

Royal Bermuda Regiment

Standing Orders

January 2025

Standing Orders Index

Title	Order #
SECTION 1: APPOINTMENTS AND DUTIES	
The Colours	1
The Royal Bermuda Regiment Marches	2
Commanding Officer	3
Regimental Second-in-Command	4
Executive Officer (XO)	5
Regimental Administration Officer (RAO)	6
Adjutant	7
Quartermaster (QM)	8
Regimental Careers Management Officer (RCMO)	9
Company Commander	10
Director of Music	11
Regimental Medical Officer	12
RBR Coast Guard Commander	13
Training Officer	14
RBR Coast Guard Second-in-Command	15
Company Second-in-Command	16
Platoon Commander	17
Regimental Signals Officer	18
Aide-De-Camp to the Governor	19
Personal Staff Officer (PSO)	20
Training Development Officer	21
Duties of Commissioned Officers	22
Regimental Sergeant Major (RSM)	23
Sergeant Major Instructor (SMI)	24
Bandmaster	25
Regimental Quartermaster Sergeant (RQMS)	26
Motor Transport Warrant Officer (MTWO)	27
Chief Clerk	28
Training Warrant Officer	29
Drum Major	30
Company Sergeant Major (CSM)	31
Company Quartermaster Sergeant	32
Platoon Sergeant	33
Full Time Instructor	34
Armourer	35
Duties of Warrant and Non-Commissioned Officers	36
Full Time Staff	37
Bermuda Regiment Junior Leaders	38
Junior Musicians	39
Safeguarding	40
Regimental Welfare and Care Officer	41
SECTION 2: GENERAL ORDERS	
Regimental Orderly Officer During Camps/ Embodiments	42

Regimental Orderly Sergeant During Camps/ Embodiments	43
Regimental Orderly Corporal During Camps/ Embodiments	44
Regimental Orderly Officer on Drill Nights/ Training Weekends	45
Regimental Orderly Sergeant on Drill Nights/ Training Weekends	46
Regimental Camp Guard	47
Annex A - Sunset Ceremony	
Guard Commander and Guard 2IC	48
Main Gate Sentries and Prowler Guard	49
Guard at Warwick Camp During Embodiment	50
The Duty Bugler	51
Provost Sergeant	52
Regimental Police (ON HOLD - AWAITING UPDATE)	53
Provost Section on Company Drill Nights	54
SECTION 3: DISCIPLINE	
Discipline	55
Consumption of Alcohol	56
Use and Possession of Drugs	57
Gambling and Borrowing	58
Orders for the Motor Transport Section	59
Annex A - Vehicle Administration and Documentation	
Orders for Soldiers Under Sentence	60
Orders for Soldiers Awarded Restrictions of Privileges	61
Orders for Soldiers Under Close Arrest <i>Refer to Discipline Standing Orders</i>	62
Orders for Soldiers in Open Arrest <i>Refer to Discipline Standing Orders</i>	63
Orders for NCOs In-Charge of Escorts <i>Refer to Discipline Standing Orders</i>	64
Arrest Procedure <i>Refer to Discipline Standing Orders</i>	65
Service Complaints	66
Orders for a member of the RBR being detained by a Civilian Authority	67
SECTION 4: VALUES AND STANDARDS	
Values and Standards	68
Annex A - Values and Standards of the Royal Bermuda Regiment	
Annex B - Values and Standards of the Royal Bermuda Regiment for Commanders	
Dress Regulations	69
Hair whilst in Uniform	70
Facial Hair whilst in Uniform	71
SECTION 5: ADMINISTRATION	
Drills	72
Pay Ranks	73
Part Time Soldiers Pay	74
Embodiment Pay	75
Annual Reports	76
Storage of Cash	77
Leave Policy	78
General Cleanliness – Warwick Camp	79
Driving and Parking within Warwick Camp	80
Camp Routine	81

Sick Parade	82
Sick Notes	83
Orders for Use of Government Internet and Email	84
Corporate Communication Working Group (CCWG) and Public Relations Officer (PRO)	85
Communications to the Public	86
Emergency Generators	87
Messes and Canteens	88
The PRI Canteen	89
Community Assistance	90
Regimental Re-engagement / Re-enlistment Policy	91
Annex A - Application for Re-engagement /Re-enlistment	
Promotions	92
Temporary Promotions	93
Reversion of Promotion	94
Clearance Certificate	95
Annex A. - Clearance Certificate – Clothing / Equipment	
Annex B. - Company Clearance Certificates – Administrative Points	
Holding Company (Authorised Leave of Absence)	96
Company Strength Return	97
Administration Inspections	98
Annex A - Administration Inspection Report	
Long Service Awards (ON HOLD)	99
Funeral Entitlements	100
Identification Cards for Ex-Service Personnel (from the RBR)	101
Annex A - Application for Ex-Service Personnel Identification Card	
Diversity, Equity and Inclusion	102
Non-Public Accounts	103
Automatic Resignation of Officers Following a Period of Non-Service	104
Overseas Travel, Courses and Attachments	105
SECTION 6 TRAINING	
Mandatory Annual Training Tests (MATTs)	106
Range Orders	107
Guns Standing Orders (ON HOLD - AWAITING UPDATE) Annex A - 25 Pdr (Ceremonial) Saluting Gun Procedures For Deployment / Use / Command / Control Annex B - 25 Pdr (Ceremonial) Saluting Gun Safety Regulations for the Gun Position Appendix 1- 25 Pdr (Ceremonial) Saluting Gun 25 Pdr - Safety Regulations for the Gun Position Annex C - 25 Pdr (Ceremonial) Saluting Gun - Misfire Drills Annex D - 25 Pdr (Ceremonial) Saluting Gun 25 Pdr - Gun Salute Appendix 1 - 25 Pdr (Ceremonial) Saluting Gun 25 Pdr - Gun Salute – Take Post	108
Use of Chainsaws (ON HOLD - AWAITING UPDATE)	109
Specialist Badges (ON HOLD - AWAITING UPDATE)	110
SECURITY	
Security (NOT INCLUDED)	111
Information Technology Security	112

HEALTH AND SAFETY	
<u>Health and Safety (WILL REQUIRE UPDATING BY THE NOMINATED HEALTH AND SAFETY OFFICER))</u>	113
<u>The Unit Fire Officer</u>	114
<u>Fire Orders for Warwick Camp</u>	115
<u>Action on the Outbreak of Fire</u>	116
<u>Medical Incident Reporting</u>	117
LOGISTICS	
<u>Overseas Exercise – Movement</u>	118
<u>Accounting for Stores</u>	119
<u>Annex A - Handover/Takeover Certificate</u>	
<u>Issue and Receipt of Clothing and Equipment</u>	120
SPARE	121
RBR COASTGUARD	
<u>RBR Coastguard Facilities and Equipment</u>	122
NEW STANDING ORDERS	
<u>Performance Bonus</u>	123
<u>Learning Credits</u>	124

RBR STANDING ORDER 01 – THE COLOURS			
As At:	Oct 2024	Review Date:	Oct 2025
Amendment:		Sponsor:	RSM RBR
Reference:			

INTRODUCTION

1. Historically, Colours, Guidons and Standards were used to show the position of the Commander and to form rally points. The Colours of British Regiments became symbolic of the spirit of the Regiment and were carried into the battle in the centre of the line, always closely guarded by the Ensigns and Escort of a specially chosen Warrant Officer and Non-Commissioned Officer. Where the Colours stood, the Regiment stood, come what may, and if necessary, the last man would be expected to give his life to keep them from the enemy. The last occasion on which Colours were carried into action was at Laings Nek in 1881 during the first Boer War. The Colours were those of the 58th Foot (Northamptonshire) who now form part of our affiliated Regiment, The Royal Anglian Regiment.

ORDERS FOR THE COLOURS OF THE ROYAL BERMUDA REGIMENT

2. The following conduct and procedures are to be followed when having any involvement with the Colours of The Royal Bermuda Regiment:
- a. The Colours symbolise the deeds and traditions of the Bermuda Militia Artillery, the Bermuda Volunteer Rifle Corps and the Bermuda Rifles. **They are to be treated with the greatest respect at all times.**
 - b. The Colours are to be stored and secured in the Armoury. When Orders are given for them to be carried on parade, the Officers detailed to carry them (Ensigns) are to personally supervise their transportation.
 - c. When uncasing the Colours, the Ensigns are to be assisted by the Drum Major, or the Senior Escort if not accompanied by the Band.
 - d. When the Colours are uncased, all ranks in uniform are to salute them when passing them. If not in uniform, all ranks are to brace the body when passing them.
 - e. On return from a parade, the Ensigns are to ensure that the Colours are properly cared for and, if wet, they are dried before being cased.
 - f. Any damage to the Colours is to be reported to the Adjutant immediately.
 - g. The Colours and cases will be in the charge of the Regimental Sergeant Major.
 - h. The Regimental Sergeant Major is to identify and detail a Warrant Officer as Senior Escort to the Colours on each occasion that the Colours are to be carried on parade.

- i. The Regimental Colours belts are to be stored in the Armoury and are only be used when the Colours are on parade.
- j. For any rehearsal or practice, only the Practice Colours and Practice Belts are to be used.
- k. The Colours (or Practice Colours) are **not to be carried whilst in civilian dress**. Care must be taken to maintain the significance of both.
- l. All repairs required to be made to the Colours must be sanctioned by the Commanding Officer, and special care must be taken by the Quartermaster to ensure that correct procedures are carried out.

RBR STANDING ORDER 02 – MARCHES			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RBR Band Officer
Reference:			

INTRODUCTION

1. The term 'Regimental March' refers to both the quick steps march (called 'Bermuda') and the slow march as adopted by the Royal Bermuda Regiment as its marches of honour. The marches will be differentiated by the terms Quick March (Bermuda) and Royal Bermuda Regiment Slow March as necessary.

ORDERS FOR THE REGIMENTAL MARCH OF THE ROYAL BERMUDA REGIMENT

2. The following conduct and procedures are to be observed when the Regimental Marches are to be played at any function or parade:

- a. The Quick March (Bermuda) is to be played at the conclusion of any RBR sponsored programme at which the Band and Corps of Drums are performing, **unless** the RBR Band Officer determines that it is more appropriate to play the Royal Bermuda Regiment Slow March on that particular occasion (Exceptions to playing either march shall be those ceremonial parades with a prescribed format). This custom may be extended to those occasions that may not be sponsored by the Regiment, but deemed appropriate by the RBR Band Officer.
- b. Either the Quick March (Bermuda) or the Royal Bermuda Regiment Slow March shall be played when the RBR troops are marching past on a parade and when any part of the Regiment enters the camp accompanied by the Band and Corps of Drums.
- c. If either of the Royal Bermuda Regiment Marches are played on the march, all ranks shall stand to attention, without any word of command, and remain so until the conclusion of the piece.
- d. If either of the Royal Bermuda Regiment Marches are played in camp, all troops on parade will be called to attention and any remaining soldiers and officers, whether in uniform or civilian clothes, shall stand to attention and remain so until the conclusion of the piece.

RBR STANDING ORDER 03 – COMMANDING OFFICER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	His/Her Excellency, the Governor of Bermuda
Reference:			

INTRODUCTION

1. The Commanding Officer is the senior serving Military Officer within Bermuda. They are responsible for all aspects of the Regiment, except where specifically exempted by order of the Defence Act or Governor, as Commander-in-Chief. Implicit obedience and loyal support will therefore be given to them by all ranks.

COMMANDING OFFICER STANDING ORDERS AND DUTIES

2. The Commanding Officer is to:

- a. Ensure adequate training and readiness of the Regiment for deployment on operations, both within Bermuda and overseas.
- b. Be responsible for all matters that affect the organisation, strength and equipment of the Regiment, within the funds allocated to meet the priorities given.
- c. Be responsible for the general conduct, turnout, fitness, discipline and security of the Regiment.
- e. Be responsible for the maintenance, repair and security of Warwick Camp and its property, in conjunction with the Minister of Public Works.
- f. Be responsible for maintaining the high standard of drill, turnout and musical excellence of the Regimental Band and Corps of Drums.
- g. Discuss, with the Defence Board, all policy matters concerning recruitment, training, the expenditure of public funds and public relations.
- h. Advise the Promotions Board (a sub-committee of the Defence Board) on the commission or promotion of any Officer, or promotions of senior non-commissioned ranks to Warrant Officer.
- i. Advise on annual estimates, budget controls and financial matters.
- j. Be responsible for establishment, recruitment and manpower within the Regiment.
- k. Responsible for all RBR Pay and associated matters.
- l. Responsible for ensuring the procurement of equipment and other material.
- m. Responsible for all RBR Accommodation and works services.

n. Carry out any other Lawful Order as instructed by His/Her Excellency, the Governor of Bermuda.

o. Complete and pass all RBR MATTs every training year.

3. His/Her Excellency, the Governor of Bermuda, will appoint the Commanding Officer for a period not less than two years and no more than three years. The Governor may grant one or more extensions (minimum one year, maximum three years), but no Officer may command for more than a total of five years.

RBR STANDING ORDER 04 – THE REGIMENTAL SECOND-IN-COMMAND			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Regimental Second-in-Command is the senior Major in the Regiment and in the absence of the Commanding Officer they will assume command responsibilities. Whilst in Command, the Second-in-Command must fully understand and assume the responsibilities of the Commanding Officer, particularly those with regards to training, operations and discipline.

REGIMENTAL SECOND-IN-COMMAND STANDING ORDERS AND DUTIES

2. The Regimental Second-in-Command is to:
 - a. Assist the Commanding Officer in the general supervision of the Regiment and identify any irregularities or concerns that either they or others may express.
 - b. Assist the Commanding Officer with the administration of the Regiment.
 - c. Be responsible to the Commanding Officer for the discipline and standards of the senior officers (Majors) and be actively involved in the general training of all officers.
 - d. Be the Senior Duty Officer on operations and exercises (both within Bermuda and overseas).
 - e. Whilst in Command of the Regiment, carry out the policies laid down by the Commanding Officer. (This does not extend to making any promotions or appointments, or making any amendments or additions to Standing Orders without the approval of the Commanding Officer).
 - f. Assume the appointment of President of the Mess Committee (PMC) for the Officers' Mess, and Band President.
 - g. Carry out any other Lawful Order as instructed by the Commanding Officer.
 - h. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 05 – EXECUTIVE OFFICER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RBR CO
Reference:			

INTRODUCTION

1. The Executive Officer is to be a minimum of substantive Major prior to employment. Traditionally the Executive Officer has been an ex Full-Time Officer in the British Army, whom retired less than 3 years prior to assuming the Executive Officer position.

2. The Executive Officer is the senior on-island military advisor.

EXECUTIVE OFFICER STANDING ORDERS AND DUTIES

3. The Executive Officer is to:

- a. Act as the primary advisor to the Commanding Officer on all matters regarding operations, training, security and long-term planning.
- b. Provide advice to His/Her Excellency the Governor of Bermuda and the Deputy Governor in the capacity of British Military Representative (BRITMILREP).
- c. Act as Regimental operations officer on operations and training exercises.
- d. Co-ordinate all aspects of overseas courses, attachments and training opportunities for Regimental personnel.
- e. Co-ordinate visits by external troops training in Bermuda and external instructors running or assisting with in-country training.
- f. Assist with the planning and running of Joint Service training and development of Joint Service doctrine and procedures.
- g. Plan and run the annual Regimental Overseas Training Camp/Exercise.
- h. Act as Unit Budget Manager for overseas courses and attachments and for the annual Overseas Training Camp/Exercise.
- i. Administer United Kingdom seconded personnel's Military Secretariat responsibilities, all pay and allowance matters and movements to/from Bermuda.
- j. Carry out any other Lawful Order as instructed by the Commanding Officer.

k. Complete and pass all RBR MATTs every training year.

4. In line with Governor's Orders (1993), the Executive Officer is under the command of the Commanding Officer of the Royal Bermuda Regiment. The Executive Officer will exercise powers of command over those members of the Royal Bermuda Regiment junior to them in rank or seniority (with the exception of the Regimental Second-in-Command), or who are placed under their command. When acting with the authority of the Commanding Officer, the Executive Officer has seniority commensurate with that authority.

5. The terms of reference for the appointment state that the Executive Officer will form part of the normal military chain of command in Bermuda, which leads to the Governor as Commander-in-Chief. The Executive Officer will not be subject to operational direction from Government House, communication of an operational nature will be between the Governor, Deputy Governor and Commanding Officer. Without prejudice to that arrangement, the Executive Officer will, as the Senior British Officer in Bermuda, be expected to communicate freely and openly with Government House across the spectrum of military and security issues.

RBR STANDING ORDER 06 – REGIMENTAL ADMINISTRATIVE OFFICER (RAO)			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Regimental Administrative Officer (RAO) is the Accounting Officer for the Royal Bermuda Regiment and is responsible to the Commanding Officer for the accuracy of Finances within the Regiment. The RAO performs all duties that were previously conducted under the position of Paymaster.

RAO STANDING ORDERS AND DUTIES

2. The RAO is to:
 - a. Be responsible for the preparation and submission of the annual Defence Department's Financial Budget.
 - b. Manage and ensure compliance to Government's Financial Instructions for all funds approved for the annual Defence Department's Financial Budget.
 - c. Accompany the Minister and Commanding Officer to the Annual Budget Debate. Be prepared to provide subject matter expertise to answer any questions regarding the RBR budget that are directed to the Minister.
 - c. Reconcile and account for all payments for materiel and services rendered by soldiers and suppliers, both locally and overseas.
 - d. Ensure that the FTS submit and administer payments accurately for all Camp Pay, Bounty Pay and Embodiment Pay.
 - e. Provide administrative support to The Defence Exemption Tribunal and The Defence Medical Board (for Medical Exemption cases).
 - f. Provide required reports and documentation for the Commanding Officer in preparation for annual submissions to the Defence Board, the Governor and the Government.
 - g. Advise the Commanding Officer on amendments and changes in policies and legislation.
 - h. Manage the training of Regimental Clerical Staff and Defence Department supporting staff.

- i. Conduct and lead the annual Administrative Inspection/Audit to ensure that all departments and offices within the Regiment are in compliance with all related Standing Orders and Government Financial Instructions that deal with the following:
 - 1) The proper handling of cash.
 - 2) The proper administration and documentation to support the payment of all Bounty Pay.
 - 3) The proper administration and documentation to support the payment of Performance Awards.
 - 4) The proper administration and documentation to support the payment of Re-engagement Bonuses.
 - 5) The proper administration and documentation to support the payment of all Camp Pay.
 - 6) The proper administration process for the payment of Company fines.
- j. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 07 – ADJUTANT			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Adjutant is the Commanding Officer's personal staff officer with special responsibilities for the administration and discipline of both Soldiers and Officers. The Adjutant is responsible for the issuing of Orders to the Regiment from the Commanding Officer (such as Part One Orders), therefore any Orders will be considered as coming from the Commanding Officer and must be followed accordingly.

ADJUTANT STANDING ORDERS AND DUTIES

2. The Adjutant is to:
 - a. Prepare and distribute Regimental Part One Orders and Standing Orders on behalf of the Commanding Officer.
 - b. Act as the main point of contact for any Ceremonies and Parades including attending any Ceremonial Committee meetings, as required.
 - c. Be responsible for the Discipline and Standards of Officers (Captain and below), and for all members of the Full Time Staff.
 - d. Liaise with Employers regarding the availability of Regimental personnel to attend annual camps and training opportunities.
 - e. Be available to represent Regimental personnel that are in receipt of civil court actions. The Adjutant is to be fully aware of the details of the charges and be prepared to provide a character statement for the soldier/officer involved, if relevant and beneficial.
 - f. Be responsible for monitoring the Establishment and manpower planning figures and liaising with the RCMO and RSM to ensure adequate levels are maintained.
 - g. Conduct the administration for the Promotions, Appointments and Confidential Reports processes. The Adjutant is responsible for ensuring all reports are conducted within stipulated time frames and any failures to adhere to these timings are communicated to the Commanding Officer for investigation.
 - h. Maintain an up-to-date Staff list, including details of the seniority order for all personnel.

- i. Act as the gatekeeper for any correspondence that is being sent to any external agency on behalf of the Regiment. This includes vetting it for appropriate content and ensuring all Defence Writing conventions have been adhered to.
- j. Be prepared to support the Public Relations Officer (PRO) and deputise in cases where the PRO is unavailable.
- k. Bring to the notice of the Commanding Officer any irregularities or deviations, by companies or specific individuals, from Standing Orders or customs that they may observe.
- l. Be prepared to act as the principal Watchkeeper (based in the Regimental Operations Room) during operations or Embodiments.
- m. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 08 – THE QUARTERMASTER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Quartermaster (QM) is responsible to the Commanding Officer for all matters dealing with the G4 Administration of the Regiment. The QM is also responsible for the organisation, training, operational preparedness and general efficiency of their Company.

QUARTERMASTER STANDING ORDERS AND DUTIES

2. The Quartermaster is to:

- a. Advise the Commanding Officer on all policy matters appropriate to the Logistics Company.
- b. Conduct all QM Company Commander duties, as detailed in Standing Order No 10.
- c. Arrange the purchase of all necessary fuel and light requirements of the RBR.
- d. Submit bills to recover any charges for the accommodation, feeding and ancillary charges incurred from visiting detachments at Warwick Camp.
- e. Be accountable for the procurement, indenting, and accounting for all items of stores, and will ensure that all stores are complete to scale and serviceable.
- f. Maintain the following ledgers (AFB183):
 - 1) Accommodation
 - 2) Band Instruments
 - 3) Clothing and Equipment
 - 4) Rations
 - 5) Unit Armourer's Tools and Spares
 - 6) Weapons and Instruments
 - 7) Married Quarters
 - 8) Ammunition

9) Transport

10) Signals Equipment

g. Be responsible for the care and maintenance of all accommodation allocated to the Regiment. The QM will carry out periodic inspections and report any damage or loss to the Commanding Officer.

h. Be responsible for the taking over of all accommodation to be occupied by the Regiment and assessing/ recording all damages and deficiencies attributed to the companies and Departments within the Regiment.

i. **Clothing and Equipment.** Issue all ranks with clothing and equipment according to the scale laid down in Standing Orders. All issued clothing and equipment is to be recorded on AF1157 (Clothing & Equipment Record) and must include a signature from the individual(s). All unserviceable stores are to be brought to the attention of the Commanding Officer, who will appoint a Board of Officers to investigate. Disposals will be carried out in accordance with the Board's recommendations.

j. Be responsible for any laundry, tailoring or dry-cleaning requirements of the Regiment, within the restrictions of the annual cost center.

k. **Repayment.** Be responsible for raising charges to individuals for losses and/or damage through unfair wear and tear to issued clothing or equipment. The QM is responsible for ensuring all monies received for replacement is recorded and handed over to the Paymaster, receipts are to be held.

l. **Ammunition.** Be responsible for indenting and accounting for all ammunition, explosives and pyrotechnics used by the Regiment.

m. **Band Instruments.** Ensure all Band Instruments are taken on charge and signed over to the Director of Music or Band Officer. The Director of Music or Band Officer is responsible for obtaining the signature of individuals with instruments on charge to them.

n. **Rations.** Ensure all Rations for consumption during annual camp and weekend training periods are purchased locally. Invoices for stores and rations bought locally, together with Government Purchase Orders and statements, are to be sent to the Paymaster for payment.

o. **Stores Held on Charge by Companies.** Ensure duplicate AFB183s are completed and kept by both Companies and the QMs Department. The QM is to hold a record of all stores held on charge.

p. **Weapons.** Ensure all Weapons and stores held on charge are recorded on an AFB183. The registered numbers and makes are to be held by both the FTIs and the QMs Department. The Orderly Officer is to carry out periodic inspections for cleanliness and numbers held on charge, as part of the Orderly Officer Duty (as per Standing Order 42 and Standing Order 45).

q. Ensure the speedy repair and return of arms, instruments and technical equipment requiring attention.

- r. **Hygiene.** Be responsible for hygiene, sanitation and water duties within the Regiment.
- s. **Training.** Be responsible for the training of the CQMSs to carry out their duties in the Regiment.
- t. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 09 – THE REGIMENTAL CAREERS MANAGEMENT OFFICER (RCMO)

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Regimental Careers Management Officer (RCMO) is the RBR lead on recruitment and retention within the Regiment. They are responsible for ensuring the RBR has adequate manning to fulfil their standing duties within Bermuda and overseas. They are also responsible for the management of the careers of all soldiers and NCOs within the Regiment, to fully utilize their talents and ensure they are promoted in line with their capabilities.

RCMO STANDING ORDERS AND DUTIES

2. The RCMO is to:
- Provide the secretariat function to the internal Promotion Boards and Grading & Shading conferences, providing advice and support as required.
 - Manage the movement of soldiers on assignment, attachments, and courses. They are to provide a workable plan when manning shortages require that some positions are temporarily not filled.
 - Maintain an accurate and up to date record of personnel qualifications (both Military and Civilian qualifications).
 - Manage the assigned Personal Identification (PIDs) Numbers. Cross reference PIDs with the RSM's 'Unit Strength' returns. They are to provide an accurate report on Unit manning to the Commanding Officer, when requested.
 - Advise the Commanding Officer and Chain of Command on soldier Career Management policy, including internal board procedures. They are to highlight relevant issues and concerns pertaining to individual soldiers, as soon as possible.
 - Conduct career counselling, provide professional and personal development guidance and support to soldiers as required. Where they do not feel they are adequately qualified to answer a query, they are to signpost the individual to a person or resource that may be able to assist.
 - Be responsible for recruiting initiatives and target settings (in conjunction with the Adjutant).

- h. Establish and monitor career progression pipelines with manning control points on ranks and appointments. They are to establish and monitor career plots for soldiers that are sustainable and that provide significant benefit to the Regiment.
- i. Be responsible for the identification and facilitation of development opportunities for FTS. This includes education and training courses, as well as less formal opportunities such as attachments or conference participation.
- j. Be responsible for the continuous improvement of the RBR appraisal process. This includes providing guidance on report writing and accurate grading of individuals.
- k. Complete and pass all RBR MATTs every training year.
- l. Lead and manage the RBR Learning Credits in accordance with Standing Order 124.

RBR STANDING ORDER 10 – THE COMPANY COMMANDER			
As At:	Oct 2024	Review Date:	Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Company Commander is directly responsible to the Commanding Officer for the organisation, training, operational preparedness, administration and general efficiency of their Company. The Company Commander will command their Company in barracks, on training and on operations, in accordance with the Commanding Officer's instructions and directives and is to ensure that the Company is prepared for its operational role at all times.
2. Whilst there are currently 4 different Company Command positions within the Regiment (OC A Company, OC C Company, OC HQ Coy and OC Logistics Company), each with a different focus and area of expertise, this Standing Order will detail the generic Orders for Company Command.

COMPANY COMMANDER STANDING ORDERS AND DUTIES

3. The Company Commander is to:
 - a. Exercise control and guidance through their officers, warrant officer(s) and NCOs. Company Commanders are to delegate tasks and responsibilities to their subordinates, where appropriate, but will remain accountable to the Commanding Officer for all tasks and responsibilities within their portfolio. If any key appointment within the Company is vacant, the Company Commander is to ensure that the duties specific to that role are covered by another member or members of the Company.
 - b. Be responsible for the well-being of all troops under their command.
 - c. Be responsible for any arms, ammunition, stores and equipment issued by the Regiment for use by their Company.
 - d. Ensure that all Company books, records and documents are maintained correctly and neatly and that the information is kept up-to-date. In particular, they are to make sure that Company Drills Records are accurately maintained and that confidential reports are completed annually. They are to ensure all Staff-in-Confidence or other sensitive material is stored correctly and securely.
 - e. Ensure that any financial returns or bids are submitted within specified timelines.
 - f. Ensure that any cash or foreign currency is kept securely, properly accounted for and disposed of, in accordance with the RAO's direction.

- g. Be responsible for the personal standards and turnout of their Company. They are to ensure that they correctly maintain all equipment and accommodations provided for Company use and carry out regular inspections to identify any damages or deficiencies.
- h. Act as the career manager for all Cpls and below within their Company and assist the RCMO in the management of the careers of Sgts and above, including attendance on promotional courses. They must also mentor and develop the platoon commanders and 2IC of their Company.
- i. Be responsible for enforcing the discipline of their Company (in line with their delegated powers) in accordance with the Defence Act. Any award of disciplinary sanctions issued are to be complied with, as though they had been awarded by the Commanding Officer directly.
- j. Ensure that efficient communication channels are established between the Company HQ and all within their command. They must ensure that all necessary information is passed to all intended recipients by means of Company Detail or by the issue of verbal orders. A record of such instructions is to be maintained.
- k. Inform the Commanding Officer of any temporary absence of themselves from duty (either planned absence or emergency absence), either locally or due to overseas travel. If planned absence, they are to inform the Commanding Officer in writing to enable responsibilities to be re-allocated, if necessary. Ordinarily the Company Commander will be deputized by the Company 2IC (as the next most senior Officer in the Company).
- l. Confirm the accuracy of any Company accounts **before assuming or relinquishing command of the Company**. They are to scrutinize all accounts, records, documents or holdings of equipment and accommodation on charge to the Company. They are to satisfy themselves that the soldiers' personal equipment and clothing is aligned to the issue scale and being properly maintained. The incoming Company Commander is to sign both copies of the AFB183 (Quartermaster and Company copies). They are also to produce a certificate detailing any deficiencies or comments, signed by both Commanders and submit it to the Commanding Officer. The handover / takeover responsibilities will be documented and included in periodic Administration Inspections.
- m. Ensure that all Annual Reports within the Company are completed accurately and fully, prior to the submission deadline. If report writing training is required for the Company Staff, the Company Commander is to arrange that training with the RCMO. As the senior member of staff within the Company, the Company Commander is responsible for ensuring that every member of staff receives an Annual Report that truly reflects their performance for the reporting year. The Company Commander will be held accountable for any late Annual Report submissions.
- n. Respond to any Commanding Officer's requests for information within specified timelines. Any deadline extension is to be agreed prior to the existing deadline.
- o. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 11 – THE DIRECTOR OF MUSIC			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Director of Music is the Officer Commanding the RBR Band and Corps of Drums and has responsibility for establishing and maintaining policy for the effective and efficient administration and control of the subunit.
2. The Director of Music is directly responsible to the Commanding Officer for the organisation, training, operational readiness, administration, and general efficiency of the Band and Corps of Drums.

DIRECTOR OF MUSIC STANDING ORDERS AND DUTIES

3. The Director of Music is to:
 - a. Operate in accordance with Standing Order Number 10—Company Commander.
 - b. Ensure the highest possible standard of musical performance and standard of drill within the Band and Corps of Drums.
 - c. Develop Band Musical Capacity and Capability. They are to manage and supervise the instruction music theory and practice to all musicians.
 - d. Coordinate RBR Band support to any RBR Community Engagement, Development, and Recruiting activities.
 - e. Be responsible for the care and management of all RBR musical instruments and accessories, the cataloguing and orderly management of the music library, and the maintenance of efficient operation of the Band. They are to conduct kit inspections regularly to ensure any damages or un-serviceable equipment are identified, recorded, and repairs/replacement scheduled. Where required, he/she shall raise charges to individuals for damage to RBR band equipment and accessories deemed not to be the product of ordinary wear and tear.
 - f. Be responsible for the morale, welfare, and discipline of the Band.
 - g. Serve on the Ceremonials Committee, along with the Adjutant and Regimental Sergeant Major, to confirm the military musical capabilities in support of the Government of Bermuda.
 - h. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 12 – THE REGIMENTAL MEDICAL OFFICER

As At:	Sep 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Regimental Medical Officers are to be Commissioned Officers within the RBR that are qualified to Practice Medicine within Bermuda. They will support the Commanding Officer by providing professional medical support to training, exercises and overseas camps.

REGIMENTAL MEDICAL OFFICER STANDING ORDERS AND DUTIES

2. The Regimental Medical Officer (RMO) is to:

- a. Provide medical attention to any member of the Regiment that is reported to be 'sick or injured' whilst on duty and in camp.
- b. Conduct health inspections of the troops to identify any issues that may impact the operational capability of an individual or formed unit.
- c. Examine and screen all potential recruits, prior to enlistment.
- d. Provide advice to the Commanding Officer and Company Commanders on all matters regarding adequate hygiene and sanitation of the unit.
- e. Ensure all members of the Regiment are recorded in their correct medical category. For those not in Medical Category 1 (as per Governor's Orders 1993), the RMO is to arrange for re-examination, where appropriate, or provide a future action plan to the Commanding Officer for those members of the Regiment unable to reach Medical Category 1. Only the RMO can recommend a Medical Discharge to the Commanding Officer, which must be presented as a written recommendation and recorded in the individuals P-file irrespective of the final decision.
- f. Provide Basic First Aid training to the Regiment or individual units, when requested.
- g. Ensure all cooks and food handlers are correctly trained on hygiene matters and safe food handling prior to assuming any appointment within the Regimental Kitchen or Deployed Field Kitchen.
- h. Oversee all medical documentation that is processed by the MI Room.
- i. Fulfill all other responsibilities and duties of a Specialist Officer.
- j. As a Specialist Officer, the RMO is not required to complete MATTs but is strongly encouraged to do so.

RBR STANDING ORDER 13 – RBR COASTGUARD COMMANDER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The RBR Coastguard Commander is the lead for all RBR Maritime capabilities. They are responsible for the good order, discipline, welfare and administration of the Coastguard Unit, which has responsibility for enforcing applicable law in Bermuda's territorial waters, search and rescue, responding to disasters and environmental protection.

RBR COASTGUARD COMMANDER STANDING ORDERS AND DUTIES

2. The RBR Coastguard Commander is to:

- a. Be responsible for the scheduling and conduct of all RBR Coastguard patrols within Bermuda's Territorial Waters. This includes:
 - 1) Ensuring a timely and adequate response to Man Made and Natural Disasters.
 - 2) Providing Marine Environmental Protection.
 - 3) Conducting Search and Rescue operations when required.
 - 4) Assisting with Port Security.
 - 5) Assisting other Government Agencies and International Partners with Drug Interdiction.
- b. Be responsible for the Career Management of all RBR Coastguard personnel (both full-time and part-time), including ensuring all MS responsibilities are completed on time.
- c. Be responsible for the creation and updating of RBR Coastguard Standard Operating Procedures.
- d. Liaise regularly with other Government Agencies (such as HMS Customs, BPS, Marine and Ports, Environmental Protection, Bermuda Radio), to ensure a continued interoperable capability is maintained.
- e. Be responsible for the RBR Coastguard Budget, including the production of Business cases for new capabilities.
- f. Be responsible for all RBR equipment and procurement strategy for maintenance and replacement.

- g. Be responsible for all RBR Coastguard training, identifying future capability requirements and sourcing/ bidding for course places (both internally and externally).
- h. Be responsible for the activation of the RBR Coastguard Operations Room during emergencies, including ensuring adequate manning and real time reporting to the RBR Operations Room.
- i. Be responsible for ensuring all Mandatory Annual Training is completed by all members of the RBR Coastguard. This includes the MATTs and any additional requirements that are required by the specific role of the RBR Coastguard, such as BPS training and any Swim Test requirements.

RBR STANDING ORDER 14 – TRAINING OFFICER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Training Officer is responsible for the budget, planning and coordination of all RBR training in accordance with the Training Policy identified by the Commanding Officer. They are to report directly to the Commanding Officer on all training matters.

TRAINING OFFICER STANDING ORDERS AND DUTIES

2. The Training Officer is to:

- a. Be responsible for the planning and programming of the training year calendar, including the publishing of training events in the Regimental Forecast of Events.
- b. Be responsible for the annual updating of RBR Regimental Policy and Standing Orders that they are allocated by the RBR Adjutant, to ensure the Staff Work remains current. They are to return confirmation that the Training related Policy and Standing Orders have been updated (where required) by 31 October every year.
- c. Be responsible for organizing and assuring the Regimental training demonstrations.
- d. Produce the Exercise Instructions (and associated Staff Work) for all Regimental training, exercises and camps (excluding the OTX), and provide supervision of Company training and exercises.
- e. Be responsible for the development of internal courses and cadres.
- f. Ensure all Regimental training resources are developed and kept up to date.
- g. Be responsible for the allocation and monitoring of all training ammunition.
- h. Ensure clearance is obtained for the use of public areas by the Regiment for training purposes, and ensure the public are made aware prior to the training.
- i. Be responsible for the continuous development of RBR training standards, tests and internal qualifications.
- j. Be responsible for the production and development of pre-overseas course training packages.

- k. Act as the Regimental lead for adventurous training and sporting opportunities.
- l. Be a member of the RHQ staff (Watch-Keeper) during operations.
- m. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 15 – RBR COASTGUARD SECOND IN COMMAND			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RBR Coastguard Commander
Reference:			

INTRODUCTION

1. The RBR Coastguard Second-in-Command shall work in support of the RBR Coastguard Commander to ensure good order, discipline, welfare and the effective administration of the RBR Coastguard. They are authorised to deputise for the Coastguard Commander when required, which should be recorded on Regimental Part One orders.

RBR COASTGUARD SECOND IN COMMAND STANDING ORDERS AND DUTIES

2. The RBR Coastguard Second in Command is to:
 - a. Be responsible for maintaining the unit operational manning at all times. This includes the authority to back fill with reserve Coastguard personnel, when required.
 - b. Assist in Community Engagement, Development and Education initiatives to promote the positive work of the RBR Coastguard.
 - c. Produce routine and bespoke reports of RBR Coastguard activity and distribute as required.
 - d. Act as the Investigations Officer for all RBR Coastguard investigations. They shall be responsible for the correct preparation and submission of files for prosecution and shall support any investigations being conducted by other Government Agencies, as required.
 - e. Be responsible for the care and management of all RBR Coastguard boats and equipment held by the unit.
 - f. Assist in the development of the RBR Coastguard professional capability.
 - g. Manage the welfare and discipline of the RBR Coastguard personnel, both full-time and part-time.
 - h. Be prepared to conduct any other duties that are assigned to the RBR Coastguard Commander, whilst deputising for the position.
 - i. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 16 – THE COMPANY SECOND-IN-COMMAND			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Company Second-in-Command (or Coy 2IC) is the administrative and training planning officer for the Company. He/she is responsible to the Officer Commanding the Company and him/her in the overall running of the Company. The Coy 2IC will act under the direction of the Company Commander and will bring to their notice every irregularity.

