer of the establishment to be inspected. They are to be assisted by appropriate staff and specialist officers.

2. When a staff officer is also an officer appointed for duties with the establishment being inspected, they are to obtain where possible the services of a specialist or sub-specialist officer senior to the one being inspected to assist them in that part of the inspection.

3. For colleges and naval training establishments, under their full command, the Commander is to assess the manner in which the training task is being undertaken, including the adequacy of staff, equipment and buildings provided.

4. **Medical Centres.** Inspection of Medical Centres is to be conducted in accordance with the current RN and HQ SG directions for assurance visits and using the current version of the DMS Common Assurance Framework appropriate to the size and role of the unit. Inspections are to be conducted no less frequently than 2 yearly.

#### **0755. Civilian Employment Arrangements**

1. The Commander is not to alter any conditions of service or scales of remuneration of civilian employees serving from the United Kingdom or, unless authority to determine such matters has been specifically delegated to them, of locally-entered civilian employees, without prior Ministry of Defence approval, or to create any place or office or add to authorised complements except in accordance with specific instructions or in emergency, in which case details should be reported to the Ministry of Defence as soon as possible.