

CHAPTER 8

INSTRUCTIONS TO COMMANDING OFFICERS

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This chapter has been diversity and inclusion 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.

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CHAPTER 8

INSTRUCTIONS TO COMMANDING OFFICERS

SECTION I - SEA COMMAND

0801. The Exercise of Sea Command

1. In exercising sea command, the Commanding Officer is accountable through their operational chain of command to the Admiralty Board for the safe direction and management of all the tasks and functions of their ship and her company. This shall be known as the safe conduct of the ship. (See **Para 0803 [sub para 1](#)**)

0802. Powers of Delegation

1. The Commanding Officers (CO), in consultation with their Operational Commander may delegate sea command in the event of their long term absence or incapacity. They may also, subject to professional judgement, delegate conduct of the ship in such circumstances as temporary incapacity, short-term absence or for training purposes. To comply with the Standards of Training, Certification and Watchkeeping (STCW) Convention of 1995, when the CO intends to be absent from the ship whilst the vessel is underway (except during cold moves by a Queen's Harbour Master (QHM) (See **1922.3**)), sea command or conduct may only be delegated to an officer possessing both Command Qualification 1 (CQ1) and a Platform Endorsement (PE) for the particular ship type. The CO may delegate Conduct to an officer not in possession of CQ1 for training purposes when they remain embarked, or for urgent requirements in cases of operational need. At all times, the officer delegated Conduct must, as a minimum, possess an in-date Navigational Watch Certificate, Bridge Warfare Qualification and PE for the particular platform type. All officers are to report to and take directions from the officer with delegated powers as if they were the Commanding Officer.

a. **Additionally for Submarines.** In peacetime, Conduct of a Submarine can only be delegated to an officer who has successfully completed the Submarine Command Course (SMCC). At least one SMCC qualified Officer, who has been appointed to the submarine, is to be on board whenever the submarine is underway.

2. Guidelines for delegation of Conduct are summarised in [Table 8-1](#). It is fundamental that the impact of the absence of the (CO) on the Operational Capability of the unit is carefully gauged. Subordinate Development is a key command responsibility and Commanding Officers are encouraged to seek opportunities to allow suitably qualified and experienced officers to experience delegated Conduct of Command. It is not intended to limit appropriate delegation of this task for training or operational reasons but it is vital that the impact of the absence of the Commanding Officer on Operational Capability is properly assessed and mitigated, so there is a need to keep Fleet Commander informed of longer-term absence whilst the ship is at sea. In all cases where the Commanding Officer will not be remaining in the close vicinity (minutes vice hours) of the Ship, and cannot return at short notice (vide examples at Table 1), the proposed delegation should be discussed first with the parent Flotilla or Squadron (considering the Operating Assurance aspects, including personnel SQEP), and then with FLEET N3 at Northwood (FOO, SOO or DACOS(OPS)), for consideration of Operational Assurance aspects, including potential tasking.

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Such delegation will still be considered for FRE, TAPS, IRF (SM), MT 2/3 (MM) or for any unit held at R2 or higher but subject to a thorough Operational Assurance check including N2 assessment. Fleet N3 – on behalf of COMOPS – will advise the Commanding Officer whether their intention to delegate Conduct is approved and the Ship should then raise a suitably referenced intention signal to include dates of absence and a brief summary of the ship's programme. For those ships with 3-watch manning, where the Commanding Officer is routinely absent, and those at OF5 Command with SASB2 Executive officer appointed no such procedure is necessary but such ships should keep Fleet N3 informed: a signal or e-mail to DFC (copy to FOO) is sufficient.

3. Finally, whilst not wishing to be prescriptive in considering appropriate periods for delegation, Commanding Officers should also take into account a variety of factors inter alia: ease of return, the operational and programme requirements, the availability of HODs/other relevantly qualified and experienced personnel, weather and the qualification of the officer to whom Conduct is to be delegated. Consideration should also be given to the ability of the ship to conduct short notice tasking such as RAS, SAR, towing, SOLAS etc, in the absence of the Commanding Officer. Whilst it is acknowledged that these guidelines may appear to limit prospects for the delegation of Conduct, the intent is otherwise: with planning and careful forethought there should be frequent opportunities for Executive Officers to gain valuable experience of command. Guidelines for delgation of Conduct are summarised in [Table 8-1](#). For vessels alongside the orders at BRd 9467 FLAGO Chapter 12 remain extant.

4. The Commanding Officer may delegate the conduct of navigation (see **1922**) to the Navigating Officer. In delegating this duty, they should take full account of the experience, qualifications, ability and availability of the officer nominated for navigating duties and the degree of supervision which may therefore be required. These factors must be addressed in standing orders or memoranda.

5. The Commanding Officers may delegate the conduct of operations in their ship and other units under their command to the Executive Officer (see **0901**) or to the Principal Warfare Officer (see **1901–1903**) or to the Officer of the Watch in Submarines (see **3007**). The limits of this authority are to be qualified or modified as the Commanding Officer thinks fit, commensurate with the experience of the relevant officers.

6. For further advice, with particular emphasis on navigation matters, see BRd 45 AMN Admiralty Manual of Navigation Vol 4 Chapter 8

Table 8-1. Guidelines for Delegation of Conduct

Circumstances of intended delegation	Qualifications of officer delegated	Action-internal	Action-external	Remarks
CO remaining onboard	NWC/BWC PE	Write Sea Order Book	Nil	Usually conducted for training purposes. CO to be readily available and provide suitable oversight to ensure the safe conduct of the ship.
CO not onboard but in close proximity and able to return at short notice	CQ1 PE	Write Sea Order Book	Nil	eg CO conducting fishery protection boarding or visiting another vessel nearby. A multi-hour helicopter embarkation would fall outside this criteria.
CO not onboard and unable to return to ship at short notice	CQ1 PE	Write Sea Order Book	Discuss matter with Flotilla/Squadron and FLEET N3. Signal intention to FLEET COMMANDER (Info OPCON/Flotilla).	Will be considered for periods as FRE, TAPS, IRF (SM), MT 2/3 (MM) and when readiness is from R2 or higher only with Fleet Ops mN2 and N2 assessment.