COMPANY SECOND-IN-COMMAND STANDING ORDERS AND DUTIES

2. The Company Second-in-Command is to:
 - a. Deputize for the Company Commander in their absence (as the next most senior Officer in the Company) and must be sufficiently conversant with the state of the Company to be able to take over command without notice.
 - b. Exercise himself/herself as the immediate reporting officer for Company Headquarter personnel.
 - c. Oversee and assure the administration of the Company. In barracks they are to plan, coordinate, and write all Company training programmes as directed by the Company Commander and to ensure accordance with the Commanding Officer's missions and tasks.
 - d. Be responsible for and is to ensure accurate accounting for soldier attendance, pay submissions, and compensations inclusive of accounting for bonuses and other eligibilities for remuneration.
 - e. Oversee the running of the Company Headquarters when deployed on exercise or operations. They are to ensure the swift processing and distribution of information to the Company staff, platoons and, if necessary, upwards to Regimental Headquarters.
 - f. Produce timely and accurate routine reports and returns to Regimental HQ.
 - g. Hold ultimate responsibility for the state and reporting of Company Stores and is to work in conjunction with the CSM, CQMS, and FTI to ensure that demands for the Company's Combat Service Support requirements are accurate and sufficiently anticipated. He/She is to produce monthly Stores reports to the Company Commander.
 - h. Be conversant with the contents of Standing Order No 10 – The Company Commander.

- i. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 17 – PLATOON COMMANDER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Platoon Commander is responsible for the welfare, management, and administration of all soldiers in the platoon. He/she is responsible to the Company Commander and is also accountable for the training and discipline of the platoon. It is their duty to ensure that all tasks allocated to their platoon are correctly completed in a timely manner.
2. Whilst there are currently 7 Platoons within the Royal Bermuda Regiment (for the purpose of Standing Order 11, the RBR Band will be classed as a platoon), each with a different focus and area of expertise, this Standing Order will detail the generic Orders for any Platoon Commander.

PLATOON COMMANDER STANDING ORDERS AND DUTIES

3. The Platoon Commander is to:
 - a. Be current and competent in platoon training techniques, tactics and administration including platoon battle procedure, in line with the Company Commander's intent.
 - b. Be present for all platoon training. If unavailable, they are to deputize a suitable individual but will remain accountable for all training and activities conducted.
 - c. Ensure that their platoon is trained and prepared for deployment or tasking at all times.
 - d. Ensure they have an accurate platoon nominal roll (covering all ranks in the platoon) and have personal knowledge of all personnel within the nominal roll. The Platoon Commander is to be able to comment on the character and qualifications of all members of their platoon when asked by their Company Commander (including any welfare concerns or personal problems/issues).
 - e. Ensure a high standard of discipline and morale is maintained at all times. Any concerns or suggestions to improve discipline or morale are to be raised via the Company chain of command.
 - f. Be responsible for the maintenance and serviceability of all arms and equipment on charge to their platoon.

- g. Regularly conduct kit inspections, paying particular attention to the fitting of clothing and equipment. They are also to ensure a high standard of personal hygiene is maintained.
- h. Lead by example, setting an exemplary standard in fitness, professional knowledge and personal carriage, bearing, and turnout.
- i. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 18 – THE REGIMENTAL SIGNALS OFFICER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Regimental Signals Officer is responsible for the training, efficiency and discipline of the Signals Platoon. They are the subject matter experts on all signals and communication equipment held by the RBR and are to advise the Commanding Officer on its' deployment accordingly.

REGIMENTAL SIGNALS OFFICER STANDING ORDERS AND DUTIES

2. The Regimental Signals Officer is to:
 - a. Be responsible for setting up and maintaining an efficient radio net, including the issue of written instructions, whilst in training, on exercise or deployed.
 - b. Ensure that the Signals Platoon is fully manned by competent and qualified individuals. They are to inform the Commanding Officer and RCMO of any potential vacancies as soon as they are identified. The Signals Platoon many will remain a priority fill for the Regiment.
 - c. Be responsible for the continuous training of all ranks in voice procedure and signals equipment use, as required.
 - d. Be responsible for the maintenance and serviceability of all stores and equipment on charge to their platoon. They are to hold regular inspections of all stores and equipment and report any losses or breakages, and where appropriate raise charges to individuals for non-accidental damage. All radios are to be repaired as a priority and a repair book, showing all completed repairs, to be maintained and produced on request.
 - e. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 19 – THE AIDE-DE-CAMP TO THE GOVERNOR			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	His/ Her Excellency, The Governor of Bermuda
Reference:			

INTRODUCTION

1. The Aide-de-Camp (ADC) is the Governor's personal staff officer and is tasked directly by the Governor in the normal course of their duties.
2. The ADC shall work in support of the Governor for the good order, welfare and administration of the Department of Governor & Staff.
3. The ADC is regarded as a seconded member of Full Time Staff for the purposes of the scheduling of meetings, events, training and courses, except where it conflicts with the points specifically noted below.

ADC STANDING ORDERS AND DUTIES

4. The ADC is seconded to Government House on a full-time basis and is to:
 - a. Be responsible for the execution of all requisite duties as Head of Department and Accounting Officer for the Department of Governor & Staff, in accordance with Government of Bermuda Financial Instructions, inclusive of departmental performance appraisals and performance related discipline in consultation with the Department of Employee & Organisational Development.
 - b. Be responsible for the close protection of the Governor, working closely with the Bermuda Police Service to organise and provide security as required.
 - c. Be responsible for the immediate oversight of the Bermuda Police Service static guard staff; relaying any issues pertaining to performance of the BPS guard staff to their chain of command.
 - d. Be responsible for the maintenance of the security of Government House Grounds and associated residences.
 - e. Be responsible for the management of the Department of Governor & Staff, including responsibility for the budget development process and budget performance monitoring for operational expenditure, capital acquisition expenditure, and capital development expenditure.
 - f. Be responsible for the planning and supervision, as appropriate, of all ceremonial and official functions where the Governor is to be in attendance including sitting on the Ceremonials Committee.

- g. Be responsible for the scheduling of transportation for the Department of Governor & Staff and all vehicles under the management of the Department.
- h. Be responsible for the facilitation of all communication between the Governor and Regimental Headquarters. Liaise with other government agencies as appropriate.
- i. Conduct any other duties normally carried out by an Officer of the Royal Bermuda Regiment, as agreed by the Governor.
- j. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 20 – PERSONAL STAFF OFFICER			
As At:	Oct 2024	Review Date:	Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Personal Staff Officer is the Commanding Officer's Staff officer in the absence of a Full Time Adjutant.

PERSONAL STAFF OFFICER STANDING ORDERS AND DUTIES

2. The Personal Staff Officer (PSO) is to:
- a. Assist with the issuance of the Regimental Part One Orders and Standing Orders.
 - b. Assist with the administration of all RBR Ceremonies and Parades.
 - c. Assist the Adjutant in liaising with Employers regarding the availability of Regimental personnel to attend annual camps and training opportunities.
 - d. Be prepared to represent Regimental personnel that are in receipt of civil court actions. The PSO is to be fully aware of the details of the charges and be prepared to provide a character statement for the soldier/officer involved, if relevant and beneficial.
 - e. Support the Adjutant in the administration for the Promotions, Appointments and Confidential Reports process within the RBR.
 - f. Maintain an up-to-date Staff list, including details of the seniority order for all personnel.
 - g. Act as the gatekeeper for any correspondence that is being sent to any external agency on behalf of the Regiment. This includes vetting it for appropriate content and ensuring all Defence Writing conventions have been adhered to.
 - h. Be prepared to support the Public Relations Officer (PRO) and deputise in cases where the PRO is unavailable.
 - i. Manage the Commanding Officer's diary as necessary.
 - j. Support and lead on any Special Projects assigned by the Commanding Officer.
 - k. Deliver lessons to new recruits or existing soldiers, on behalf of the Adjutant and RHQ.

- l. Assume Public Relations responsibilities in cases where the PRO and Adjutant are unavailable or as tasked by the PRO or Commanding Officer.
- m. Be prepared to act as the principal Watchkeeper (based in the Regimental Operations Room) during operations or Embodiments.
- n. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 22 – DUTIES OF COMMISSIONED OFFICERS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. A Commissioned Officer is any individual within the RBR that has successfully completed all mandatory training requirements for a Commission (such as the Commissioning Course (short) at the Royal Military Academy Sandhurst) **and** has been awarded a Commission by His/Her Excellency, the Governor of Bermuda.
2. On being awarded a Governor's Commission, every officer is to make themselves thoroughly conversant with these Regimental Standing Orders and Regimental Policy.

COMMISSIONED OFFICER STANDING ORDERS AND DUTIES

3. All Commissioned Officers, regardless of Rank, are to:
 - a. Uphold the dignity of their rank, and the traditions of the Regiment, showing loyalty and obedience to the chain of command. They must adopt towards their subordinates such methods of command and treatment that will ensure respect for authority and foster the feelings of self-respect and personal honour essential to military efficiency.
 - b. Ensure that good order and the rules and discipline of the Regiment are maintained, at all times (whether in uniform or not). It is an officers' duty to notice, repress and report any negligence or impropriety of conduct on the part of soldiers or other officers, whether on or off duty, in or out of camp, irrespective of which company they belong to. The RBR Officers must display a mindset of "doing the right thing, on a difficult day, when no-one is watching", strong leadership, even when they are not being observed.
 - c. Be responsible for the training, morale and discipline of the soldiers under their command, charge, and look after their welfare in general. Any complaints or grievances reported to them, must be recorded and investigated without prejudice (as per Standing Order 66 Service Complaints) and specified timescales for responses adhered to.
 - d. Strictly adhere to Standing Order 69 Dress Regulations, ensuring they are always in the correct order of dress whilst on duty.
 - e. Ensure they are punctual in their attendance at all duties and parades. Commissioned Officers should always observe the '5 Minutes before' principle (whereby you should always aim to arrive 5 minutes before a parade timing to ensure punctuality).
 - f. Observe the correct paying of compliments to all senior officers, saluting before addressing them on duty or on parade. All Commissioned Officers must also return the

salutes of junior officers and other ranks in a timely and professional manner. Any failure by any rank to observe the correct paying of compliments is to be addressed as soon as possible and re-education provided where needed.

g. When not on parade, but in uniform, officers under field rank will salute officers of field rank at their first meeting of the day. In addition subaltern officers will salute all Field Officers and the Adjutant at their first meeting of the day. **All ranks are to salute the Commanding Officer and Second-in-Command at all times.**

h. Attend and support all Regimental activities, where possible.

i. Complete and pass all RBR MATTs every training year. All physical MATTs are to be completed to the best of the individuals' ability – Officers should not just aim to do the minimum required to pass, they are to provide the benchmark for others to try to achieve.

RBR STANDING ORDER 23 – THE REGIMENTAL SERGEANT MAJOR

As At:	Sep 2022	Review Date:	31 Oct 2024
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Regimental Sergeant Major (RSM) is the senior Warrant Officer of the Regiment, and therefore the Senior Soldier within the RBR. Whilst conducting official duties, the RSM represents the Regiment on behalf of the Commanding Officer.
2. The RSM will receive his orders and direction from the Commanding Officer and will work in conjunction with the Adjutant on the maintenance of administration, discipline and ensuring a high level drill within the Regiment. The RSM is responsible for the drill and duties of all NCOs and is to ensure that they are thoroughly conversant with their responsibilities.
3. All other Warrant Officers (WOs), Non-Commissioned Officers (NCOs) and private soldiers in the Regiment will stand to attention and address the RSM as “Sir/ “Ma’am”. Officers, irrespective of rank, are to address them as “Mr or Mrs....” or RSM.

RSM STANDING ORDERS AND DUTIES

4. The RSM is to:
 - a. Provide general supervision over the training of junior Officers in all aspects of their in-barrack and ceremonial drill.
 - b. Provide the Commanding Officer with advice and guidance on all matters concerning discipline, behaviour and deportment within the Regiment (mainly focused on WO, NCOs and private soldiers).
 - c. Be responsible for the scheduling and standard of Regimental Duties for WO, SNCOs and JNCOs.
 - d. Be responsible for maintaining accurate Regimental Seniority Rolls for the WO, SNCOs and JNCOs.
 - e. Be responsible for the accurate running of all PRI accounts. The RSM is to be one of the signatories for these accounts, along with the Commanding Officer, RAO and Adjutant.
 - f. Be responsible for the organisation, administration, discipline and finances of the Warrant Officers’ and Sergeants’ Mess. The RSM is to be a signatory on this account along with two senior Warrant Officers.

- g. Supervise the Corporals' Mess and be responsible for its general tone, good order, discipline and finances. The RSM is to be a signatory on this account along with two senior Warrant Officers.
- h. Report any irregularities in connection with either Mess to the Commanding Officer. They are to also make any suggestions for the improvement and efficiency of either mess.
- i. Be responsible for the accurate recording and maintenance of parade states during camp and for monthly returns to ensure that an accurate figure on the strength of the Regiment is always available.
- j. Be responsible to the Adjutant for the training, discipline and supervision of the Regimental Police.

RBR STANDING ORDER 24 – THE SERGEANT MAJOR INSTRUCTOR (SMI)			
As At:	Oct 2024	Review Date:	31 October 2025
Amendment:		Sponsor:	CO
Reference:			

INTRODUCTION

1. The Sergeant Major Instructor (SMI) is responsible for Assurance of the RBR's Training System. They will provide SME advice on all training opportunities and activities and will report directly to the Commanding Officer regarding any Training Assurance observations and feedback.

SMI STANDING ORDERS AND DUTIES

2. The SMI is to:
 - a. Be responsible for the analysis, design and delivery of training within the RBR. The SMI is responsible for directing the Training Warrant Officer and Training Wing Instructors and holds delegated authority for all training matters from the Training Officer.
 - b. Act as the Regimental SME on the Defence Systems Approach to Training (DSAT) process. The SMI is to apply the process where applicable and identify to the Commanding Officer where compliance is not possible.
 - c. Perform 1st Party Audits of training by conducting Internal and External Validations and assist in the coordination and preparation for 2nd and 3rd Party Audits.
 - d. Provide training advice, solutions and opportunities for Continuous Improvement within the Regiment.
 - e. Train and implement the Safe System of Training within the Regiment. The SMI is to act as the Training Safety Officer, when required, and ensure other members of the Regiment are qualified to assume this role.
 - f. Assist the TO with the organisation and delivery of Collective Training events, such as Exercises, Tactical Exercises Without Troops (TEWT) and Study Days.
 - g. Be responsible for preparing RBR students for attending overseas courses, such as Platoon Commanders Battle Course, Platoon Sergeants Battle Course and the RMAS Commissioning Course. The SMI is to provide pre-course preparatory training and inform the Commanding Officer if any individual is not adequately prepared to attend.
 - h. Coordinate and manage all aspects of overseas courses, attachments and training opportunities for Regiment personnel, in conjunction with the XO (Standing Order 05).

3. **Ranges.** With regards to Ranges, the SMI is to:

- a. Be responsible for the booking of all RBR ranges, both in Bermuda and overseas.
- b. Ensure that the Commanding Officer provides written authorisation for the use of RBR any Range by any other military unit, police or civilian organisation. Once permission is granted, the SMI is to ensure that the organisations concerned are familiar with, and adhere to, the necessary Range Orders and Safety Instructions.
- c. Ensure that Range Standing Orders are kept up-to-date for all Ranges and are strictly adhered to by all users.
- d. Periodically inspect all Ranges to ensure they are adequately maintained, kept clean and remain safe. The SMI is to ensure that Range Clearance Certificates are to be produced, completed and submitted, in accordance with Standing Orders
- e. Ensure that Targets are properly stored, maintained and issued.

4. **Ammunition.** With regards to ammunition, the SMI is to:

- a. Be responsible for the monitoring, maintenance and allocation of all training ammunition.
- b. Liaise with the TO and QM to establish and publish the annual training ammunition allocation.
- c. Ensure that ammunition requirements for local and overseas training have been properly indented for, within agreed timelines. The SMI is also to liaise with the QM for the confirmation and procurement of their transportation requirements.
- d. Record all ammunition incidents and accidents in accordance to Pamphlet 21 - Training Regulations, Infantry Weapons Systems.

5. In the event of Embodiment for operations, the SMI will normally assume the role of a Liaison Officer to the EMO with the TO, and deploy to COMOPS. They are to be prepared to undertake any other operational tasks, as directed by the CO / TO.

RBR STANDING ORDER 25 – BANDMASTER/ BAND DEVELOPMENT OFFICER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Bandmaster/ Band Development Officer is the Officer in Command of the RBR Band. They are responsible for establishing and maintaining policy for the effective and efficient administration and control of the Band and Corps of Drums.
2. The Bandmaster/ Band Development Officer is directly responsible to the Director of Music (or Commanding Officer in the absence of a Director of Music) for the organisation, training, operational preparedness, administration and general efficiency of the Band and Corps of Drums.

BANDMASTER/ BAND DEVELOPMENT OFFICER STANDING ORDERS AND DUTIES

3. The Bandmaster/ Band Development Officer is to:
 - a. Command the band at the tactical level, assisting with command of the Band Platoon on operations.
 - b. Be responsible for the Band involvement in Community Engagement, Development, and Recruiting activities.
 - c. Be responsible for the development of Band Musical Capacity and Capability. They are to manage and supervise the instruction of the theory of music and applied music to all NCOs and members of the Band Company.
 - d. Be responsible for the care and management of the instruments, the cataloguing of the music library, and for the maintenance of the Band property.
 - e. Manage the welfare and discipline of the Band.
 - f. Be able to demonstrate knowledge of the BDA music fraternity, education system, the workings of BDA Government, and demonstrate the soft skills to be able to engage effectively with external stakeholders and to motivate soldiers.
 - g. Be well versed in music notation software, basic understanding of music production, music library management, conducting, and advanced music instruction in theory and performance.
 - h. Be the Reporting Officer for the Drum Major, Drum Sgt, Reeds Sgt, and Brass Sgt.

- i. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 26 – THE REGIMENTAL QUARTERMASTER SERGEANT			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	QM
Reference:			

INTRODUCTION

1. The Regimental Quartermaster Sergeant is the most senior Warrant Officer within the Quartermaster's department, and is the Second in Command of the Quartermaster Company (in the absence of the part time Quartermaster Tech).

REGIMENTAL QUARTERMASTER SERGEANT STANDING ORDERS AND DUTIES

2. The Regimental Quartermaster Sergeant (RQMS) is to:
 - a. Be responsible to the Quartermaster (QM) for the discipline of the Company. The RQMS is to keep the QM constantly informed of the atmosphere prevailing, and of all events affecting the efficiency and welfare of personnel within the Logistics Company.
 - b. Liaise with the RSM to keep them informed of all matters within Logistics Company affecting the discipline and general welfare of the Regiment.
 - c. Assist the QM in maintaining the following ledgers (AFB183):
 - 1) Accommodation
 - 2) Band Instruments
 - 3) Clothing and Equipment
 - 4) Rations
 - 5) Unit Armourer's Tools and Spares
 - 6) Weapons and Instruments
 - 7) Married Quarters
 - 8) Ammunition
 - 9) Transport
 - 10) Signals Equipment

- d. Ensure that the orders for the safe custody of arms and ammunition are carried out.
- e. Be responsible for the issue of the Company Detail. The RQMS is to maintain a record of all orders issued and will ensure that Detail is posted on the Company Notice Board as early as possible.
- f. Deputize for the QM, in their absence and sign all required correspondence and returns.
- g. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 27 – THE MOTOR TRANSPORT WARRANT OFFICER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	QM
Reference:			

INTRODUCTION

1. The Motor Transport Warrant Officer (MTWO) is the Motor Transport SME within the Regiment. They are responsible for the maintenance and allocation of all land based transport owned and on loan to the Regiment. They report directly to the QM.

MTWO STANDING ORDERS AND DUTIES

2. The MTWO is to:
 - a. Be responsible for the maintenance and care of all road vehicles on charge to the RBR.
 - b. Be responsible for the maintenance and general upkeep of the emergency generators on charge to the RBR.
 - c. Maintain an accurate and up to date record of drivers that are authorised to operate RBR land based vehicles (this include to reassessment of re-enlisting soldiers who have been out of the Regiment for 6 months or more). The MTWO is the lead examiner of potential military drivers and is responsible for the issuing of RBR Service Driving Licences. The MTWO is to regularly liaise with the RSM to ensure they are aware of any individual who has had their civilian licence withdrawn by the Bermuda Magistrates Court (so they can remove the individual from the authorised driver list).
 - d. Be responsible for the upkeep of all road vehicle documentation and the Vehicle Document Holders.
 - e. Maintain accurate records of all petrol, oil and lubricants (POL) consumed by the land based vehicles and boats operated by the RBR.
 - f. Ensure quarterly vehicle inspections are conducted and recorded, including details of any work carried out.
 - g. Investigate all accidents and damage to vehicles, and ensure the accurate and timely completion of Accident Reports (by the vehicle operator) for submission to the Commanding Officer via the Regimental Sergeant Major (RSM).
 - h. Be responsible for the care of all tools, stores and equipment issued to the Motor Transport department.

i. Be responsible for the sourcing and indenting for all transport that cannot be provided within current RBR resources. The MTWO is to liaise with the Adjutant if civilian drivers are required, so funding can be authorised.

j. Be responsible for the conduct, bearing, turnout and administration of all Motor Transport sub-unit drivers.

k. Ensure the Commanding Officer (via the RSM) is informed of any infringement in the use of RBR transport.

RBR STANDING ORDER 28 – THE CHIEF CLERK			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RAO
Reference:			

INTRODUCTION

1. The Chief Clerk is the Senior Non-Commissioned Clerk within the RBR. They are directly responsible to the Adjutant/ RAO for the efficient organisation and running of the Orderly Room.

CHIEF CLERK STANDING ORDERS AND DUTIES

2. The Chief Clerk is to:

- a. Process the handling of all incoming mail in accordance with the following rules:
 - 1) Mail addressed to individuals by name, departments or bearing 'privacy' markings, e.g. 'Personal for Adjutant', must be passed unopened to the respective person or department.
 - 2) Other privacy marked mail, e.g. 'In Confidence' or mail security classified 'Confidential' or above is to be passed to the Adjutant or Staff Officer for initial action. Classified mail is never to be left unsecured.
 - 3) All other mail to be opened, placed on appropriate files, date stamped, flagged for action and brought forward to the Adjutant or, in his absence, the Staff Officer for initial action. Mail for which there is no suitable file should be put in a float file before being passed to the Adjutant.
- b. Clearance of RHQ Officers' OUT trays twice daily and the actioning of instructions as necessary. Action flags are to be removed from correspondence once instructions have been completed.
- c. Act as the Primary typist for all correspondence that is to be classified as 'Confidential' or above and those bearing privacy markings. They are to be the Secondary typist for all correspondence classified 'Restricted' or below.
- d. Ensure the RHQ phone-line is constantly manned during office hours and be prepared to cover reception and the phone-line, when necessary.
- e. Ensure the security of all documents classified below 'Confidential' (all documents classified as 'Confidential' and above are to be held by the Executive Officer.

- f. Be responsible for detailing the Duty Driver for mail delivery/collection. This includes control of the key for the Post Office Box in Hamilton.
- g. Be responsible for the maintenance of Regimental Archives, Holding Company and personal document files. Ensuring that they are handled in accordance with their classification.
- h. Be responsible for the control, maintenance and replacement of office equipment and demand for new items, including the maintenance of stationery stocks.
- i. Be responsible for the maintenance of the RHQ filing system, including the updating and archiving of 'out-of-date' documents and files.
- j. Be responsible for the preparation and updating of the Regimental Staff List, Distribution List and Regimental Telephone Directory.
- k. Be responsible for the preparation and distribution of unit Part One Orders, when required.
- l. Act as the clerical and administrative SME for all RBR Companies and other regimental departments.
- m. Be prepared to conduct any other tasks, as directed by the Adjutant or RAO.

RBR STANDING ORDER 29 – THE TRAINING WARRANT OFFICER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Training Warrant Officer (TWO) is responsible for the planning and coordination of training in accordance with the Commanding Officer's Training Directive. They work under, and report to, the Training Officer (TO), who holds executive authority in all training matters.

TRAINING WARRANT OFFICER STANDING ORDERS AND DUTIES

2. The TWO is to:

- a. Monitor Company training, syllabus and standards on behalf of the TO. They are to ensure that a high standard of training is maintained, and bring to the attention of the TO any irregularities that cannot be dealt with between them and the Company's Full-Time Instructors.
- b. Assist the TO with the organising and running of Regimental training events, such as Exercises, TEWTs, Study Days.
- c. Assist the TO, XO and Adjt with the programming and delivery of any Potential Officer training cadres (including any preparatory work that may be required).
- d. Assist with the RBR Junior Leaders training, as required.
- e. Assist with the programming and delivery of the annual RBR Recruit Camps, NCOs' Cadre and any other key training events as identified by the Commanding Officer, TO, SMI or XO.
- f. Coordinate and prepare the overseas training staff, as necessary.
- g. Be responsible for the procurement, storage and issue of all RBR training supplies, including any updates that may be issued.
- h. Be responsible for the procurement, storage and issue of all operational and training maps, including the control of their issue when they contain any sensitive information.
- i. Be responsible for providing pre-course preparation training for personnel attending overseas courses, ensuring that 'entry standards' are met prior to deploying.
- j. Be responsible for the allocation of training areas, ranges and the RBR assault course.

k. Deputize for the TO as the Training Safety Officer, when required. They are to be responsible for ensuring that all training is conducted as safely as possible, whilst still providing training benefit for all exercising troops.

l. Assist the TO in ensuring that Regimental Standing Orders (relating to Training Areas, Ranges and Ammunition), Standing Operational Procedures (SOPs), Aide-Memoirs, Key Point (KP) Instructions and other Regimental operational and training publications are properly maintained, amended and distributed. They are to archive out of date publications to ensure they are removed from circulation to exercising troops.

3. **Ranges.** With regards to all RBR run Ranges, the TWO is to:

a. Be responsible for the booking of all Ranges.

b. Ensure that the CO authorises, in writing, the use of any Range by any other military unit, police or civilian organisation. Once permission is granted, they are to ensure that the organisations concerned is familiar and compliant with the necessary Range Orders and Safety Instructions.

c. Ensure that all Range Standing Orders are kept up-to-date and available to units using the Ranges. If they observe any unit not complying with the Range Standing Orders, they are to stop the range and investigate the reason for any failure to follow Standing Orders.

d. Periodically inspect the Ranges to ensure they are kept clean and safe. They are to ensure Range Clearance Certificates are produced and accurately completed, in accordance with Standing Orders.

e. Ensure that Targets are properly stored, maintained and issued.

4. **Ammunition.** With regards to ammunition, the TWO is to:

a. Be responsible for the monitoring, maintenance and allocation of all operational ammunition. They are to inspect all operational ammunition every 3 months and report any discrepancies to the TO.

b. Liaise with the TO and QM to establish and publish the annual training ammunition allocation.

c. Ensure that ammunition requirements for local and overseas training have been properly indented for, within agreed timelines.

d. Ensure that declaration forms are returned to the Ammunition Bunker with all salvaged brass, and ensure that correct range and training area clearance procedures are observed, particularly in respect of discarded pyrotechnics.

e. Assume the role of Training Safety Officer when required. The TWO will be responsible for coordinating firepower and safety demonstrations, with particular emphasis on the safe use of blank ammunition and pyrotechnics.

5. **Operations.** With regards to Operations, the TWO is to:

a. Assume the role of Operations Warrant Officer (in the event of Embodiment for operations), and deploy to COMOPS. The TWO must also be prepared to undertake other operational tasks as directed by the CO or XO (Operations Officer).

RBR STANDING ORDER 30 – DRUM MAJOR			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	Director of Music (or Band Development Officer in their absence)
Reference:			

INTRODUCTION

1. The Drum Major is considered the senior Non-Commissioned Officer whilst on Parade (unless the RSM is present). They are to be addressed as “Drum Major”, irrespective of their substantive rank (the Drum Major can be an NCO rather than a Warrant Officer, if an individual is appointed as such).

DRUM MAJOR STANDING ORDERS AND DUTIES

2. The Drum Major is to:

- a. Be responsible for the musical instruction, discipline, drill and turnout of the Corps of Drums, and for the care and condition of their instruments. They are to report any deficiencies immediately to the Bandmaster/ Band Development Officer.
- b. Be responsible for the accuracy and precision of the cadences and drum calls and is to ensure that they are played at the correct tempo.
- c. Give all words of command to the Band and Corps of Drums, when on Parade.
- d. Maintain control of the Regimental Mace and the Regimental Colours Belt. They are to be responsible for the cleaning of the Mace and the maintenance and upkeep of the Regimental Colours Belt.
- e. Assist the Ensigns in the uncasing and casing of The Colours on ceremonial parades.

RBR STANDING ORDER 31 – COMPANY SERGEANT MAJOR			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Company Sergeant Major (CSM) is the senior soldier within the Company and are to be addressed as “Sir/ Ma’am” by all NCOs and soldiers. The CSM is directly responsible to their Company Commander for the discipline, administration and general efficiency of their Company.
2. Whilst there are currently 3 different CSM positions within the Regiment (CSM A Company, CSM C Company and CSM HQ Company), each with a different focus and area of expertise, this Standing Order will detail the generic Orders for CSMs.

CSM STANDING ORDERS AND DUTIES

3. The CSM is to:
 - a. Be responsible to their Company Commander for the discipline of the Company. The CSM is to keep the Company Commander informed of the morale of the Company, and of any events that may affect the efficiency and welfare of the Company.
 - b. Report any matters within his Company that may affect the discipline and general welfare of the Regiment, to the RSM as soon as possible.
 - c. Mentor all NCOs and soldiers within their Company, by providing advice, guidance and encouragement, to help them to achieve their potential.
 - d. Be responsible for the turnout of every NCO and soldier within their Company, both on and off parade. They are also responsible for teaching and enforcing a high standard of drill within the Company.
 - e. Conduct barrack room inspections daily during annual camps to ensure that everything is hygienic and clean, and that all kit and equipment signed out to individuals are clean, prepared for future use and stored correctly.
 - f. Ensure that NCOs follow the correct procedure when enforcing the Discipline Standing Order. They are to address and report any abuse of authority to the RSM, irrespective of rank.
 - g. Scrutinise all alleged charges to individuals, prior to placing them on Orders parade. The CSM is to be satisfied that the charge is reasonable, all necessary evidence is available, all paperwork is completed and those attending Orders are dressed correctly.

Once Orders have taken place, the CSM is to ensure the Minor Offence Report is created from BRIMS and accurately recorded in the Minor Offences Book.

- h. Assist the Company Commander in the instruction of the Company in all forms of training, paying particular attention to Weapon Training and Ranges. The CSM is responsible for all ammunition and pyrotechnics, and is to return all unexpended rounds and empty casings to the QM.
- i. Ensure that the Orders for the Safe Custody of Arms and Ammunition are adhered to.
- j. Supervise the instruction of drill to all NCOs and soldiers within the Company and will be responsible for any pre-parade inspections that are to be conducted.
- k. Be responsible for the issue of the Company Detail (in conjunction with the Company FTI). The CSM is to manage the archiving of all historic Company Detail and ensure that the new Company Detail is made accessible to all members of the Company as early as possible.
- l. Be responsible for the timely and accurate submission of all Company returns.
- m. Scrutinise all applications for leave from members of the Company before submitting them to the Company Commander for final approval.
- n. Monitor the quality of soldier's messing, both in camp and in the field. The CSM is to attend meals regularly and work with the CQMS to ensure a high standard of offering is maintained.
- o. Maintain a record of the deployability status of every member of the Company, including Visa requirements, passport expiry dates, medical category and time left to serve.
- p. Maintain an Injury Report Book to record all injuries sustained whilst on duty with the RBR, and report them to the Company Commander. The CSM is to work directly with the RSM to manage all injury reports and confirm any follow up actions/ requirements.
- q. Be responsible for ensuring that all RHQ messaging (such as Part One Orders, First Sight File, etc.) is communicated to the Company in an efficient and timely manner.
- r. Deputize In the event of there being no Officer of the Company available. In this case the CSM has the authority to sign any time critical correspondence and returns (whereby waiting for an Officer to sign would not meet reply deadlines).
- s. Be responsible for ensuring a suitably qualified SNCO is identified to deputise for the CSM, in the event of the CSM being absent from his Company through leave, sickness or other commitments. In this case, the CSM is to inform the RSM of who is deputising for them. If it is a long term requirement, the Company Commander is to approach the Commanding Officer to request Acting Rank, as per RBR Record of Service Policy – Policy 13 'Temporary Promotion Policy'.

RBR STANDING ORDER 32 – THE COMPANY QUARTERMASTER SERGEANT			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Company Quartermaster Sergeant (CQMS) is directly responsible to his Company Commander for the accounting and the safe custody for all bedding, clothing, stores and equipment on charge to the Company.

CQMS STANDING ORDERS AND DUTIES

2. The CQMS is to:
 - a. Be responsible for the accurate record keeping of all Company stores and is to ensure that all issued items, whether temporary or permanent, are physically or electronically signed to the receiving individual.
 - b. Be responsible for the receipt and hand-over of all barrack accommodation, fittings, furniture and utensils. They are to identify and record all damages and raise appropriate charges. The CQMS is to attend all barrack room inspections and, where possible, ensure that any loss or damage is made good as far as possible by the individual concerned.
 - c. Be responsible for the receipt and hand-over of all Company stores, clothing and equipment, and is to ensure their correct entry into the Ledger AB183 (which is the approved recording tool for stores issued items).
 - d. Ensure individuals sign for articles that they receive. The CQMS is to attend all parades for fitting of clothing and ensure that all '1157 records' are accurate and up-to-date.
 - e. Be responsible for submitting the daily ration indent on the proforma provided to the QM, 24 hours in advance, whilst on Regimental Annual Camp. The CQMS is to attend Breakfast, Lunch and Evening Meals periodically during the camp training period to identify and address any issues.
 - f. Be responsible for conducting a 100% kit check of all members of the company that are to be posted, transferred or discharged.
 - g. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 33 – THE PLATOON SERGEANT			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Platoon Sergeant is the second in command of the platoon and responsible to the Platoon Commander for all discipline, administration and general efficiency within the platoon.

PLATOON SERGEANT STANDING ORDERS AND DUTIES

2. The Platoon Sergeant is to:

- a. Conduct inspections of barrack rooms daily to ensure that they remain in good order whilst the platoon is in camp.
- b. Be responsible for identifying any damage or deficiency of arms, equipment, stores or barrack furniture to the Platoon Commander and CQMS. The Platoon Sergeant is to ensure that any losses or damages are traced to the individual concerned, and that charges are raised accordingly.
- c. Supervise the issue/return of all stores and equipment on charge to the platoon and ensure that signatures are provided in relevant ledgers or registers.
- d. Be responsible for supervising and mentoring the Section Commanders in barracks, on parade, and in the field. The Platoon Sergeant is to provide recommendations to the CSM with regards to the training of the JNCOs within the Platoon and Company.
- e. Assist the Platoon Commander in the maintenance of the Platoon Roll Book.
- f. Schedule and administrate any requests from soldiers to see the Company Commander. The Platoon Sergeant is to arrange such meetings via the correct chain of command, informing both the CSM and Platoon Commander.
- g. Assist in the training of the platoon, as directed by the Platoon Commander and Training Wing.
- h. Liaise closely with the CSM for all matters of welfare, training and administration within the Company.
- i. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 34 – THE FULL TIME INSTRUCTOR			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Full Time Instructor (FTI) is normally the only member of Company staff that is employed on a full-time basis by the Regiment. They provide a consistent and continuous presence within the Company and are responsible for the day-to-day running of the Company, when the Part Time staff are not present.
2. The FTIs fall under the RSM for the supervision of their work and duties in a general sense, but in particular the administrative duties. For the majority of their other duties, the FTIs are to report to the Training Officer for direction.
3. It is important that the system be sufficiently flexible for regimental personnel such as the CSM, CQMS and Company Clerks/Storeperson, to take over their correct duties during training. It is the FTI's task to ensure that these key personnel are fully briefed during drill nights and at camp of their duties, knowing that at the end of the day or night's training, these duties will largely revert back to the FTI.

FTI STANDING ORDERS AND DUTIES

4. The FTI is to:
 - a. Keep their Company Commander informed of all activities that affecting their Company, including the welfare of their soldiers.
 - b. Assume responsibility for the day-to-day administration of the Company, as the senior rank on duty. Whilst the Company Commander remains accountable for the Company, they are to delegate a measure of this responsibility to the Company FTI, to ensure Company events are correctly planned and executed.
 - c. Provide assistance in the planning and preparation of all Company training activities. The FTI must be prepared to take the lead in any training activity that the Company Commander delegates to them.
 - d. Assist the CSM in maintaining the Company Roll Book.
 - e. Be responsible for the upkeep of personal files, their security within the Company offices and whilst in transit between RHQ and the QM's Department during administrative processes.

f. Be responsible for providing Company Strength Returns to the RSM by the Monday preceding CO's Monthly Conference. They must also ensure that the Regimental Orbat Board in the RSM's office is updated.

g. Be responsible for ensuring the Company 'Minor Offences and Fines' books are fully up-to-date and presented to the RSM at the end of each week.

h. Be responsible for maintaining the production, storage and security of Weapon and ID Cards. The FTI is to conduct a monthly check and submit a report to CSM on any discrepancies or deficiencies. Disciplinary action is to be taken if loss/negligent use has occurred.

i. Be responsible for the maintenance of his Company Stores, in conjunction with the CQMS and Storeperson. The FTI is to ensure that the Stores are kept tidy and the equipment is maintained in good order. They are to ensure that the CQMS and Storeperson fully understand their duties and that correct accounting and storekeeping procedures are followed. The FTI is also responsible for ensuring the monthly stores check is completed and return submitted to the QM confirming the correct holdings and identifying any deficiencies.

5. FTIs are to request leave through the RSM, to ensure all essential parades, training opportunities or operations have the required scale of Full Time Staff manning.

RBR STANDING ORDER 35 – THE ARMOURER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Armourer is the Regimental SME with regards to weapon repairs and upgrades. They are responsible to the Quartermaster for the day-to-day security of the RBR Armoury and are required to be fully conversant with ANNEX B to Standing Order No 111.

ARMOURER STANDING ORDERS AND DUTIES

2. The Armourer is to:

- a. Ensure all weapons, swords and ammunition are returned to the Armoury and accounted for immediately after all training sessions, rehearsals and parades have completed. If a weapon or item of ammunition is not accounted for, the Coy Comd/CSM must be informed (as it is the Coy Comd that is responsible for all kit and equipment signed out to members of their Company – this includes weapons and ammunition). If this fails to produce the weapon or ammunition, the Adjutant and RSM must be informed immediately, who will then report the lost items to the Bermuda Police Service (BPS).
- b. Be responsible for the security of the RBR Armoury at all times. They are to ensure that only authorised personnel are granted access and, whenever there is no-one manning the Armoury, they are to ensure it is fully secured with all internal doors locked, the cage locked up, the shutter down and the entry door locked with the alarm armed. All layers of security must be followed to declare the Armoury secure when not manned.
- c. Be responsible for the maintenance and care of all arms and ammunition within the RBR, less the 25 Pound Guns.
- d. Be responsible for the training, safety and general welfare of all personnel working within the Armoury.
- e. Remain up to date with methods of operation to ensure that they are workable, effective and are able to improve or maintain efficiency.
- f. Liaise with Company Staff to ensure access to weapons when needed. Access to the Armoury MUST be requested before Training Programs are confirmed (at least 2 weeks in advance of the event).
- g. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 36 – WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. A Warrant Officer (WO) and Non-Commissioned Officer (NCO) is a soldier who has been promoted to a leadership position within a unit or Regiment. They do not hold a Queen's/King's Commission but are employed in a role that includes Command, Leadership and Management responsibilities.
2. An NCO's rank and seniority within the RBR is according to the dates of their appointment or promotion.
3. On being promoted beyond 'Private soldier', every WO and NCO is to make themselves thoroughly conversant with these Regimental Standing Orders and Regimental Policy.

WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS STANDING ORDERS AND DUTIES

4. All WOs and NCOs, regardless of Rank, are to:
 - a. Uphold the dignity of their rank, and the traditions of the Regiment, showing loyalty and obedience to the chain of command. They must adopt towards their subordinates such methods of command and treatment that will ensure respect for authority and foster the feelings of self-respect and personal honour essential to military efficiency.
 - b. Ensure that good order and the rules/ discipline of the Regiment are maintained, at all times (whether in uniform or not). WOs and NCOs should set the example for their soldiers to follow. The discipline and high standards of the Regiment depends largely upon their alertness, skill and perseverance.
 - c. Address any examples of poor standards within the RBR that they observe. The WOs and NCOs must develop a mindset of "doing the right thing, on a difficult day, when no-one is watching". They must display all of the traits of strong leadership, even when they are not being observed.
 - d. Ensure there is no borrowing, lending, gifting or offering of preferential treatment in exchange for any type of payment (cash, goods or services) within the RBR. If they observe any examples of this behaviour, they are to act upon it as soon as possible and ensure it is reported and recorded, in line with RBR Discipline Policy.

- e. Ensure Values and Standards are maintained within the RBR. They are to ensure that every Officer, WO and NCO is addressed by their proper title and that appropriate complements are followed (such as saluting to Commissioned Officers and other appropriate greetings).
- f. Use appropriate language at all times.
- g. Address any member of the RBR, irrespective of Rank, who is improperly dressed – 'the poor standards you ignore are the standards you are accept'.
- h. Report any Discipline issues to the Chain of Command
- i. Refrain from entering the Soldiers' Canteen, or Rank specific areas (such as Messes) unless on duty.
- j. Ensure they have the ability to record details (including accurate time keeping) whilst on duty.

RBR STANDING ORDER 37 – FULL TIME STAFF			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Full Time Staff (FTS) is drawn from current serving (including re-engaged) members of the RBR. Terms and Conditions of Service is laid out in individual contractual documentation and is specific to the individual and role. The over-riding principles that guide contracts for FTS can be found in the Defence Act 1965 (as Amended), Governor's Orders, and the Employment Act.

FULL TIME STAFF STANDING ORDERS AND DUTIES

2. Whilst specific Standing Orders and Duties will be identified in the 'Appointments and Duties' Standing Orders, all Full Time Staff are to:

- a. Observe the core working hours of Monday to Friday 0830-1700hrs, including a lunch period of 1.5 hours typically taken 1230-1400hrs. These times may vary seasonally, any updated core hours are to be identified by the Commanding Officer and published on Part One Orders. In addition to the core hours, Additional Parades may be required at anytime (possibly with short notice), these include Drill Nights and Company Training Weekends.
- b. Be prepared to deploy on training courses, exercises and operations for prolonged periods of time. Whilst deployed FTS will be entitled to claim all reasonable Travel and Subsistence costs (including baggage fees, costs for Visas or permits, meals in transit, accommodation costs up to the daily limit if not provided, meal costs up to the daily limit if not provided) and Living Overseas Allowance (at the location specific rate).
- c. Ensure they are in the correct order of dress at all times. The correct Order of Dress is as follows (please see Standing Order 69 for RBR Dress Regulations):
 - 1) Normal Working Hours: Normal Working Dress (Office/Training Dress).
 - 2) Drill Nights and Weekend Training: Uniform (as ordered).
- d. Attend all FTS PT sessions within the weekly program (Wednesday 0830-1000hrs and Friday 0830-1000hrs). Any member of staff wishing to be excused must submit a request to the Commanding Officer, via the Adjutant, prior to the session. Any medical exemptions must be submitted with a Doctor's note, confirming the individual is not able to participate and must include dates for re-evaluation or end of restrictions.

e. Ensure they plan their leave in accordance with the Regimental Calendar and Company Training program. FTS are encouraged to take the majority of their Entitled Leave Allocation during the Summer and Christmas periods (which are traditionally less busy). FTS are to acknowledge that leave can be taken at other times (but the needs of the service must come first), but it is their responsibility to ensure that their duties are properly handed over to another member of FTS. All leave applications remain subject to approval by the Commanding Officer. **Under no circumstances** is leave to be booked (i.e. airfare / hotel) without approval. FTS are to note that, in accordance with SO 78 – Leave Policy, the Regiment will not be liable for any costs incurred by a member of FTS (or any member of the Regiment) who is in violation of this policy. Guidance on FTS ‘time off in lieu’ (TOIL) entitlement is provided in SO 78 – Leave Policy.

f. Submit a Doctor’s note, within 48 hours of the appointment, when absent due to sickness (Officers submit to Adjutant, Warrant Officers/NCOs submit to RSM).

g. Submit a written request for permission to undertake secondary employment to the Commanding Officer (if they are intending to undertake secondary employment). All members of FTS may seek secondary employment, subject to the following criteria:

1) The nature and obligations of this employment must not conflict with their duties as members of FTS. In cases where conflicts may unavoidably arise, precedence must always be given to Regimental duty over the secondary employer.

2) If a member of Full Time Staff is granted permission to undertake secondary employment, it is on the understanding that this permission can be retracted at any time, should the Commanding Officer feel that it is having a detrimental effect on the individual’s Regimental duties.

3) Conduct considered to be in contradiction with the best interests of the Regiment, as a part of secondary employment, shall be grounds for permission to be retracted.

4) Conduct as a part of secondary employment that is considered to be in violation of the Regiment Service Test (refer to SO 68) may be grounds for dismissal from FTS.

h. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 38 – ROYAL BERMUDA REGIMENT JUNIOR LEADERS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RBR RCMO
Reference:			

INTRODUCTION

1. The Royal Bermuda Regiment (RBR) Junior Leaders is the youth department of the RBR, targeted at both males and females between the ages of 12 and 18. The program is designed to provide personal and group development activities within a military framework.
2. The aim of the RBR Junior Leaders is to inspire young people to achieve success in life by developing a spirit of service to the Monarch, the island and their local community. The program seeks to develop the qualities of a good citizen.
3. The RBR Junior Leaders Commandant must be an Officer of the RBR whom has been appointed by the Commanding Officer. The Commandant position is rank ranged from Captain to Major, and is responsible to the Commanding Officer for all aspects of the RBR Junior Leaders Program. The Commandant remains subject to military discipline (as detailed in the Defence Act) at all times.

ROYAL BERMUDA REGIMENT JUNIOR LEADERS STANDING ORDERS AND DUTIES

4. The RBR Junior Leaders Directing Staff are to:
 - a. Provide progressive individual training to foster confidence, self-reliance, initiative, loyalty and a sense of service to other people. They should aim to encourage the development of personal powers of practical leadership and the ability to work successfully as a member of a team.
 - b. Ensure compliance with all legal and military protocols. Any actions regarding the safe system of training must be adhered to when conducting training with RBR Junior Leaders.
 - c. Provide Training Programs to the Training Wing for approval, prior to any activities taking place.
 - d. Signpost any member of the RBR Junior Leaders with an interest in joining the RBR (once legally old enough) to the RBR RCMO.
 - e. Identify potential overseas training opportunities for Junior Leaders and establish links with other overseas cadet organisations for reciprocal opportunities.

f. Identify potential adult instructors to become adult instructor officers / SNCOs within the RBR Junior Leaders program (see Annex A for criteria). Potential officers will be interviewed by both the Regimental 2IC and the RBR Junior Leaders Commandant to assess suitability and will need to attend and pass a Potential Officer Commissioning Course run by the RBR before being granted a Governor's Commission. Potential SNCOs will be interviewed by the RBR Junior Leaders Commandant and will be required to pass an RBR Potential NCO cadre. Any potential Adult Instructor must undergo and pass vetting by the Bermuda Police, prior to appointment. Adult Instructors will be regarded as noncombatants and will not be subject to embodiment.

g. Ensure that all Adult Instructors have completed the SCARS training. RBR Junior Leaders Commandant is to hold a record of all members of staff that have completed the SCARS training, including the date of certification.

h. Ensure that the correct 'Safeguarding Children' ratios are adhered to. There must be at least 1 Adult Instructor to 10 Junior Leader Cadets, with a minimum of 2 staff present. If there is a mixed gender group then the supervising staff must consist of at least one male and one female. If these ratios are not possible, the RBR Junior Leaders Commandant is to apply for a waiver from the RBR Commanding Officer **before any training takes place**, no training is to be conducted without the correct ratios or a waiver being granted.

i. Ensure all RBR Junior Leader Cadets and their legal guardian have signed the Junior Leaders registration form (at Annex B). Failure to complete this form will prevent individuals from participating in any RBR Junior Leaders activities or events.

j. Be responsible for maintaining discipline and adherence to the Junior Leaders rules (Annex C), as Junior Leaders are not bound by the Defence Act or Governor's Orders. Any individual who does not adhere to these rules is to be issued either a verbal or written warning. In the event of a serious breach of the rules or consistent non-conformity, the individual will be discharged from the RBR Junior Leaders program.

k. Ensure all RBR Junior Leader Cadets, Adult Instructors and RBR Instructors adhere to the RBR Dress Regulations, as directed by the Commanding Officer. The RBR Junior Leaders' uniform is the same as the RBR but they are to wear their Unit Identification flash (Annex D) on their uniform and are to wear a green beret.

5. The RBR Junior Leader Cadets are to:

a. Be aged between 12 and 18 years old (a Junior Leader Cadet will be able to serve until the summer camp of the Academic year that they turn 18).

b. Be dressed in issued MTP clothing or approved sports kit whilst on the program. Their uniform must include their Unit Identification flash (Annex D) and the Junior Leaders Green Beret. RBR Junior Leader Cadets are not permitted to wear any other badges on their uniform, unless authorised by the RBR Junior Leaders Commandant.

c. Ensure they have signed the Junior Leaders registration form (at Annex B) prior to undertaking any training.

d. Report any injuries or accidents that occur during training to the RBR Junior Leaders Commandant (or Adult Instructor in their absence).

e. Report any issues or complaints to the RBR Junior Leaders Commandant, Adult Instructor or any other responsible Adult within the RBR. **All** complaints are to be recorded and reported to the Commanding Officer for investigation. **All** complaints are to be investigated, the RBR Commanding Officer will nominate an individual to conduct the investigation and recommend further action, if required.

Annexes:

- A Criteria for Bermuda Regiment Junior Leaders Adult Instructors.
- B. Registration Form for Bermuda Regiment Junior Leaders
- C. Rules for the Bermuda Regiment Junior Leaders

**ANNEX A TO
STANDING ORDER NO 38**

CRITERIA FOR BERMUDA REGIMENT JUNIOR LEADERS ADULT INSTRUCTORS

1. Applicants can be school teachers, serving or former members of the Bermuda Regiment or any civilian who possess professional qualifications ideally suited for training teenagers.
2. Must submit completed Adult Instructors application form, at appendix 1.
3. Applicants must pass a Security Vetting through The Bermuda Police Services and The Department of Child and Family Services.
4. Must be in good physical health to lead and conduct physically challenging activities.
5. Must pass drug testing.
6. Must be willing to attend weekends and public holidays as required for duty.
7. Prepared to attend annual two week summer camp.
8. Must be able to commit to additional Adult Instructor training locally or overseas.
9. Must be highly motivated and have a genuine interest in helping male and female Junior Leaders develop in accordance with the Junior Leaders training syllabus.
10. Must attend selection interview with Commandant and Second in Command
11. Must successfully satisfy eligibility requirements to receive final approval by the Commanding Officer.

REGISTRATION FORM FOR BERMUDA REGIMENT JUNIOR LEADERS

Dear Parents/Guardians,

1. This cover letter outlines the process of registering your child for the Royal Bermuda Regiment Junior Leaders. In order to successfully register your child you must complete each attached form in its entirety. The required steps are:
 - a. **Completion of Registration Form.** Complete and sign the registration and medical forms. Both you and your child are required to sign. If there are any medical concerns that cannot be explained on the medical form please explain on a separate sheet of paper. You may email the form or send via fax: 238-8433, or call 238-1045 to submit a hard copy. When the forms are approved, your child will be an official member of the Royal Bermuda Regiment Junior Leaders.
 - b. **Collect Uniform.** Call Royal Bermuda Regiment Junior Leaders Office to confirm date and time to collect uniform at 595-6666. School uniforms are to be worn to a Drill Night in the event that your child has not received a uniform.
 - c. **Attend Training.** Come to camp on the next Royal Bermuda Regiment Junior Leaders Training Night (Drill Night)
2. In the event you no longer wish for your child to participate in the Royal Bermuda Regiment Junior Leaders Programme it is your responsibility to ensure that the issued uniform and equipment are returned. Parents or Guardians will be billed for uniforms and equipment not returned. If you have any questions please contact the Officer Commanding Junior Leaders, Capt G Rayner.

Regards,

[original signed]

G RAYNER
Capt
Royal Bermuda Regiment Junior Leaders

ROYAL BERMUDA REGIMENT JUNIOR LEADERS REGISTRATION FORM

PLEASE PRINT

DATE: _____

SCHOOL: _____ YEAR: _____

SURNAME: _____

GIVEN NAMES: _____

D.O.B. _____ GENDER: _____

AGE: _____

HOME ADDRESS:

PARISH: _____ POSTAL CODE: _____

1. PRIMARY PARENT/GUARDIAN NAME: _____

TEL: (H) _____ (W) _____ (C) _____

PRIMARY E-MAIL: _____

2. PARENT/GUARDIAN NAME: _____

TEL: (H) _____ (W) _____ (C) _____

E-MAIL: _____

3. ADDITIONAL EMERGENCY CONTACT: _____

TEL: (H) _____ (W) _____ (C) _____

RELATIONSHIP _____

SWIMMING ABILITY (please tick):

STRONG	☐	AMATEUR	☐	WEAK	☐	NON SWIMMER	☐
--------	--------------------------	---------	--------------------------	------	--------------------------	-------------	--------------------------

CITIZENSHIP: _____

PASSPORT #: _____

EXP DATE: _____

PASSPORT SIZE PHOTO

ROYAL BERMUDA REGIMENT JUNIOR LEADERS MEDICAL QUESTIONNAIRE

Please answer the following questions:

		YES	NO
1	Have you ever suffered from dizziness, fainting or convulsions?		
2	Have you ever suffered from chronic shortness of breath or asthma?		
3	Have you had a severe digestive problem?		
4	Have you ever had problems with your bones or joints, including breaks and recurring disabling backache?		
5	Have you ever suffered loss of vision?		
6	Do you wear corrective eye wear?		
7	Have you ever had urinary or kidney problems?		
8	Have you ever been diagnosed with ADD or ADHD?		
9	Have you ever been admitted into a hospital?		

1. If you answered YES to #9 please provide details below:

2. Do you take medication? Give details in the space provided below.

3. Do you have any other pre-existing medical conditions or allergies?

4. Do you have any special dietary requirements?

5. Please provide the name of your General Practitioner (GP) and the date of your child's last visit:

6. Please provide the name of your Insurance Company and your policy number:

By signing below the signatory parties confirm that the information provided is correct to the best of their knowledge and agree to the following terms and conditions:

**ANNEX B TO
STANDING ORDER NO 38**

1. The Parent and or Guardian duly accepts responsibility for any clothing, equipment (fixed or otherwise), or structures entrusted into the care of the Junior Leader by Royal Bermuda Regiment Junior Leaders or Royal Bermuda Regiment that may become damaged and or destroyed as a result of the actions of the Junior Leader, whether through malicious intent, neglect, or accidental causes.
2. The Parent and or Guardian consents that the above signed Royal Bermuda Regiment Junior Leader may participate in all Royal Bermuda Regiment Junior Leaders activities which may include but is not limited to: abseiling, the use of firearms, completing the assault course, kayaking, and swimming.
3. The Parent and or Guardian releases Royal Bermuda Regiment Junior Leaders and Royal Bermuda Regiment of any excessive liability in the event of mental distress, harm, injury, or death of the Royal Bermuda Regiment Junior Leader where it can be shown that:
 - a. The mental distress, harm, injury, and or death was a result of Royal Bermuda Regiment Junior Leader's failure to comply with the rules, regulations, guidelines, and or orders (verbal, written, implied, or otherwise) under which Royal Bermuda Regiment Junior Leaders were acting at the time; and
 - b. Steps were taken to mitigate the events occurrence.
4. I would like to sign my child up for the following (Please tick all boxes that apply):

The Royal Bermuda Regiment Junior Leaders Program	
The Royal Bermuda Regiment Junior Leaders Camp 2025	

SIGNATURE OF JUNIOR LEADER

DATE

SIGNATURE OF PARENT/GUARDIAN

DATE

RULES OF THE ROYAL BERMUDA REGIMENT JUNIOR LEADERS

1. The Royal Bermuda Regiment Junior Leaders (JLs) is a voluntary youth development organisation. JL's must have parental or guardian consent in order to participate.
2. JLs are expected to be smartly turned out whether in uniform or in civilian clothes at all times. The uniform must be clean, well pressed, and worn correctly.
3. JLs must obey orders given by Adult Instructors and Senior Junior Leaders.
4. JLs must be alert and safety and security conscious at all times.
5. JLs must demonstrate their commitment to the programme by reporting to Warwick Camp at 1830hrs for regular Friday evening training, weekend training, and parades. Remember to call Royal Bermuda Regiment Junior Leaders office in a timely manner if you are unable to attend training sessions or if you will be late.
6. JLs commit to attend the annual two week summer camp.
7. JLs participate in Community Service Projects.
8. Treat other people's property with respect; to prevent damage and vandalism.
9. Keep fit, play and work hard, take part in sports and games.
10. Any minor misconduct will be handled by the Junior Leader Adult Instructors in accordance with Bermuda laws and any rules pertaining to young people. The intent is to encourage the Junior Leader(s) to apply self-discipline and be respectful towards others.
11. Any serious misconduct will be addressed by the Officer Commanding Junior Leaders which may be referred to the Commanding Officer which could lead to dismissal from the programme. Unacceptable bad behaviour will not be tolerated.

RBR STANDING ORDER 39 – ROYAL BERMUDA REGIMENT JUNIOR MUSICIANS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RBR RCMO
Reference:			

INTRODUCTION

1. The Royal Bermuda Regiment (RBR) Band includes a number of musicians that are below the current minimum enlistment age of 18. The Junior Musicians are extended special dispensation, under this Standing Order, to train, parade and participate with the RBR Band and Corps of Drums. For the purpose of this Standing Order, a Junior Musician is defined as a person between the ages of 14 and 18.
2. A Junior Musician will hold the rank of Private and shall be appointed the title of Junior Musician. On their 18th Birthday, the Junior Musician is to be enlisted into the RBR and appointed the title of Bandsman.
3. Potential Junior Musicians are to provide written permission from their parent or legal guardian, consenting for them to join the RBR as a Junior Musician, prior to being enlisted. They must also provide a letter of recommendation from their primary music instructor. The letter is to include an endorsement for their participation with the Band and Corps of Drums and a statement describing their character and level of performance.

ROYAL BERMUDA REGIMENT JUNIOR MUSICIANS STANDING ORDERS AND DUTIES

4. The RBR Junior Musicians are to:
 - a. Be enlisted in the Royal Bermuda Regiment by the same process as a regular soldier. They must complete the Attestation Form and present themselves for examination by the Regimental Medical Officer who will determine their health for service. They will not be required to recite the Oath, but may do so with the guidance of their parents or legal guardian.
 - b. Be aged between 14 and 18 years old. On their 18th Birthday, they will be required to enlist in the RBR or depart the Band.
 - c. Participate in all aspects of Band and military training (similar to that of the Bermuda Regiment Junior Leaders program) under the supervision of the Band Development Officer.
 - d. Adhere to all Disciplinary direction and Standing Orders of the RBR whilst on and off duty.

- e. Be compensated at a rate of 100% of a Private Soldiers Wage (at the initial scale). Junior Musicians are not eligible to promote or move to a higher pay band whilst still a Junior Musician.
- f. Be offered the opportunity to represent the RBR Band by participation in both social and sporting events. Acknowledging that is encouraged but is not required as part of their commitment and they will not be permitted to consume any alcohol as part of these events.
- g. Report any injuries or accidents that occur during training to the RBR Band Development Officer (or Adult Instructor in their absence).
- h. Report any issues or complaints to the RBR Band Development Officer, Adult Instructor or any other responsible Adult within the RBR. All complaints are to be recorded and reported to the Commanding Officer for investigation. All complaints are to be investigated, the RBR Commanding Officer will nominate an individual to conduct the investigation and recommend further action, if required.

5. When dealing with Junior Musicians, the Band Development Officer (and the Band Command structure) is to:

- a. Ensure compliance with all legal and military protocols. Any actions regarding the safe system of training must be adhered to when conducting training with RBR Junior Musicians.
- b. Ensure all adult members of the band have conducted SCARS training. The RBR Band Officer is to hold a record of all members of staff that have completed the SCARS training, including the date of certification.
- c. Ensure that the correct 'Safeguarding Children' ratios are adhered to. There must be at least 2 staff present for any training. If there is a mixed gender group that includes Junior Musicians then there must be at least one adult male and one adult female present. If this is not possible, the RBR Band Development Officer is to apply for a waiver from the RBR Commanding Officer **before any training takes place**, no training is to be conducted without the correct ratios or a waiver being granted.
- d. Provide Training Programs to the Training Wing for approval, prior to any activities taking place.
- e. Be responsible for maintaining discipline and adherence to the Junior Musicians rules (Annex B), as Junior Musicians are not bound by the Defence Act or Governor's Orders. Any individual who does not adhere to these rules is to be issued either a verbal or written warning. In the event of a serious breach of the rules or consistent non-conformity, the individual will be discharged from the RBR Band.

6. The RBR Quartermasters Department is to:

- a. Issue all RBR Junior Musicians with a single combat uniform and No 3 Ceremonial dress, as outlined for Musicians in Dress regulations.

Annexes:

- A. Parent/ Guardian's letter of permission for enrolment as a Junior Musician.
- B. Rules for the Royal Bermuda Regiment Junior Musicians.

ANNEX A TO
STANDING ORDER 39

PARENT / GUARDIAN'S LETTER OF PERMISSION FOR ENROLMENT AS A JUNIOR MUSICIAN

STUDENT'S INFORMATION:

Last Name		First Name		Middle Name	
Address					
Mobile Phone #		Home Phone #			
Email Address					

School Attended	

INSTRUCTOR'S INFORMATION

Instructors Name					
Instructors Address					
Mobile Phone #		Home Phone #			
Email Address					

PARENT/ GUARDIAN/ NEXT OF KIN INFORMATION

Name					
Relationship to Student					
Address					
Mobile Phone #		Home Phone #			
Email Address					
Date:			Signature:		

**ANNEX A TO
STANDING ORDER 39**

ALTERNATE PARENT/ GUARDIAN/ NEXT OF KIN INFORMATION

Name			
Relationship to Student			
Address			
Mobile Phone #		Home Phone #	
Email Address			

INSURANCE POLICY UNDER WHICH THE STUDENT IS COVERED

Policy Name	
Policy Number	

**ANNEX B TO
STANDING ORDER 39**

RULES FOR THE ROYAL BERMUDA REGIMENT JUNIOR MUSICIANS

1. The Royal Bermuda Regiment Band is a Military organisation that enlists Junior Musicians (under 18 years old) which requires the participant's parental or guardians' consent.
2. You will be required to be smartly turned out both in uniform and in your normal clothes at all times.
3. You must wear your uniform correctly, clean and well presented.
4. You must be willing to obey orders given by the Band Development Officer, RBR Officers, Warrant Officers and Non Commissioned Officers, if they are Lawful and do not compromise the Values and Standards of the RBR. If you believe you have been give an unlawful order, you are to report it to your chain of command or a suitably senior member of the RBR (if the order originated from your chain of command).
5. You must be alert and safety/ security conscious at all times. You are to report any suspicious activity through your chain of command.
6. You must commit to report to Warwick Camp for Band Rehearsals, Band Training and Ceremonial Events. If you are not able to attend, you are to inform the Band Development Officer or any other member of the Band Command Team.
7. You are to commit to attend the annual two week summer camp, if possible. If it is overseas, you will not be mandated to attend but will be given the option to attend, if possible.
8. You must commit to remain fit and healthy. You will be required to attempt all MATTs with the exception of the CFT.
9. Any minor misconduct will be handled by the Band Chain of Command, in accordance with Bermuda laws and any rules pertaining to young people. Any serious misconduct will be addressed by the Commanding Officer, which could lead to dismissal from the RBR without notice. Unacceptable bad behaviours will not be tolerated.

RBR STANDING ORDER 40 – SAFEGUARDING			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	XO
Reference: RBR Record of Service Policy – ‘Policy 25 RBR Safeguarding Policy’. Saving Children and Revealing Secrets (SCARS), Bermuda (www.scarsbermuda.com) Working Together to Safeguard Children, HM Government			

INTRODUCTION

1. The RBR has a responsibility to protect the health, wellbeing and human rights of all individuals within the Regiment and enable them to live free from abuse, harm, and neglect. The principles of prevention and protection apply to all individuals for whom the RBR has assumed responsibility and is especially important for children and vulnerable adults.
2. Whilst the minimum age to enlist within the RBR is 18 years, there are individuals under this age that are employed within the RBR Band and the RBR Junior Leaders. It is therefore essential that all members of the RBR, irrespective of age, rank or position, are familiar with RBR Policy 25 ‘RBR Safeguarding Policy’ and their responsibilities within the following Standing Orders.

STANDING ORDERS FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

3. All members of the RBR, irrespective of age, rank or position are to:
 - a. Be alert to potential indicators of abuse and to ensure appropriate and timely action is taken where there are concerns or where an incident of abuse has occurred.
 - b. Recognise that any person, anywhere in the world can be at risk of harm and/or abuse.
 - c. Take appropriate action, in the event of concerns/incidents where there is immediate risk of harm, where a crime has been committed and where it is in the public interest to do so.
 - d. Contact the BPS, Child & Family Services or the RBR Designated Safeguarding Lead (XO RBR), if they suspect that an individual is suffering or is likely to suffer significant harm, including any form of mistreatment or abuse, or if they are concerned about their own behaviour and need advice or support.
4. All members of the RBR, irrespective of age, rank or position, have the responsibility to:
 - a. Help protect children from maltreatment.

- b. Help preventing impairment of children's health or development.
- c. Help to set the conditions to enable children to grow up in circumstances consistent with the provision of safe and effective care.
- d. Take action to help enable all children to have the best outcomes in life.

STANDING ORDERS FOR ANY RBR DEPARTMENT THAT HAS REGULAR CONTACT WITH CHILDREN AND VULNERABLE ADULTS (JUNIOR LEADERS AND RBR BAND)

5. All members of the RBR that have regular contact with children and vulnerable adults are to adhere to the following:

- a. Complete the 'Saving Children and Revealing Secrets' (SCARS) training. It must be re-qualified every 3 years and the unit must hold a register of all qualified personnel and their SCARS qualification expiry date.
- b. Ensure the following Safeguarding Ratios are followed:
 - 1) A minimum of 1 adult instructor to 10 children/ vulnerable adults,
 - 2) At least 2 Adult Instructors are present at all times,
 - 3) In the case of a mixed gender group then the supervising staff must consist of at least 1 male and 1 female. If these ratios are not possible, the senior officer present is to apply for a waiver from the RBR Commanding Officer **before any training takes place**, no training is to be conducted without the correct ratios or a waiver being granted.

STANDING ORDERS FOR THE RBR DESIGNATED SAFEGUARDING LEAD

6. The RBR Designated Safeguarding Lead is responsible for the coordination and maintenance of all RBR Safeguarding Policy. They are also responsible for processing any Safeguarding complaints to the most appropriate body for investigation.

7. The RBR Designated Safeguarding Lead is to:

- a. Keep the RBR Safeguarding policy up to date.
- b. Receive all RBR Safeguarding Incident Report Forms and forward for appropriate investigation within strict timelines.
- c. Maintain a record of all Safeguarding cases on the RBR G1 Risk Register (it is to be password protected and held on a limited access drive).
- d. Advise the Commanding Officer of any Safeguarding issues or policy amendments that need to be escalated to the Governor of Bermuda.

STANDING ORDERS FOR RAISING A SAFEGUARDING COMPLAINT OR CONCERN

8. All members of the RBR, irrespective of rank or appointment, are to take appropriate action, in the event of concerns/incidents where there is an immediate risk of harm to a child or vulnerable adult, where a crime has been committed or where it is in the public interest to do so.

9. In the first instance, the individual is to put a stop to the activity that is posing the immediate risk of harm to the child or vulnerable adult. The child or vulnerable adult must be removed from situation that is creating the concern.

10. The individual must then report the incident to the most appropriate authority:

Child & Family Services Kids Hotline (9:00 am – 5:00 pm)	278-9111
Child & Family Services Hotline (After hours)	295-0011
Bermuda Police Service	211 or 295-0011
Immediate Danger	911
The RBR Designated Safeguarding Lead (RBR XO)	444-2325

11. All concerns/incidents will require an RBR Safeguarding Incident Report Form (ANNEX A) to be completed and submitted to the RBR Safeguarding Lead. These report forms will be made available to any investigating authority in the event of further investigation being required.

Annexes:

A RBR SAFEGUARDING INCIDENT REPORT FORM

**ANNEX A TO
STANDING ORDER 40**

RBR SAFEGUARDING INCIDENT REPORT FORM

Reporting Details	
Date of Report	
Name of Notifier	
Title	
Address	
Tel No	
Email	

Subject of Report			
First Name			
Surname			
DOB		Age	
Gender			

Reason for report (please put an X in the boxes that apply)

☐ A child has died (including cases of suspected suicide), and abuse or neglect is known or suspected.

☐ A child has been seriously harmed and abuse or neglect is known or suspected.

There was clear evidence of a risk of significant harm to a child that:

☐ Was not recognised by organisations or individuals in contact with the child or perpetrator.

☐ Was not shared with others.

☐ Was not acted on appropriately.

☐ The case raises or may raise issues relating to the safeguarding and promotion of the welfare of children in institutional settings, e.g., failure to respond appropriately to safeguarding issues in training establishments.

Summary of Events			
Location of incident		Date of incident	
Outline of events and circumstances that triggered this report:			

**ANNEX A TO
STANDING ORDER 40**



Once Complete, please submit this form to one of the following:

- RBR Designated Safeguarding Lead,
- Bermuda Police Service,
- Bermuda Child and Family Services

RBR STANDING ORDER 41 – REGIMENTAL WELFARE AND CARE OFFICER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The Regimental Welfare and Care Officer (RWCO) is responsible for the care and mental health maintenance of soldiers and officers serving in the Royal Bermuda Regiment.

REGIMENTAL WELFARE AND CARE OFFICER STANDING ORDERS AND DUTIES

2. The RWCO is to:

- a. Be responsible for the provision and coordination of Primary Level welfare support and mental health management, to soldiers and Permanent Staff, in support of the Chain of Command (CoC).
- b. Provide advice on policy/ SOPs and guidance on all Welfare matters to the CO and the CoC.
- c. Develop the Critical Incident Stress Management (CISM) process within the RBR.
- d. Be responsible for the scheduling and delivery of annual welfare training to all members of the RBR. The RWCO is to produce all training and assessment material (assisted by the RBR Training Wing).
- e. Be responsible for the creation and maintenance of a formal referral process for soldiers to the RMO for further mental health assessment.
- f. Be responsible for the implementation, accuracy and maintenance of the RBR Soldiers and Permanent Staff (SAPS) Welfare Register.
- g. Maintain the Vulnerability Risk Management Register (VRM) (for personnel at risk of harm to themselves or others) and conduct risk assessments associated with potentially vulnerable soldiers.
- h. Be responsible for interviewing discharging soldiers to identify any potential welfare issues that are de-motivators. Work with the RCMO to identify any potential issues and signpost the individuals to any relevant external welfare agencies.
- i. Act as the Unit representative in all welfare matters, liaising with all relevant welfare agencies and authorities, including the Bermuda Hospitals Board (BHB) and other healthcare-based organisations.

- j. Monitor Commander burnout and provide guidance to the 'Long Stay Nucleus' as well as Full Time Staff that are departing the RBR and transitioning back to full time civilian life/employment.
- k. Liaise with the RBR Med Section to provide training on spotting signs of mental health issues.
- l. Carry out any other Lawful Order as instructed by the Commanding Officer.
- m. Complete and pass all RBR MATTs every training year.

RBR STANDING ORDER 42 – REGIMENTAL ORDERLY OFFICER DURING CAMPS/ EMBODIMENTS

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. During any camp or embodiment of the Regiment (local or overseas), the Regimental Orderly Officer will be scheduled in Regimental Part One Orders. The duties that they must conduct are detailed in the Standing Orders below. They will work in coordination with other Regimental Orderly positions.

ORDERS FOR THE REGIMENTAL ORDERLY OFFICER DURING CAMPS/ EMBODIMENTS

2. The Regimental Orderly Officer during camps/ embodiments is to:
 - a. Report to the Adjutant for duty at 0730hrs and hand over duty the following day at 0730hrs. They are to be contactable on the duty mobile phone for the duration of the duty.
 - b. Remain in camp throughout the duty period, subject to training commitments. If they are required to leave the camp at any point, the Adjutant is to be informed so that a temporary relief may be arranged. The Regimental Orderly Officer is not to hand over their duties without authority from the Adjutant.
 - c. Be dressed in Combat Dress (MTP) for the duration of the duty (including out of hours). PT kit or mixed dress is not to be worn.
 - d. Visit all meals in the Dining Hall for the duration of their duty (breakfast, lunch and dinner). They are to deal with any complaints regarding the food or service by diners or as escalated to them by the Regimental Orderly Sergeant.
 - e. Mount and inspect the RBR Guard at 1830hrs and dismount the RBR Guard at Reveille. After mounting the guard, the Regimental Orderly Officer is to ensure all duty personnel are aware of their responsibilities before visiting the Armoury to ensure all weapons are secure.
 - f. Inspect the RBR Guard Room, visit prisoners (if there are any), check the Arms Security Log and sign the Guard Book.
 - g. Make an out of hours visit to the guardroom and prowlers (timing to be provided by the Adjutant on reporting for duty but will be between 0001hrs and 0600hrs).

h. Make an out of hours physical check of the following locations, with the Regimental Orderly Sergeant:

- 1) Company Lines
- 2) Cook House and Dining Hall
- 3) Armoury and Ammunition Stores
- 4) Quartermaster Stores
- 5) All Messes

i. Escalate any incident beyond their level of authority to the Adjutant.

j. Complete the Orderly Officer Report (Annex A) and submit to the Adjutant when dismounting duty.

3. These orders apply to embodiments and local/ overseas camps, where there is a 24-hour period of training. During normal drill nights and training weekends, where more than one Company is conducting training, a Duty Company will be tasked by the Adjutant (see Standing Order 46).

Annexes:

A Regimental Orderly Officers' Report Form

**ANNEX A to
STANDING ORDER 42**

REGIMENTAL ORDERLY OFFICER'S REPORT TO THE ADJUTANT (CAMP / EMBODIMENT)

1. My tour of duty commenced at 0730hrs on and terminated at 0730hrs on
2. I reported to the Adjutant at hrs for instructions.
3. I attended meals in the Dining Hall at:

Breakfast hrs.	There were complaints
Lunch hrs.	There were complaints
Evening Meal hrs.	There were complaints
4. I visited the Canteen at hrs.
5. I made a tour of the Camp area at hrs. I checked the security of all Coys and Stores.
6. I mounted the Regimental Guard at hrs.
7. I checked the security of the Arms Stores and Magazine at hrs before midnight, and again at hrs after midnight.
8. I visited the Regimental Guard at hrs and the sentries at hrs.
9. I inspected the Arms Security Log and found it in order.
10. I visited the soldiers under sentence/ under arrest and signed the Guard Book at hrs.
Details are listed at Appendix 1.
11. I turned-out the Guard at hrs.
 - a. Their turnout was poor / good / excellent (please circle)
 Comments
 - b. Their drill was poor / good / excellent (please circle)
 Comments
12. I dismounted the Guard at hrs

**ANNEX A to
STANDING ORDER 42**

13. I wish to bring the following observation(s) to your notice:

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(P-Number and Name in Block Capitals)

Signed

Date

**REGIMENTAL ORDERLY OFFICER'S REPORT
FOR CAMP / EMBODIMENT**

SOLDIERS UNDER SENTENCE

No	Rank	Name	Coy	Sentence	Complaint/Request

SOLDIERS IN MILITARY CUSTODY

No	Rank	Name	Coy	Offence	Date of Arrest	Complaint/Request

During my tour of duty I visited the Guard Room and inspected the prisoners, between the hours of midnight and 0600 hrs – at _____hrs.

_____ (Initials and Date)

I wish to bring the following observation(s) to your notice:

RBR STANDING ORDER 43 – REGIMENTAL ORDERLY SERGEANT DURING CAMPS/ EMBODIMENTS

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. During any camp or embodiment of the Regiment (local or overseas), the Regimental Orderly Sergeant will be scheduled in Regimental Part One Orders. The duties that they must conduct are detailed in the Standing Orders below. They will work in coordination with other Regimental Orderly positions.

ORDERS FOR THE REGIMENTAL ORDERLY SERGEANT DURING CAMPS/ EMBODIMENTS

2. The Regimental Orderly Sergeant during camps/ embodiments is to:
 - a. Report to the RSM for duty at 0700hrs and hand over duty the following day at 0700hrs. They are to be contactable on the duty mobile phone for the duration of the duty.
 - b. Report to the Regimental Orderly Officer for specific instructions by 1000hrs, and accompany them on their tour of the Camp.
 - c. Be present at the Daily Sick Parade at 0630hrs.
 - d. Remain in camp throughout the duty period, subject to training commitments. If they are required to leave the camp at any point, the RSM is to be informed so that a temporary relief may be arranged. The Regimental Orderly Sergeant is not to hand over their duties without authority from the RSM.
 - e. Be dressed in Combat Dress (MTP) for the duration of the duty (including out of hours). PT kit or mixed dress is not to be worn.
 - f. Visit all meals in the Dining Hall for the duration of their duty (breakfast, lunch and dinner). They are to deal with any complaints regarding the food or service by diners and, if beyond their jurisdiction, they will report them to the Regimental Orderly Officer.
 - g. Assist the Regimental Orderly Officer to mount the RBR Guard at 1830hrs, the dismount the RBR Guard at Reveille.
 - h. Close the Canteen/ Dining Hall at 2300hrs and ensure that all unauthorised personnel have departed the premises.