0803. Charge of the Ship

1. The safe conduct of the ship at sea is vested by the Commanding Officer in the Officer of the Watch, who alone can have 'charge of the ship'. (See **Para 0809 1 sub para b**) The Commanding Officer is to ensure that any person so employed is competent to assume the duties laid down in Chapter 30, holds a valid Navigational Watch Certificate (NWC) and Platform Endorsement (PE), and is in date for the relevant medical tests required by BRd 1750A, *Handbook of Naval Medical Standards*, particularly regarding eyesight standards for Bridge Watchkeepers. Charge of the ship returns to the Commanding Officer at any time they so direct, and automatically should they give any conning order either directly or through another person. In such circumstances the Commanding Officer must ensure that there is a clearly understood division of responsibilities on the bridge.

2. **Officer of the Watch.** The OOW is accountable to the Commanding Officer for the safety of the ship in all its aspects, but is functionally subordinate to the Navigating Officer for the execution of the navigational plan (see **1924–1925**). The full duties of OOWs and their relationships with NO and PWO are laid down in Chapters 30 and 19. These relationships must be amplified by Commanding Officers in their standing orders bearing in mind the experience, training, ability and availability of each. Such orders must also amplify the requirements of **1925.2** to reflect the ship's manning and operational roles.

3. **Delegation of Charge.** In delegating charge of the ship, the Commanding Officers must, in their standing orders, take account of the circumstances in which such charge might be relinquished (see **3001.2**). In particular, the Navigating Officer may require to take charge of the ship and become OOW in the course of pilotage. Additionally there may be circumstances of such urgency (such as imminent risk of collision or grounding) that the Executive Officer, or an experienced Navigating Officer if authorized in Captain's Orders, may take charge of the ship from the OOW without first consulting the Commanding Officer.

4. **Personnel Undergoing Practical Training.** An officer or rating undergoing practical training in the duties of the Officer of the Watch on the bridge of any ship at sea, or in the control room of a dived submarine, who has not yet been awarded their NWC or is not yet considered by the Commanding Officer as being sufficiently competent to be left alone in charge of the ship or submarine, is to be supervised by a qualified officer of experience who whilst not taking the ship or submarine out of the hands of the officer or rating under supervision, except in case of emergency, is to see that all orders given by him are correct and safe. In these circumstances the supervising officer is the Officer of the Watch and the officer or rating being supervised is their subordinate: and is to be known as the Second Officer of the Watch. The duties of the Second Officer of the Watch are as prescribed by the OOW to provide the best assistance appropriate to the situation.

5. **Foreign Naval Officers.** No officer of a foreign navy who may be borne as supernumerary is to be placed in charge of the ship (see **0339** on officers of the Royal Navy borne additional).

6. **Officer of the Watch – Station.** The Officer of the watch is normally to be stationed at the primary conning position. Where, however, the Commanding Officer deems that the Officer of the Watch can temporarily discharge their responsibilities for the safety of the ship more efficiently from some other station, they may give directions accordingly. The primary conning position in a submarine is the bridge when on the surface and the control room when dived.

7. There may be occasions, for example when proceeding in a fog, when the Officer of the Watch may not be able to obtain sufficient and timely information to accept automatically the responsibility for the ship's safety. When such a potentially dangerous situation exists, the Commanding Officer should be prepared to relieve them of these responsibilities. (See *also* **3003.4a** and **1925.3**).

8. **Threat of Attack.** When the ship is under threat of enemy attack (or on other occasions such as peacetime exercises) the Commanding Officer may arrange to direct operations through the officer in charge of the operations room. This officer is then to be known as the Principal Warfare Officer. At no time may the Principal Warfare Officer take the ship out of the charge of the Officer of the Watch or absolve them from their responsibilities as laid down.

0804. Succession to Command

1. Officers appointed to succeed another in command of one of HM ships are, as far as possible, to make themselves acquainted with the state of the ship through briefing from the officer they are relieving. They are to be furnished with a report, prepared by the head of each department, and approved by the officer they are relieving in the command, showing all existing defects in the respective departments.

2. On first appointment Commanding Officers are to make themselves acquainted with the machinery, weapons and equipment of their ship, with the extent and nature of any repairs or refit the ship has recently undergone, and with all the facts necessary to give them thorough knowledge of the ship's capabilities. They are to visit her throughout with the appropriate departmental and specialist officers. In ships and submarines under construction, they are to be accompanied by members of the Integrated Project Team (IPT) and Prime Contracting Organisation (PCO) Staff. Commanding Officers are to be furnished with such general information in regard to the ship and equipment as they may require.

3. Should they be dissatisfied with the general state of the ship, or any part of her, they are to report the matter to the Fleet Commander or senior officer.

4. Formal reports of commissioning or of a new officer assuming command are no longer required unless dissatisfied with the general state of the ship. Fleet Commander is to be signaled to provide notification of succession of Command.

5. When a Commanding Officer is superseded, they are to ensure that their successor is fully involved in any planning for missions that are to occur after the succession.

6. When a Commanding Officer is superseded, they are to transfer to their successor the originals of all unexecuted order.

0805. Captain's Orders

1. Commanding Officers are to keep a Sea Order Book. This publication gives instructions to officers concerning the conduct of the ship, operations and navigation, etc. during specific periods of time. Normally this will be in the night watches; equally the Commanding Officer is to write their Sea Order Book on the occasions that they delegate conduct of the ship to their Executive Officer or other Officers.

0806. Stability and Structural Strength

1. All HM ships are issued with a Stability Statement, the purpose of which is to assure Commanding Officers that their ship has satisfactory stability both in the intact and damaged state. The Commanding Officer is to ensure strict observance of any restrictions on the stability statement regarding the working of fuel, salt water ballast and other liquids. Information regarding the jettisoning of topweight and conduct in severe weather and icing conditions can be found in BRd 2170(1) Damage Control, BRd 67 Admiralty Manual of Seamanship, Brd 3000 Marine Engineering Manual, DBR 3009 Naval Oils Manual, MEDSOs Chapter 3 and associated confidential books.

2. In addition to a Stability Statement, HM surface ships are issued with a Certificate of Safety – Structural Strength. The purpose of this certificate is to assure the Commanding Officers that their ship, in its undamaged state, meets satisfactory structural safety standards and can safely perform her operational duties. Specific structural shortcomings will be noted on the certificate along with any operating restrictions to be exceeded only when they deem it imperative in an emergency.

0807. Loss of Ship

1. If a ship is wrecked or otherwise lost or destroyed, the Commanding Officer or senior surviving officer is to endeavour to preserve the lives of the crew; and when as many of them as possible have been saved, they are to make every attempt to save the confidential books and fittings, stores (particularly armament stores which are classified or useful to terrorists), provisions and portable equipment. If confidential books and fittings, etc., cannot be saved, they are, if possible, to be destroyed to prevent them falling into improper hands. This especially applies to a vessel wrecked on a foreign coast.

2. **Classified Documents.** Commanding Officers are personally to take special care to prevent all cryptographic matter, secret orders, signals and instructions falling into improper hands. Unless their safety is assured, they are to ensure that all secret documents are burned and all mechanical cryptographic material rendered unrecognizable and useless, either by explosive charge or smashing e.g. with a heavy hammer and disposed of overboard.

3. **Passage Arrangements.** They are to deploy the crew in the manner most conducive to their comfort and to economy that the circumstances permit, but as the Ministry of Defence is, generally speaking, in the best position to make arrangements for the passages from abroad of officers and ratings, and the freight of stores, the Ministry of Defence (DGDA Acs 8 B/D) is to be consulted before action is taken to send home the ship's company and stores. They are to place sufficient guards over the stores and provisions saved to prevent their being embezzled. They are to keep the crew together and to maintain discipline at all times.

4. **Lists of Survivors; Ratings Retained, etc.** Where a vessel is actually sunk, or is stranded, and salvage operations are abandoned, a list of the survivors should be made and the crew kept together as far as possible, pending the holding of a board of inquiry or court-martial. The ship will be paid off as soon as possible after the court-martial or when the main body of her crew arrives in the United Kingdom, whichever is the later.

Any ratings who may be retained for the purpose of guarding stores, or any other necessary purpose, should be transferred to the books of a convenient ship or establishment as from the date on which the main body of the crew leaves for England, and the Logistics Officer or a responsible officer is to arrange for payments to be made to the ratings as necessary.

0808. Action Information Organization

1. Commanding Officers are responsible that the Action Information Organization fulfils efficiently the following functions:

a. Presentation of the available information on the surface, sub-surface, air and adjacent land situations to the command so that the ship or unit may be fought to the best advantage.

b. Provision to Officers of the Watch of such available information as they may require for the safe handling of the ship. (See also Chapter 19, Section I).

2. They are to make certain that procedures are in place to ensure that all relevant Reference Information including charting and geospatial products, unit and equipment parametric data, operational publications and documentation and encyclopaedic data utilized within command systems, mission planning systems and command support systems are available to the Action Information Organisation and kept updated.

3. The quality, reliability, provenance, currency and intended purpose of all information must be fully understood and considered by all relevant personnel. This is particularly important where ostensibly similar information may be presented in a number of different formats or within different information products or systems. Specifically, when making operationally-critical decisions, such as those related to navigation, targeting or engagement, Commanding Officers shall satisfy themselves that these are being made on the very best available information. For navigation or geospatial factors (such as Territorial Waters), this will normally be that presented on the ships primary navigation system (see 1903.3).

0809. Definitions of Terms

1. The definitions in this article relate to terms used in Chapters 8, 19 and 30, specifically the purpose, accountability and authority of Commanding Officers, Navigating Officers and Officers of the Watch in relation to the safe conduct of the ship at sea.

a. **Conduct.** The direction of a team or management of a series of tasks in the performance of a function, e.g. conduct of the ship, conduct of navigation, conduct of operations. Conduct includes planning and may include execution.

b. **Charge of the Ship.** The authority delegated by the Commanding Officer or the officer to whom command or conduct has been delegated, to the OOW for the safety of the ship at sea.

c. **Navigation.** The process of planning and executing the movement of ships from one place to another. Navigation includes ocean and coastal movements and pilotage, giving due consideration to problems of ship handling and collision avoidance.

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- d. **Pilotage.** Navigation involving frequent or continuous determination of position or a line of position relative to geographic points, and usually requiring the need for close attention to the vessel's draught with respect to the depth of water. It is practised in the vicinity of land, dangers, and navigational hazards.
- e. **Control.** The action of a functional superior in issuing instruction and guidance in a clearly defined professional field.
- f. **Planning.** The predetermination of actions involving people and resources as an integral part of conduct.
- g. **Execution.** The act of putting into effect (the navigation plan, Captain's orders etc.).
- h. **Conning.** The act of giving wheel, hydroplane or engine orders.
- i. **Advising.** The act of providing information to assist the recipient in making a decision.

0810. Instructions for Submarines with the Submarine Command Course (SMCC) Embarked

1. The command relationships on board submarines with the SMCC embarked are necessarily complicated in order to facilitate the required training and assessment. Accordingly, their application and context are described below to provide greater clarity regarding the division of responsibility.
2. Sea Command (See [Para 0801](#)) shall at all times remain with the Commanding Officer of the submarine.
3. The Commanding Officer of the SMCC (COSMCC), who shall be CQ1 and hold a SSN Platform Endorsement, may (in addition to the XO) be delegated Conduct (See [Para 0802](#)) in order to allow them to direct the SMCC effectively.
4. The SMCC students will, on occasions when acting as the Duty Commanding Officer (DCO), need to have Charge of the submarine. Accordingly, the CO is to take measures early in the Course to satisfy him/herself that they are in all respects qualified to hold this status. When doing so they will in effect assume the responsibilities of the OOW (See [Para 0803 sub para 2](#)) for the safe navigation of the submarine. When the DCO has Charge, the submarine's complement OOW is relieved of their responsibilities, although they should continue to provide an advisory service to the DCO similar to that they would normally offer the CO on taking Charge.
5. The SMCC includes periods of demanding navigation and the CO is to ensure that such measures as are necessary are in place, including a Navigation Safety Cell when appropriate, to guarantee the safe navigation of the vessel at all times.
6. Officers appointed for the purposes of the SMCC to a submarine are not to form part of the order of command (See **0335**).