- i. Close the Corporals' Mess Bar at 2300 hrs.
 - j. Check the Warrant Officers' & Sergeants' Mess Bar at 2330, and if there are no members present, close and secure the Bar.
 - k. Ensure all unauthorised lights are extinguished at 2315 hrs.
 - l. Conduct out of hours checks of the Camp, ensuring that buildings are secure, Sentries are alert and carrying out their duties properly, and there is no unauthorised movement by any personnel.
 - m. Complete the Orderly Sergeant's Report (Annex A) and submit to the RSM when dismounting duty.
4. These orders apply to embodiments and local/ overseas camps, where there is a 24-hour period of training. During normal drill nights and training weekends, where more than one Company is conducting training, a Regimental Orderly Sergeant will be tasked by the RSM, from the Duty Company.

Annexes

- A Regimental Orderly Sergeant's Report Form

**ANNEX A to
STANDING ORDER 43**

REGIMENTAL ORDERLY SERGEANT'S REPORT TO THE RSM (FOR CAMP / EMBODIMENT)

1. My tour of duty commenced at 0700hrs hrs on and terminated at 0700hrs on
2. I reported to the RSM at 0700hrs for instructions.
3. I attended meals in the Dining Hall at:

Breakfast hrs.	There were complaints
Lunch hrs.	There were complaints
Evening Meal hrs.	There were complaints
4. I visited the Canteen at hrs.
5. I made a tour of the Camp area at hrs, including a check of the security of all Coys and Stores.
6. I paraded the Regimental Guard, to be mounted by the Orderly Officer, at 1830hrs.
7. I checked the security of the Arms Stores and Battery at:
 - a. hrs (before midnight)
 - b. hrs (after midnight)
8. I visited the Regimental Guard at hrs and the sentries at hrs.
9. I inspected the Arms Security Log and found it in order.
10. I visited the soldiers under sentence/ under arrest and signed the Guard Book at hrs. Details are listed at Appendix 1.
11. I visited the Guard at hrs.
 - a. Their turnout was poor / good / excellent (please circle)
Comments
 - b. Their drill was poor / good / excellent (please circle)
Comments
12. I dismounted the Guard at hrs

**ANNEX A to
STANDING ORDER 43**

13. I wish to bring the following observation(s) to your notice:

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(Regimental Number and Name in Block Capitals)

Signed

Date

**ANNEX A TO
STANDING ORDER 43**

**REGIMENTAL ORDERLY SERGEANT'S REPORT
FOR CAMP / EMBODIMENT**

SOLDIERS UNDER SENTENCE

No	Rank	Name	Coy	Sentence	Complaint/Request

SOLDIERS IN MILITARY CUSTODY

No	Rank	Name	Coy	Offence	Date of Arrest	Complaint/Request

During my tour of duty I visited the Guard Room and inspected the prisoners, between the hours of midnight and 0600 hrs – at _____hrs.

_____ (Initials and Date)

I wish to bring the following observation(s) to your notice:

RBR STANDING ORDER 44 – REGIMENTAL ORDERLY CORPORAL DURING CAMPS/ EMBODIMENTS

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. During any camp or embodiment of the Regiment (local or overseas), the Regimental Orderly Corporal will be scheduled in Regimental Part One Orders. The duties that they must conduct are detailed in the Standing Orders below. They will work in coordination with other Regimental Orderly positions.

ORDERS FOR THE REGIMENTAL ORDERLY CORPORAL DURING CAMPS/ EMBODIMENTS

2. The Regimental Orderly Corporal during camps/ embodiments is to:
- Report to the RSM for duty at 0700hrs and hand over duty the following day at 0700hrs. They are to be contactable on the duty mobile phone for the duration of the duty. They are to assist the Regimental Orderly Sergeant in their duties and deputise for them in their absence.
 - Report to the Regimental Orderly Officer at the Breakfast meal for any specific instructions.
 - Be present at all meal parades and remain in the canteen during opening times.
 - March the Sick Parade to the Medical Inspection room at 0630hrs for the daily sick parade.
 - Remain in camp throughout the duty period, unless they have been authorized to leave camp by the RSM.
 - Be dressed in Combat Dress (MTP) for the duration of the duty (including out of hours). PT kit or mixed dress is not to be worn.
 - Close the Canteen at 2300hrs and ensure that all unauthorised personnel have departed the premises, all lights are turned off and doors locked.
 - Submit details of any unusual occurrence or activity into the Regimental Orderly Corporal's Report Book.

3. These orders apply to embodiments and local/ overseas camps, where there is a 24-hour period of training. During normal drill nights and training weekends, where more than one Company is conducting training, a Regimental Orderly Corporal **may** be tasked by the RSM, or by the Regimental Orderly Sergeant **with the permission of the RSM**, from the Duty Company.

RBR STANDING ORDER 45 – REGIMENTAL ORDERLY OFFICER DURING NORMAL TRAINING

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. During normal training evenings and training weekends, Companies are to nominate a Company Orderly Officer in their Company Detail. This individual will act as the Regimental Orderly Officer, unless there are multiple Companies in camp, in which case the Adjutant will nominate the Duty Company. The duties that they must conduct are detailed in the Standing Orders below. They will work in coordination with other Regimental Orderly positions.

ORDERS FOR THE REGIMENTAL ORDERLY OFFICER DURING NORMAL TRAINING

2. The Regimental Orderly Officer during normal training is to:
- Report to the Adjutant on arrival to camp for a briefing on their duties.
 - Remain in camp throughout the duty period, subject to training commitments. If they are required to leave the camp at any point, the Officer Commanding is to be informed so that a temporary relief may be arranged. The Regimental Orderly Officer is not permitted to delegate or swap their duties without prior approval of the Officer Commanding.
 - Ensure that Orderly Officer duties do not interfere with their training commitments, except in an emergency.
 - Physically check that all weapons issued to the company have been correctly returned, and that all weapon cards have been returned to the FTI. On completion, they are to sign the Arms Check Certificate and Arms Register Book to provide a legal declaration that this has been carried out.
 - Inspect the Guard Room, visit any prisoners, investigate any complaints and sign the Guard Room and Visitors Book to confirm that this has been carried out.
 - Close down the Officers' Mess, or hand over this responsibility to another Officer with the permission of the Officer Commanding the Duty Company. They are to ensure that the Bar and all the public rooms are left clean and tidy, ensure that all non-essential appliances and lights in the kitchen and public rooms are turned off and that all doors and windows are secured.
 - Ensure that any areas used by the Company for training are left clean, tidy and free of litter.

- h. Ensure that the Regimental Police, if present, carry out their duties correctly.
 - i. Deal with any enquiries or complaints from the general public, that occur during the Training event.
 - j. Visit the Corporals' Mess and the Canteen and ensure that everything is being properly conducted and correct standards are being maintained.
 - k. Report any occurrences to the Officer Commanding. Any significant occurrences of Regimental significance are to be reported to the Adjutant.
 - l. On completion of the Regimental Orderly Officer Duty, a Regimental Orderly Officer Report Form (Annex A to Standing Order 45) must be completed and submitted to the Adjutant, via the Officer Commanding.
4. These orders apply to normal drill nights and training weekends. During embodiments and local/ overseas camps, where more than one Company is conducting training, the Regimental Orderly Officer will be tasked by the Adjutant (see Standing Order 42).

Annexes:

- A Regimental Orderly Officers Report Form (Normal Training)

REGIMENTAL ORDERLY OFFICERS REPORT FORM (NORMAL TRAINING)

To	ADJUTANT (via OFFICER COMMANDING)		
From			
	P Number	Rank	Name

1. My tour of duty commenced athrs on
and terminated athrs on

2. I visited the Guard at the Main Gate between 1830hrs – 1900hrs (or at the designated reporting time for the Company) and the following observations were noted:

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3. I visited the Guard Room athrs. There wereprisoners secured in the cells as follows:

Regt #	Rank	Name & Initials	Coy	Remarks

4. I visited the Cpls' Mess athrs. It was inspected and closed athrs.

5. I visited the Canteen athrs.

6. I ensured that all unauthorised lights were extinguished at 2200hrs or at the end of training.

7. I wish to bring the following observations to your attention:

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Date:

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Company Orderly Officer (Signature)

Date:

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Officer Commanding (Signature)

RBR STANDING ORDER 46 – REGIMENTAL ORDERLY SERGEANT DURING NORMAL TRAINING			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. During normal training evenings and training weekends, the RSM will nominate the Regimental Orderly Sergeant (which may be a Sergeant or a Colour Sergeant). The duties that they must conduct are detailed in the Standing Orders below. They will work in coordination with other Regimental Orderly positions.

ORDERS FOR THE REGIMENTAL ORDERLY SERGEANT DURING NORMAL TRAINING

2. The Regimental Orderly Sergeant during normal training is to:

- a. Report to the Company Sergeant Major (CSM) on arrival to camp for a briefing on their duties.
- b. Remain in camp throughout the duty period, subject to training commitments. If they are required to leave the camp at any point, the CSM is to be informed so that a temporary relief may be arranged.
- c. Ensure that Orderly Sergeant duties do not interfere with their training commitments, except in an emergency.
- d. Inform the CSM if any soldier is found to be absent, admitted to hospital, or placed in close arrest. They are to liaise with the CSM to ensure that the soldier's kit is collected, checked and placed in the Company Stores.
- e. Inspect all soldiers reporting on Sick Parade and ensure that these soldiers are in possession of all the necessary documents or equipment.
- f. Assist the Regimental Orderly Officer as required.

5. On completion of the Regimental Orderly Sergeant Duty, a Regimental Orderly Sergeant Report Form (Annex A to) must be completed and submitted to the RSM, via the CSM.

6. These orders apply to normal drill nights and training weekends. During embodiments and local/ overseas camps, where more than one Company is conducting training, the Regimental Orderly Sergeant will be tasked by the Adjutant (see Standing Order 43).

Annexes:

A Regimental Orderly Sergeants Report Form

**ANNEX A TO
STANDING ORDER 46**

REGIMENTAL ORDERLY SERGEANTS REPORT FORM

To	RSM (via CSM)		
From			
	Regimental Number	Rank	Name

1. My tour of duty commenced athrs on
and terminated athrs on

2. I visited the Guard at the Main Gate between 1830hrs – 1900hrs (or at the designated reporting time for the Company) and the following observations were noted:

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3. I visited the Guard Room at 2130hrs. There wereprisoners secured in the cells as follows:

Regt #	Rank	NAME & Initials	Coy	Remarks

4. I visited the Cpls' Mess athrs. It was inspected and closed athrs.

5. I visited the WOs' and Sgts' Mess athrs.

6. I ensured that all unauthorised lights were extinguished at 2200hrs or at the end of training.

**ANNEX A TO
STANDING ORDER 46**

7. I wish to bring the following observations to your attention:

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Date:

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(Signature)

Regimental Orderly Sergeant

Date:

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(Signature)

CSM

RBR STANDING ORDER 47 – REGIMENTAL CAMP GUARD			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. The Regimental Camp Guard are required to ensure that Warwick Camp (or any location considered to classify as an RBR Camp) is adequately secured and patrolled, to ensure the safety of all within the perimeter.
2. The Regiment Camp Guard is to be published on Regimental Part One Orders, prior to mounting duty, and will remain on duty for 24 hours. The Guard will consist of the following:
 - a. 1x JNCO (Guard Commander)
 - b. 1x JNCO (IC Relief)
 - c. 9x Private Soldiers.
3. In the event of the requirement for a Sunset Ceremony, the Regimental Camp Guard will form up as per ANNEX A.

REGIMENTAL CAMP GUARD STANDING ORDERS AND DUTIES

4. The Regimental Camp Guard are to:
 - a. Mount Guard at 1830 hrs and dismount guard at Reveille.
 - b. Be properly dressed at all times - wearing a clean and smart issued uniform (observing any seasonal specific dress regulations (see Standing Order 69 – Dress Regulations).
 - c. Carrying the following:
 - 1) Baton
 - 2) Whistle
 - 3) Torch
 - 4) Radio.

5. The Regimental Camp Guard Commander is to:
 - a. Report to the RSM at 0730hrs for briefing and at the same time the following day for debriefing and duty dismount.
 - b. Ensure the Orders for the Guard Commander and for sentries are clearly visible on the notice boards in the Guard Room.
 - c. Report the illness of any member of the Guard to the Regimental Orderly Sergeant to organise a suitable relief.

Annexes

- A Direction for Sunset Ceremony

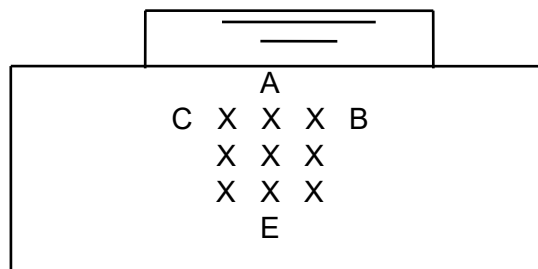
**ANNEX A TO
STANDING ORDER 47**

DIRECTION FOR SUNSET CEREMONY

1. The Sunset Ceremony will take place as follows:

SER	TIME	EVENT	ORDER GIVEN BY	ORDER	REMARKS
01		B, C, D, E, F, G, form up at Guard Room	ROS	Duties Shun	Hand over to ROO on Arrival.
02		F and G march on to Flag Pole Location	ROO	Move to the Right in File Right Turn Quick March	F and G only will step off
03		ROO, ROS, ROC and duties march onto Square	ROO	Move to the right in Threes Right Turn By the left Quick March	A, B, C, D, E, march to location on Square.
04	1830 hrs	Bugler sound-off	ROO	Bugler sound-off	A - Salute F - Lower Flags G - Plays
05		March back to Guard Room	ROO	Move to the Right in Threes Right Turn By the Left Quick March Left Wheel	All will work on ROO Command. F & G will turn Left.
06		Arrival at Guard Room	ROO	Halt Will Advance Left Turn	Brief duties for Guard Mount Fall-Out

F F F
O - Flag Pole
G



Key: A = ROO, B = ROS, C = ROC, D = Duties

E = IC/2IC, F = RPs, G = Duty Bugler

RBR STANDING ORDER 48 – GUARD COMMANDER AND GUARD 2IC

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. The Guard Commander and Guard 2IC are required to lead the Regimental Camp Guard to ensure that Warwick Camp (or any location considered to classify as an RBR Camp) is adequately secured and patrolled, to ensure the safety of all within the perimeter.
2. The Regimental Camp Guard is to consist of the following:
 - a. 1x Guard Commander.
 - b. 1x Guard 2IC
 - c. 9x Private Soldiers (Sentries)

GUARD COMMANDER AND GUARD 2IC STANDING ORDERS AND DUTIES

3. The Guard Commander (or Guard 2IC in the Guard Commanders absence) is to:
 - a. Report to the RSM at 0730hrs on the day of their duty and again at the same time the following day to debrief the RSM and dismount from duty (during dismount a completed Guard Report Form is to be submitted).
 - b. Take responsibility for the Guard Room, persons in confinement and Standing Orders for the Guard. They are to identify and record all deficiencies and damages to the Guard Room.
 - c. Ensure all Guard Orders are fully explained to all members of the Regimental Camp Guard.
 - d. Ensure that the Guard Room is kept clean and tidy at all times.
 - e. Ensure that all Sentries are inspected, posted and relieved by either the Guard Commander or the Guard IC Relief. All Sentries are to be visited at least twice during their tour of duty.
 - f. Provide the following equipment (drawn from Company Stores), to the Sentries:
 - 1) 9 x Hand Torches
 - 2) 9 x Whistles

3) 9 x Batons

4) 6 x Radios

g. Ensure that no unauthorised lights are allowed in barracks after 'lights out'. They are to report any unusual occurrence to the Regimental Orderly Sergeant (ROS) as soon as it is observed. If the Orderly Sergeant cannot be found, the Guard Commander is to report the occurrence to the Regimental Orderly Officer (ROO).

h. Ensure that all members of the Guard not on sentry duty are available to form the Fire Picquet, in the event of a fire outbreak.

i. In the event of a Sentry sounding the alarm, the Guard Commander and the Guard will make their way to the scene and take any action considered necessary. The Guard 2IC is to remain in the Guard Room for further tasking or to relay information back to the necessary responders.

j. Ensure that sentries are detailed as follows, at all times:

1) Main Gate – 2x Sentries.

2) Prowler Guard – 2x Sentries who are to check the following buildings at least once during their duty:

a) Magazine

b) Guard Room

c) Cook House

d) Canteen

e) QM Stores

f) MT Vehicles

g) POL Point

h) Company Offices

i) Officers' Mess

j) Warrant Officers' & Sergeants' Mess

k) Corporals' Mess

l) Main Gate

m) Rear Gate

n) RHQ Building

k. Ensure that from 2100hrs until 0600hrs the Main Gate to Camp is secured and all vehicle movement is logged. The Guard Commander is to ensure that soldiers leaving the Camp during this time are permitted to depart and are properly dressed.

l. Be responsible for the safeguarding of all prisoners held in the Guard Room. In the event that a soldier is placed in 'close arrest' during the Guard's tour of duty, the Guard Commander is to:

- 1) Have the individual escorted to the Guard Room.
- 2) Hand the individual over to the duty Regimental Police.
- 3) Ensure that any arms or equipment in the soldier's care at the time of the arrest are brought to the Guard Room as soon as possible and are recorded and secured. These items are to be handed over to the duty Regimental Police at the time of transfer.

RBR STANDING ORDER 49 – MAIN GATE SENTRIES AND PROWLER GUARD

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. The Main Gate Sentries and Prowler Guard are part of the Regimental Camp Guard. Their purpose is to ensure that Warwick Camp (or any location considered to classify as an RBR Camp) is adequately secured and patrolled, to ensure the safety of all within the perimeter.

MAIN GATE SENTRY STANDING ORDERS AND DUTIES

2. When employed as one of the Main Gate sentries, individuals are to:

- a. Be properly dressed at all times - wearing a clean and smart issued uniform (observing any seasonal specific dress regulations (see Standing Order 69 – Dress Regulations). All sentries are to have the following available at hand:
 - 1) Waterproof jacket and trousers
 - 2) Baton
 - 3) Whistle
 - 4) Radio
 - 5) Hand Torch
 - 6) Reflective Vest
- b. Ensure that drill is carried out in a smart and appropriate manner.
- c. Ensure that they pay the appropriate compliments to Officers (addressing them correctly and saluting), when it is possible to recognise them.
- d. Deny entry to the camp to any unauthorised individuals (this includes taxis unless they are destined for the Warwick Camp Married Quarters)
- e. Maintain a Vehicle Log of all vehicles entering or departing camp.
- f. Ensure that any unusual or suspicious occurrences are reported to the Guard Commander via:
 - 1) Radio.

- 2) Relaying of message through the Prowler Guard.
- 3) Whistle Blasts (if the occurrence requires immediate attention).
- g. Ensure they remain fully alert during their duty. Sentries are not permitted to sleep, smoke, read, sit down or engage in unnecessary conversation whilst on duty. Anyone who violates this instruction will be subject to RBR Disciplinary Action.
- h. Remain in post until properly relieved and replaced by the Guard Commander or Guard 2IC.

PROWLER GUARD STANDING ORDERS AND DUTIES

- 3. When employed as one of the Prowler Guards, individuals are to:
 - a. Be properly dressed at all times - wearing a clean and smart issued uniform (observing any seasonal specific dress regulations (see Standing 69 – Dress Regulations). All Prowler Guard are to be in possession of the following:
 - 1) Waterproof jacket and trousers
 - 2) Baton
 - 3) Whistle
 - 4) Radio
 - 5) Hand Torch
 - 6) Reflective Vest
 - b. Ensure they operate and patrol in pairs.
 - c. Patrol the whole of the Camp Area, paying particular attention to the following:
 - 1) Magazine
 - 2) Guard Room
 - 3) Cook House
 - 4) Canteen
 - 5) QM Stores
 - 6) MT Vehicles
 - 7) POL Point

- 8) Company Offices
- 9) Officers' Mess
- 10) Warrant Officers' & Sergeants' Mess
- 11) Corporals' Mess
- 12) Main Gate
- 13) Rear Gate
- 14) RHQ Building

d. Apprehend and take to the Guard Room any suspicious person, civilian or military, that is found loitering or attempting to enter or depart any part of the Camp area. In emergencies the Prowler Guard is to attract the attention of the Guard Commander by the use of their issued whistle, their radio or by shouting for assistance from the Guard Commander:

e. Ensure they remain fully alert during their duty. The Prowler Guard are not permitted to sleep, smoke, read, sit down or engage in unnecessary conversation whilst on duty. Anyone who violates this instruction will be subject to RBR Disciplinary Action.

f. Remain in post until properly relieved and replaced by the Guard Commander or Guard 2IC.

g. Report any unusual occurrences to the Guard Commander

RBR STANDING ORDER 50 – GUARD OF WARWICK CAMP DURING EMBODIMENT			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. During times of embodiment for the RBR, the Guard for Warwick Camp will consist of members of the RBR Band, whom are to be based in the Band Office and Practice Room for tasking.
2. The DOM or Bandmaster will assume command of the Guard Operations Room (Gd Ops Rm). The Band is to be organised into three Sections to fulfill the required guard duties, each section is to be commanded by a SNCO. The 8 hour rotation for the section duties is as follows:
 - a. One Section is to be held as a Reaction Force
 - b. One Section is to conduct Patrols and Gate Sentries in Warwick Camp
 - c. One Section is on rest.

WARWICK CAMP GUARD DUTIES (EMBODIMENT) STANDING ORDERS

3. During Embodiment the RBR DOM or Bandmaster are to man the Camp Guard Ops Room at all times and coordinate the following:
 - a. Patrol routine and briefing.
 - b. Reaction Force tasking.
 - c. Background training for off duty troops.
 - d. Any Other tasks (as detailed by 0B).
 - e. Ops Room duties roster.
4. The Camp Guard Ops Room is to be equipped with the following:
 - a. Telephone
 - b. 1 x Radio
3. Sections allocated to conduct Patrols in Warwick Camp are to adhere to the following:

a. Deploy two patrols (each consisting of three Band members) at a time at regular intervals. They are to visit the following locations:

- 1) Radio Masts
- 2) RHQ
- 3) Lower Car Park
- 4) Camp Road entrances
- 5) Coy Offices
- 6) Coy Stores
- 7) Quarters
- 8) Offrs' and WOs' & Sgts' Messes
- 9) MT
- 10) Battery

b. All patrols are to be equipped with a radio, whistles (to alert the Reaction Force), and pick helms or batons for personal protection.

c. The two Patrols are to carry out their patrols in opposite directions.

d. In the event of a Patrol encountering someone in Warwick Camp, the Patrol is to ascertain why they are there and report it back to the Camp Guard Ops Room. If no satisfactory explanation is given, the person should be detained and brought to the Camp Guard Ops room, where they are to inform OB.

e. In the event that the individual is non-compliant, the patrol is to inform OB, who will instruct a member of the RP staff to attend and intervene.

6. Sections allocated to conduct Reaction Force duties are to be located in the Band Practice Room with equipment on, ready to move at immediate notice. They will deploy if instructed by OB or if whistle blasts are sounded. The SNCO IC Reaction Force is to report to the Ops Room for direction on tasking. On completion of the task they are to report to the Ops Room for further tasking or for confirmation that they should report back to the Band Practice Room and await further call outs.

7. The Duty officer in the Ops Room will alert OB to the fact that he has deployed his Reaction Force and will keep OB informed of any occurrences.

8. Sections allocated to conduct Rest are not committed to duties for that 8-hour period. They are to rest without boots on and should attempt to sleep. They are not to be called out except in extreme circumstances, by the DOM or Bandmaster.

9. The Band are also required to provide guards for the front entrance to Warwick Camp at all times. They are to be allocated in pairs and should be equipped with batons or pick helves, whistles and a radio:

- a. Front gate guards are to deny access to Warwick Camp to all unauthorised persons.
- b. In the event of a civilian or visitor wishing to gain access, they are to radio the Camp Guard Ops Room giving the name of the person desiring access. The Duty Officer in the Camp Guard Ops Room is to clear permission with 0B.
- c. The barrier and gates are to be closed at all times except when granting access.
- d. The Gate Sentries are not to talk to anyone other than those wishing to gain access.

RBR STANDING ORDER 51 – THE DUTY BUGLER

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	Band Development Officer
Reference:			

INTRODUCTION

1. The Duty Bugler is assigned by the Director or Music/ Band Development Officer or the Bandmaster in their absence. The following Standing Orders are to be followed when a Duty Bugler has been nominated to attend Warwick Camp for a specific event or a defined period of time.

DUTY BUGLER STANDING ORDERS AND DUTIES

2. The Duty Bugler is to:

- a. Mount duty with the Regimental Guard at 1830hrs and remain on duty until 1830hrs the following day (24 hours).
- b. Sound all Routine Calls according to the list in the Guard Room, and other calls at such times as he may be ordered by the Adjutant, RSM, Guard Commander or other person in authority.
- c. Follow the Routine Call Schedule below:

Location	Event	Time
Parade Square	Reveille	0600hrs
Cookhouse	Breakfast	0645hrs
Parade Square	Fall-In	0750hrs
Cookhouse	Lunch	1230hrs
Parade Square	Fall-In	1400hrs
Cookhouse	Evening Meal	1730hrs
Parade Square	Sunset	1830hrs
Parade Square	Last Post	2200hrs
Parade Square	Lights Out	2300hrs

- d. Remain correctly dressed at all times while on duty (from Reveille at 0600hrs to 2359hrs).
- e. Ensure no calls are sounded between 2359hrs and Reveille, other than Fire Calls or the General Alarm.

RBR STANDING ORDER 52– THE PROVOST SERGEANT

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. The Provost Sergeant reports directly to the RSM and will not be detailed for any parades without the RSM's permission.

PROVOST SERGEANT STANDING ORDERS AND DUTIES

2. The Provost Sergeant is to:
 - a. Inform the RSM (or else Adjutant) of any person placed into military custody as soon as possible after they have been detained.
 - b. Maintain order and discipline within the Regiment at all times and places where soldiers are not under the direct orders of their Officers, WOs or NCOs.
 - c. Keep Barracks and Camp clear of any unauthorised persons.
 - d. Be responsible for the welfare and supervision of all persons confined in the Guardroom as soldiers in military custody.
 - e. Supervise the drill or tasks allotted to those on work parades and restrictions of privileges.
 - f. Train and supervise the Regimental Police in all aspects of their duties, in particular those relating to custody and detention procedures, use of physical restraint, searching procedures, fire suppression, and use of equipment provided.
 - g. Ensure that the Guard Room is kept scrupulously clean and in a sanitary condition and is run in accordance with Standing Orders.
 - h. Parade soldiers on 'restriction of privileges' at the times specified in Standing Orders.
 - i. Attend CO's Orders and record all punishments in the 'Punishments Book', which is to be held in the Orderly Room.
 - j. Ensure that all soldiers awarded 'restriction of privileges' are read their Orders and sign the book.
 - k. Maintain a roll of soldiers awarded 'restriction of privileges'. A roll of soldiers not allowed to use the Canteen will be posted in the Guard Room daily.

- l. Be responsible for the discipline and the turnout of the Regimental Police, including the cleanliness of their billets.
- m. Maintain a Duty Roster of the Regimental Police and post a daily detail showing the duties to be performed and the times and places at which duties are to be performed.
- n. Maintain a record of all soldiers awarded 'restriction of privileges'. This book (known as the Regimental Restriction of Privileges book) is to be produced for inspection by the Adjt/RSM daily during Camps.
- o. Ensure that all soldiers detained by the Regimental Police are searched and that all items of personal property are kept under lock and key in the Guard Room Safe. They are to obtain receipts in duplicate for such property and retain one copy and hand the other to the owner. All items confiscated in cases of theft or improper possession will be handed to the Adjt/RSM for safe custody.
- p. Be responsible for hoisting and striking the Union Flag, Bermuda Flag and Regimental Flag at Reveille and Retreat daily during Camps, and for flying them at half-mast when ordered by the Adjt/RSM. Additional country flags will be flown in order of precedence as required.
- q. Assist the Regimental Fire Officer when required.
- r. Be responsible for reporting to the RSM immediately, any case of ill-discipline or bad behaviour.
- s. Be responsible for falling in all duty personnel for the RSM's daily briefing at 0700hrs during Camps.

RBR STANDING ORDER 54 – PROVOST SECTION ON COMPANY DRILL NIGHTS

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. The Provost Section are required to ensure that Warwick Camp (or any location considered to classify as an RBR Camp) is adequately secured and patrolled, to ensure the safety of all within the perimeter.
2. Duties for the Provost Section will be published by the Provost Sgt by the 15th of each month. Any member of the Provost Staff unable to perform a duty on a date given is to inform the Provost Sgt 48 hours in advance. Any requests for duty changes must be approved by the Provost Sgt.

REGIMENTAL PROVOST SECTION STANDING ORDERS AND DUTIES (FOR COMPANY DRILL NIGHTS)

3. The Regimental Provost Section are to:
 - a. Report for duty on training nights at 1830hrs. The Section Comd is to report to the CSM that the Section is present or identify names of those not present.
 - b. Be properly dressed at all times, wearing tor carrying the following:
 - 1) Clean MTP uniform (observing any seasonal specific dress regulations).
 - 2) Boots (with a rubber sole)
 - 3) RP Arm Flash
 - 4) White Belt
 - 5) Beret and Cap Badge
 - 6) Combat/Rain Jacket (if required)
 - 7) Reflective Vest (whilst on gate duty)
4. The section are to be deployed as follows:
 - a. Main Gate:
 - 1) To prevent unauthorised access into Warwick Camp.

- 2) To ensure soldiers are correctly dressed.
- 3) To control traffic.
- 4) To ensure no parking of vehicles on the grass verges outside of Warwick Camp.
- 5) To take the name, number and department of any soldier coming through the Main Gate after 1900 hrs on their drill night. The list is to be given the CSM before 1915hrs.

b. Guard Room:

- 1) To provide immediate facilities for soldiers arrested and placed in military custody. In this eventuality the RSM (or in his absence the Orderly Officer) is to be informed immediately and the relevant procedures in Standing Order No.41 are to be followed.
- 2) To maintain record books.
- 3) To maintain the Guard Room in good order.

c. As detailed by the CSM:

- 1) To Act as Escort for all soldiers on OC's Orders.
- 2) To prevent soldiers from leaving Camp early on their drill night, unless dismissed by the CSM, or head of department.
- 3) To patrol the bottom car park, to ensure the safety of all privately owned vehicles. In the event of any incidents involving personal vehicles it may be necessary to call the Bermuda Police Service for assistance.

RBR STANDING ORDER 55 – DISCIPLINARY PROCEDURES

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO
Reference:			

INTRODUCTION

1. This Standing Order lays down the policy of the Commanding Officer (CO) for implementing the disciplinary powers that are laid down in defence legislation. This policy is to be followed by all those involved in order to ensure the legality, fairness and consistency of disciplinary action within the Royal Bermuda Regiment.
2. If there is a conflict between this Standing Order and the defence legislation itself on matters of law, then defence legislation (current version of Defence Act 1965 and Governors Orders 1993) takes precedence. This Standing Order is to be reviewed whenever there is any change to this legislation. Any questions are to be referred to the Adjutant, who will seek legal advice from Attorney General's Chambers.

DISCIPLINARY PUNISHMENTS VERSUS ADMINISTRATIVE ACTION

3. The formal disciplinary process (charging with an offence under the Defence Act, to be heard on 'Orders' by the CO, or by the Officer Commanding (OC) of a sub-unit) is only one of the methods available to commanders for maintaining discipline and operational efficiency; another is Administrative Action.
4. The distinction between Disciplinary and Administrative Action is as follows:
 - a. Disciplinary action is used where an offence has been committed and where it is wholly deserving of the consequences of the application of Service law and where an individual should, if convicted, be punished.
 - b. Administrative Action is intended to set straight professional and personal shortcomings, and therefore should not be used in clearly criminal matters. The sanction imposed as a result of Administrative Action should fit the professional failing and be clearly designed to correct it rather than to punish the individual. There are two levels of Administrative Action:
 - 1) Minor Administrative Action (Minor AA) is intended to deal with minor failings without delay and empower the CoC, especially JNCOs. Whilst it is recorded for assurance purposes it is not intended to have a lasting career effect, although it can be referred to later if the misconduct or inefficiency persists.
 - 2) Major Administrative Action (Major AA) is intended to deal with the more serious inefficiency and misconduct and may have a career effect on the Service Personnel.

5. Administrative Action (both minor and major) is covered at Annex A and Annex B in this Standing Order.

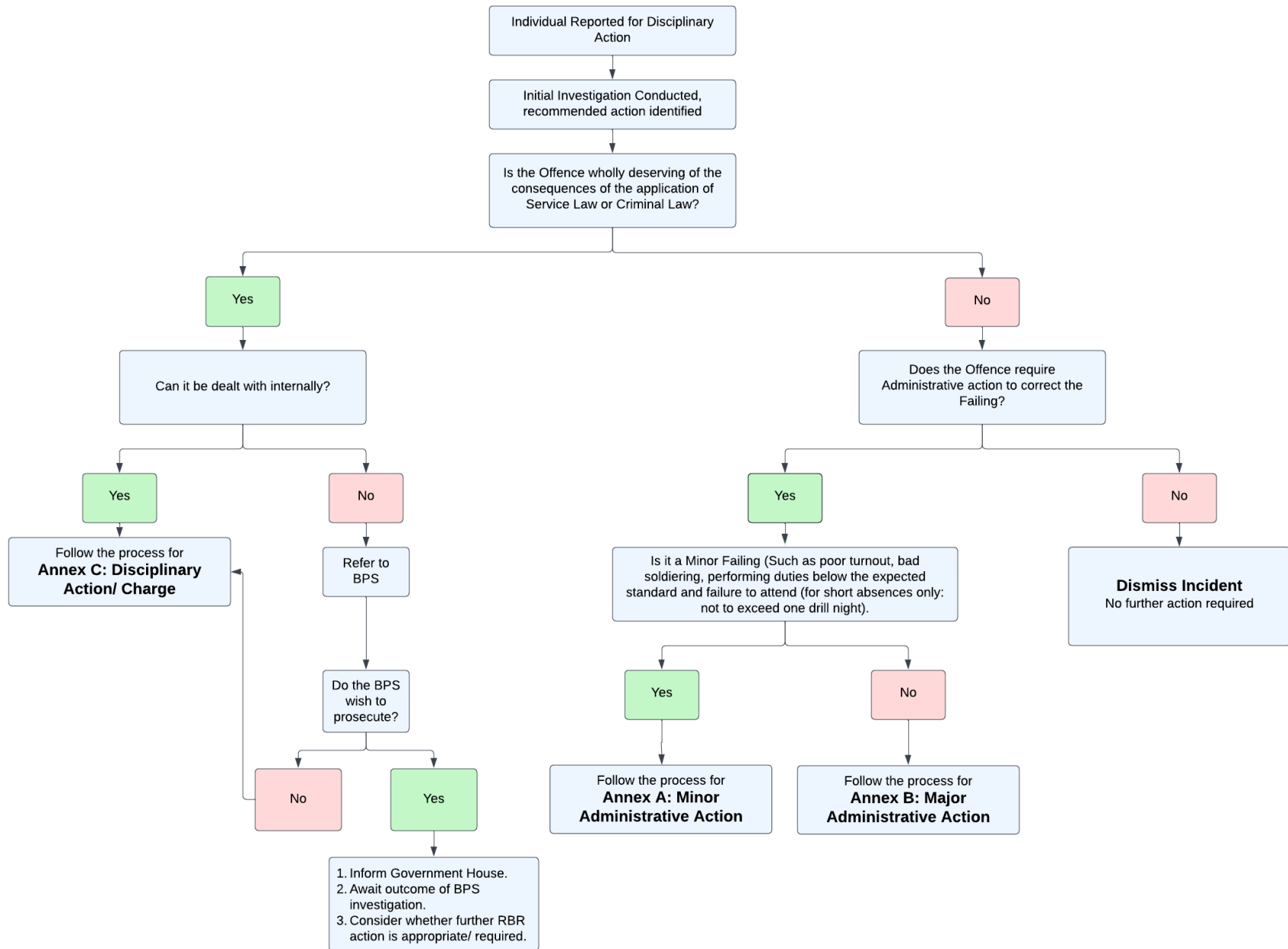
STANDING ORDERS FOR DISCIPLINE

6. All members of the RBR are to acknowledge and understand the following direction on Discipline:

- a. Any member of the RBR can be reported for disciplinary action by any commander (NCO or above) who is senior in rank to the accused.
- b. The commander must report the incident to the OC of the company of which the accused is a member; normally this will be done via the CSM.
- c. The accused's OC will have the incident investigated and will decide whether to proceed with a formal charge, replace it with Administrative Action, or remove the charge.
- d. The accused is to be informed of the outcome of their OCs investigation as soon as possible and informed on the next steps.
- e. The Flow Diagram on the following page provides direction on the process for each of the Disciplinary Options:

Annexes:

- | | | |
|---|---|-----------------------------|
| A | – | Minor Administrative Action |
| B | – | Major Administrative Action |
| C | – | Disciplinary Action/ Charge |
| D | – | Record of Formal Interview |



**ANNEX A TO
STANDING ORDER 55**

STANDING ORDERS FOR MINOR ADMINISTRATIVE ACTION

Introduction

1. If it is determined that the accused should face Administrative Action, the severity of the offence must be assessed. For minor failings in military standards, such as poor turnout, bad soldiering, performing duties below the expected standard and failure to attend (for short absences only: not to exceed one drill night), Minor Administrative Action should be considered (unless there is a specific reason why the situation merits Disciplinary Action under the Defence Act). For repeat offences or more serious failings, such as personal misconduct, social misconduct or conviction by a civilian court (which may damage the reputation of the Regiment), Major Administrative Action should be considered.
2. This Annex will cover the process of determining and awarding Minor Administrative Action.

Procedure for Determining and Awarding Minor Administrative Action

3. If it is determined that an offence has been committed the following procedure is to be followed:
 - a. An Officer, WO or NCO (the Originator) observes a failing by a subordinate (the Subject) and judges that on the balance of probabilities it breaches the Regiment Service Test (*"Have the actions or behaviour adversely impacted, or are they likely to impact, on the efficiency or operational effectiveness of the Royal Bermuda Regiment?"*).
 - b. The Originator is to challenge the Subject, who must be given the chance to explain, defend or deny their action before any further action is considered.
 - c. If the Originator wishes to proceed with the Disciplinary Process, they must identify if the offence contravenes Military Law or Criminal Law (if so, follow the Disciplinary Action/ Charge process), if not, does the failing require Administrative Action to correct it? (if so, is it a minor or major failing?).
 - d. If it is deemed to be a minor failing, the Originator awards an appropriate sanction and verbally informs the Subject. Sanctions which involve unreasonableness, public humiliation, sustained or oppressive treatment, sleep deprivation, infliction of pain, or work other than for the benefit of the Regiment are expressly forbidden. The sanction must be proportionate and appropriate to the failing and must be taken for remedial purposes. Only the following minor sanctions are authorised:
 - 1) Show parades.
 - 2) Extra duties or tasks.
 - 3) Extra work.
 - 4) Informal interviews.
 - 5) Formal recorded interviews.