0811–0820. Unallocated

SECTION II - GENERAL INSTRUCTIONS

0821. Fleet, Station and Port Orders

1. On commissioning, and during the commission on arrival from sea, the Commanding Officer is to take care to obtain, or complete, from the office of the Fleet Commander or senior officer copies of the standing orders of the fleet, station or port as appropriate.

0822. Monthly Unit Record (Formerly Reports of Proceedings)

1. The Monthly Unit Record (MUR) is the key means by which a historical account is produced of Fleet activity. Content, submission instructions and internal Fleet HQ staffing has been rationalised. The MoD Naval Historical Branch is the custodian of the Naval corporate memory and is charged with collection and retention of appropriate records. MURs and Operational Records are required by the MoD in order to provide an unbroken record of Royal Navy activity for policy, procurement and legal purposes. Together with Ship's Logs they are specified in the Public Records Act as documents required for permanent preservation. Gaps in, or incomplete, MURs are creating increasing resource implications through payments of compensation when cases cannot be contested due to lack of accurate record keeping. Gaps also prevent the Royal Navy from demonstrating its record of achievement and activity in order to influence Defence policy and procurement.

2. Detailed instructions for the compilation of MURs are specified in BRd 9461. Operational and Historical Record Keeping Policy for Naval Service. Commanding Officers should note that all relevant material below Top Secret Strap 3 must be included in their MURs.

3. MURs are required from all operational units and staffs of the Naval Service, including all Battlestaffs, HM Ships, Submarines, Squadron Commanders, FAA Squadrons, Commando Units, RFAs and Naval Parties. Deployed staffs are to issue co-ordinating instructions for the units under their command, however this does not remove the requirement for individual units to submit MURs. Post Operations Reports should be submitted in accordance with the Operational Directive.

4. These instructions do not remove the responsibility to submit records as required by other authorities for Weapon firings, Incidents, Exercises and Trials.

0823. Captain's Rounds

1. The Commanding Officer is to visit periodically all machinery spaces, as well as all other ordinary accessible parts of the ship.

0824. Inspection of Books and Records

1. The Commanding Officer is to ensure books and records are kept and inspected in accordance with BR 9467 *FLAGO Article 0715*.

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0825. Education

1. Responsibility for the education of their ship's company of all ships and establishments rests with Commanding Officers. Detailed instructions including resettlement training are contained in BRd 3, *Naval Personnel Management* and JSP 534 *Tri-Service Resettlement Manual*.

J.0826. Resettlement on Retirement or Discharge

1. The resettlement service is designed to give assistance to all officers, ratings, soldiers and airmen with their resettlement in civilian life. Details of the service are given in BRd 3 and JSP 534 and any further information required may be obtained from Service educational authorities.

2. The resettlement service:

a. Provides for all ranks information and advice on all matters affecting their resettlement.

b. Emphasizes the need to prepare for eventual return to civilian life by use of the educational and training facilities provided during service life and after leaving the Service.

c. Provides personal resettlement interviews for officers, ratings, soldiers and airmen.

3. Commanding Officers are responsible for ensuring that information and advice on all aspects of resettlement in civil life are available to all ranks at any time during their service.

0827. Service in the Same Establishment as a Spouse, Civil Partner or Near Relative

1. As a general rule, naval personnel should not be employed in the same establishment as a spouse, civil partner or near relative if:

a. One is an officer and one a rating.

b. Both being ratings, there is a great difference between their rates.

c. Their work is such that they are likely to be brought in touch with each other in carrying out their duties.

2. When it is not possible for a husband and wife, or Civil Partners to be employed in the same establishment, endeavour will be made to appoint or draft one party to a nearby establishment, but this cannot be guaranteed.

3. It must be clearly understood that the interests of the Service take primary consideration in this situation. A Commanding Officer may represent to the career management authority any case which appears to contravene this instruction.

J.0828. Testimonials

1. The publication of laudatory orders when an individual leaves their ship, establishment or unit, or when they relinquish an appointment is forbidden.
2. Written testimonials may be provided by Commanding Officers and other senior officers only at the request of those who are about to leave the Service or have recently left it. In this connection, attention is drawn to BRd 3, *Naval Personnel Management*.

0829. Operational Deployment of Naval Personnel Under 18 Years Old

1. The UK Government is a signatory to the Optional Protocol II to the UN Convention on the Rights of the Child, which requires member States to take all feasible measures to avoid direct participation in hostilities by personnel who have not yet attained the age of 18. However, this would not exclude the deployment of naval personnel under the age of 18 to take a direct part in hostilities in the following circumstances:
 - a. there is a genuine military need to deploy their unit or ship to an area in which hostilities are taking place; and
 - b. by reason of the nature and urgency of the situation it is not practicable to withdraw such persons before deployment; or to do so would undermine the operational effectiveness of their ship or unit and thereby put at risk the successful completion of the military mission and/or the safety of other personnel.
2. The overarching principle is thus to avoid direct participation in hostilities by such personnel whenever possible. Further guidance to Commanding Officers is set out in BRd 3.

0830–0840. Unallocated

SECTION III - ORGANIZATION

0841. Unit Establishment

1. The established number of officers and ratings in a ship under various conditions is laid down in the Unit Establishment List (UEL), copies of which are supplied to the Commanding Officer. The Commanding Officer is to take care that any amendments issued subsequently are noted immediately in all copies.

0842. Divisions

1. The RN Divisional system under the Commanding Officer and Heads of Department, is an integral part of the chain of command for the management of the ship or establishment, as well as being an organization to ensure the training, advancement and welfare of the ship's company. Divisions should therefore be organized on functional lines, i.e. the officer who supervises a rating's work should be the Divisional Officer (DO). However, when there is need for continuity in cases of ratings liable to change their jobs frequently, they may be allocated permanently to one DO.

2. The CO is to organize the ship's company, exclusive of the Royal Marines, into Divisions, and is to appoint an officer in charge of each Division, who is to have under their orders as many other officers as necessary to ensure that all junior officers are involved in divisional work. There is no objection to a Warrant Officer (1st or 2nd Class) or CPO being made a full DO for ratings where the organization lends itself to this, but it must not be done at the expense of providing divisional experience to young officers. All DOs are to have completed the Divisional Officers' Course prior to assumption of their duties.

3. The CO is to delegate command and responsibility to each DO to the fullest extent possible, and is to see that each one conforms to the instructions for DOs (Chapter 18). He or she is to encourage the officers and senior ratings of Divisions, on whose zeal and capability the efficiency of junior ratings depends, to take a keen interest in the training, advancement and welfare of the ratings under their charge.

4. Divisions should, as far as is practicable, be organized so that no DO should have more than fifteen ratings in their Division. Each Division is to have at least one Divisional Senior rate (WO1, WO2, CPO or PO), who must be assigned to the task and be directly responsible to the DO. Divisions may be divided into sections according to the duties of the department, under the Divisional Senior Rates.

0843. Religious Observances

1. **Church Service.** In the spirit of the historical Articles of War, Commanding Officers are to ensure that Sundays are marked by the observance of public Christian worship. Resources are provided by Chaplain of the Fleet's office. The regulations regarding work on Sundays (see 7504) are to be applied to major Holy Days (Good Friday and Christmas Day).

2. **World Faiths.** Except in emergency, or where operational requirements absolutely preclude it, the Commanding Officers are to ensure that time is set aside for officers and ratings to conduct religious observance according to their religion or belief.

0844. General Duties

1. Commanding Officers are to arrange the day-to-day general duties of the ship or establishment so that all personnel bear their share as far as departmental responsibilities of the different branches permit and so that necessary work out of normal working hours, whether departmental or general, is shared as evenly as possible.
2. They are to take care that officers and senior specialist ratings responsible for the efficient operation of the various quarters are not employed on work which is detrimental to their special duties, and that the employment of ratings and Royal Marines on general duties is governed by the necessity of ensuring that the fighting equipment is maintained in an efficient state.
3. In HM ships the additional tasks of general ship cleanliness, storing and ammunitioning ship in harbour, and assistance with general evolutions at sea are to be apportioned between departments according to the following criteria:
 - a. The number of eligible ratings available within each department at the time.
 - b. Other essential departmental tasks required to be carried out concurrently.

0845. Communal Duties

1. Communal duties in HM ships are to be undertaken by all departments in proportion to the total number of ratings allowed.
2. A list showing the assessed communal duties for which allowance is made will be included in the Quarter Bill for each ship. Provision of the full allowance will be subject to the availability of accommodation and it will not always be possible to provide the full number of personnel for the prescribed tasks.
3. The Commanding Officer is to ensure that the employment of ratings on communal duties is not detrimental to their efficiency in the specialized duties of their own branches or categories and their future prospect of advancement. The period spent on communal duties should not normally exceed a total of 6 months during a period of 18 months (employment of FAA technical ratings is subject to the provisions of AP(N) 140, Article 2801, paragraph 3). This period may be exceeded by volunteers for particular duties requiring special training, e.g. laundrywork. To ensure that ratings do not undergo more than their fair share of such duties the periods during which they are employed full-time on communal duties are to be recorded together with duties performed.
4. No allowance will be made in the assessed communal duties for mess decks, flats and heads and bathroom sweepers, and such duties shall be undertaken by all departments.

0846. Promulgation of Orders

1. Commanding Officers are to take care that copies of any new orders concerning the ship's company are displayed in some accessible place for at least a week.
2. When such orders affect particular duties they are to ensure that the ratings concerned are thoroughly instructed in them by the appropriate officers.

0847. Watch and Station Bill and Quarter Bill

1. As stated on the Quarter Bill, one copy of which is supplied on commissioning, the stationing of the ship's company at any degree of readiness is the responsibility of the Commanding Officer. The Commanding Officer is to cause the Watch and Station Bill or Station and Fire Bill to be completed and used as far as applicable to the ship. They are to be distributed as necessary to ensure maximum efficiency, the officers to whom they are issued being responsible for keeping them corrected and for transferring them to their successors on leaving the ship. See also **0902**.

0848. Libertymen

1. An 'open gangway' should normally be allowed whenever leave is given in shore establishments and in ships alongside at naval and commercial ports at home and abroad. No restrictions should be placed on this privilege, except those necessitated by local conditions, such as security considerations. At naval ports, local orders should prescribe the times between which 'open gangway' is allowed, and any special local restrictions upon the privilege. At commercial ports the senior officer present should consult the local authority concerned and impose such restrictions as may be necessary. See also **3424**.
2. Commanding officers are to ensure:
 - a. That their ships' companies understand that any abuse of this privilege of 'open gangway' by smuggling or similar offences may cause the privilege to be withdrawn from the ship or establishment or, if abuse is widespread, from all ships alongside or establishments in the port.
 - b. That libertymen are warned that they must proceed directly to the gates and are forbidden to loiter, enter workshops, or interfere in any way with dockyard work.
 - c. That adequate arrangements are in force at all times to ensure that only those entitled to proceed ashore do so; this is not a matter for which the Ministry of Defence Police have any responsibility.
3. It is at the discretion of the Fleet Commander whether the privilege of 'open gangway' should be given to ratings undergoing Phase 1 and Phase 2 training or whether a system of 'liberty boats' should be adopted for such ratings. 'Open gangway' should normally be allowed to the permanent complement, instructors and any other ratings under training in such establishments.