ANNEX A TO STANDING ORDER 55

- e. The Originator reports the incident to the Reviewer, normally the Subject's CSM, at the earliest opportunity (where possible the Originator will take the Subject immediately to the CSM's office). The Originator states the details of the incident and the selected sanction. At this point the CSM may reduce the admin sanction if appropriate or may decide that the matter should instead be dealt with by a charge or by Major Administrative Action. Conversely if a NCO reports a soldier for a charge then the CSM may convert it to Major Administrative Action).
- f. The CSM (or other person nominated by the OC as the Reviewer) records the details of date, the nature of the failing, the identity of the Subject and Originator, the sanction awarded and other details on the form at Annex A in the Company Minor Admin Action File. A summary sheet is to be placed in the front of the file for easy reference.
- g. The CSM (Reviewer) must verbally inform the Subject that they have the right for the sanction to be formally reviewed before it is carried out. If the Subject requests a review they must tell the CSM why they dispute the findings/ sanctions awarded.
- h. The Subject then completes the minor sanction (provided the review, if requested, upholds the award).
- i. The CSM informs the person supervising the sanction (show parade, extra duty etc.) what the individual has been awarded as a sanction.
- j. The person supervising the carrying out of the sanction informs the CSM of its successful completion and the CSM records the date on the Annex A and retains it in the Company File.
- j. The Company Minor Administrative Action File is to be inspected on a weekly basis by the OC in order to ensure the system is being operated correctly and fairly, and any significant matters should be brought to the attention of the CO and appropriate action taken. The CO/Regt 2IC should review each Company Minor Administrative Action File monthly. The records should be retained for 5 years.

Sanction awards available by Rank

4. The table below shows the minimum level of Originator and Reviewer (all ranks are as worn, including local/acting rank). The Originator can be any NCO or above of appropriate rank who observes a failing. The Reviewer is normally the Subject's CSM, unless they are unavailable, or the Subject is a WO2 or higher.

Ser	Rank of Subject	Minimum rank of Originator	Minimum Rank of Reviewer	Remarks/Sanctions Available
1.	Pte	LCpl	Sgt	All sanctions are available
2.	LCpl	Cpl	Sgt	All sanctions avail except show parades. Extra work must take into account of and be suited to the rank of the subject.
3.	Cpl	Sgt	CSgt	
4.	Sgt	CSgt	WO2	
5.	CSgt	WO2	Capt	
6.	WO2	WO1	Major	
7.	WO1	Major (or Capt if OC or Adj)	CO	

**ANNEX A TO
STANDING ORDER 55**

8.	Offr Cadets and Offrs up to & including Capt	Major (or Adjt)	CO	Only sanctions available are informal/formal interview or extra tasks.
9.	Major	CO	HE the Governor	Only sanctions available are informal or formal interview.

5. The right of a member of the Regiment to complain about any matter relating to his/her service remains unaffected. Any individual who considers themselves to have been wronged by the application of a minor administrative sanction may submit a Service Complaint as per Standing Order 66. This will not delay the carrying out of any sanction. If a Service Complaint is upheld then the authority dealing with the application will determine the appropriate redress.

Appendices:

- APPENDIX 1 - Record of Minor Administrative Action.
- APPENDIX 2 - Description of Minor Sanctions Available.

APPENDIX 1 TO
ANNEX A TO
STANDING ORDER 55

RECORD OF MINOR SANCTION AWARDED

Number: _____ Rank: _____ Name: _____

Date of Award: _____

Sanction Awarded: _____

Awarded by (No/Rank/Name of Originator): _____

Reason for award: _____

Reviewing Officer:

Minor Administrative Action **is / is not** appropriate (*delete one*)

If appropriate:

Was the individual asked if he/she wished to have a formal review? **Yes / No** (*delete one*)

Did the individual request a formal review? **Yes/No** (*delete one*)

Review carried out? **Yes / No** (*delete one*)

Minor Administrative Action **Endorsed / Cancelled** (*delete one*)

Sanction **Upheld / Reduced** (*delete one*)

Details of new sanction if reduced: _____

Date of review: _____

Date(s) sanction to be completed by: _____

No, Rank and Name of Reviewing Officer: _____

Signature of Reviewing Officer: _____

I certify that the sanction awarded has been carried out (Originator or Administrator):

Signature / Rank / Name / Date

**APPENDIX 2 TO
ANNEX A TO
STANDING ORDER 55**

DESCRIPTION OF MINOR SANCTIONS AVAILABLE

1. The sanctions available following the deciding of a Minor Administrative case are described below.
2. **Show Parades - no more than 5 times.** An individual may be required to report back at a specific place and time in order to emphasise good time keeping and to ensure equipment and clothing is at a suitable state of upkeep and maintenance.
 - a. Each parade must be as long as necessary to correct the failing and never more than 45 minutes duration.
 - b. Dress and equipment should be as directed by the person originating the award.
 - c. Poor standard of turnout may result in an award of 'show again' where the required standard is not met. There may be a maximum of 2 'show agains' for each muster/parade awarded, after which Disciplinary Action should be considered. Failure to attend should attract Disciplinary Action under the Defence Act. Where the matter is sent for Disciplinary Action no further performance of the sanction awarded should be required of the individual.
 - d. Skills training that is relevant to the failing, including appropriate physical training may be included if the service person's failing warrants it. All training is to be conducted by an appropriately qualified instructor.
3. **Extra Tasks or Duties - no more than 5.** An individual may be required to carry out tasks in addition to his/her normal duties in order to emphasise the efficient performance of those duties. The additional task or duty nominated must be of the same nature as the duty in which the individual failed. So for example a failure on orderly sergeant duties could result in extra orderly sergeant duties, but a failure by a chef in his normal chef duties could not result in extra orderly duties, but he/she may be required to perform extra chef's tasks. Any duty should be of the same or less duration of the normal period for the duty imposed and should not extend beyond 24 hours. In imposing and supervising this sanction care must be taken to ensure that, together with the individual's normal duties, he/she is not being required to undertake an unreasonable or unlawful number of hours. All appropriate breaks as would be available in the normal performance of that duty must be available to the individual.
4. **Extra Work - no more than 3, of maximum 4 hours each.** Extra work is different from extra tasks in that it will not consist of a duty that is regularly performed by the individual within the unit. However it must still be relevant to the failing and designed to correct that failing. It may consist of ad hoc jobs to be done in the unit (e.g. grounds maintenance) and it may be carried out together with others who have been awarded this sanction. It is designed to emphasise good order and discipline and to correct the failing identified in the individual. It can be used subject to the following conditions:
 - a. The work must be of a constructive nature for the benefit of the unit as whole.
 - b. All work must be properly led, planned and risk assessed. It is to comply with health and safety regulations.
 - c. Correct tools are to be provided.
 - d. Each period of work may last no longer than 4 hours.

**APPENDIX 2 TO
ANNEX A TO
STANDING ORDER 55**

e. A period of up to 4 hours may be split into 2 sessions within the day but may not be spread to cover more than one day.

f. In imposing and supervising this sanction care must be taken to ensure that, together with the individual's normal duties, he/she is not being required to work an unreasonable or unlawful number of hours.

5. **Informal Interview.** This should be imposed as a sanction, where it is considered that the most appropriate method to remedy the individual's professional or personal failings is through a process that will enable him/her to discuss his shortcomings and receive advice on how they may be rectified.

6. **Formal Interview.** A formal interview is intended to make a serviceperson aware of his/her shortcomings and give advice as to how he/she must rectify the behaviour. The formal interview is to contain constructive and specific advice on conduct and performance and this should be noted in writing. It should have the following elements:

a. The subject's detailed failings or weaknesses with examples and dates wherever possible.

b. Dates and types of any previous verbal warnings or rebukes.

c. The standard of behaviour or performance required and direction on how they are to be achieved.

d. The possible consequences of failing to improve performance within the timescales set, namely that Major Administrative Action or Disciplinary Action could be considered.

7. **Combinations of Sanctions.** Show Parades, Extra Tasks and Extra Work cannot be awarded in combination with each other but can be awarded in combination with Formal or Informal interviews.

STANDING ORDERS FOR MAJOR ADMINISTRATIVE ACTION

Introduction

1. If it is determined that the accused should face Administrative Action, the severity of the offence must be assessed. For major failings the Commanding Officer will carry out Major Administrative Action in order to maintain military discipline. It is not part of the Orders process (it does not involve the individual being charged with a military offence under the Defence Act). It is also distinct from Minor Administrative Action which is when commanders at all levels issue minor sanctions for on-the-spot correction of minor breaches of military standards. If there is a conflict between this Annex and the Defence Legislation, then Defence Legislation (current version of Defence Act 1965 and Governors Orders 1993) takes precedence.
2. This Annex will cover the process for determining and awarding Major Administrative Action.
3. Major Administrative Action is to be considered when the actions of an individual may be significantly in breach of the Values and Standards of the Bermuda Regiment, and fails the 'Service Test'. It is intended to be remedial and rehabilitative, but in severe cases it may result in career sanctions, including termination of Service.
4. Offences that may result in Major Administrative Action include:
 - a. Repeated inefficiency (after verbal warnings).
 - b. **Personal misconduct.** Misconduct which does not amount to a specific military offence under the Defence Act. Such as discrimination, bullying or deceit (however all allegations of criminal offences, in particular serious offences such as but not limited to fraud, physical assault or sexual assault or obscene behaviours should be reported to the BPS for them to investigate first if desired).
 - c. **Social misconduct.** An example is an inappropriate relationship which can undermine trust and cohesion, and thus damage the morale or discipline of the Regiment and hence its operational effectiveness. It is not practicable to list every type of conduct that may constitute social misbehaviour. The severity will depend on the individual circumstances and the potential for adversely affecting operational effectiveness and team cohesion. Misconduct involving abuse of position, trust or rank, or taking advantage of an individual's separation, will be viewed as being particularly serious.
 - d. Conviction by a civilian court for an offence carried out either on or off duty, such as driving under the influence, which demonstrates a lack of judgement, integrity or reliability relative to the rank held, or which may bring the Regiment into disrepute. However, isolated minor traffic offences should not normally be made the subject of Administrative Action. Note that this does not constitute double jeopardy as the individual is not being tried for the offence a second time, instead the fact of conviction has brought into doubt the suitability for continued employment.

Procedure for Determining and Awarding Major Administrative Action

5. If it is determined that an offence has been committed, the following procedure is to be followed:

**ANNEX B TO
STANDING ORDER 55**

- a. An Officer, WO or NCO (the Originator) observes a failing by a subordinate (the Subject) and judges that on the balance of probabilities it breaches the Service Test (*"Have the actions or behaviour adversely impacted, or are they likely to impact, on the efficiency or operational effectiveness of the Royal Bermuda Regiment?"*).
- b. The Originator is to challenge the Subject, who must be given the chance to explain, defend or deny their action before any further action is considered.
- c. If the Originator wishes to proceed with the Disciplinary Process, they must identify if the offence contravenes Military Law or Criminal Law (if so, follow the Disciplinary Action/ Charge process), if not, does the failing require Administrative Action to correct it? (if so, is it a minor or major failing?).
- d. If it is deemed by the Commanding Officer to be a major failing, the process for Major Administrative Action will be followed.
- e. The Commanding Officer will appoint an Investigating Officer (normally the subject's OC or a major on the FTS) and orders an investigation.
- f. The Investigating Officer conducts an initial interview with the Subject (normally in the presence of a third party) to warn the Subject that they are under investigation and to offer the assistance of an Assisting Officer. The Subject is given an opportunity to comment on the allegation but should not be ordered to answer any question that would be an admission of inefficiency or misconduct, this is not an interview under caution and should not be treated as such.
- g. An Assisting Officer is appointed by the Commanding Officer (the Subject may request a specific Assisting Officer if preferred), and they liaise with the Subject.
- h. Suspension should only be considered if judged absolutely necessary by the Commanding Officer.
- i. The Investigation is conducted, including interviews of the complainant (if any) and any potential witnesses, with a record of the interviews made or else a written statement by each witness.
- j. The Subject is re-interviewed in the presence of a third party (and accompanied by their Assisting Officer if desired) and is provided with a copy of the evidence against them (witness statements or interview records). The Subject is then allowed to respond and is given a reasonable amount of time to make a written statement if desired.
- k. The Investigating officer completes a written report which may include a summary of the investigation (but not a determination of the outcome) and attaches all interview records/statements and gives to the Commanding Officer who acts as the Deciding Officer. (Note: In matters relating to commissioned officers, the Governor is the Deciding Officer).
- l. The Subject appears in front of Deciding Officer on disciplinary interview (they are to be given at least 24 hours notice of the interview). During the interview/hearing, the subject is told the outcome of the investigation and the sanction awarded.

**ANNEX B TO
STANDING ORDER 55**

m. During the investigation, the Commanding Officer may direct that, based on the offence and the evidence, the process should be reduced to Minor Administrative Action, moved to Disciplinary Action/ Charge, or discontinued if the Commanding Officer decides there is no further action required.

n. The Subject has the right to Appeal the decision of the Deciding Officer. This must be received by the Defence Board in writing within fourteen days of being notified of the Deciding Officer's decision. The decision by the Defence Board on appeal shall be final (in accordance with the Defence Act 1965).

6. The range of Possible sanctions resulting from Major Administrative Action are:

a. Discharge from the Regiment. The Defence Act (section 29) currently allows the Commanding Officer to administratively discharge from the Regiment anyone up to WO1 rank inclusive (including officer cadet). Under Governors Orders section 39 a warrant officer or SNCO has the right of appeal against this to the Governor through the Promotions Board.

b. Dishonorable Discharge from the Regiment. The Commanding Officer may recommend to the Governor that anyone up to WO1 rank inclusive (including officer cadet) is dishonorably discharged in addition to, or instead of, any other punishment given at Commanding Officers Orders. Dishonorable discharge is in effect an Administrative Action following on after the Commanding Officer has found the individual guilty of a military offence on Commanding Officers Orders, so the procedure for disciplinary action (Standing Order No 55, Annex C) would be followed rather than the procedure for major admin action given in this Annex.

c. Relinquishment of commission. A Commissioned Officer (2Lt and above) can only be ordered to relinquish his/her commission by the Governor as stated in the Defence Act (section 31). The Commanding Officer will investigate the circumstances (following the procedure in this Annex) before submitting a report for consideration by the Promotions Board and/or Governor, who is the Deciding Officer in respect of alleged misconduct/inefficiency by officers, under the procedures laid down in Governors Orders (sections 37 and 38 for inefficiency and misconduct respectively).

d. Formal Warning (to be interviewed and placed in writing on the Subject's personal File). The effect of this is that any further proven case of Major Admin Action in the following 6 months may result in immediate termination of service).

e. Internal posting of Individuals within the Regiment in order to separate them.

f. Change of appointment.

g. An unfavourable comment in the next Confidential Report (CR).

h. A non-recommendation for promotion in the next CR.

7. There is currently no legislative basis for other specific major sanctions (that are available in the British Army for example) such as reduction in rank, loss of seniority, expressions of displeasure or extreme displeasure with a mark time in seniority. If a fine or reduction in rank is desired then the Commanding Officer would have to deal with the matter on Orders instead of taking Major Administrative Action (assuming that the matter is chargeable as a military offence under the Defence

ANNEX B TO STANDING ORDER 55

Act, and assuming that the Defence Act gives the Commanding Officer these punishment options for that rank of accused). In such cases the disciplinary procedure in Standing Order No 55, Annex C is followed instead of the procedure in this Annex.

8. The Full Time Staff (FTS) are regarded as employees of the Commanding Officer having signed a contract of employment, so in addition to being subject to the Defence Act they are also subject to the minimum safeguards of the Employment Act (2000). The Employment Act allows that misconduct can result in a written warning and serious/gross misconduct (or repeated misconduct within six months) can result in termination of employment without notice. The Commanding Officer may use the Civil Service Code of Employment as a guide to what constitutes misconduct and gross misconduct for the purposes of the Employment Act, although the FTS are not classed as members of the civil service nor BPSU and the Commanding Officer does not need the approval of the Head of the Civil Service in order to terminate an FTS member. However if considering discharging a member of the FTS under the provisions of the Defence Act, the Commanding Officer must also ensure that there are sufficient grounds for this to be permitted under the Employment Act. It is conceivable that the Commanding Officer may terminate the employment contract of a member of FTS (for example due to inefficiency at the FTS job) but would allow them to keep their rank as a part time member of the Regiment. However the reverse is not true, a member of the FTS who is discharged under the Defence Act must automatically leave their FTS post if it is one that must be filled by a serving member of the Regiment.

Appendices:

APPENDIX 1: Duties of the Assisting Officer.

**APPENDIX 1 TO
ANNEX B TO
STANDING ORDER 55**

DUTIES OF THE ASSISTING OFFICER

1. A member of the Regiment subject to an investigation for Major Administrative Action (whether suspended or not) is to be offered the services of an Assisting Officer.
2. The Commanding Officer has a duty of care to the Subject throughout this delicate process. The role of an Assisting Officer is an important one, therefore careful selection of an Assisting Officer is essential. The Commanding Officer must be content that any selected Assisting Officer has enough time and experience to carry out their duties. At any point in the process, the Subject may request an alternative Assisting Officer.
3. All appointed Assisting Officers are to:
 - a. Assist in the preparation of any written responses made by the subject member.
 - b. Liaise with other interested parties (e.g. Regimental Headquarters).
 - c. If the Subject is suspended from duty, they are to conduct research on the Subject's behalf.
 - d. Keep the Commanding Officer informed of any concerns that the Subject may have.
 - e. Safeguard the interests and welfare of the Subject while the administrative procedures are followed until determination of the case.
 - f. Ensure they fully understand the Disciplinary Process to ensure all returns and deadlines are complied with.
4. Assisting Officers are to acknowledge that any conversation or correspondence between the Subject and the Assisting Officer is to be treated as privileged information and should not be disclosed to the chain of command. However, the subject is to be made aware that an Assisting Officer is obliged to report any information which indicates there has been or may be:
 - a. A breach of security or safety.
 - b. A serious criminal act.

**ANNEX C TO
STANDING ORDER NO 55**

STANDING ORDERS FOR DISCIPLINARY ACTION/ CHARGE

1. If it is determined that the accused should face disciplinary action/ receive a charge, the following procedure is to be followed:

a. By the nature of the offence, it must first be established whether the offence constitutes a criminal act, in which case it must be referred to the BPS to determine whether they intend to investigate. If they confirm that they will investigate any RBR action is to be put on hold until their investigation is concluded.

b. If referred back to the RBR to investigate, the accused is not to be formally 'charged' until they are either handed a copy of the charge sheet or the charge is read out to them at OC's or Commanding Officer's orders. (Note that Commissioned Officers are not currently covered by the Orders process).

c. As soon as practical after being informed that they will be charged with an offence under the Defence Act, the accused is to be handed the 'Rights of a Soldier' handout (APPENDIX 1) (and given assistance in understanding it, if requested).

d. Once it has been confirmed that the accused is to be dealt with via Disciplinary Action, Section 37 of the Defence Act requires the OC (or Commanding Officer if the person has been remanded to them) to conduct a thorough investigation that considers any witness statements or other material relevant to the charge. For cases that will be dealt with by the Commanding Officer, an Investigating Officer (minimum rank WO1 or Capt) will conduct the Investigation on behalf of the Regiment.

e. Evidence is to be submitted in the form of signed witness statements and/or documentary evidence (such as a company roll book showing the soldier was not present at roll call). The accused should not be made to write a self-incriminating statement. There is no set format for a witness statement but it must contain:

- 1) Service number rank and name of the witness;
- 2) The facts (including the date/time/location of the incident);
- 3) Signature of the witness (including date of signing).

f. The Investigating Officer may request the witness to provide information for a specific time frame or location but must avoid disclosing information relating to the matter known only to the person conducting the investigation or other witnesses.

g. Once the evidence pack is completed, it will allow the OC/CO to decide the scale of the offence. The OC/CO must consider:

- 1) Are Orders still the appropriate way to deal with this situation, or should Administrative Action be considered?
- 2) Has all the evidence been gathered and witnesses identified, and statements completed correctly, in order to make the case against the accused?

ANNEX C
STANDING ORDER 55

- 3) Has the appropriate charge been used and is the Charge Report filled out correctly?
- 4) Is the accused of a rank that can be dealt with at this level, or by the Commanding Officer only?
- 5) If the charge is proved, is the OC able to give a suitable punishment, or is the alleged offence serious enough to be dealt with by the Commanding Officer?

h. The range of charges which can be brought and the punishments that can be awarded by the CO and OCs are limited (see APPENDIX 2). Serious incidents that may constitute criminal offences must be reported to the BPS in order to determine who has jurisdiction. The RBR will only charge a member of the Regiment under the Defence Act if the BPS have confirmed they do not wish to deal with the case (whether the victim wishes to press charges may also be a factor in this). Allegations of the following types of incident **must** be reported to the BPS:

- 1) Violence.
- 2) Ill-treatment.
- 3) Sexual assault, harassment or other sexual offences.
- 4) Theft.
- 5) Fraud.
- 6) Criminal damage.
- 7) Illegal substances.
- 8) Any other potential criminal activity (as opposed to offences of a purely military nature such as missing a parade, AWOL etc, which do not exist in criminal law).

i. Regiment personnel must not prejudice any subsequent police investigation by carrying out questioning of the accused which is not Police and Criminal Evidence Act (PACE) compliant (e.g. by obtaining a confession or statement from the accused by an interview that is not conducted under caution), or by conducting any action which unfairly impacts either party. The movement of individuals (to a different department) or removal from camp should only be considered if the current situation would impact any investigation. In criminal investigations, such as those listed above, the accused should be relieved of all duties and prevented from reporting to camp until the investigation is completed or charges are dropped.

j. Once the investigation of the charge is complete, the accused will be brought in front of the OC with minimum delay (or be informed there is no case to answer). They are to be informed if the OC can deal with the case, or whether it must be referred to the Commanding Officer (due to either the rank of the accused exceeding the OCs powers, or the seriousness of the charge, if proven, is likely to result in a punishment that would exceed the powers available to the OC, as per Defence Act section 37(3)). If the OC feels they can deal with the case, it can be dealt with at that stage.

ANNEX C
STANDING ORDER 55

k. If remanding to the Commanding Officer, then the OC must not hear the full case, including making a decision on guilty/not guilty, but instead will simply inform the accused that the matter is too serious for them and will be dealt with by the Commanding Officer. The charge report, all statements and other evidence will be forwarded to the RSM who will check them before forwarding to the Adjutant. The OC must have fully investigated the charge – compiled all required evidence, taken witness statements, produced the charge sheet and decided there is a strong enough case to answer, prior to remanding to the Commanding Officer. The Adjutant is to carry out a double check by further investigating the case on the Commanding Officer's behalf before it reaches Commanding Officer's Orders.

l. **Commanding Officer's and OC's Orders Hearings.** It is important that Orders hearings are conducted in a way that demonstrably upholds the fairness of the procedures. Specifically any practice that might indicate a presumption of guilt is prohibited. There is no requirement for the accused to dress differently from the others involved in the hearing. Belt and beret will no longer be removed from any rank of accused prior to Orders by OC or Commanding Officer, and the accused will be marched in at normal pace (not double quick time). An escort is only required if the accused soldier is in military custody when he/she appears on Orders. The Orders hearings are not public and no legal representation is allowed.

m. The accused must not be disadvantaged procedurally either by any lack of knowledge or experience or by the manner in which orders are conducted. The OC will ensure that the accused soldier has been given the 'Rights of a Soldier' guide. If the soldier asks for help in understanding their rights then the OC will detail an officer, WO or SNCO (not a witness or otherwise connected with the case) to advise them on military law and procedure. The officer conducting the hearing must be satisfied that the accused understands what is going on and should be prepared to explain any aspect of the procedure at any time during the hearing.

n. The Police and Criminal Evidence Act (PACE) does not apply to the Regiment however a fair process must be implemented. In particular:

- 1) Some form of evidence should be presented to prove the charge, rather than just an expectation that the accused will admit guilt. This will prevent accusations of forced confessions.
- 2) It is advisable that the officer trying the case should read aloud the statements or summarise the documentary evidence to the accused, which will demonstrate to the accused that there is actual evidence rather than just hearsay. Or, if the OC prefers, oral questioning of witnesses under oath or solemn affirmation can be done in front of the accused.
- 3) The accused should be given the opportunity to present evidence in their defence, and should be allowed to cross examine any witnesses who are called to give evidence in person (by posing questions through the officer trying the case rather than speaking directly to the witness).
- 4) If an Assisting Officer has been nominated they will attend the Orders and the accused can consult with him/her at any stage during the hearing and on request both should be permitted to consult case papers and take notes during the hearing.

o. For consistency across the companies an aide memoire for OCs Orders hearings is at APPENDIX 3 (and an aide memoire for Commanding Officer's Orders hearings is at APPENDIX

ANNEX C
STANDING ORDER 55

4). This should be followed as far as is practical and it contains (in bold type) a recommended format of wording to be used to ensure that the above points are covered.

p. There is an opportunity for the soldier to enter a guilty/not guilty plea in the orders procedure however the soldier does not have to do either. Any admission of guilt should be taken into account when sentencing.

q. **Sentencing.** If the officer trying the case is satisfied the charge(s) has/have proved, they will then decide on the punishment. At this stage the conduct sheet will be viewed for previous offences, the accused will be allowed to make a statement in mitigation, and any other factors will be taken into account.

r. The actual sentence awarded, provided it is within legal limitations, is a matter for judgement by the officer dealing with the case having taken into account the merits of the case. Factors to be considered could include, for example: the seriousness of the offence, re-offending, premeditation, circumstances not amounting to a defence but relevant to culpability (e.g. mistake or ignorance), any admission of guilt, remorse shown by the accused, rank and experience of the accused, past history and character, hardship. There is no set punishment for a charge as it will vary depending on mitigating or aggravating factors, provided it is within the powers of the officer to award.

s. Only one of the permitted punishments (see table in Appendix 2) may be awarded for each charge that the commander is satisfied has been proved. For multiple charges heard at the same time, it is good practice to determine the total punishment and then break this down into a separate punishment for each charge. This helps in the event of an appeal against one, several, or all of the findings and/or sentences. Where there is no separate penalty for a lesser charge the accused can be admonished for that charge. Fines are stated in dollar amounts, they are cumulative and their total must not exceed the amount the commander is permitted to award (which is stated in terms of days' pay). Sentences of detention awarded at the same time will run concurrently so as not to exceed 28 days total time served.

t. 'Admonition' means a formal acknowledgement of guilt, which is not deemed serious enough on that occasion to warrant a punishment. 'Reprimand' and 'severe reprimand' for an NCO should be seen by promotion boards and may have an impact on promotion prospects.

u. When fines are awarded, the officer should state (and record on the Charge Sheet) the deadline by which the fine is to be paid by. Defence Act section 37(8) gives 7 days for payment of fines although commanders have discretion in this when they make the sentence. Likewise for extra duties the deadline by which they should be completed should be stated and recorded. The failure to satisfactorily complete extras or pay a fine by the deadline is in itself a chargeable offence.

v. The Commanding Officer, in addition to or in place of any other punishment he may impose, may recommend to the Governor that a warrant officer or below should be dishonourably discharged from the Regiment.

w. **Documentation and Charge Reports.** All charges will be entered in BRIMS unless circumstances do not allow such as overseas deployment. Upon regaining BRIMS access, the Microsoft Word copy is to be entered into BRIMS and retained. A charge report on which an accused is found 'not guilty' will be destroyed.

ANNEX C

STANDING ORDER 55

x. If 'admonition' is awarded, a note will be attached to the conduct sheet of the offender and will remain for a period of six calendar months, after which it will be destroyed. If any other punishment is awarded, the charge and award will be recorded on the conduct sheets. The charge report will be attached to the conduct sheet until checked and signed to ensure that it has been entered correctly, they will then be filed in the individual's documents file.

y. **Review.** The 'minor offence report' printout will be printed out by the RSM and submitted for scrutiny by the Regiment 2IC at intervals. This will provide a level of oversight to ensure that OCs are not exceeding their powers.

z. **Publication.** All members of the Regiment sentenced by the Commanding Officer will have the offence and punishment published on Part One Orders.

aa. **Appeals.** Appeals are to be made in accordance with section 37A of the Defence Act, 1965.

Appendices:

- APPENDIX 1 - The rights of a Soldier arrested for, or charged with, an offence under the Defence Act 1965
- APPENDIX 2 - Maximum Powers of Discipline Award by Rank
- APPENDIX 3 - Aide Memoire for OCs Orders hearings
- APPENDIX 4 - Aide Memoire for COs Orders hearings

**APPENDIX 1 TO
ANNEX C TO
STANDING ORDER 55**

**RIGHTS OF A SOLDIER ARRESTED FOR OR CHARGED WITH AN OFFENCE UNDER THE
DEFENCE ACT 1965** (The 'Rights of a Soldier' guide)

Introduction

1. This guide is produced to help you understand your rights and the military laws and regulations when you are arrested for or charged with an offence under the Defence Act 1965. It cannot deal with every situation or question you may have.
2. If you are in any doubt about the contents, or your rights generally, you should ask for an Officer, Warrant Officer or Senior NCO to assist you with advice on military law and procedure. You may also ask to see a full version of the Defence Act 1965.
3. An up to date copy of this guide will be issued to you if you are arrested and kept in military custody or charged with an offence. It will not be taken away from you.

Arrest

4. You will not necessarily be arrested at all during your case. If not, then ignore this section.
5. Once you have been arrested, the arresting person will make a note of the date, time and location of your arrest. You will be taken into custody at Warwick Camp or an alternative location.
6. You will be taken without unnecessary delay to the Commanding Officer or else an officer appointed by him, normally the Officer Commanding your company (OC).
7. If your case is not completed at this point then you will be released on giving an undertaking to the officer that you will appear before the person trying your case when called upon. It will be a military offence if you do not appear as ordered.
8. If however the officer is satisfied that you will not appear when called upon then you can be kept in military custody for as long as the officer believes is needed or until your case has been finished with, up to a maximum period of 72 hours from the time of your arrest.
9. If you are to be kept in custody then the officer dealing with your case will inform you of the offence you have been arrested for, and the reason why you are being kept in military custody. You may inform the officer why you believe you should be released.
10. You will have the right to have one person of your choice contacted, at public expense, and told the fact of your arrest and where you are being held. You should be given writing materials if you ask.
11. While in military custody you will not have to attend parades or do more than necessary to keep yourself and your accommodation clean. You may be ordered to perform duties if on operations.

**APPENDIX 1 TO
ANNEX C TO
STANDING ORDER 55**

Orders

12. Once there has been sufficient investigation you will be taken in front of the OC (or other officer appointed) and either your case will be dealt with by the OC (on 'OC's Orders') or you will be told that you are being remanded for Commanding Officer's Orders. All ranks above corporal, and the most serious charges, are remanded to the Commanding Officer.
13. If remanded for Commanding Officer's orders you will either be released on giving an undertaking to appear on Commanding Officer's orders, or you can be kept in military custody if the officer is satisfied you will not appear when called upon (as above).
14. During OC's or Commanding Officer's orders the charge or charges will be read out to you. You will be asked if you understand and you should ask to have something explained if you are not sure of the meaning at any point in the process. You will be asked if you wish to plead guilty or not guilty. You do not have to do so.
15. If you do not plead guilty the officer will consider the charges based on the evidence against you. You have the right to give evidence in your defence if you wish (the officer may require this to be done under oath/solemn affirmation).
16. If a witness is giving evidence against you in person then you will have the right to ask them questions, in which case you will say the question to the OC or Commanding Officer and they will put the question to the witness.
17. You will only be sentenced for any charges against you that the OC or the Commanding Officer is satisfied are proved.
18. If the OC or Commanding Officer decides a charge is proved then he will consider an appropriate punishment. To help him do this he will look at your conduct sheet and consider your past conduct and other relevant factors. You will have the opportunity to say something that may affect the OC's or Commanding Officer's decision on punishment (mitigation).
19. If the OC is dealing with you then you may be awarded one of the following punishments for each charge that is proved, depending on your rank:
 - a. Private: Admonition¹, additional fatigues or other duties, confined to barracks (not exceeding 7 days, only when the unit is in camp), fine (not exceeding total 7 days' pay for all charges).
 - b. LCpl or Acting Cpl: admonition, reprimand, reduction to substantive rank (A/Cpl only), reduction to the ranks (LCpl or A/Cpl).
 - c. Cpl (substantive): admonition, reprimand.

¹ 'Admonition' is a formal acknowledgement of guilt which is not deemed serious enough for punishment on this occasion.

**APPENDIX 1 TO
ANNEX C TO
STANDING ORDER 55**

20. If the Commanding Officer is dealing with you then the following punishments are available for each charge depending on rank:

- a. Privates: admonition, additional fatigues or other duties, confined to barracks (not exceeding 14 days, only if the unit is embodied or in camp), fine (not exceeding a total 28 days' pay for all charges), detention for any period not exceeding 28 days (only if unit is embodied or in camp).
- b. NCOs (includes LCpl to CSgt): reprimand, severe reprimand, reduction to the ranks or lower grade.

21. Any fines must be paid by the specified date, and extra duties completed by the specified date, or that will incur another offence.

22. Instead the Commanding Officer may decide to remand any rank Pte-WO1 to the Magistrates Court to be tried from the beginning. The magistrate may currently award the following punishments for charges that the CO could have dealt with:

- a. Defence Act section 26, failure to complete military training. 3 months' imprisonment, a fine of \$360, or both.
- b. Defence Act sect 32, failure to report on embodiment. 6 months' imprisonment, a fine of \$720, or both.
- c. Any of the military offences in second schedule of the Defence Act. 3 months imprisonment, a fine of \$2,250, or both.

23. The Commanding Officer may in addition or instead recommend to the Governor that any rank Pte-WO1 be dishonourably discharged. Warrant Officers can only be remanded to the Magistrate and/or recommended for discharge.

Right of Appeal

24. If you feel aggrieved by a disciplinary punishment received under the above process conducted under Section 37 of the Defence Act, then you may, within 14 days of receiving the punishment, make an appeal to the Defence Board by following the process described in Section 37A of the Defence Act, 1965.

**APPENDIX 2 TO
ANNEX C TO
STANDING ORDER 55**

Maximum Powers of Discipline Award by Rank

1. The two tables below show the maximum powers of discipline available to an OC or Commanding Officer for each rank of accused (taken from section 37 of the Defence Act). The table refers to substantive rank held, except Acting Cpl which is shown in its own column. In the event of several charges, one of the authorised punishments may be awarded for each charge that the officer is satisfied has been proven, but total fines, detention etc. cannot exceed the commander's limit for each type of punishment. Shaded boxes indicate punishments which cannot be awarded to that rank of accused, or by that level of commander.

	Pte	LCpl	Actin g Cpl	Cpl	Sgt	CSg t	WO2 & WO1
Officer Commanding							
Admonition	YES	YES	YES	YES			
Reprimand		YES	YES	YES			
Additional fatigue or other duties	YES						
Confined to barracks (not exceeding 7 days)*	YES						
Fine (not exceeding 7 days' pay)	YES						
Reduction to substantive rank (to LCpl)			YES				
Reduction to the ranks (to Pte)		YES	YES				

Commanding Officer							
Admonition	YES	YES	YES	YES	YES	YES	YES
Reprimand		YES	YES	YES	YES	YES	YES
Additional fatigue duties or other duties	YES	YES	YES	YES	YES	YES	YES
Fine (not exceeding 28 days' pay)	YES	YES	YES	YES	YES	YES	YES
Confined to barracks (not > 14 days)**	YES	YES	YES	YES	YES	YES	YES
Detention (not exceeding 28 days)**	YES	YES	YES	YES	YES	YES	YES
Severe Reprimand		YES	YES	YES	YES	YES	YES
Reduction to the ranks (to Pte)		YES	YES	YES	YES	YES	YES
Reduction to lower grade			YES	YES	YES	YES	YES
Recommendation to Governor for dishonourable discharge (in addition to or in place of any other punishment)	YES	YES	YES	YES	YES	YES	YES
Alternatively, remand for prosecution by magistrates court	YES	YES	YES	YES	YES	YES	YES

* 'Only when the unit is in camp' which is interpreted to mean a typical 2-week camp such as recruit camp or overseas camp, NOT during drills (which are drill nights and training weekends).

** Only when the unit is embodied or in camp. 'Embodiment' is interpreted as a period for which the Governor/ Acting Governor has signed an embodiment order. 'Camp' is the same as above.

2. Alternatively, the Commanding Officer can remand any rank from Pte to WO1 to a court of summary jurisdiction (magistrates court) where the following maximum sentences may currently be imposed if found guilty:

**APPENDIX 2 TO
ANNEX C TO
STANDING ORDER 55**

- a. Failure to complete military training (Defence Act section 26) – imprisonment for 3 months, or a fine of \$360, or both.
- b. Failure to report on embodiment (Defence Act section 32) – imprisonment for 6 months, or a fine of \$720, or both.
- c. Any of the military offences in second schedule (Defence Act section 36) - imprisonment for 3 months, or a fine of \$2,250, or both.