0849. Health Precautions and Health Promotion

1. The Commanding Officer is to ensure that all personnel understand the importance of personal health and hygiene and that adequate facilities are provided to ensure high standards are maintained. They are to ensure that all necessary measures detailed within QRRN para **1506** and Chapter 62, JSP 456 Vol 3, Defence Catering Manual – Food Safety Management, JSP 375 – MOD Health and Safety Handbook, BRd 820, Potable Water Management, BRd 9467 Chapters 19 and 26, and BRd 1991 Instructions for the RN Medical Service are taken to safeguard the health of all personnel and to prevent disease.
2. The Commanding Officer is to ensure that all possible precautions including the deployment of rat guards to all lines/cables, are taken to prevent the entry of rodents or other disease carrying pests into the ship and in consultation with Base Port Environmental Health Personnel, endeavour to exterminate such pests found onboard using approved Pest Control Operators.
3. Whenever it becomes necessary to improvise accommodation for personnel ashore or afloat, the Commanding Officer is to request the opinion of Base Port Environmental Health Personnel prior to implementing the proposed improvisation.
4. The Commanding Officer is to ensure that a Unit Health Committee is established in accordance with the guidance and Terms of Reference enclosed with the Naval Service Executive Health Promotion Campaign Plan. They are to encourage their personnel to lead a healthy lifestyle with particular emphasis on smoking cessation, reducing alcohol consumption, healthy eating and regular physical exercise. They should also cultivate a culture of well-being through the implementation of the Armed Forces policy on Weight Management and well structured information campaigns to advise personnel on health issues such as sexually transmitted diseases and mental health.

0850. Physical Development (Physical Education, Adventurous Training and Sport)

1. The Commanding Officer is to encourage the promotion and organization of Physical Development (PDev) activities on a broad and balanced basis to allow all personnel the opportunity for full participation. As a key enabler of Operational Capability, PDev activities, including compulsory attendance at Physical Training sessions, are to be regularly programmed within the Unit's schedule in accordance with the Armed Forces Physical Education policy and the Navy Board's intent to adopt the culture of 'time for PDev'.
2. The Commanding Officer is to ensure that all personnel are in date for the Royal Naval Fitness Test (RNFT) and those who fail the test undergo a remedial training package prior to retaking the test. The retention in the Service of those personnel who persistently fail the RNFT is to be reviewed and where insufficient effort or poor attitude to the maintenance of physical fitness is found to be the cause, application should be made for the individual concerned to be administratively discharged.
3. The Commanding Officer is to actively encourage personnel to undertake Adventurous Training, and consider the benefits of directed Adventurous Training for selected individuals or groups to enhance Unit Operational Capability.

BRd 2

4. Selection for the Combined Services, the Royal Navy or a command area representative team should be regarded as a high priority. Permission to participate should only be refused to those selected when Service requirements are overriding and this decision should normally be taken by the Commanding Officer. The Command should ensure the Unit teams participate in Navy Cup competitions whenever possible.

5. Attention is drawn to para **8721** regarding duty-status when undertaking sporting and recreational activities.

0851. First Aid Training

1. The Commanding Officer is to ensure that a sufficient proportion of the ship's company is trained in first aid in accordance with the provisions of **7703**.

0852. Posting Sentries

1. The Commanding Officer is responsible that when a sentry is posted, the officer or rating posting the sentry defines clearly the purpose for which they are posted and the extent of their post.

2. When the sentry is armed and ammunition is issued to them, their orders are to be read to them at the beginning of their watch. These are to be in writing and are to follow the model orders in BRd 8988, *The Naval Manual of Military Training Operations and Tactics*, Chapter 1; they are to include precise instructions regarding the loading and use of firearms, the accounting for ammunition and the sentry's posting and relief.

0853. Working Parties

1. The Commanding Officer is to take care that detached working parties are placed in the specific charge of an officer or senior rating as appropriate, assisted as necessary by an adequate proportion of other more junior officers and leading ratings or above. When Royal Marines form part of a detached working party, a non-commissioned officer is to accompany them if possible.

0854. Commanding Officer's Responsibilities for Health, Safety and Environment

1. A Commanding Officer is delegated the responsibility by the FLEET COMMANDER, as the Senior Manager for safety and environmental management for safe operation of the ship, exercising the duty of care to the crew, all others onboard, third parties and the environment, unless the platform is formally transferred to another authority. The Commanding Officer meets these responsibilities for safety and environment by the establishment, maintenance and practice of suitable safety and environment management arrangements onboard in accordance with Standing Orders, Books of Reference, Joint Service Publications and operating procedures.

2. Commanding Officers are required to ensure that their safety management organization and arrangements and responsibilities in accordance with JSP 430 Management of Ship Safety and Environmental Protection are clearly defined in writing and reflect their relationship with the Operating Duty Holders Safety and Environment Management System (BRd 9147), BRd 167 Safety, Health and Environmental Manual (for RN vessels) and BRd 875 Regulations for RFAs.

3. Commanding Officers are to ensure that the operating envelope, safety instructions and operating procedures received from Platform Duty Holder and Equipment Authorities are understood and that these instructions and procedures are fully implemented.

4. Where there are occasions, caused by extenuating circumstances or emergent operational requirements, when the Commanding Officer is required to operate outside of the operating envelope (i.e. activities or procedures not covered by the design safety case, operating procedures or instructions) the Commanding Officer shall consider the safety and environmental risks that may arise as a consequence of that decision, in consultation with the relevant Operating Duty Holder Focal Point and Platform Duty Holder, through a suitable and sufficient risk assessment. As the Commanding Officer and Operating Authority are jointly accountable for such decisions, the decision mechanism and justification for a course of action should be documented wherever possible.

5. Commanding Officers are to ensure that shortfalls in the safety or environmental performance of the design, material state or operating procedures are notified to the relevant Operating Duty Holder Focal Point and Platform Duty Holder as soon as is reasonably practicable.

0855–0860. Unallocated

SECTION IV - LOGISTICS DUTIES

(See *also* Chapter 12)

0861. Public Money

1. Commanding Officers are responsible for verifying the balance of public money in the hands of the Logistics Officer and are to comply with the detailed instructions contained in JSP 891 Imprest, Accounting, Banking and Control Accounts Manual, JSP 462 Financial Management Policy Manual and the Naval Service Sub Imprest Accounts (Contingent Accounts) Guide which define their responsibilities in regard to demands for money, banking accounts, approval of payments and receipts. (see *also* **1204**—Logistics Officer (Cash)).

0862. Payments Made Under Commanding Officer's Authority

1. Payments for services not immediately connected with the Logistics Officer's duties will be allowed on the production of satisfactory vouchers, but the amounts will be charged against the Commanding Officer should there be any irregularity or deficiency in the vouchers attributable to them, or should they have sanctioned an excessive or improper expenditure.

0863. Persons Authorized to Pay and Receive

1. Only an officer of the Logistics specialization or other properly delegated officer is normally authorized to make payments or to receive unpaid money or moneys for banking, discharges, safe custody, and other purposes; monetary transactions with any other person, except as is hereinafter indicated, will not be recognized and will be at the officer's or rating's own risk.

2. The Logistics Officer may, with the Commanding Officer's approval, delegate authority as laid down in JSP 891/JSP 462/ Naval Service Sub Imprest Accounts Guide to those personnel who are required to pay and receive public money in the performance of their duty.

3. Commanding Officers are to ensure that money transactions are conducted only by strict Service methods. They are to ensure in addition that positions of those officers and ratings/RMORs authorized to pay and receive moneys under Clauses 1 and 2 are also detailed in CSOs, LDSOs and Temporary Memoranda as appropriate.

0864. Service Funds

1. The operation of all Service Funds within ships or establishments is to be authorised by the Commanding Officer, who is responsible for their initiation, conduct and audit as laid down in BRd 0018 Management and Accounting Instructions for Non-Public Funds, CSOs, LDSOs and Temporary Memoranda are to list all authorised Service Funds and Bank Accounts within the unit.

0865. Stores

1. In regard to their general responsibility for the demand, custody, survey and issue of stores, Commanding Officers are to be guided by the instructions in Chapter 12 of these Regulations, JSP 456 Defence Catering Manual, JSP 886 Defence Logistics Support Chain Manual and such other special instructions as may be issued.
2. When officers in charge of stores are to be relieved, Commanding Officers are to ascertain whether their accounts have been kept in accordance with the regulations and are complete. Should this not be the case, they are to report the circumstances to the administrative authority.
3. The Commanding Officer's approval is required on all surveys of stores or equipment. Should they dissent from the recommendations of the surveying officers, they are to state their reasons either on the report or by separate letter.
4. Powers of Write Off for items damaged or lost are delegated to the Commanding Officer, by letter, from ACOS Logs and Infra Staff. If after a Loss investigation it is deemed necessary to re-imburse the Crown, only the Commanding Officer can charge an individual in accordance with the regulations detailed in the Armed Forces Act 2006 Sections 342(4) and 367(1).

0866. Logistics Officer's checks and controls

1. Commanding Officers are to satisfy themselves, that all aspects of the Logistics Department are being conducted in a correct and efficient manner: this is best achieved on a routine basis by utilising the Weekly Logistics and Sustainability Report (WLSR). An occasional inspection of the Compliance Management Tool and annual inspections of Logistics Compartments will also assist assessment of the overall state of the Logistics Department. Specific duties of Logistics Officers and officers carrying out Logistic duties are laid down in Chapter 12.

0867–0880. Unallocated

SECTION V - WEAPONS AND WEAPON SYSTEMS

0881. Readiness for Operations

1. Commanding Officers are to keep their ships at such notice for operations as is dictated by the Ships Readiness State. In time of war or strained relations they are responsible for ensuring that, in harbour or at sea, the ship is kept in the state of preparedness for action determined by the risk of attack.

0882. Naval Magazine and Explosives Regulations

1. Commanding Officers are to take care that the orders contained in JSP 862, *MoD Maritime Explosives Regulations*, are strictly carried out.

2. Commanding Officers are to take care that the ammunition and explosive stores supplied are used only with due regard to the safety precautions laid down in the relevant publications.

3. All failures, misfires, defects, incidents or accidents resulting in damage to or dropping of an armament store are to be reported in accordance with the instructions in JSP 862 *Chapter 11*.

0883. Ammunition Expenditure

1. Commanding Officers are to cause the quantities of ammunition and stores specified for practice to be expended according to the instructions laid down.

2. Both in peace and war they are not to suffer the quantity of service ammunition to be reduced below the level prescribed in BRd 9424 *FLOOs Vol 1 Article 0145*, except in action with an enemy.

3. Periodic expenditure reports co-ordinated by the Logistics Officer from the records of Specialist User Officers are to be rendered (see Chapter 28).

0884. Drills, Exercises and Tests

1. Commanding Officers are to take care that the prescribed drills and exercises are carried out as laid down in the appropriate publications and that they are reported accordingly. They are to ensure that the weapon system performance tests are carried out at the required times and that weapon systems are maintained at the appropriate degree of readiness.

2. They are to exercise the ship's company at action stations by day and night often enough to maintain a high standard of efficiency. They are also to exercise the ship's company in defence and cruising watches for protracted periods, as frequently as necessary to maintain a high standard of efficiency when the ship is at the lower degrees of readiness.

3. See **7210** in relation to exercises etc in foreign territorial waters.

4. They are responsible for establishing that it is safe to conduct any weapon firings from their ship or from aircraft operating from their ship.