**APPENDIX 3 TO
ANNEX C TO
STANDING ORDER 55**

AIDE MEMOIRE FOR OC'S ORDERS HEARINGS

1. Fully investigate the charge prior to seeing the soldier as follows:
 - a. Check the evidence (the aim is to have enough evidence to prove the charge without reliance on the soldier admitting his/her guilt)
 - b. Check the appropriate charge has been used and the charge report is correct.
 - c. Decide whether to deal with the accused yourself or refer to Commanding Officer.
2. The dress of the accused and the rank of their escort is to be in accordance with the chart below:

RANK OF SOLDIER ON ORDERS	Pte	LCpl	Acting Cpl	Cpl	Sgt	CSgt	WO2 & WO1
Officer Dealing	OC	OC	OC	OC	CO	CO	CO/GH
Head Dress	YES	YES	YES	YES	YES	YES	YES
Belt	YES	YES	YES	YES	YES	YES	YES
Rights of a Soldier Arrested or Charged with an Offence	YES	YES	YES	YES	YES	YES	YES
Escort*	LCpl and above	Cpl and above	SNCO		WO2 or CSgt	WO2	WO1 for WO2

3. Then have the accused brought in front of you and follow the guide below:

Ser	Item	Example dialogue
1.	Appointment of OC (<i>if you are not normally their company commander</i>)	I am... <rank, name> I am your Officer Commanding for this case
2.	Confirmation of identity	Are you... <no, rank, name>? <i>If no: march out, speak to CSM</i>
3.	Rights of a Soldier document	Have you received the document 'Rights of a Soldier Arrested for or Charged With an Offence under the Defence Act'? <i>If no: CSM march out. CSM gives guide, allows time to read it.</i>
4.	Confirm understanding rights	Do you understand the Rights of a Soldier document? <i>Remember the soldier may not be able to read/understand it</i> Do you wish me to delay the case while someone explains the Rights of a Soldier to you? <i>If yes order the accused to be marched out, adjourn while an Offr, WO or SNCO advises the accused on military law and procedure (cannot be a witness, the arresting person, the Adjt or the OC). Then march back in.</i>

**APPENDIX 3 TO
ANNEX C TO
STANDING ORDER 55**

5.	Announcement of decision on dealing with case by OC or remanding to CO	I can either deal with you myself or remand you to the CO. I have decided to... <deal with you myself / remand you to the CO> If remanding go to serial 5a & 5b, otherwise go to serial 6.
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Only if remanding to CO:

Ser	Item	Example dialogue
5a.	Details of CO's orders	You will be given a date and time to appear before the CO. Will you attend for CO's orders? Listen to accused's reply and form an opinion on the matter
5b.	Decision on requirement to put/keep in custody Note: maximum 72 hour time limit (from time of first arrest)	I am satisfied that you will <u>not</u> appear so I am remanding you in military custody prior to CO's orders. CSM, march out. <i>Ensure RSM, Adjt are informed immediately that accused has been remanded in custody and pass paperwork to RSM ASAP</i> Or I am releasing you until you are required to report for your case to be dealt with by the CO. Remember it will be a military offence not to appear when called upon. CSM will give you the details of when to report. CSM, march out <i>Ensure RPs release from arrest. Ensure RSM/Adjt is informed that accused has been remanded and pass paperwork to RSM.</i>

Continue here if dealing with the case yourself:

Ser	Item	Example dialogue
6.	Reading the charge	You are charged with... <read out charge(s) verbatim>
7.	Confirmation understands the charge	Do you understand the charge(s)? <i>If no: explain the charge or charges</i>
8.	Entering of a plea	Do you wish to enter a plea of guilty or not guilty? <i>Does not have to plead either way. If pleads guilty on all charges then go to ser 15 (finding). If no plea, or if pleads not guilty on any charge, then consider the evidence, serial 9 on.</i>
9.	Review of written evidence	I will now look at the evidence against you... <i>While doing this, read aloud any witness statements and/or describe any documentary evidence (roll book, guard duty rosters etc) by which it is proposed to prove the charge(s).</i> If OC wishes to call witnesses go to serial 10 otherwise ser.14

**APPENDIX 3 TO
ANNEX C TO
STANDING ORDER 55**

10.	And/or hear the witnesses in person <i>(Optional, only if OC wishes to hear oral evidence, e.g. unsure of details in statement. If so, witness will have been told to wait in outer office)</i>	I will now call a witness to give evidence in person. March in... <rank & name of first witness> <i>Ask witness to make oath or solemn affirmation (CSM to have a bible and card available).</i> <i>Ask witness to describe in their own words what happened.</i>
11.	Questioning of Witness by OC	<i>OC questions the witness as sees fit</i>
12.	Opportunity for accused to question witness	You may if you wish ask questions of the witness. If so you will say the questions to me and I will put them to the witness. Do you have any questions for the witness? <i>Important that the OC controls this process so it does not become an argument between witness and accused.</i>
13.	Second and subsequent witness(es) - if applicable	<i>Repeat above procedure for any additional witness(es) you may wish to give their evidence in person</i>
14.	Opportunity for evidence from accused in his/her defence	Do you wish to give any evidence in your defence under oath or solemn affirmation? You do not have to. Do you wish to call any witnesses in your defence? <i>If yes, swear in the accused or witness following above procedure for oath/solemn affirmation as above. Listen to what the accused has to say, you may then question him/her.</i>
15.	Finding	I find the charge proved <i>Or</i> I find <charges> proved and <charges> not proved <i>Or</i> I find all the charges proved <i>Or</i> I find <the charge/all charges> not proved, you are free to go, CSM march out.
16.	Consideration of accused's character, performance and any other factors	I will now consider your character and any other factors relevant to sentencing <i>Look at conduct sheets (it is at OC's discretion how far back to look)</i> I see you have recent entries that are relevant
17.	Statement of character or mitigation by accused	Do you wish to say anything that could affect my decision on the punishment?
18.	Announcement of punishment for each sentence	On the charge of ... I award you ... <i>Give the punishment for each charge that has been proved</i>
19.	Deadline	The <fine/extras> to be <paid / completed> by <date>
20.	OC's comments	<i>OC can speak to the soldier as desired giving reason for sentence, warning as to future performance, pep talk etc</i>
21.	End of proceedings	CSM, march out

**APPENDIX 3 TO
ANNEX C TO
STANDING ORDER 55**

Forms of Oath

The person taking the oath shall hold the New Testament, or if a person of Jewish faith the Old Testament, in their uplifted hand and shall say, or repeat after the person administering it, the oath:

“I swear by Almighty God that the evidence I shall give shall be the truth, the whole truth, and nothing but the truth.”

Alternatively the person may say, or repeat, the solemn affirmation:

“I (state name) do solemnly, sincerely, and truly declare and affirm that the evidence I shall give shall be the truth, the whole truth, and nothing but the truth.”

If neither is appropriate to the religious beliefs of the person taking the oath, an oath may be administered in such form and manner as the person taking the oath declares to be binding on their conscience in accordance with their religious beliefs.

**APPENDIX 4 TO
ANNEX C TO
STANDING ORDER 55**

AIDE MEMORE FOR COMMANDING OFFICER'S ORDERS HEARINGS

1. A guideline format of Commanding Officer's orders is shown below

Ser	Item	Example dialogue
1.	Confirmation of identity	Are you... <no, rank, name>? <i>If no: march out, speak to Adj</i>
2.	Rights of a Soldier document	Have you received the document 'Rights of a Soldier Arrested for or Charged With an Offence under the Defence Act?' <i>If no: RSM march out. RSM gives guide, allows time to read it.</i>
3.	Confirmation understands rights	Do you understand the Rights of a Soldier document? <i>Remember the soldier may not be able to read/understand it</i> Do you wish me to delay the case while someone explains the Rights of a Soldier to you? <i>If yes order the accused to be marched out, adjourn while an Offr, WO or SNCO advises the accused on military law and procedure (cannot be a witness, the arresting person, the Adj or the OC). Then march back in.</i>
4.	Announcement of decision on dealing with case	I can either deal with you myself or remand you to the Magistrates Court. I have decided to...<deal with you myself / remand you to the Magistrates <i>If remanding go to serial 5a & 5b, otherwise go to serial 6.</i>

Only if remanding to Magistrates Court:

Ser	Item	Example dialogue
5a.	Details of Court date and opportunity for accused to given an undertaking to appear.	You will be given a date and time to appear before the Magistrate. Will you attend the Court? <i>Listen to accused's reply and form an opinion on the matter</i>
5b.	Decision on requirement to put/keep in custody Note: maximum 72 hour time limit (from time of first arrest)	I am satisfied that you will <u>not</u> appear so I am remanding you in military custody prior to Magistrates Court. RSM, march out. <i>Or</i> I am releasing you until you are required to report for your case to be dealt with by the Magistrate. Remember it will be a military offence not to appear when called upon. The RSM will give you the details of when to report. RSM, march out <i>RSM will ensure RPs release from arrest.</i>

**APPENDIX 4 TO
ANNEX C TO
STANDING ORDER 55**

Continue here if dealing with the case yourself:

Ser	Item	Example dialogue
6.	Reading the charge	The Adjutant will now read out the charge(s)... <Adj reads out charge(s) 'You are charged with.....'>
7.	Confirmation understands the charge	Do you understand the charge(s)? <i>If no: explain the charge or charges</i>
8.	Entering of a plea	Do you wish to enter a plea of guilty or not guilty? <i>Does not have to plead either way. If pleads guilty on all charges then go to ser 15 (finding). If no plea, or if pleads not guilty on any charge, then consider the evidence, serial 9 on.</i>
9.	Review of written evidence	I will now look at the evidence against you... <i>While doing this, read aloud any witness statements and/or describe any documentary evidence (roll book, guard duty rosters etc) by which it is proposed to prove the charge(s).</i> <i>If CO wishes to call witnesses go to serial 10 otherwise serial 14.</i>
10.	And/or hear the witnesses in person (Optional , only if CO wishes to hear oral evidence, e.g. unsure of details in statement. If so, witness will have been told to wait in outer office)	I will now call a witness to give evidence in person. March in... <rank & name of first witness> <i>Ask witness to make oath or solemn affirmation (Adj to have a bible and card available).</i> <i>Ask witness to describe in their own words what happened.</i>
11.	Questioning of Witness by CO	<i>CO questions the witness as sees fit</i>
12.	Opportunity for accused to question witness	You may if you wish ask questions of the witness. If so you will say the questions to me and I will put them to the witness. Do you have any questions for the witness? <i>Important that the CO controls this process so it does not become an argument between witness and accused.</i>
13.	Second and subsequent witness(es) - if applicable	<i>Repeat above procedure for any additional witness(es) you may wish to give their evidence in person</i>
14.	Opportunity for evidence from accused in his/her defence	Do you wish to give any evidence in your defence under oath or solemn affirmation? You do not have to. Do you wish to call any witnesses in your defence? <i>If yes, swear in the accused or witness following above procedure for oath/solemn affirmation as above. Listen to what the accused has to say, you may then question him/her.</i>
15.	Finding	I find the charge proved Or I find <charges> proved and <charges> not proved Or I find all the charges proved

**APPENDIX 4 TO
ANNEX C TO
STANDING ORDER 55**

		Or I find <the charge/all charges> not proved, you are free to go, RSM march out.
16.	Consideration of accused's character, performance and any other factors	I will now consider your character and any other factors relevant to sentencing <i>Look at conduct sheets (it is at CO's discretion how far back to look)</i> I see you have recent entries that are relevant
17.	Statement of character or mitigation by accused	Do you wish to say anything that could affect my decision on the punishment?
18.	Announcement of punishment for each sentence	On the charge of ... I award you ... <i>Give the punishment for each charge that has been proved</i>
19.	Deadline	The <fine/extras> to be <paid / completed> by <date>
20.	CO's comments	<i>CO can speak to the soldier as desired</i>
21.	End of proceedings	RSM, march out

**APPENDIX 4 TO
ANNEX C TO
STANDING ORDER 55**

RECORD OF FORMAL INTERVIEW

Guidance:

- This form is to be used for all formal interviews as an official record.
- If there is not enough space to contain all details additional pages are to be inserted.
- This form does not have to be typed but handwriting is to be legible.
- Accuracy of the information contained is critical as this form may be used as part of a disciplinary proceeding or as evidence in a civilian court.
- All parties concerned are to acknowledge by signature in the spaces provided.
- Copies are to be made as soon as is practical and placed on file accordingly.

1. Number

2. Rank

3. Name & Initials

4. Date of Interview

5. Reasons for Interview (circle appropriate) Performance Interview / Disciplinary Interview/Other

6. Remedial Action Required (if of a criminal nature, Police involvement to be considered)

	N/A
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**APPENDIX 4 TO
ANNEX C TO
STANDING ORDER 55**

7. Your performance over the next 1 ☐ 2 ☐ 3 ☐ 6 ☐ Months **N/A**

will be monitored and should you fail to improve and achieve the standards required then you may be subject to a formal warning or (further) Administrative Action Report.

8. Review date:		N/A
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Interviewing Officer		Witness(if present)	
Name:		Name:	
Rank/Appt:		Rank/Appt:	
Signed:		Signed:	
Date:		Date:	

9. I acknowledge receipt of this record of interview.

Signed: (by person being interviewed)

Name:

Rank:

Appt:

Date:

Copy to: Personal File

☐ **To remain on file permanently**
☐ **To be removed from file on posting to new unit/discharge**

RBR STANDING ORDER 56 – CONSUMPTION OF ALCOHOL

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	Adjt
Reference:			

INTRODUCTION

1. Alcohol is an intoxicant, and similar to other substances, the consumption of alcohol can impair judgment, cause irrational behaviour, and its long term abuse has been linked to serious health risks. As a general guide, the consumption of alcohol and the discharge of military duties should be viewed as mutually exclusive activities. Under no circumstances are Regimental personnel or guests of the Bermuda Regiment to be ordered, cajoled, or pressured into consuming alcohol

STANDING ORDERS REGARDING THE SELLING AND CONSUMPTION OF ALCOHOL WITHIN THE RBR

2. The consumption of alcohol within Warwick Camp is **only permitted in the Officers' Mess, Warrant Officers and Sergeants' Mess, Corporals' Mess or Privates' Canteen**. Permission to consume alcohol elsewhere must be requested to the Commanding Officer in advance of the event, and written permission received.
3. No alcohol purchased privately from outside Warwick Camp is to be brought onto camp for consumption, unless authorised in advance by the Commanding Officer.
4. All Messes (including the Privates' Canteen) are to display this Standing Order in a visible location within the Mess. Any Mess failing to display this Standing Order will have their permission to serve alcohol suspended until the situation is corrected.
5. For the purpose of this Standing Order, the Mess area shall include:
 - a. The Officers' Mess porch and surrounding grass within the bounds of the hedge.
 - b. The Warrant Officers' and Sergeants' Mess patio and grass outside the Mess main entrance, within the bounds of the hedge.
 - c. The Corporals Mess walkway immediately outside the main entrance to the Mess, adjacent to the Water Catch.
 - e. There is at present no outdoor amenity area at the Privates' Canteen. Alcohol must remain inside.
6. While on overseas camp, course or attachment, the consumption of alcohol is only permitted within designated areas as determined by local law & / or military order.

7. Irrespective of any local law or military order, no alcohol is to be served to, or consumed by:
- Any member of the RBR that is under 18 years old.
 - Any member of the RBR, irrespective of rank, that is on duty, or expected to go on duty within a reasonable period of time (it takes the average person one hour to break down one unit² of alcohol, soldiers and officers should consider this when choosing whether to drink alcohol).
 - Any member of the RBR that is due to be on a live firing range the following day.
 - Any member of the RBR that is clearly intoxicated.
8. If a soldier is in any doubt as to their suitability to carry out their duties, due to being under the influence of alcohol, they must declare it to their chain of command immediately. Failure to declare 'unfit for duty' will be deemed as a serious breach of the RBR Values and Standards and disciplinary action will be taken.
9. All ranks are encouraged to exercise moderation in their consumption of alcohol at all times. No member of the RBR or their guests are to be forced, pressured or cajoled into consuming alcohol – whether or not they are within the bounds of Warwick Camp or designated training areas.
10. All members of the RBR are reminded that they are to adhere to all of the Laws of Bermuda at all times (unless specifically exempt). Any non-compliance with civilian law by a member of the RBR may impact the reputation and credibility of the Regiment, and may reduce an individuals' employability within the unit. **This includes driving under the influence of alcohol and any other criminal activity conducted whilst under the influence of alcohol** (See Standing Order 68 and MATT 6 - Behaviours).
11. Conduct that denigrates the reputation of the Regiment that is related to alcohol consumption shall be treated as a disciplinary matter by the individual's chain of command.

² One alcohol unit is measured as 10ml or 8g of pure alcohol. This equals one 25ml single measure of whisky (Alcohol By Volume 40%), or a third of a pint of beer (ABV 5-6%) or half a standard (175ml) glass of red wine (ABV 12%). (ABV = Alcohol By Volume)

Work out your alcohol units for yourself: Strength (ABV) x Volume (ml) ÷ 1000 = No. of units. E.g. Pint of Stella - 5.2 x 568 ÷ 1000 = 2.95

RBR STANDING ORDER 57 – USE AND POSSESSION OF DRUGS

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	Adjt
Reference:			

INTRODUCTION

1. The RBR has a zero tolerance policy regarding the use, handling or supply of illicit drugs (less those officially prescribed by a licensed Medical Officer).

STANDING ORDERS REGARDING THE USE OF DRUGS

2. All members of the RBR are required to acknowledge that it is both a criminal offence and a military offence to use, handle or supply drugs of any nature (less those officially prescribed by a licensed Medical Officer).

3. Whilst the RBR does not conduct routine drugs tests, it does retain the right to conduct drugs test when there is suspicion that a serving member is currently or has been recently, under the influence of illegal drugs. If the RBR believes there is justification for a drugs test, the following shall be followed:

- a. The individual, or individuals, will be informed that they are required to provide a sample for testing. If the individual, or individuals, refuse to provide a sample, it will be recorded as a **'refusal to provide a sample'** and disciplinary action will be taken.
- b. All testing will be conducted by a qualified medical professional, observing the requirement for the correct ratio of chaperones whilst providing a samples.
- c. The results of any tests will be communicated to the individual within 24 hours of them being received by the Commanding Officer.

4. Any soldier testing positive for drugs during an embodiment, or military camp (such as Recruit Camp or Overseas Camp), will be subject to military discipline in accordance with the Defence Act 1965 (as amended), Second Schedule, paragraph 7.

5. Certain positions within the RBR retain the requirement for applicants to undergo a drugs test as part of the recruitment process – such as the Regimental Police, Specialist Units (such as the RBR Coastguard) or Armoury. Any positive results will result in the individual being removed from the recruiting process. If the Commanding Officer decides that the individual should be retained within the RBR (based on positive reports and their previous discipline record) they will not be eligible to reapply for any position that requires drug testing as part of the recruitment process for at least 12 months.

6. Any former soldier, regardless of previous rank, wishing to re-join the RBR must first undergo a drugs test. Positive results will preclude their re-joining.

7. The Commanding Officer retains the right to refer a case regarding illegal drug use to local agencies for mandatory rehabilitative counseling, if they deem the case merits this action.

RBR STANDING ORDER 58 – BORROWING AND GAMBLING

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	Adjt
Reference:			

INTRODUCTION

1. The RBR has a zero tolerance policy regarding irresponsible indebtedness and gambling within the unit. All members of the RBR are responsible for their own money management and should only seek assistance from the official channels (through the chain of command). Owing or being owed money within units (especially between ranks) compromises the morale and efficiency of the RBR.

2. Gambling is also not authorised within the unit as it is addictive and can lead to irresponsible indebtedness.

STANDING ORDERS FOR BORROWING OR LENDING

3. No member of the RBR, irrespective of rank, is to engage in money-lending or money-borrowing from any other member of the RBR, unless authorised by the Commanding Officer.

4. Anyone found to have engaged in money-lending or money-borrowing will be subject to RBR disciplinary procedures.

STANDING ORDERS FOR GAMBLING

5. All forms of gambling and bookmaking (or acting as an agent for a bookmaker) are forbidden in the RBR, unless authorised by the Commanding Officer.

6. The only forms of gambling that will be considered by the Commanding Officer are 'games of chance' and will be confined to the Mess that applied for authorisation and ONLY for the date specified in the request.

7. The respective Mess must request permission in writing to the Commanding Officer and, if authorised, hold and display the 'Letter of Permission' for the duration of the event.

8. Previous authorisations will not guarantee future permission.

RBR STANDING ORDER 59 – MOTOR TRANSPORT SECTION

As At:	Mar 24	Review Date:	31 Oct 2025
Amendment:		Sponsor:	QM
Reference:			

INTRODUCTION

1. All vehicles that are owned or operated by the RBR are to be held centrally by the Motor Transport Unit. The Motor Transport Warrant Officer (MTWO) or Motor Transport Senior Non-Commissioned Officer (MTSNCO) are responsible for the recording and allocation of all vehicles held by the RBR.
2. No vehicles are to be driven without the authority of the Commanding Officer (CO) or MTWO/MTSNCO, or in their absence, the QM.

STANDING ORDERS FOR THE USE OF RBR VEHICLES

3. All users of RBR vehicles are to observe the following orders:
 - a. The use of RBR vehicles is strictly for military duties. The RBR Commanding Officer may authorise the loan of a service vehicle to a member of the RBR for non-military use, but will confirm the conditions of loan prior to keys being issued. Any damage or running costs incurred during the loan will be the responsibility of the individual named on the loan authorisation, irrespective of who was at fault.
 - b. Only serving members of the RBR, who are in possession of a valid RBR Service Driving License, are permitted to drive military vehicles. In exceptional circumstances emergency authorisation may be obtained from the CO or MTWO/MTSNCO. Emergency authorisations are specific to the situation and must be obtained prior to the individual taking control of the vehicle. Emergency authorisations will only be valid for the particular journey that the request was made for.
 - c. If not being used for operations or training, all vehicles are to be parked in the area of the MT Shed or the Sandpit. If possible they should be parked under cover.
 - d. Any RBR vehicle parked in violation of Standing Order 80 – Parking and Driving in Camp, will result in the driver being subject to RBR Disciplinary Action. Persistent violators will have their RBR Service Driving License suspended.
 - e. All RBR vehicles are to have the Work Ticket completed prior to the movement of the vehicle. This includes the following information:
 - 1) Date of journey.
 - 2) Drivers details, including Service #, rank and full name.

- 3) Time of departure.
 - 4) Mileage at start of journey (odometer reading).
- f. On completion of the journey, the following details are to be recorded on the Work Ticket:
- 1) Time of vehicle return.
 - 2) Mileage at conclusion of journey (odometer reading).
- g. The RBR Gate Guard are instructed to conduct random checks on the Work Tickets of vehicles entering or exiting Camp. Any vehicle being operated without the above details being recorded, will result in the driver being subject to RBR Disciplinary Action.
- h. All vehicles are to be issued with the following documentation (they may remain in the Vehicle Glove Box) prior to departure:
- 1) Valid Work Ticket (it must be for the correct month)
 - 2) Highway Code Booklet
 - 3) Instructions In The Event of An Accident
 - 4) Accident Report Form
 - 5) Instructions for Drivers of MT Vehicles
 - 6) A copy of this Standing Order

STANDING ORDERS FOR OBTAINING A RBR SERVICE DRIVING LICENSE

4. To ensure that all drivers of RBR Vehicles are 'current and competent', the following orders for obtaining a RBR Service Driving License must be observed:
- a. It is not possible to issue a RBR Service Driving License unless the individual already holds a **current** Bermuda Driving License. Proof of license will be required before the individual is accepted on the RBR driving course.
 - b. The only personnel authorised to assess individuals and issue a RBR Service Driving License are the MTWO or MTSNCO. This will only be issued upon the successful completion of a Vehicle Driving Test.
 - c. The names of all drivers that successfully complete and pass the RBR Vehicle Driving Test are to be published on Part One Orders.
 - d. The MTWO/MTSNCO are to maintain a register of all RBR personnel that are issued with an RBR Service Driving License. This must include a list of all types of vehicles they are authorised to drive.

- e. All RBR Service Driving Licenses are only valid whilst the holder is serving in the RBR. Personnel re-enlisting after an absence of 6 months or more will be required to undergo a re-qualification prior to a license being re-issued.
 - f. All RBR drivers are to obey all traffic laws of the country in which they are driving the RBR vehicle. This includes adherence to all speed limits (both local and national).
 - g. If vehicles are being operated in a Convoy, they are to be no closer than 20 meters apart, and all vehicles should drive with hazard lights on for safety reasons.
 - h. Any RBR vehicle being used for the purpose of towing are to display a towing "T" fixed to the front and rear of both towing and towed vehicles.
5. Any individual that is **Suspended from driving** by the Civilian authorities are to inform their chain of command immediately (as per Standing Order 67). The RBR Service Driving License is only valid if accompanied by a Bermuda Driving License and therefore their RBR Service Driving License will be suspended for the same duration as the Civilian one. Any individual **employed in any MT Role** will be posted from the section if they lose their Civilian License, irrespective of the duration of the ban.

STANDING ORDERS FOR VEHICLE INDENTS AND FIRST PARADING

6. The availability of RBR Service Vehicles is always limited and therefore the following Orders are to be followed for requesting and essential checks prior to departure:
- a. Indents for vehicles must be submitted to the MTWO/MTSNCO at least 14 days prior to the required collection date. Late requests will be considered but not guaranteed, and request submitted less than 7 days prior to collection will be rejected, unless authorised by the CO or QM.
 - b. Vehicles for the Duty Driver and other routine daily commitments may be issued daily and will be authorised on shorter notice.
 - c. Vehicle keys are to be collected from the MTWO/ MTSNCO on the day that the vehicle is requested. Collection of keys outside RBR working hours should be arranged directly with the MTWO.
 - d. All keys are to be issued inside the relevant Vehicle Pouch. A spare set of keys is to be held securely by the MTWO/ MTSNCO.
 - e. All Keys are to be returned to the MTWO/MTSNCO immediately after use of a vehicle. The driver is responsible for ensuring that the vehicle is properly cleaned and free of all rubbish prior to vehicle handover. All keys are to be returned by 1630hrs daily. Vehicle return after this time must be arranged prior to departure with the MTWO as there is no 'Drop Box' available.
 - f. When taking over a vehicle, the driver is to conduct 'First Parade' procedures by checking the following:
 - 1) Adequate Fuel for the task

- 2) Brakes are working and effective
 - 3) Front lights are working
 - 4) Rear lights are working
 - 5) Brake lights are working
 - 6) Indicator signal is working
 - 7) Wind screen wipers are functional (including adequate washer fluid)
 - 8) Identify and record and pre-existing Damages to the vehicle (including photos if required).
- g. The MTWO is responsible for ensuring all RBR Vehicles are serviced every three (3) months.
- h. The MTWO is to keep a record of service, maintenance and repairs for each vehicle.

STANDING ORDERS IN THE EVENT OF AN ACCIDENT

7. If the RBR driver is involved in an accident whilst in Command of the RBR vehicle, the following Orders are to be observed:
- a. The accident is to be reported to the BPS as soon as it is safe to do so.
 - b. The accident is to be reported to the MTWO/ MTSNCO once the BPS have been informed.
 - c. The driver is to follow the directions contained in the 'Instructions in the Event Of An Accident' paperwork and complete the Accident Report form.
 - d. The Accident Report form is to be submitted to the MTWO/MTSNCO as soon as possible (no later than 24 hours after the accident).

STANDING ORDERS IN THE EVENT OF A VEHICLE FAULT OR BREAKDOWN

8. It is inevitable that there may be faults or issues with vehicles that are not caused by any error or action by the driver. It is essential that these issues are reported and recorded to ensure minor issues do not escalate and to ensure that unnecessary risks are not taken. Therefore drivers are required to:
- a. Report all vehicle faults to the MTWO/MTSNCO as soon as they occur.
 - b. All fault details are to be recorded fully on a Fault Report Form, including any system error codes if applicable.

c. In the event of a breakdown, drivers are to contact the MTWO/MTSNCO immediately. Either the driver or the passenger are to remain with the vehicle. If alone, the driver is to remain with the vehicle from the time that they reported the breakdown. The MTWO/MTSNCO will initiate the Vehicle Recovery Process and keep the driver updated on progress and timelines.

ANNEXES:

ANNEX A - Vehicle Administration and Documentation

**ANNEX A TO
STANDING ORDER 59**

VEHICLE ADMINISTRATION AND DOCUMENTATION LESSONS

1. The Aim is to explain and ensure that all drivers understand the Administration and Documentation of Vehicles.
2. The following Topics are covered:
 - a. Vehicle Servicing System
 - b. Driver's Responsibilities
 - c. Driver's Checks
 - d. Standard Forms
 - e. The Use of Military Transport
 - f. Summary and Conclusions
 - g. Questions

**ANNEX A TO
STANDING ORDER 59**

Topic 1

VEHICLE SERVICING SYSTEM

1. The system currently in use is based on civilian practice, but with suitable modifications to meet military requirements.
2. Checks and inspections are incorporated within the system to ensure that vehicles are in proper working order and always ready for use.
3. The system is divided into two major categories:
 - a. Driver Servicing – minor adjustments, lubrication, etc.
 - b. Unit Workshop Repairs – major repairs and replacements.

ANNEX A TO STANDING ORDER 59

Topic 2

DRIVER'S RESPONSIBILITIES

1. All drivers must be authorised and hold a military license for the class of vehicle to be operated.
2. Exceptions: Drivers not having a military license must have authorisation from the CO or MTWO/MTSNCO. This emergency authorisation will only be valid for the particular journey to be made.
3. A driver must complete the Vehicle Work Ticket any time they have used a military vehicle.
4. The driver is responsible for ensuring that the vehicle is safe to drive. The vehicle must not be operated if there is any doubt to the proper operation of steering, brakes and lights (at night).
5. The driver must ensure that the vehicle is kept clean at all times.
6. The driver is in charge of the vehicle at all times.
7. The driver must report any defects and write them up.
8. REMEMBER, while the vehicle is moving, the driver is responsible for the safe operation of that vehicle, and trailer while in use. The driver is also responsible for the safety of the passengers and security of any cargo carried.
9. The driver must obey all traffic laws. Operating a military vehicle gives them no special privileges.

**ANNEX A TO
STANDING ORDER 59**

Topic 3

DRIVERS CHECKS

1. There are three driver checks and they are First Parade, Halt Parade and Last Parade.

a. **First Parade** is the initial check before the vehicle is used.

BEFORE STARTING THE ENGINE:

- 1) Check all fluid levels and replenish if necessary.
- 2) Check tires and tire pressure.
- 3) Check lights and horn.
- 4) Check windshield wipers and washer fluid level.

AFTER STARTING ENGINE:

- 1) Check that all gauges and warning lights are operating.
- 2) Check for fluid leaks.
- 3) Check operation of brakes.

b. **Halt Parade** is the check made during halts after several hours of operation.

- 1) Check for fluid leaks.
- 2) Check wheel hubs and brake drums for overheating.

c. **Last Parade** is the check made at the end of use of the vehicle.

- 1) Replenish fuel and oil if necessary.
- 2) Complete and sign the vehicle Work Ticket.
- 3) Return keys and documents.
- 4) Report and list any defects.
- 5) If an accident has occurred, report it to the MTWO/MTSNCO

**ANNEX A TO
STANDING ORDER 59**

Topic 4

STANDARD FORMS

1. Work Ticket

- a. Ensure the Ticket is filled out correctly. The Work Ticket is a record of responsibility for the vehicle.
- b. Check to make sure that the last mileage on the Ticket is the same as present mileage on vehicle before moving.
- c. If mileage is different report it to the MTWO/MTSNCO or write the new mileage on the next line. On the following line, make out Work Ticket in the normal way.

2. Accident Form

- a. Do not admit responsibility for an accident.
- b. Call Police and MTWO/MTSNCO when an accident occurs.
- c. The Accident form should be made out, with as much information as possible, at the scene of the accident.
- d. Completed Accident form should be handed to MTWO/MTSNCO within 24 hours.
- e. Both the QM and RSM are to be made aware of the accident for insurance and possible disciplinary action, and recommendation for further action to the CO

**ANNEX A TO
STANDING ORDER 59**

Topic 5

THE USE OF MILITARY TRANSPORT

1. Transport used for a purpose not approved on the indent is considered an 'illegal journey'.
2. Transport used outside of normal working hours **MUST** have an approved indent.
3. Transport can be used for medical and doctor's treatment if required, when the cost of the treatment is borne by the Royal Bermuda Regiment (public funds).
4. Transporting civilians is **NOT PERMITTED** unless they are covered under the Defence Act, or representing the Royal Bermuda Regiment in an official capacity.
5. Transport can be provided for families in transit **ONLY** on arrival and final departure.
6. Transport is **NOT PERMITTED** to the airport for persons going on vacation.
7. Transport may be provided if requested to and from the airport when traveling for training purposes only.
8. The unauthorised hiring of the Royal Bermuda Regiment vehicles is **NOT PERMITTED** according to Government rules and regulations.
9. Vehicles are only to be used for military purposes, **NOT FOR PERSONAL USE.**
10. There will be no smoking and 'no cell-phone usage' in a Government vehicle, according to Government rules and regulations.

RBR STANDING ORDER 66 – SERVICE COMPLAINT

As At:	Sep 2023	Review Date:	Oct 2024
Amendment:		Sponsor:	CO RBR
Reference: • RBR Standing Order 68 – Values and Standards • Bermuda Defence Act 1965 • Bermuda Governor's Orders 1993			

INTRODUCTION

1. The RBR is bound by the 'Values and Standards of the Royal Bermuda Regiment' (see Standing Order 68), the Defence Act 1965 and Governor's Orders. Any current or former serving member of the Regiment who violates this code of conduct shall be liable to internal disciplinary action (for current serving members), action by the Bermuda Police Service (for current or former serving members) or in situations where the conduct is deemed by the Commanding Officer to require it – both. To enact this process fairly, there is the right for any member of the RBR to file a 'Service Complaint' against any member of the RBR, if they believe that the actions of the individual have violated the code of conduct, irrespective of rank.
2. The right to submit a Service Complaint does not negate the requirement to attempt to address complaints at the lowest possible level in the first instance. The Service Complaint should be considered when all reasonable attempts at obtaining a resolution have been exhausted.
3. The Service Complaint process is aimed to address specific examples of inappropriate or incorrect behaviour and therefore cannot be submitted anonymously.

STANDING ORDERS FOR SUBMITTING A SERVICE COMPLAINT

4. Any member of the RBR that believes that the actions of another member of the RBR has violated the Code of Conduct is to attempt to address it at the lowest possible level in the first instance. Once all attempts to address the complaint at the lowest level have been exhausted, the complainant should consider submitting a Service Complaint through the following process:
 - a. A Service Complaint Form (Annex A to Standing Order 66) must be filed in writing and submitted to either the complainant's immediate commander or, if they feel they cannot address their commander on the matter of the complaint, they can submit it to another commander of equivalent or higher rank.
 - b. The complainant will receive a response within 2 days/ 48 hours (if in Camp or Embodiment) or at the next Drill Night/ Training Weekend. The initial response will confirm receipt of the Service Complaint and identify a process for investigation, including a timeline for the investigation. Complainants should expect to be interviewed by the Investigating Officer and must ensure that they answer all questions fully and honestly.
 - c. Once the investigation is completed, the complainant will be provided with a copy of the written findings of the investigation, which will either resolve the grievance or puts in

place the steps for further action, either up the Regimental chain of command or to Bermuda Police Service.

d. Complainants are able to appeal the findings of the investigation, if they believe that their complaint was not investigated adequately. To appeal the findings of an investigation, the individual must do so in writing to the Commanding Officer or the Governor of Bermuda (Commander in Chief of the Regiment), detailing why they are appealing the decision.

e. Any decision by either the Commanding Officer or the Governor of Bermuda **on appeal** is final and no further investigation will be conducted by the RBR.

STANDING ORDERS FOR ADDRESSING A SERVICE COMPLAINT

5. Any member of the RBR that receives a Service Complaint for investigation is to ensure the following direction and timescales are adhered to:

a. Service Complaints are to be responded to within 2 days/ 48 hours (if in Camp or Embodiment) or at the next Drill Night/ Training Weekend.

b. The initial response must include confirmation of receipt of the Service Complaint and a proposed plan for investigating the complaint. If, in the opinion of the Investigating Officer, the Service Complaint is believed to be frivolous (without evidence or proof of infringement), no further investigation is to be conducted and the complainant is to face disciplinary action.

c. Once a Service Complaint has been investigated, the complainant is to receive a copy of the written findings of the investigation, and details of any remediation recommendations. The complainant is to be informed that they have the right to appeal the results of the investigation. If they choose to appeal, the original Service Complaint and full investigation report are to be forwarded to the Escalation Officer (the Commanding Officer for complaints where they were not the Investigating Officer, the Governor of Bermuda for complaints where the Commanding Officer was the Investigating Officer or was the subject of the Service Complaint).

d. The RBR Adjutant is to store and maintain all RBR Service Complaints (once complete). All service Complaints are to be held on record for 10 years.

Annexes:

ANNEX A RBR Service Complaint Form.

**ANNEX A TO
STANDING ORDER 66**



**ROYAL BERMUDA REGIMENT
SERVICE COMPLAINT FORM**



Submitted to:

--

(Rank and Name)

Unit:

--

In accordance with RBR Standing Order 66: Service Complaint:

.....			
...	...		
(Service Number)	(Rank)	(Name)	(Unit)

Currently Serving (please tick)		Discharged on (dd/mm/yyyy)	/...../.....
------------------------------------	--	-------------------------------	-------------------

Residing at:

--

Telephone Number

(home)

(mobile)

Email Address

--

**ANNEX A TO
STANDING ORDER 66**

Would like to submit a Service Complaint as they believe that the actions of an individual or group, have violated the RBR Code of Conduct. The details of this Service Complaint are on Page 2.

Please complete this section in as much detail as possible, including dates and times as appropriate as well as any witness details. The final sentence is to state what reparation you seek should any complaint (or part thereof) be upheld:

I understand that I will be required to be interviewed regarding this complaint, the details of which will be confirmed within two 2 days during a camp/embodiment or by my next Company drill night/Trg Day.

Date received by unit/ Initial
Investigating Officer

Date received by RHQ for storage
or escalation

Signature

Name

Date Submitted

RBR STANDING ORDER 67 – ORDERS FOR A MEMBER OF THE RBR BEING DETAINED BY A CIVIL AUTHORITY

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. All RBR personnel are to adhere to all of the Laws of Bermuda (unless specifically exempt). Any non-compliance with civilian law by a member of the RBR may impact the reputation and credibility of the Regiment, and may reduce an individuals' employability within the unit. It is therefore essential that any charges and potential charges are declared to the Chain of Command as soon as possible.

ORDERS FOR A MEMBER OF THE RBR BEING DETAINED BY A CIVIL AUTHORITY (SUCH AS THE BPS)

2. Any member of the RBR (irrespective of Rank or Status) that is detained by any civilian authority, such as the BPS, under caution or arrest, is to inform their Company Commander as soon as is reasonably practicable. All members of the RBR are to acknowledge the following requirement:

It is your duty to report to your Company Commander if you are detained by a civilian authority (such as the BPS) under caution or arrest, irrespective of whether you intend to plead innocent or guilty.

(such charges may include, but are not limited to, driving under the influence of alcohol/drugs, dangerous driving, possession of drugs, actions involving violence, domestic violence, gang related offences, possession of weapons, sexual assault, theft)

3. Company Commanders are to enter the relevant details onto the RBR G1 Risk Register and ensure any updates are entered. Any cases where the individual is subsequently found not guilty or charges are dropped will have the entry on the RBR G1 Risk Register closed.

4. Failure to disclose any charges (or potential charges) will be deemed a serious breach of the RBR Values and Standards, and will result in appropriate action being taken by the Regiment.

5. The RBR will not take any action that may impact the assumption that an individual is 'innocent until proven guilty' unless action is necessary to avoid the Regiment being exposed to further potential risk. Any action taken will be explained to the individual.

6. Details of this requirement are included in 'MATT 6: Behaviours' and therefore ignorance will not be accepted as an excuse if the individual has attended and passed the MATT.