In circumstances where the ship's own sensors alone do not allow the full range area to be cleared, they may use an airborne observer as an extension of the ship's sensors or may delegate the assessment of range clearance to another competent person such as a Range Safety Officer or the Commanding Officer of another ship tasked with providing range safety.

0885. Weapon Defects

1. Commanding Officers are to report to the Fleet Commander, any defect which may arise in weapon, radio or other tactical equipment which seriously affects the fighting efficiency of the ship, stating the supposed cause of the defect and all relevant factors. The OPDEF signal format detailed in BRd 3001 *Fleet Engineering Orders* is to be used. Where questions of any importance affecting the design or efficiency of weapon equipment arise out of any damage or defect, Commanding Officers are to cause the Weapon Engineer Officer to carry out an inspection and to report to them on the damage and the probable cause. The Weapon Engineer Officer is to consult the Operations Officer if there is any suggestion that the damage or defect was caused by faulty operation of the equipment.

2. Should the defect cause serious structural damage, injury to personnel or damage to the system to such an extent that major repairs or replacement are necessary, the equipment is to be left as nearly as possible in the condition in which it was found immediately after the defect was discovered, pending an investigation, which is to be held at once, into the cause of the defect. The investigation is to be conducted in accordance with procedures laid down in BRd 3001 FEOs, BRd 9467 *FLAGOs Chap 16* and QRRN Chap 57.

3. In any report referring to weapon equipment, the correct nomenclature is always to be used in describing details, and the numbers and distinguishing marks are to be given in full.

4. Failures of weapon equipment, whether mechanical, electrical or electronic, which occur during action firings, at drill or at any other times are to be reported on Form S.2022.

0886. Precautions to be Taken When Working on Power-Operated Moving Equipment.

1. The attention of all personnel is to be drawn to the dangers inherent when working on or approaching any power-operated equipment, such as directors, radars, gun mountings, ammunition hoists, and guided weapon launchers when power is on.

2. Commanding Officers are to take appropriate measures to remind the ship's company at regular intervals of the urgent need to observe meticulously the safety precautions laid down in the relevant handbooks.

3. While Commanding Officers have general responsibility for safety in their ships, they are to allow contractors' representatives who are under the contract responsible for installation, testing or other tasks on board in respect of equipment delivered, to take charge of such work and to indicate the necessary safety precautions required. Commanding Officers, or the appropriate ship's officers, are nevertheless to draw the contractors' representatives' attention to any points relevant in their view to safe methods of work or operation.

0887–0890. Unallocated.

SECTION VI - SHIP UPKEEP, MAINTENANCE AND REPAIR

0891. Upkeep in the Fleet and Submarine Operating Programmes

1. Commanding Officers are to be very diligent in ensuring the ship is available to meet its operational commitments. They are to delegate the task of planning all upkeep work to the Engineer Officers and are to see that all defects are corrected expeditiously. In ships without an Engineer Officer, work is to be planned under the direction of the Defence Equipment and Support (DE&S) and Navy Command staff.
2. Maintenance periods will be allocated in the Fleet Operations Schedule. On the occasions when maintenance or repair activity is beyond the capability or capacity of ship's staff, the Commanding Officers are to request assistance in accordance with the instructions in Fleet Engineering Orders.

0892. Dockyard Work

1. Commanding Officers are to ensure that their Engineer Officers are stringent when preparing the work package for programmed upkeep periods to be undertaken by contract in a dockyard or ship repair yard. Instructions for compiling the work package and the general conduct of programmed upkeep periods are given in BR 8593 (Series), *Ship Refit, Repair, Maintenance and Associated Procedures*.
2. The contract for work will be managed by the DE&S. Every facility is to be offered to DE&S representatives in the preparation of the work specification prior to Non Fleet Date (NFD) and in the monitoring of the progress of work during the contract. Similar assistance is to be afforded to the contractor carrying out the work and such trials as are necessary to prove that the ship is in all respects ready for sea on the date prescribed for sea trials.

0893. Contract Acceptance

1. In order to standardize arrangements for accepting ships back into service after major upkeep periods, the authorities responsible for conducting inspections and acceptance procedures will be as follows:
 - a. Ready for sea date (RSD). This is the responsibility of Navy Command but will be conducted by the "Waterfront" Flotilla Staff.
 - b. Contract progress monitoring and acceptance. This is the responsibility of the DE&S.
 - c. Fleet Date Inspection (FDI). This is the responsibility of Navy Command and will be conducted by the "Waterfront" Flotilla Staff.

0894. Completion Reports

1. Before sailing for sea trials at the end of a major upkeep period, Commanding Officers are to obtain a "Certificate of Safety and Stability" and a "Certificate of Safety and Structural Strength" for surface ships, or a safe to dive certificate for submarines. They are also to sign Form D.237a (Report on Completion of Upkeep Period). If the Commanding Officer does not concur fully with any report prepared and presented as part of the completion and acceptance procedure, they are to report in writing to the Fleet Commander the points on which they dissent.

0895. Unallocated

SECTION VII - NEW CONSTRUCTION SHIPS AND SUBMARINES

0896. Standing by Responsibilities

1. Fairly early in the construction of new ships and submarines an officer will be appointed as the Senior Officer, normally the MEO. The Commanding Officer will assume the duties of Senior Officer on appointment.
2. The duties and administrative responsibilities of Senior Officers standing by surface ships are laid down in Standing By Orders and for Submarines in Submarine General Memorandum.
3. It is emphasised that until the ship or submarine is formally accepted into naval service it remains contractually the responsibility of the shipbuilder.
4. The senior officer is to ensure that officers standing by monitor the progress of construction and setting to work and is to bring to the attention of the appropriate Integrated Project Team (IPT) any shortcomings in the construction or design of the vessel. Reports on build progress are to be rendered in accordance with BRd 3001 FEOs and are to commence one month after the Senior Officer joins. Monthly Unit Records are also to commence at this time; whilst their content will be limited they will contribute to the historical record.

0897–0898. Unallocated