RBR STANDING ORDER 68 – VALUES AND STANDARDS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	Adjt
Reference: - Defence Act 1965 - Governor's Orders 1993 - MATT 6 -Behaviours			

INTRODUCTION

- Values and Standards directly contribute to the RBR's ethos and to fighting power. They are a moral requirement and have functional utility. Upholding them is the collective responsibility of all members of the RBR. They are the foundations of teamwork, and if any one of them is lacking, the team and the mission are threatened. They are fostered and enhanced by good leadership, professional training and effective man-management, throughout the chain of command.
- Inculcating and maintaining the RBR's Values and Standards is the responsibility of all commanders, at all levels. They require more than a single period of instruction (MATT 6) per year; it must pervade all training activity, career development and be the focus of all leaders on what example they wish to provide.
- All soldiers, irrespective of rank, must understand why they should behave in a particular way, rather than just following a set of rules blindly. Although Values and Standards can be imposed and regulated through discipline, it is self-discipline that will encourage all ranks to adhere to the Values and Standards, recognizing the inherent value of such qualities and conduct

VALUES AND STANDARDS STANDING ORDERS

- All members of the RBR, irrespective of rank, are to attend 'MATT 6 – Behaviours', and complete the confirmatory test every training year.
- All members of the RBR, irrespective of rank, are to familiarise themselves with 'Annex A – Values and Standards of the Royal Bermuda Regiment'. Any member of the RBR in a Command position are to also familiarise themselves with 'Annex B – Values and Standards of the Royal Bermuda Regiment for Commanders'. Both of these documents are to be made available within Departmental lines.
- All members of the RBR are to know and be able to explain the RBR Values:
 - Courage,
 - Discipline,
 - Respect for Others,

- d. Integrity,
 - e. Loyalty,
 - f. Selfless Commitment.
7. All members of the RBR are to know and be able to explain the RBR Standards:
- a. Lawful,
 - b. Acceptable Behaviour,
 - c. Professional
8. All members of the RBR are required to adhere to these Values and Standards at all times. Failure to adhere to them may result in disciplinary action being taken.

ANNEXES

- A – Values and Standards of the Bermuda Regiment
- B – Values and Standards of the Bermuda Regiment for Commanders

Values and Standards of The Royal Bermuda Regiment

1. As a soldier in the Royal Bermuda Regiment (RBR), much is expected of you. You will be required to participate in demanding training, exercises and operations. You will be required to obey Orders and to live and work under challenging conditions. Your comrades, your commanders and ultimately, Our Country, will depend on your courage, loyalty and commitment. They will rely on you to maintain the highest standards of professionalism and self-discipline at all times. In short, they must trust you, and you need to trust them.
2. This two-way obligation forms a covenant between the RBR and its soldiers. Both share a common bond of identity, loyalty and responsibility for each other, which is unwritten but unbreakable, and which has sustained us throughout our history.
3. The Values and Standards that are set out hereunder are those which experience has shown are instrumental in allowing us to fulfill our constitutional roles. The key is to build and maintain that trust which is so essential to the establishment of absolute confidence between members of a team, at whatever level. These values and standards will enable the RBR to continue to serve Bermuda in the future, as we have done in the past.

Values and Standards of the RBR

4. The RBR exists to serve Bermuda and its interests. We have an excellent reputation based on our high standards of professionalism, behaviour, and self-discipline.
5. The challenges you will face are physically and mentally demanding, extremely unpredictable, and potentially dangerous. In the end, they depend for success on teamwork; which comes from demanding training, strong leadership, comradeship and trust. Such trust can only exist on the basis of shared values, the maintenance of high standards, and the personal commitment of every soldier to the task, the team, the RBR and Bermuda.
6. The Values and Standards of RBR are laid out in this paper, and you have a duty to uphold them whenever and wherever you are serving, both on duty and off. Our ability to perform to the highest standards will depend on your doing so.
7. The Values of the RBR are:
 - a. **Selfless Commitment.** Personal commitment is the foundation of military service. You must be prepared to serve whenever and wherever you are required, and to do your best at all times. This means you must put the needs of the mission, and of your team, ahead of your own interests.

**ANNEX A to
STANDING ORDER 68**

b. **Courage.** Courage creates the strength on which fighting spirit depends. You must have the physical courage to carry on with your task regardless of danger and discomfort, and the moral courage always to do what you know is right.

c. **Discipline.** The RBR must be a disciplined force if it is to be effective. You must therefore obey all lawful Orders you are given. The best form of discipline, which the RBR expects from you, is self-discipline. Only that will earn you the respect and trust of your comrades, and equip you to cope with the difficult, individual decisions you will have to make during your service.

d. **Integrity.** Integrity involves honesty, sincerity, reliability and unselfishness. It is an essential requirement of both leadership and comradeship. Unless you maintain your integrity, others will not trust you and teamwork will suffer. Integrity sometimes requires you to show moral courage, because your decisions may not always be popular. But it will always earn you respect.

e. **Loyalty.** Both Bermuda and the RBR rely on your commitment and support. You must therefore be loyal to your commanders, your comrades and your duty. If you are not, you will be letting others down.

f. **Respect for Others.** You will sometimes have to live and work under extremely difficult conditions. In such circumstances, it is particularly important that you show the greatest respect, tolerance and compassion for others because comradeship and leadership depend on it.

8. The Standards that the RBR must strive to achieve are:

a. **Lawful.**

1) Abide by the Civil Law, wherever you are serving.

2) Abide by Military Law, which includes offences such as Insubordination and Absence Without Leave (AWOL) which are needed to maintain discipline.

b. **Appropriate Behaviour.** Avoid any behaviour which damages trust and respect between you and others in your team and unit; such as deceit or social misconduct. In particular, you must not commit any form of harassment, bullying or discrimination, whether on grounds of race, gender, religion, sexual orientation, or any other behaviour which could undermine good order and military discipline.

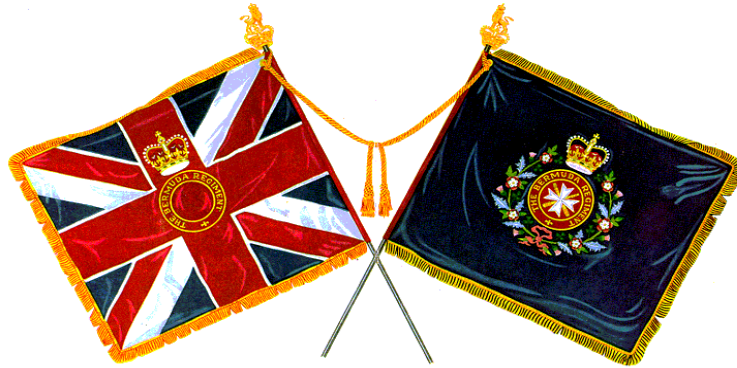
c. **Professional.** Avoid any activity which undermines your professional ability, or puts others at risk. In particular, the misuse of drugs and abuse of alcohol.

9. Conduct should always be measured against the against the following Regimental **Service Test**:

“Have your actions or behaviour adversely impacted, or are they likely to impact, on the efficiency of operational effectiveness of The Royal Bermuda Regiment?”

**ANNEX A to
STANDING ORDER 68**

10. Anyone in a position of authority, at whatever level, has a duty of care towards their subordinates; looking after their interests, and ensuring that they fully understand what is expected of them at all times. This duty of care extends to ensuring that individuals who raise concerns have their complaints dealt with in a thorough and timely manner (see Standing Order 66 – Service Complaint)



Values and Standards of The Royal Bermuda Regiment

For Commanders

(This Document accompanies the “Values and Standards of The Royal Bermuda Regiment” Document that is distributed to all ranks.)

1. The Royal Bermuda Regiment is proud of our achievements, our reputation for excellence and our contribution to society; none of which would be possible without the commitment, drive, courage and quality of our men and women. These Values and Standards have been developed to underpin our ethos, and formally to codify the Standards of Conduct essential to sustain the moral component of our commitments. They have to be more than just a form of words; they must be comprehensive yet understandable; inspiring rather than threatening; contemporary yet enduring; underpinning effectiveness yet morally defensible; and above all, robust enough to sustain us in the fulfilling of our obligations. They also form the basis of a covenant between The Royal Bermuda Regiment and its soldiers rather than a set of commandments.

Overview

2. The reputation of The Royal Bermuda Regiment remains extremely high. A tradition of excellence – and the public support it engenders – rests in large part on the high standards of professionalism, individual behaviour and self-discipline that The Royal Bermuda Regiment soldiers have exhibited wherever they have been deployed. These are not, however, qualities that can be taken for granted, and there is a need constantly to sustain them if The Royal Bermuda Regiment’s competence, and the support it enjoys, are to be preserved in full.

3. The overriding imperative to sustain team cohesion and to maintain trust and loyalty between commanders and those they command; imposes a need for values and standards which are more demanding than those required by society at large. Soldiers of The Royal Bermuda Regiment come from a society in which there is less deference to authority and a greater awareness of individual rights. It is also a less cohesive society, one in which traditional, shared values are less effectively transmitted and concepts such as honour and loyalty are less well understood.

4. Clearly, The Royal Bermuda Regiment cannot remain immune from such changes in society, for they are inevitably reflected in the attitudes and behaviour of those who serve. Rather, its start point should be to reflect the values of the society it serves, varying from these only where it is necessary to do so by virtue of its function and responsibility: namely, fulfilling our constitutional roles. In order to

ANNEX B TO STANDING ORDER 68

5. fulfill these roles, The Royal Bermuda Regiment must place a particular emphasis on the values and standards that are laid out in this paper. The Royal Bermuda Regiment must explain why those values and standards need sometimes to be more demanding of the individual, and why such demands are necessary.
6. These values and standards are not abstract concepts whose genesis lies solely in the demand of operations and training. On the contrary, they reflect, and are consistent with, the moral virtues and ethical principles which underpin any decent society; and it is important that they are explained within that wider context such that soldiers do not simply subscribe to a set of rules which they follow blindly, but rather understand why those roles are necessary.
7. Morale is a composite of many factors, including confidence in equipment, good training and sound administration; but ultimately, it is bred of conviction in what is being done, and confidence in those with whom, and for whom, it is being done. Such confidence is itself primarily a product of leadership and comradeship.
8. On joining The Royal Bermuda Regiment, soldiers must accept an open-ended commitment to serve whenever and wherever they are needed; whatever the difficulties or dangers may be. This commitment is reflected in the wording of the Loyal Oath which is taken on attestation, and in which soldiers agree to subordinate their own interests of those of the unit, The Royal Bermuda Regiment and Bermuda.
9. This two-way obligation forms a covenant between The Royal Bermuda Regiment and its soldiers. Both share a common bond of identity, loyalty and responsibility for each other, which is unwritten but unbreakable, and which has sustained The Royal Bermuda Regiment throughout its history. Soldiers serving in The Royal Bermuda Regiment must accept that, by putting the needs of the Service before their own, they will forgo some of the rights enjoyed by those outside of The Royal Bermuda Regiment. But in return, they can at all times expect fair treatment, to be valued and respected as an individual, and to be rewarded by reasonable terms and conditions of service. By extension, this covenant also exists between The Royal Bermuda Regiment and the Country it serves.

Discipline

10. This Royal Bermuda Regiment is, of necessity, a hierarchical institution, which must be structured if it is to be trained and ready to deploy at short notice to fulfill its commitments. To be effective with these commitments, The Royal Bermuda Regiment must then act as a disciplined force. Commanders must be certain that their Orders will be carried out, and everybody must be confident that they will not be let down by their comrades.
11. Because discipline is so vital to success in training and on operations, commanders must be able to enforce it when necessary. That requires clearly understood rules and a military legal system which can deal with offences, such as Absence, or Insubordination, which are not found in civil law. Discipline must therefore be rigorously, but fairly, upheld by all those in positions of authority, and self-discipline must be deeply rooted.

Integrity

12. Integrity is an essential ingredient of trust, and a core requirement both of leadership and comradeship. All forms of deceit or dishonesty or breaches of trust or confidence, constitute a lack of integrity, and therefore call into question whether an individual can be relied upon.

ANNEX B TO STANDING ORDER 68

Loyalty

13. The Royal Bermuda Regiment and the chain of command rely on the continuing allegiance, commitment and support of all who serve; in other words, on their sense of loyalty. Those who are placed in positions of authority must be loyal to their subordinates, representing their interests faithfully, dealing with the complaints thoroughly, and developing their abilities through progressive training. For their part, subordinates must be loyal to their leaders, their team, and their duty. Such loyalty is expected, but it must also be earned through commitment, self-sacrifice, courage, professionalism, decency and integrity.

Respect for Others

14. The need for such decency, compassion and respect for others is increased by the conditions in which soldiers may have to live and operate. They will often have no choice of the company they are required to keep; they may have no relief from it for extended periods; and the conditions in which they have to co-exist may be cramped, uncomfortable and stressful. In such circumstances, respect for others is doubly important. Commanders must be quite clear that they have a continuous responsibility for the well being of their subordinates, and that any disregard or abuse of that responsibility amounts to neglect.

Standards of Conduct

15. The values which have been outlined above underpin the ethos of The Royal Bermuda Regiment, and so contribute directly to the maintenance of standards. In order to sustain these values, every soldier must strive to achieve and maintain the highest professional and personal standards; thereby enhancing both the competence and cohesion of the team. Soldiers should therefore avoid any activity which risks degrading their professional ability, and any personal behaviour which may damage morale by putting at risk the trust and respect that must exist between individuals who depend on each other. The same principle applies to any behaviour which calls into question the integrity of those in a position of responsibility and so undermines his or her authority in the eyes of subordinates. It is for this reason that The Royal Bermuda Regiment must take a different and more prescriptive approach towards certain types of behaviour and relationships which might, in most other employments, be regarded purely as a matter of individual choice or morality, and of no concern to the wider community. Within the close-knit and mutually supporting military community, where the consequences of a breakdown in trust are potentially so severe, such behaviour has an additional dimension.

The Royal Bermuda Regiment Service Test

16. When considering possible cases of misconduct, and in determining whether The Royal Bermuda Regiment has a duty to intervene in the personal lives of its soldiers, commanders at every level must consider each case against the following **Regiment Service Test**:

“Have the actions or behaviour of an individual adversely impacted, or are they likely to impact, on the efficiency or operational effectiveness of The Royal Bermuda Regiment?”

Adherence to the Law

17. All soldiers are subject to the civil law wherever they are serving, and have a duty to uphold it. In that respect, they are no different from other citizens. Taken together, such civil laws establish the

ANNEX B TO STANDING ORDER 68

baseline for the standards of personal conduct of the soldier as a citizen. The remainder of this section focuses on those areas of conduct where, for reasons of operational effectiveness, The Royal Bermuda Regiment insists upon standards that are in some respects more demanding than those which obtain more generally in Bermuda society.

Discrimination and Harassment

18. All Regimental personnel have the right to live and work in an environment free from harassment, unlawful discrimination and intimidation. Any unjustifiable behaviour which results in Service personnel being unfairly treated is fundamentally incompatible with the ethos of The Royal Bermuda Regiment, and is not to be tolerated. Discrimination and harassment may also contravene civil law or criminal law or both.

Bullying

19. Operational effectiveness requires The Royal Bermuda Regiment to train to be physically robust and, when necessary, to display controlled aggression. However, the use of physical strength or the abuse of authority to intimidate or victimize others, or to give unlawful punishments, is unacceptable behaviour which will undermine trust and respect. It is also illegal. It is the responsibility of all those in a position of responsibility, but in particular, of commanders, to protect others from physical and mental bullying, and to report any incident promptly.

Social Conduct

20. In the area of personal relationships, the overriding operational imperative to sustain team cohesion and to maintain trust and loyalty between commanders and those they command imposes a need for standards of social behaviour which are more demanding than those required by society at large. Examples of behaviour which can undermine such trust and cohesion, and therefore damage the morale or discipline of a unit (and hence its operational effectiveness) include: unwelcome sexual attention in the form of physical or verbal conduct; over-familiarity with the spouses or partners of other Service personnel; displays of affection which might cause offence to others; behaviour which damages or hazards the marriage or personal relationship of Regimental personnel or civilian colleagues within the wider defence community; and taking sexual advantage of subordinates. It is important to acknowledge in the tightly knit military community, a need for mutual respect and a requirement to avoid conduct which offends others. Each case will be judged on its merits.

Social Misbehaviour

21. It is not practicable to list every type of conduct that may constitute social misbehaviour. The seriousness with which misconduct will be regarded will depend on the individual circumstances and the potential for adversely affecting operational effectiveness. Nevertheless, misconduct involving abuse of position, trust or rank, or taking advantage of an individual's separation, will be viewed as being particularly serious.

Drug/Alcohol Misuse

22. It is a recognised truth that the misuse of drugs and/or alcohol have a negative impact on an individual's ability to think reasonably and clearly. An individual who is intoxicated or impaired by drugs/alcohol is therefore unable to properly discharge their duty, and their duty of care. The

ANNEX B TO STANDING ORDER 68

Regiment therefore takes a firm stance on the misuse of these substances. Commanders should be aware of the rules regarding consumption of alcohol, and should at all times be, and be seen to be, behaving in a manner that is appropriate, as well as ensuring the same standard is met by all of their subordinates.

Contact with the Media

23. Our responsibility to Bermuda means that The Royal Bermuda Regiment must be apolitical, and be seen to be apolitical. Soldiers are not permitted to disclose Service information or express views on official matters or experiences to television or radio companies, newspapers, members of the press or publishers without prior approval from the Commanding Officer. Those who are in doubt must seek, and act in accordance with, advice from the Public Relations Officer (PRO), Adjutant, or Regimental Sergeant Major (RSM). All personnel must refrain from the leaking of official information to the media. Besides being contrary to regulations, such behaviour is unprofessional and can seriously damage the reputation of The Royal Bermuda Regiment.

Other Unacceptable Behaviour

24. Any other behaviour that damages trust, degrades an individual, undermines respect for authority or brings The Royal Bermuda Regiment into disrepute will not be tolerated. A particularly serious view will be taken when such activity involves those in positions of authority or trust, for this demonstrates not just a lack of personal integrity and poor judgment, but an abdication of the responsibility to uphold the Regiment's standards that is vested in rank.

Application

25. The Values and Standards described and explained in this paper must be understood and embraced by all members of The Royal Bermuda Regiment.

26. Upholding and maintaining the Values and Standards of The Royal Bermuda Regiment is a core responsibility of commanders at all levels. All ranks must understand why it is that they are expected to behave in a particular way, and why there are some additional limitations on their individual freedoms, rather than following a set of rules blindly.

27. Commanders must also recognise and respect the fact that adherence to the Values and Standards of The Royal Bermuda Regiment demands from their soldiers a degree of commitment and self-sacrifice, which goes beyond that normally expected from other citizens. For that reason, it is particularly important that commanders discharge in full their responsibilities to those under their command. It is a function of leadership to communicate with, and to respect and protect, the rights and interests of subordinates. To that end, they must also ensure that their soldiers are aware of, and only use, the recognised channels through which they can air a grievance or raise a concern.

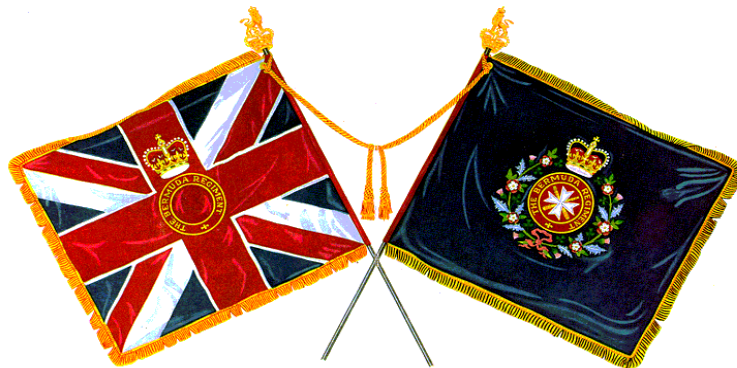
28. Individuals who fail to uphold the Standards of Conduct that are explained in this paper may be subject to disciplinary and administrative action. Unacceptable conduct requires prompt and positive action to prevent damage. A decision on whether such action is taken, and on the extent of that action, will depend on the circumstances of each case, measured against The Royal Bermuda Regiment Test outlined in paragraph 16.

ANNEX B TO STANDING ORDER 68

29. Disciplinary offences are defined in the Defence Act 1965, together with powers of punishment and the range of awards. These range from informal action, through formal action and, in most severe cases, to discharge from The Royal Bermuda Regiment, or, for Officers, resignation or retirement.

Conclusion

30. All Officers and soldiers in The Royal Bermuda Regiment are required to commit themselves to achieving and maintaining Values and Standards which are in some respects different from and more demanding than those which apply to society at large. This commitment is needed to underpin the ethos of The Royal Bermuda Regiment, and thereby contributes directly to the maintenance of operational effectiveness, and to the leadership and comradeship that, together, are so essential to the maintenance of morale. It is therefore the duty of commanders at all levels to ensure that these Values and Standards are accorded the highest priority, are fully explained to their soldiers, and are applied consistently. Commanders must themselves lead by example, and discharge in full their duty of care.



RBR STANDING ORDER 69 – DRESS REGULATIONS			
As At:	Oct 2024	Review Date:	Oct 2025
Amendment:		Sponsor:	RSM
Reference: 1. 20221012-G5_Record_of_Service_Policy-XO – Policy 10 2. RBR Standing Order 70: Hair Policy whilst in Uniform 3. RBR Standing Order 71: Facial Hair Policy whilst in Uniform			

INTRODUCTION

1. As a member of the RBR, the wearing of uniform should be viewed as a privilege. Whenever a member of the RBR is wearing uniform, they are representing the whole of the RBR and therefore it is essential that uniforms are worn correctly. The following Standing Order shall apply whenever a member of the RBR is wearing any order of dress provided by the Regiment and categorised as uniform.

STANDING ORDERS FOR THE WEARING OF RBR UNIFORM

2. All members of the RBR, irrespective of rank, are to:
 - a. Ensure any uniform being worn is clean and properly prepared. All uniforms are to be worn clean, ironed and serviceable when reporting for duty. Any repairs or exchanges must be conducted prior to reporting for duty again.
 - b. Ensure they do not wear any “Mixed Order” Dress. There is to be no wearing of civilian clothing whilst in uniform. Only issued or approved³ uniform is to be worn.
 - c. Only wear uniform and rank that they are entitled to wear. Issued Uniform may only be worn whilst on duty (travelling to duty, during duty and returning from duty). Once an individual has been discharged or retired from the Regiment, they shall cease to be entitled to wear RBR uniform (unless authorised by the Commanding Officer of the Day).
 - d. Ensure that headdress is worn outside in all orders of dress except when particular rules on wearing headdress in vehicles and cultural/religious headwear are in effect. Headdress is to be removed on entering a building (except when it is required to remain on for Church Parades and Services). Headdress may be replaced by appropriate safety headwear in circumstances that require specific health and safety equipment to be used.
 - e. Ensure that they are familiar with “RBR Record of Service Policy – Policy 10 RBR Dress Policy).
3. All direction on RBR Dress Policy can be found in RBR Record of Service Policy. Any clarification is to be sought from the RSM or RBR Dress Committee.

³ ‘Approved’ uniform is clothing purchased by the individual that adheres to the MOD pattern and standard. The only appointment that is authorised to ‘Approve’ a uniform is the Commanding Officer.

RBR STANDING ORDER 70 – HAIR WHILST IN UNIFORM			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. The RBR, owing to operational, training or safety requirements, requires serving members to adhere to certain restrictions on their appearance. The following Standing Order will detail the RBR Policy on permitted hairstyles for serving personnel.

STANDING ORDERS REGARDING HAIRSTYLES WHILST IN UNIFORM

2. All members of the RBR are to adhere to the following direction on permissible Hair Styles whilst in Uniform. Irrespective of the style adopted, the hair of the head of both men and women in uniform is to be neatly groomed and secured or styled back from the face. The style and colour of the hair (if not natural) is not to be of an exaggerated nature. The hair is to be worn such that all types of military headdresses may be worn correctly. Hair should not be visible on the forehead under the brow band of the headdress nor seen on or covering the ears.

3. Generic direction for all serving personnel is as follows:

- a. **Hair Colour.** If the hair is not the individual's natural colour, it must be of an even natural colour. In all cases, ID cards must be representative of hair colour.
- b. **Safety/Hygiene.** The RBR Hair Policy does not override the need for role-specific working practices (food handling/hygiene) or safety (working with machinery). Consideration must be given when engaged in activities where the risk of hair entanglement has been identified.
- c. **Ceremonial.** In all circumstances, when wearing Ceremonial uniform in a formal parade setting, hair shall be well-groomed and secured or styled back from the face. Long hair should be worn up in a bun and adequately secured in a neat and tidy fashion using conservative ties, grips, hairpins, and nets of natural hair colour.

4. Specific direction for all serving personnel is as follows:

- a. **Males.** Hair is to be groomed so that its length does not reach the collar or onto the ears. Twists or cornrows may be worn, but they must adhere to this direction unless they are worn for religious reasons, and must sit neatly against the scalp. The style is to be neat, tidy and must remain symmetrical if viewed from in front or behind. When headdress is worn, the hair must fit neatly inside without distorting the shape of the headdress. If a moustache is worn, it must be trimmed and not extend below the corners of the mouth.
- b. **Females.** Hair may be long, but when in uniform, it is to be kept well-groomed and secured or styled back from the face. Braids, twists, cornrows or locks can be worn. All hairstyles must be either: A. short enough not to extend below the shirt collar when worn down or, B. long

enough to be worn in a bun or ponytail. In working dress, longer hair may either be worn in a bun, single ponytail, single braid or corn braids/corn rows secured with conservative ties, grips, hairpins, and nets of natural hair colour. These styles must sit no lower than the top of the belt. Styles must be uniform (e.g. braids must be the same width) and present an appearance that is reasonably symmetrical when viewed from the front. Varying styles of hair, straight, curled or coiled, are permitted within these limits and should not preclude the proper wearing of headdresses which should fit as normal. Hair accessories (including beads) are not to be worn. Hair extensions, including weaves and wigs, may be worn but must conform to the hair rules described above. When wearing a wig is not possible or practical, for example, during strenuous physical exercise, the soldier may, at their discretion, wear a plain headscarf in a colour appropriate to the uniform being worn. This policy does not override the need to meet ceremonial standards or role-specific working practices (food handling/hygiene) or safety (working with machinery or firearms).

5. The RBR Commanding Officer will be the final Deciding Officer on what constitutes 'Neatly Groomed' within this policy.

RBR STANDING ORDER 71 – FACIAL HAIR WHILST IN UNIFORM			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. The following Standing Order will detail the RBR Policy on permitted facial hair for serving personnel.

STANDING ORDERS REGARDING HAIRSTYLES WHILST IN UNIFORM

2. All members of the RBR are to adhere to the following direction on permissible Facial Hair whilst in Uniform:

- a. Anyone wishing to grow their initial beard must request permission from their Company Commander (no reasonable request is to be refused). The request will be recorded in Company Lines to ensure there is no confusion between an individual growing a beard and an individual forgetting to shave (the latter will be subject to RBR Disciplinary procedures).

- b. Individuals will be given two-weeks to grow their initial beard (the first 2 days of which they must not be on duty or in camp, including Coastguard facilities), after this time they are to present themselves to their Company Commander to enable an assessment to be made. The following criteria is to be observed:

- 1) Full Beards must be kept short and neatly trimmed. The minimum length of the beard is Grade 1 (2.5mm), and the maximum length of the beard is Grade 8 (25.5mm). There is to be no 'Designer Stubble' or 'Hipster' beards.

- 2) The beard is to run from the hairline above the ear, following the jawline to the opposite ear without a break, and must extend to the top lip without a break.

- 3) The neck is to remain shaved.

- 4) Beards are to be a natural colour, and facial hair is not to be dyed or highlighted.

- 5) If a beard has not reached the minimum length or is of uneven growth/coverage at the 2 week point, it is to be removed.

- c. The RBR Commanding Officer will be the final Deciding Officer on what constitutes 'full, even growth and neatly trimmed' within this policy.

RBR STANDING ORDER 72 – DRILLS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RAO
Reference:			

INTRODUCTION

1. The majority of personnel within the Royal Bermuda Regiment (RBR) are employed on a part-time basis, employment is offered in pockets of time which are referred to as drills. A drill duration is a period of approximately 2 hours (or a regular Drill Night), and a maximum of 4 drills will be paid per day. Entitled personnel will be paid at a fixed rate per drill, which is dependent on rank and time served at that rank. The following Standing Order will confirm drill allocation, activities that qualify for drills and the process for claiming compensation for drills completed.

DRILLS STANDING ORDERS

2. All members of the RBR that are responsible for authorizing, processing or claiming Drills are to familiarize themselves with the following processes and requirements:

a. **Drill Allocation:** The number of Drills allocated to each Company for the following training year is to be confirmed by the end of December. Planning assumptions are based on 3x drill nights and 1x weekend per month, this is to be reassessed in June to ensure it remains viable within funding.

b. **Drill Entitlement:** All Drills must be authorised prior to the activity taking place. If authorised, Drills may be claimed for the following:

- 1) Planned and organized Regimental Training (in accordance with company training programmes).
- 2) Training with external agencies that is aligned to regimental Training objectives.
- 3) Additional activities that are sanctioned in writing by the CO. A full list of applicable activities can be found at ANNEX A.

c. The following activities do not qualify for Drills. Claims for these Drills will be rejected and anyone found to be attempting to claim Drills for them will face disciplinary action:

- 1) Unauthorised training.
- 2) Preparation of, and attendance at, social functions.
- 3) Sport or sports training that has not been authorised by the CO.
- 4) Preparation for training outside authorised training periods.

d. **Drill Duration:** A Drill is calculated at 2 hours and no more than 4 drills can be claimed in any single day (unless employed on an Embodiment – Emergency requirement). Portions of Drills must be awarded for extra Drills which are less than a full Drill, provided they are part of a

planned activity and do not exceed the 4 drill per day limit. A table showing the number of Drills awarded for routing activities can be found at ANNEX B.

e. **Drill Record:** At the start of every Drill qualifying event, the duty person is to complete a nominal roll of all attendees. Anyone departing prior to the conclusion of the activity (irrespective of whether their departure is pre-authorised or unplanned) is to have these details, including time of departure, recorded on the nominal roll. Nominal Rolls are to be submitted in full to the Coy FTI to be entered onto BRIMS.

f. FTIs (or Company 2ICs in their absence) are to ensure all BRIMS entries are accurate and details are fully completed, including Drill Code (ANNEX C) and Attendance Code (ANNEX D). They are also responsible for checking and entering any additional Drills on to BRIMS. Additional Drill claims are to be submitted on the 'RBR Extra Drills' form at ANNEX E.

g. Any Company that is employing an individual from another company is to ensure the completed Drills are submitted for the soldier and that the loaning Company FTI is aware of these Drills being added.

h. Company Commanders are to check their Company Drill Records for accuracy and to identify any discrepancies every month (as a minimum). Once checked, they are to send confirmation to the RAO to confirm that all claims for Drills are legitimate. Any discrepancies must be addressed at Company level for resolution. If the Company is unable to resolve discrepancies, they are to be escalated to the CO for investigation.

Annexes:

- A - Drill Qualifying Activities
- B - Drill Allocation Table
- C - Accepted Drill Codes for BRIMS
- D - Accepted Attendance Codes for BRIMS
- E - RBR Extra Drills Form

ANNEX A TO STANDING ORDER 72

Drill Qualifying Activities

The following is a comprehensive list of activities that qualify for Drills (but must be authorised prior to the activity):

1. Weekday evening Regimental and Company training.
2. Weekend Regimental and Company training.
3. Parades e.g.: Passing Out, Ceremonial.
4. Cadre training.
5. Military examinations and tests.
6. Mess Meetings.
7. CO's Conference.
8. Official Band engagements (this does not include private functions).
9. Special sporting occasions, such as Regimental Sports Day, Tug of War, Governor's Cup.
10. Inspections, such as external audit and FFR.
11. Official Driving Duty, such as driving tasks for Government House or the Cabinet Office.
12. Honorary ADC Duties (only when officially requested through the RBR Adjutant and authorised by the CO).
13. Assistance to civilian authorities, such as a Hurricane call-out.
14. Waiting or tending bar at official RBR functions.
15. Police and Government liaison activities relevant to the RBR, such as Seminars, Conferences or Joint Training initiatives.

Any activities not on the above list, must be requested to the CO for consideration.

**ANNEX B TO
STANDING ORDER 72**

Drill Allocation Table

The table below outlines the number of Drills to be awarded for various routine duties:

Activity	Timings	Number of Drills to be awarded
Standard Drill Night	1900hrs to 2100hrs	1
Extended Drill Night	1900hrs to 2200hrs	1.5
Training Morning	0800hrs to 1200hrs	2
Training Day	0800hrs to 1700hrs	4
Weekend (Fri night to Sat morning)	1800hrs Fri to 0600hrs Sat	4
Weekend (Fri night to Sat lunch)	1800hrs Fri to 1200hrs Sat	5
Weekend (Fri night to Sat night)	1800hrs Fri to 1800hrs Sat	6
Full Weekend (Fri night to Sun lunch)	1800hrs Fri to 1200hrs Sun	8
Full Weekend (Fri night to Sun night)	1800hrs Fri to 1800hrs Sun	10
Conference/ Meetings		1
Parade and Rehearsal		1.5
Embodiment Pay (Non-emergency)	Full Day	4
Embodiment Pay (emergency)	Full Day	8

**ANNEX C TO
STANDING ORDER 72**

Accepted Drill Codes for BRIMS

The following Drill Reason Codes must be used when entering Drills on to BRIMS:

Reason Code	Description
AD	ADC Duties
ON	Over Night Duty
PD	Parade
SD	Study Day
WD	Week Day Mon - Fri
00	No Drills Required
01	Normal Drill
02	Extended Drill Night
03	Weekend 1 – Fri - Sun
04	Weekend 2 – Fri – Sat am
05	Weekend 3 – Sat
06	CO's Conference
07	Parade Rehearsal
08	Mess Meeting
09	Weekend 4 – Fri – Sat pm
10	Weekend 5 – Sat - Sun
11	Weekend – Sun
12	Miscellaneous Meeting

**ANNEX D TO
STANDING ORDER 72**

Accepted Attendance Codes for BRIMS

The following Attendance Codes must be used when entering attendance in BRIMS for Drill Nights:

Attendance Code	Description
ABSENT	Absent From Camp
EXCUSE	Excused: No leave request
GURDRM	Jailed in Warwick Camp
LEAVE	On Authorized Leave
NR	Not Required
PRESENT	Attended Camp
SICK	Sick with Doctor's Certificate
WESTGT	WestGate Correctional Facility

ANNEX E TO
STANDING ORDER 72

EXTRA DRILLS SHEET

Monthly Certification	
_____ OC Signature	9/30/24 Date
_____ CSM/ FTI Signature	_____ Date

COMPANY _____

MONTH
May

No	RANK	NAME	Date Time	Date Time	ACTIVITY	Total Drills	Authorized Signature
			FROM	TO			

Example							
2476	W02	Smith & Wesson	05 1800hrs	05 2230hrs	ADC Duty – Government House		

RBR STANDING ORDER 73 – PAY RANKS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Royal Bermuda Regiment (RBR) is a traditional Rank based military organisation. Military Ranks are used to indicate seniority, competence and experience within the organisation. At times there may be the requirement to award individuals temporary promotion for a set period, set task or to enable attendance on a particular course. The following Standing Order will identify the different types of rank within the RBR and the associated Pay entitlements.

PAY RANK STANDING ORDERS

2. All members of the RBR are to familiarize themselves with the following types of Rank and the entitled pay associated with it:

a. **Substantive Rank:** The most common Rank is Substantive Rank whereby an individual has been selected and promoted to the Rank that they wear. It is considered a permanent promotion - further promotion is possible but the individual may stay at that rank for the duration of their career. The individual will initially be appointed to the Basic Step (B) of that rank and will have their pay scale increased incrementally on the anniversary of their substantive promotion until they reach the top level for the rank. Once the top level has been achieved, no further increments will be awarded.

b. **Acting Rank:** An individual that is not qualified to be promoted, may be temporarily promoted to that rank to fill a vacant position where no qualified person is available (due to a specific skillset requirement or lack of qualified personnel within the Regiment). The individual will be permitted to wear the rank of the Acting Appointment and will be compensated at the Basic Step Pay grade for that Rank (no incremental pay increases are allowed at any time during this acting period). If, during the period of Acting Rank, the individual is promoted to the Substantive Rank, they will then start as if they were first promoted, as per the Substantive Ranks description above. Acting Rank cannot be granted to an individual that is posted to Holding Coy for discharge.

c. **Local Rank:** This is generally used when a course place is offered to an individual but is dependent on the individual holding a certain Rank (that is above their Substantive Rank). Such Individuals are to be appointed Local Rank, whereby they are permitted to wear the Local Rank on their uniform but will be paid in accordance with their Substantive Rank. On completion of the course, the individual must immediately revert to their Substantive Rank.

4. For all temporary promotions (Acting or Local), the following caveats will apply:

a. Any individual being considered must not be subject to any ongoing legal proceedings or RBR internal investigations for indiscipline.

b. Individuals should only be considered for temporary promotion to one rank above their substantive rank.

- c. The individual being considered must have received a positive promotion recommendation on their latest Annual Appraisal Report.
- d. Temporary promotion may only be awarded where there are no other suitable qualified and substantive options available.
- e. The individual being considered must have completed at least 12 months' productive service (post Phase 2 Training).
- f. Acting rank will not be granted to fill posts established as dual ranked or rank ranged (unless it is to achieve the minimum rank of the post).

5. Individuals that are awarded temporary promotion are to acknowledge the following:

- a. The award of temporary promotion (Local or Acting) does not carry any promise or guarantee of selection for substantive promotion.
- b. Individuals selected for temporary promotion will wear the badges of the higher rank as from the date of reporting to take up the appointment. This confers the right to use the style and title of the acting rank for prestige and disciplinary reasons. If paid Acting Rank is granted, entitlement to the pay of the higher rank will be effective from the date on which the individual officially assumes the duties of the post, as recorded in RBR Part One Orders.
- c. The Commanding Officer can award temporary promotion (Local or Acting) to an individual for a maximum of 6 months, any extension of temporary promotion beyond 6 months must be authorised by the Governor. If an individual has been in a temporary promotion position for 2 years, they should be considered for substantive promotion by the chain of command.
- d. Personnel appointed temporary promotion (Local or Acting) will be appraised in accordance with their substantive rank.

RBR STANDING ORDER 74 – PART TIME SOLDIERS PAY			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RAO
Reference:			

INTRODUCTION

1. The majority of personnel within the Royal Bermuda Regiment (RBR) are employed on a part time basis. It is therefore essential that the process for claiming pay for drills completed is as clear and accessible as possible.
2. The following Standing Order will provide comprehensive direction to ensure the following:
 - a. Part time personnel are properly entered into the Bermuda Government E1 Accounting System,
 - b. The approval process for pay,
 - c. Clarification on timelines for the receipt of payment.
3. The Defence Department works closely with the Accountant Generals Department (ACG) to ensure that all soldiers are paid as quickly and efficiently as possible.
4. It is important to note that the Government of Bermuda views all part time members of the RBR as Vendors and therefore it is essential that all required paperwork is completed and checked prior to any claims for drills being submitted. This requires all new members of the RBR to complete the New Vendor Form (Annex A) during the enlistment process. All personnel are to have a bank account set up in their name prior to enlisting within the RBR as it is a cash-less organization and is legally required to follow Financial Instructions. It is the soldier's individual responsibility to ensure that the RBR and ACG have correct bank account details for payment.

STANDING ORDERS FOR THE PAYMENT OF RBR PART TIME PERSONNEL

5. The following actions must be completed before any payment can be released:
 - a. **Cost Centre Managers** must review and authorize all Camp and Bounty Pay submissions to ensure they are assigned to the appropriate area of the Budget. The following table shows positions within the RBR that hold a Cost Centre responsibility within the 2025 ORBAT:

Cost Centre	Department	Responsible Officer
16000	Defence - Civilian	RAO
16005	Recruiting/PR	RCMO

16010	Regimental Headquarters	RAO
16020	Logistics Company	QM
16030	Headquarters Company	OC HQ Coy
16040	A Company	OC A Coy
16060	Junior Leaders	OC Trg Wg/JL
16075	Overseas Camp	SMI
16080	Training Wing	OC Trg Wg/SMI

All Pay submissions must be signed by the Cost Centre Manager. The RAO may sign in the absence of the Cost Centre Manager.

b. **Coy 2ICs/Chief Clerk/FTIs** are to ensure that the correct pay details (Trader Number, Pay rate, Days/Drills) are submitted on the correct formulated pay sheets (see Annex B and Annex C). The Chief Clerk/FTIs must ensure that new soldiers, or re-enlistments returning to active service, have provided their correct banking details (via the ACG New Vendor Form) to the RAO (including a scan of a bank statement and their identification). Any soldier that has a query regarding their pay, must ensure they inform their FTI, who is to check for any errors (if they are unable to solve the issue, the RAO will be consulted for direction).

c. Any pay sheet that has been submitted to the RAO will be considered checked and forwarded for payment.

d. The **RAO** is responsible for submitting requests for payment to the Accountant General in a timely manner. They are to ensure that funds are requested from the correct Cost Centre. The RAO is also responsible for tracking all deductions from pay. They are to ensure that deduction forms are given to Pay Section and Mess treasurers for reconciliation in a timely manner.

e. The **Accountant Generals Department** (ACG) is responsible for the payment of all part time soldier pay, once it has been submitted for processing by the RAO. Part time soldiers and officers are not to contact ACG directly. Disciplinary measures may take place for soldiers who contact or harass ACG staff. All queries must be submitted through the chain of command to be tracked and resolved appropriately.

TYPES OF PAY

6. There are 3 different forms of part-time pay:

a. **Camp Pay**, which is awarded for any part time member of staff that works on, or participates in, a two-week camp and is calculated in full days (4x Drills). This includes Recruit Camp, Junior Leaders Camp, Band Camp, Annual Overseas Camp, attachments to overseas units, and Professional Development Courses (both overseas and local). Camp Pay can also be awarded for soldiers requested to work on an ad-hoc basis assisting at Warwick Camp, **with the Cost Centre Managers authority**. Social insurance of \$35.92 (as of 2025) will be deducted for every week that a soldier has worked for more than three days (see Annex B and Annex C). Camp Pay is to be

submitted to the RAO on the Monday of each week. Soldiers should expect to receive their Camp Pay the week after submission.

b. **Bounty Pay**, which is awarded for all scheduled Company Training and is measured in Drills (1/4 Day periods). Soldiers who are responsible for external activities, such as report writing, CO's O groups, Honorary ADC duties, company admin or Mess meetings are permitted to submit "Extra Drills" to their Company FTI for review and approval (see ANNEX D. All Extra Drill sheets (see Annex E) must be submitted by the last day of the month, to enable FTIs to submit Bounty Pay on time. Bounty Pay is to be submitted to the RAO on the first day of each month or as otherwise scheduled. Once submitted, Bounty sheets will be consolidated and submitted to the ACG for payment. Any member of part time staff discharging from the RBR will have their final Bounty payment withheld until all kit and equipment is accounted for. Soldiers should expect to receive their Bounty Pay in the middle two-weeks of the month following submission.

c. **Embodiment Pay**, which is awarded when a part time member of the RBR is required by HE to report for duty on an Embodiment Order, issued by the RHQ. Any member of the RBR named within an Embodiment Order will be entitled to double their normal rate for the duration of the Embodiment. Any Embodiment that requires multiple Companies, will require all involved FTIs to submit Camp Pay sheets for their embodied personnel, the RAO will then collate the forms and submit to the ACG for Approval. Only personnel named on the Embodiment Order, with confirmation of attendance from a Company roll-board will be paid the additional amounts. Embodiment Pay is to be submitted as soon as the Embodiment has ended. All payments will have a "remittance statement" from ACG attached to them via e-mail.

PERFORMANCE AWARDS & RE-ENGAGEMENT

7. **Annual Performance Award (MATTs)**. All members of the RBR are eligible to receive an annual performance award, which ranges from \$400-600, based on the successful completion of MATTs as per Standing Order 106. This payment is made during November/December each year and requires all MATTs completed to be recorded on the SMI's MATT completion spreadsheet prior to confirmation of award amount granted.

8. **Re-engagement Bonus**. Any part time member of staff that has completed their initial 3 years and 2 months engagement is eligible to receive \$200 annually for re-engaging for a further 12 months of service. Re-engagement sheets are to be submitted by Coy FTIs to the RAO on a Camp Pay sheet, and payment is due in November/December.

DEDUCTIONS

9. Any member of part time staff may elect to pay Fines, outstanding deficiencies, and their mess bills via deductions from their Pay. Coy FTIs are required to hold copies of the Deductions Form (see Annex F). All Soldiers will have an annual deduction towards the Presidents of the Regimental Institute (PRI) which is automatically deducted in their April Bounty.

Annexes:

- A - New Vendor Form
- B - Company Camp Pay Request Sheet
- C - Individual Camp Request form
- D - Company Bounty Pay Request Sheet
- E - Extra Drills Sheet
- F - Deduction Form

ANNEX A TO
STANDING ORDER 74

NEW/CHANGE ADDRESS FORM		
GOVERNMENT OF BERMUDA		
APPLICANT DATA		
Please print in CAPITAL LETTERS and use BLACK OR BLUE INK Applicant: ☐ Individual ☐ Business		
First Name:	Middle Name:	Last Name:
Trading Name:		
Legal Entity Name: (If Different)		
Company Tax ID/ Registration Number:	Social Insurance Number:	Employee Number:
Business/ Home Address (include Postal Code)		
Mailing Address (if different from above)		
Phone Number: (include area code)	Alternate Cellular Phone (include area code)	
E-Mail Address:		
SIC Code: (Category Code 1)		
IDENTIFICATION INFORMATION (FOR INDIVIDUALS ONLY)		
Date of Birth: (DD/MM/YYYY)		
Choose one form of Identification and enter the ID Number. ☐ Driver's License ☐ Voters ID ☐ Passport ☐ Other		
ID No.	ID Country Of Issue	ID Expiry Date (DD/MM/YYYY)
IDENTIFICATION INFORMATION FOR BUSINESS		
☐ Sole Proprietor ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership ☐ Limited Liability Corporation ☐ Corporation ☐ Consultant ☐ Specified Business		

ANNEX A TO
STANDING ORDER 74

NEW/CHANGE ADDRESS FORM GOVERNMENT OF BERMUDA			
Country/State of Incorporation:	Date Incorporated:	Tax ID number:	
Company Officers or Partners:			
Name: _____			
Title _____			
Name: _____			
Title _____			
BANK INFORMATION			
Bank Name:			
Bank Address:			
Sort Code/ ABA /Transit#:		SWIFT Code:	
Account Number:			
IBAN Number:			
Account Type: ☐ Savings ☐ Checking		Currency:	
I authorize Government of Bermuda to verify the information provided on this form (1) to confirm my identity (2) to augment and update currently held information; (3) to provide me with accurate payment; (4) to manage and assess the company's risk; (5) to satisfy information requests; and (6) to meet legal and regulatory requirements.			
_____ Authorized Person (Print)		_____ Authorized Signature	
_____ Title			
Date (DD/MM/YYYY)			

ANNEX A TO
STANDING ORDER 74

NEW/CHANGE ADDRESS FORM
GOVERNMENT OF BERMUDA



FOR GOVERNMENT DEPARTMENT OFFICAL USE ONLY

Vendor # _____

Business Unit _____

Authorized By: _____

Print Name: _____

Entered By: _____

Print Name: _____

Date Received

Date Authorized

Date Entered

(DD/MM/YYYY)

(DD/MM/YYYY)

(DD/MM/YYYY)

CHECK of GOVERNMENT INDEBTEDNESS:

☐ Tax Commissioner ☐ Social Insurance Accountant ☐ General/Debt Collection

In accordance with section 8.2 of Finance Instructions: If debt exists, arrangement for repayment must be agreed upon before submission of New/Change Address Book Form

**ANNEX B TO
STANDING ORDER 74**

COMPANY CAMP PAY REQUEST SHEET

	Trader	Regt No:	Rank	Surname	Forenames	Social Ins #	Days	Daily Rate	Gross Pay	Social Ins	Net Bounty
1											\$0.00
2											\$0.00
3											\$0.00
4											\$0.00
5											\$0.00
6											\$0.00
7											\$0.00
8											\$0.00
9											\$0.00
10											\$0.00
11											\$0.00
12											\$0.00
13	892061			Social Insurance Employee Contributions EE						\$0.00	\$0.00
14	892061			Social Insurance Employer Contributions ER						\$0.00	\$0.00
					TOTAL Coy Camp Pay				\$0.00	\$0.00	\$0.00

*Original in Excel

ANNEX C TO
STANDING ORDER 74

INDIVIDUAL REQUEST FOR CAMP PAY

NO _____ RANK _____ NAME _____ COY/DEPT _____

TRADER NO. _____

Recorded Camp Pay Period Entitlement

FROM

--	--	--

 TO

--	--	--

REASON FOR PAYMENT AT THIS TIME: _____

TOTAL DRILLS CREDITED

--

PAY DAYS CLAIMED _____ @ PAY RATE: _____ = _____

GROSS CAMP PAY: \$ _____

LESS SOCIAL INSURANCE: \$ _____

LESS DEDUCTIONS FINES/KIT/MISC: \$ _____

NET CAMP PAY: \$ _____

AUTHORISED OFFICER: _____

APPOINTMENT: _____

APPROVED BY CC MANAGER _____

DATE: _____

COST CENTRES: ✓ appropriate

Recruitment: 16005.4260.09

RHQ: 16010.4260.09

Logistics: 16020.4260.09

HADR (B Coy) Overseas Band Camp: 16030.4260.10

Junior Ldrs: 16060.4260.07

Overseas Camp Pay (Annual Camp): 16075.4260.10

Trg Wing (Local/Recruit Camp Pay): 16080.4260.09

Trg Wing (Overseas Courses): 16080.4260.11

Coast Guard: 16085.4620.09

**ANNEX D TO
STANDING ORDER 74**

COMPANY BOUNTY PAY REQUEST SHEET

	Trader	Regt No:	Rank	Surname	Forenames	Social Ins #	Drills	Drill Rate	Gross Pay	Net Bounty
1										\$0.00
2										\$0.00
3										\$0.00
4										\$0.00
5										\$0.00
6										\$0.00
7										\$0.00
8										\$0.00
9										\$0.00
10										\$0.00
11										\$0.00
12										\$0.00
					TOTAL Coy Bounty Pay				\$0.00	\$0.00

**ANNEX E TO
STANDING ORDER 74**

EXTRA DRILLS SHEET

COMPANY

MONTH

May

Monthly Certification

OC Signature

9/30/24
Date

CSM/ FTI Signature

Date

No	RANK	NAME	Date Time	Date Time	ACTIVITY	Total Drills	Authorized Signature
			FROM	TO			

Example

2476	W02	Smith & Wesson	05 1800hrs	05 2230hrs	ADC Duty – Government House		
------	-----	----------------	---------------	------------	-----------------------------	--	--

- **Note:** Total Drills are entered by Office Staff only, that area is to be left blank.
- **Sheets** are to be handed in the drill night before the end of the month, every month.
- **Record** a clear description of your task performed in the Activity section. eg: (Enlistment Night)

**ANNEX F TO
STANDING ORDER 74**

DEDUCTION FORM



The Royal Bermuda Regiment

Regimental Headquarters

P O Box HM 1006

HAMILTON HM DX, Bermuda

Tel: (441) 238-1045

E-mail: bermudaregiment@gov.bm

Website: www.rbr.bm



Authorization to deduct Funds from my Regimental Pay

Ref:

Date:

TO WHOM IT MAY CONCERN

No	Rank	Last Name	First / Middle
----	------	-----------	----------------

I hereby give permission for the Royal Bermuda Regiment to deduct \$

Amount

From my _____ pay, to cover my

(Month) Bounty
Camp
Embodiment

Cpls' Mess Bill
WOs' & Sgts' Mess Bill
Officers Mess Bill
Gym Membership Fees (PRI)

Soldier's Signature

No	Rank	Name	Signature
----	------	------	-----------

Witness Signature

No	Rank	Name	Signature
----	------	------	-----------

RBR STANDING ORDER 75 – EMBODIMENT PAY			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RAO
Reference:			

INTRODUCTION

1. The RBR is mandated to support the Bermuda Government in times of National Emergencies. The process of mobilising the RBR to assist with an emergency is referred to as an Embodiment. An Embodiment is often activated with little notice provided and can potentially involve an increased risk of danger to the individual. The purpose of this Standing Order is to clearly identify the compensation that members of the RBR can expect to receive during an Embodiment.

STANDING ORDERS FOR AN EMBODIMENT

2. All members of the RBR are to be conversant with the following orders:
 - a. All **named** individuals are to report to Warwick Camp in accordance with an Embodiment Order or RBR Part One Order. Only individuals named on the Embodiment Order will receive any of the following Embodiment Pay.
 - b. In the event of a Training/Operational Embodiment, such as a Royal Visit, Fit for Role (FFR) or Training Embodiment, or Operational (Non-emergency) Embodiment, individuals will receive their full drill rate for the duration of the Embodiment.
 - c. In the event of an Emergency Embodiment (an emergency that could include an element of risk or being exposed to dangerous situations), such as Hurricane/ Natural Disaster, Internal Security or Operational (Emergency) Embodiment, individuals will receive 2x their full drill rate for the duration of the Embodiment. This pay is in recognition of the arduous working conditions, increased working hours (individuals may be restricted to staying within Warwick Camp or their IRT location for the duration of the Embodiment) and personal hardship endured during the Embodiment. No additional pay will be considered.
 - d. Embodiment pay is to be paid to qualifying members of the RBR during or at the conclusion of the Embodiment period.
 - e. The RBR FTS are eligible to receive Emergency Embodiment additional pay if they are conducting the same level of additional work with the same level of hardship as their PTS equivalent. If they qualify, FTS are to receive their equivalent Part-Time Daily Rate of Pay for the duration of the Emergency Embodiment (there is no additional pay for FTS during a Training/Operational Embodiment but it will qualify towards TOIL).

RBR STANDING ORDER 76 – ANNUAL REPORTS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The Annual Report is one of the most important functions of leadership, providing the chain of command with a means to develop its people, enhance morale and improve operational effectiveness. The appraisal model used by the RBR is designed to be open and unbiased; there is a set of common standards and procedures for all ranks, irrespective of department.
2. The Annual Report (AR) has 4 distinct functions:
 - a. To ensure the Subject understands their roles and responsibilities, in order that they are best placed to meet the challenges of their appointment by encouraging the setting and achievement of appropriate and challenging objectives early in the reporting period.
 - b. To act as a management tool to improve performance and, whenever possible, to give the Subject the opportunity to address areas for improvement. Any concerns about performance should be brought to their attention as soon as possible and especially during the Mid-Period Appraisal Review (MPAR)
 - c. At the end of the reporting period (RP), to explain to the Subject formally and honestly how well they have performed and to identify their potential for the future. The RO must also advise the Subject of any areas for improvement that have not been addressed since the MPAR and what they must do to overcome them.
 - d. To inform and explore career development including, where appropriate, selection for promotion, selection for commission, selection for position, change of commission, change of engagement, aspirations for future assignments and training.

STANDING ORDERS FOR THE COMPLETION OF ANNUAL REPORTS

3. In order to ensure all Annual Reports (AR) are completed fully, accurately and on time, all members of the RBR (from LCpl upwards) are to adhere to the following Orders:
 - a. Complete AR Front Cover within 28 days of the start of the reporting period. This includes setting Personal Objectives and identifying Employment Preferences and Aspirations.
 - b. (If Full Time Staff) Complete the MPAR paperwork prior to interview. The 1RO will confirm exact dates for MPAR but they will be between 4 months and 8 months).
 - c. (If Part Time Staff) Request an MPAR if you feel that you require further feedback on your performance so far, and direction on future performance. The MPAR is not mandated for Part Time Staff (unless they are in an Acting Rank) but can be initiated on request by either the subject or 1RO.

- d. Engage with the AR once it has been released to the subject by the 1RO. Any issues should be addressed with the 1RO prior to inserting comments.
 - e. Complete all actions within the specified timeframe and return the AR to the originator.
 - f. If a Service Complaint is to be submitted, ensure it is submitted within specified timelines.
4. Full details and direction on the AR process can be found in Policy 26 of the RBR Service Policy.

RBR STANDING ORDER 77 – STORAGE OF CASH			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The storage of Cash within Warwick Camp is to be avoided, where possible. The only permissible entities within Warwick Camp that may store cash are the PRI and Messes.
2. Permission to store cash within Warwick Camp must be authorised by either the CO, RSM or RAO.

STANDING ORDERS FOR THE STORAGE OF CASH WITHIN WARWICK CAMP

3. Any department that has been authorised to store cash within Warwick Camp is to adhere to the following Orders:
 - a. All Cash must be stored in a locked Cash Box.
 - b. All Cash must be recorded prior to storage.
 - c. Where possible, Cash should be stored in a Safe or lockable draw.
 - d. Cash is only to be stored within Warwick Camp overnight. It must then be banked into the respective RBR bank account.
4. **The RBR accepts no responsibility for Cash Stored within Warwick Camp.**

RBR STANDING ORDER 78 – LEAVE			
As At:	Oct 24	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. Whilst the RBR is predominantly a Reserve Organisation, it is essential that it is able to mobilise at short notice in support of any emergency that Bermuda faces. It is therefore essential that all members of the RBR notify their chain of command when they intend to take leave and potentially be off island.

STANDING ORDERS FOR REQUESTING LEAVE

2. All members of the RBR are to adhere to the following orders:
 - a. No member of the RBR, irrespective of rank, is to take leave, whether on or off island, without approval via their chain of command.
 - b. Members of the RBR must confirm that their Leave is approved before booking any travel arrangements. The RBR will not be responsible for any expenses incurred for travel that is cancelled or amended, due to Leave not being authorised.
 - c. Leave Request Forms should be obtained from any Company Office, or from the Adjutant (Officers) or RSM (SNCOs and Warrant Officers). It is recommended that they are submitted as soon as possible to avoid potential disappointment.
 - d. Any member of the RBR, irrespective of rank, who is absent from training or embodiment, or who is found to be unavailable for training or embodiment due to overseas travel that has not been authorised, will be subject to Disciplinary action.
 - e. All members of the RBR, irrespective of Full-time or Part-time status, are to ensure their role is covered by another individual in their absence, to be confirmed by their OC. All Full-time members of staff (Sgt and above) are to nominate an individual to cover their absence and publish it in Unit Part One orders, including applicable dates.

STANDING ORDERS FOR FULL TIME STAFF LEAVE ENTITLEMENT

3. All members of the RBR Full Time Staff (FTS) are to adhere to the following orders:
 - a. All members of FTS will be entitled to a leave allocation in accordance with their years served in the RBR:

Length of Service	Entitlement
Up to 5 years	19 days
5 to 10 years	21 days
10 to 15 years	24 days

15 to 20 years	27 days
20 to 25 years	29 days
25 years and over	33 days

- b. All members of FTS must take a minimum of 60% of the annual leave entitlement every year.
- c. Excess leave of up to 20 days may be carried forward in any single year.
- d. Any member of FTS that has more than 20 days of leave to carry forward must request permission to carry excess leave forward. This is to be submitted through the Commanding Officer to the Permanent Secretary. Any requests must be supported by a detailed justification as to why the leave was not taken, along with a clear plan to use the excess leave in the following year.
- e. Applications for permission to carry excess leave forward will not be considered if a requests was submitted and approved the previous year.

STANDING ORDERS FOR TIME OFF IN LIEU

- 4. All members of the RBR FTS wishing to claim Time Off in Lieu (TOIL) are to adhere to the following orders:
 - a. TOIL may only be awarded when a member of FTS is directed to work for a series of days that cover normal rest periods (typically weekends), they will be compensated by being offered time off (paid leave) in lieu of the extra days worked. TOIL does not count against annual leave allotment **but it must be used within 28 days** of being awarded (unless an extension is approved by the Commanding Officer).
 - b. TOIL is calculated at one day for every **full** additional day worked. Half days are permissible but the individual must work a minimum of 3 hours to attract any TOIL for that day. For periods of less than 3 hours worked, Company Commanders may award a late start or early finish.
 - c. **TOIL can only be awarded if the individual has not already been compensated for that particular day** (either in full or part). For example, TOIL cannot be claimed if an individual has already worked the day then is required to attend camp during that evening. In this instance, they could request a late start the following day from their OC but they could not request official TOIL. The employment contract clearly states, "as a member of the Royal Bermuda regiment, the obligation for service is all-encompassing and there is no limit to the number of hours of effort required in any day".
 - d. **Approval Process.** The Commanding Officer and Company Commanders are the only authorisers of TOIL within the RBR. Once approved, the TOIL can be managed by subordinate commanders provided that they do not conflict with scheduled duties, operational tasks, or established events on the Forecast of Events.

RBR STANDING ORDER 79 – GENERAL CLEANLINESS OF WARWICK CAMP			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. As the 'home', Headquarters and primary location of the Royal Bermuda Regiment (RBR), it is essential that Warwick Camp is kept clean and tidy at all times. Rather than specific individuals, it is the duty of all members of the RBR to assist in this process, irrespective of rank or employment status.

STANDING ORDERS FOR THE GENERAL CLEANLINESS OF WARWICK CAMP

2. All members of the RBR are to:
 - a. Clean all areas of Camp that they use whilst training or socializing. This is to happen every time they are in camp, including drill nights, weekend training, camps and embodiments. There are to be no exceptions to this policy. Any individual who determines that a matter of cleanliness has not been properly managed is to report this to the Adjutant or RSM.
 - b. Accept any specific cleaning areas assigned to individuals or groups by the RSM.
 - c. Ensure that rubbish is disposed of appropriately, bins are not to be overfilled and bags are not to be left by the side of bins.
3. All Officers and NCOs are responsible for ensuring that these instructions are adhered to by all.
4. In addition to cleanliness, it is essential the Warwick Camp is left in an operational and serviceable condition. Any barrack damage is to be reported as soon as possible to establish if there is any blame. Where damage is caused by an individual or group through negligence or willful destruction of property, they will be charged for the damage.
5. In addition to this, the following must be observed:
 - a. The removal of furniture, utensils and fittings from one barrack room to another without permission is forbidden. Any missing equipment will be charged to the inhabitants of the room.
 - b. Spitting is both unhygienic, unpleasant and unnecessary, anyone caught spitting in rooms and passages will be subject to disciplinary action.

RBR STANDING ORDER 84 – DRIVING AND PARKING WITHIN WARWICK CAMP			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. Whilst vehicles are permitted to be brought into camp, the RBR maintains a duty of care to ensure all vehicles are operated in line with Bermuda Road Laws. This Standing Order will identify the driving restrictions within Warwick Camp, including direction on where it is permissible to park.

STANDING ORDERS FOR THE DRIVING AND PARKING OF MOTORISED VEHICLES (BOTH RBR VEHICLES AND PERSONAL VEHICLES) WITHIN WARWICK CAMP

2. Any member of the RBR that intends to bring a motorized vehicle within Warwick Camp at any time (working day, drill nights/weekends, camps and embodiments) is to familiarize themselves with the following orders:

- a. Any motorized vehicle that is brought into Warwick Camp must be legally entitled to be on the road (valid vehicle licence, valid driving licence and valid insurance).
- b. The speed limit within Warwick Camp is 10 kmph.
- c. All road users are to observe the road signage around Warwick Camp, including the Stop sign and one way traffic system.
- d. Seatbelts are to be worn by drivers and all passengers at all times.
- e. Vehicles are only to be parked in marked bays or designated parking areas only. The designated parking areas with restrictions are as follows:
 - 1) **Vehicle Pit.** Regiment vehicles only.
 - 2) **Motor Transport Shed Bays.** Regiment vehicles only unless authorized by the Commanding Officer.
 - 3) **Regimental Headquarters (RHQ) Car Park.** RHQ staff (in allocated bays) and visitors during day. Officers and visitors during drill nights and weekends.
 - 4) **RHQ Cycle Parking.** All ranks are to park their cycles behind RHQ during drill nights, weekends and embodiments. Cycles may only be parked in the upper and lower lots behind RHQ and not in the RHQ car park.
 - 5) **Warrant Officers' & Sergeants' (WOs' and Sgts') Mess Lawn.** WOs' and Sgts' Mess Members and guests only.
 - 6) **Logistics Company Parking bays.** Logistics Staff and persons visiting clothing stores (parking limited to 30 mins). During camps and embodiments to use RHQ or WOs'

and Sgts' Mess lawn as appropriate. Parking of cars and cycles is not permitted along the eastern side of Logs Coy, in the area of the fuel point or between Logs Coy and the Dining Hall.

7) **Training Wing (Trg Wg).** Trg Wg Staff. During camps and embodiments to use RHQ or WOs' and Sgts' Mess lawn as appropriate.

8) **Cadet Lawn.** FTS A Coy and FTS HQ Coy during the working day. During drill nights and weekends, camps and embodiments the RHQ parking lot or WOs' and Sgts' Mess lawn is to be used as appropriate.

9) **Officers' Mess Bike Parking.** Officers and FTS A Coy and HQ Coy and to park in marked bays during working day only. During drill nights, weekends, camps and embodiments all cycles should be parked in the RHQ bike parking lot.

10) **Camp Hill Back Gate.** During camps or embodiments support staff may be authorized to park at the back gate.

11) Parking Outside of Warwick Camp:

a) **South Road Layby and Grass Verge.** Any cars parked here must not block the layby so as to prevent civilian traffic from turning around/parking or viewing the South Shore. The RBR accepts no liability for cars parked in this location.

b) **Chaplain Bay Car Park.** During embodiments, soldiers' cars are to be parked on the upper level of the Chaplain Bay parking lot. During this time, cars must not be parked on South Road.

3. No vehicles are to be parked in the road between the Officers' Mess and the Company Offices as this is required for emergency access within Warwick Camp. Offenders will have their vehicle banned from entering camp.

4. Anyone seen to be operating their vehicle, or parking their vehicle, contrary to these standing orders will be subject to disciplinary action and may have their vehicle banned from being in Warwick Camp for a specified period of time.

RBR STANDING ORDER 81 – CAMP ROUTINE			
As At:	Oct 24	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

- During periods when the Regiment is either in camp for training or embodied for an emergency, it is essential that a routine is established as quickly as possible, especially when the duration of the time in camp is unknown.
- By establishing a routine, unacceptable behaviour that is caused by uncertainty will be alleviated.

STANDING ORDERS FOR ESTABLISHING A CAMP ROUTINE

- Whilst accommodated in Warwick Camp (or any other establishment that is being utilized as an RBR Camp location), the following routine is to be implemented as soon as possible:

Timing	Activity	Comments
0600hrs	Reveille	
0600hrs	Guard Dismounts	
0630hrs	Sick Parade	
0645-0730hrs	Breakfast	
0750hrs	Muster Parade	
0950-1010hrs	Break	Refreshments should be made available to all exercising or embodied troops
1230-1330hrs	Lunch	
1400hrs	Afternoon Muster Parade	
1730-1830hrs	Evening Meal	
1830hrs	Sunset	
2030hrs	Guard Mounting	
2130hrs	First Post	
2200hrs	Staff Parade	To be attended by: - Regimental Orderly Officer - Regimental Orderly Sergeant - Regimental Orderly Corporal - Company Orderly Sergeant
2300hrs	Last Post	
2315hrs	Lights Out	

- The above routine can be changed as needed by the Commanding Officer or RSM, but the amended version must be displayed in a location that can be easily accessed by all exercising or embodied troops.

5. The Regimental Orderly Sergeant/ Company Orderly Sergeants are to confirm to the Orderly Officer that all soldiers recorded on the nominal roll are present at the Staff Parade at 2200hrs. Any discrepancies are to be identified and missing personnel located (any individual that has departed camp for any reason without permission is to be subject to RBR Disciplinary Action).
6. The Regimental Orderly Sergeant/ Company Orderly Sergeants are to confirm to the Orderly Officer that all weapons signed out to the exercising or embodied Company have been checked and adequately secured in an approved Armoury, if required.
7. The Orderly Officer is to visit any soldiers confined to either the Medical Centre or the Guardroom to ensure there are no issues.

RBR STANDING ORDER 82 – SICK PARADES			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RMO
Reference:			

INTRODUCTION

1. The RBR will only conduct Sick Parades during embodiments, recruit camps and overseas camps. The sick parade is not intended to diagnose long term medical issues, or to provide continued treatment for existing issues. Any individual with any pre-existing medical issues is to inform their chain of command prior to their attendance on the embodiment or camp.

STANDING ORDERS FOR RBR SICK PARADES

2. Any member of the RBR that requires medical attention whilst embodied or on an organized camp is to adhere to the following direction:
- a. Report their intention to go sick to their chain of command by 0600hrs daily. The COS will then complete Sick Reports and hand them to the MI Room Sgt by 0625hrs.
 - b. Individuals are to report to the MI Room for Sick Parade at 0630hrs. The Medical Orderly will form up the parade and check that those who should be there are present. Anyone who fails to report to the parade are to be located by their COS.
 - c. Dress for Sick Parade is combat dress, boots, belt and beret.
 - d. Personnel wishing to report sick after normal Sick Parade will be placed on a 'Special' Sick Report which will be signed by an Officer or WO who will make the report 'Special' in red ink. Any individual reporting sick on a 'Special' Sick Report will be seen by the Medical Officer as soon as possible.
 - e. Every individual that has reported sick will be allocated one of the following categories:
 - 1) **Attend 'A' – Attend for treatment only.** The individual is to attend all parades or work which does not interfere with their attendance for treatment.
 - 2) **Attend 'B' – Light Duty. The individual is to** attend the first parade of the day and after being inspected will be dismissed. They are available for light employment in barracks only.
 - 3) **Attend 'C' – Excused all parades and duties.**
 - 4) **M and D – Has had any treatment necessary and need not go sick again.**
 - f. Any individual that has been awarded an 'A' or 'M and D' category are to rejoin their Coy immediately after treatment.
 - g. Any individual that has been sent straight to hospital is to report sick the following day.

h. Any individual that is returning to the Regiment having been sick on leave is to report sick on the first Sick Parade after their return.

i. The set timings for RBR RMO treatment are:

- 1) 0630 – 0645hrs
- 2) 1230 – 1245hrs
- 3) 1720 – 1745hrs
- 4) 2100 – 2115hrs

j. All members of the Regiment on light duties are confined to camp during the period of light duties when their sub-unit is in camp.

RBR STANDING ORDER 83 – SICK NOTES			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	ADJT
Reference:			

INTRODUCTION

1. Whilst it is acknowledged that there may be times when a member of the RBR is not able to report for duty due to injury or sickness, and their presence may actually put other members of the RBR at risk of infection, the following Standing Order is to be observed to ensure these absences are recorded properly.

STANDING ORDERS FOR THE PRODUCTION OF A SICK NOTE

2. Any member of the RBR that is unable to report for duty, due to injury or sickness is to:
 - a. Inform their Company FTI or line manager of their injury or sickness prior to the parade, via telephone or in person.
 - b. Ensure that once a sickness absence of greater than three (3) days has been acknowledged, a doctor's note is produced within seven (7) days, stating that the individual was unfit for duty at the specific time or period, including a brief description of the ailment.
 - c. Acknowledge that the Sick Note will be recorded in the individual's permanent record (although details will remain strictly IN CONFIDENCE).
 - d. Acknowledge that failure to produce an acceptable Sick Note within this time frame, will result in the individual being charged for absence, and will result in disciplinary action.
3. Company Commanders are to examine all Sick Notes and confirm that they are valid. If there is any doubt regarding their authenticity, they are to consult with the doctor named on the note and the Regimental Medical Officer with a view to re-examination of the soldier concerned.
4. Any individual who falsifies or alters a Sick Note is guilty of an offence and will be charged accordingly.

RBR STANDING ORDER 84 – THE USE OF GOVERNMENT INTERNET AND EMAIL			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	ADJT
Reference:			

INTRODUCTION

1. All members of the Royal Bermuda Regiment (RBR) Full Time Staff and selected members of the Part Time Staff will be given a Bermuda Government username, login, and Government email address for use on Regimental computers and to log in remotely to their email accounts. The risk of cyber attack remains a credible threat and therefore the following Standing Order is to be observed.

GOVERNMENT INTERNET AND EMAIL STANDING ORDERS

2. Any member of the RBR that has access to a Government email account is to:
 - a. Familiarise themselves with the Bermuda Government Information and Digital Technologies (IDT) Internet and Email policy. The most current version of this policy is to be used, and is available via the Bermuda Government's E-Portal website. Any questions regarding its content is to be raised with the RBR Adjutant. Acceptance of an email account will be deemed an acceptance of the terms within this policy.
 - b. Acknowledge that any violation of the Government Internet and Email Policy may result in formal disciplinary action or summary dismissal from Full Time Staff, at the discretion of the Commanding Officer, subject to recommendation from IDT on the severity of the violation.
 - c. Acknowledge that any action pertaining to use of Internet or Email that is found to have potentially criminal implications will be referred to the Bermuda Police Service for investigation. Irrespective of the BPS action, individuals will remain subject to further RBR disciplinary action.
 - d. Acknowledge that all electronic communication of Regimental matters is to be treated as OFFICIAL - SENSITIVE, unless classified otherwise. No information classified above RESTRICTED is to be communicated through the Government email system.
 - e. Ensure that all reasonable care is taken to protect Regimental electronic files from being disclosed to those other than the intended recipient, including but not limited to the protection of Regimental desktop computers, laptops, external memory (CDs, USB drives, etc) and user accounts. Failure to protect information may constitute a disciplinary offence under this Standing Order, depending on the circumstances of any loss or breach of information security.
 - f. Ensure that PASSWORDS and USERNAMES are not written down or recorded anywhere near the hardware that they relate to. Anyone found to have passwords stored with their laptop/ on their desktop will be subject to RBR disciplinary action.
 - g. Ensure that any obsolete hardware is disposed of correctly, via the approved process to avoid the potential compromise of any data. Any hardware that requires disposal is to be backloaded via the QMs department in the first instance.

RBR STANDING ORDER 85 – CORPORATE COMMUNICATION WORKING GROUP (CCWG) AND PUBLIC RELATIONS OFFICER (PRO)			
As At:	Oct 2024	Review Date:	31 Oct 2024
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. As a Government organisation, it is essential that the RBR has an effective and credible communication channel to the wider public. All members of the RBR are to be aware that both internal and external communication serves to inform and influence the public's opinion of the Regiment, which can strengthen or erode their support. It is therefore essential to foster a common understanding of the information and facts that underpin the Regiment's activities and those of the Ministry and National Security in general. Such an understanding will enable all Regiment personnel to articulate and communicate in a coherent manner with the wider external and internal audiences. To facilitate this aim, a CCWG and PR Office have been established.

STANDING ORDERS FOR THE CORPORATE COMMUNICATION WORKING GROUP

2. The aim of the CCWG is to coordinate the coherent delivery of the required communications across the RBR's internal and external audiences. Therefore the CCWG is to:

- a. Develop and maintain the RBRs narrative. It is to be clear and concise to enable it to be understood by all members of the RBR irrespective of rank.
- b. Review and develop key messages to support the delivery of the required communications across the RBRs internal and external audiences. There must be both short term 'tactical' messages as well as longer term 'strategic' ones.
- c. Plan and execute the effective delivery of the required information and messages to the internal and external audiences, utilising the full spectrum of media available.

3. The CCWG is to be led by the RBR Executive Officer and should meet on a 6-monthly basis. It is to consist of the following Permanent Members:

- a. Director Of Music/ RBR Band Officer
- b. OC Bermuda Regiment Junior Leaders
- c. Adjutant
- d. Public Relations Officer (PRO)
- e. Training Officer
- f. QM
- g. OC A Coy

- h. OC C Coy
- i. OC HQ Coy
- j. RSM

4. The CCWG is to maintain a central Messaging Database to ensure a coherent, consistent and accurate message is delivered in a timely manner. For communication to be effective, it is essential that all personnel share a common understanding of the required information and messages that support the Regiment's activities. The CCWG database is to contain the following:

- a. A specific RBR narrative.
- b. A National Security narrative.
- c. Messaging objectives in accordance with existing Communication Strategies.
- d. Bermuda Government Messages and Lines to Take.
- e. Visits to RBR locations (Warwick Camp and temporary establishments).
- f. Official visits to locations outside of Warwick Camp by members of the RBR.

5. In addition to the above, the CCWG is to provide Messaging Support to Events/Visits. At a working level, elements of the CCWG will provide messaging products to support both internal and external events. For higher level activities, the CO will identify and direct such events and nominate an appropriate Project Officer to whom the CCWG will provide appropriate messaging support as a response to the CO's direction.

STANDING ORDERS FOR THE PUBLIC RELATIONS OFFICE

6. The Public Relations Office (PR Office) is responsible to the CCWG and will normally be commanded by the Adjutant or another officer as appointed by the CO. If a junior officer is appointed by the CO to be the Public Relations Officer (PRO), they will report to the Adjutant. There is no mandatory manning level for the PR Office, but during routine work should comprise of a SNCO, JNCO, and a Private. Each member of the PR Office will be interviewed by the PRO before posting, in order to confirm their suitability and establish their relevant skills.

7. Under the command of PRO, the PR Office is to:

- a. Maintain and update the RBR's electronic media such as the RBR website and social media pages (Facebook, YouTube, X, Instagram, LinkedIn etc.).
- b. Maintain a Pictorial Journal of the RBR.
- c. Produce and publish timely press releases, focusing on significant RBR events.
- d. Liaise with local and international media outlets for collaboration opportunities.
- e. Liaise with Government House (through the ADC), Premier's Office, Minister of National Security's office, Department of Communications and Information, and Protocol Office, to support any of their media engagements.

8. The PRO is responsible for tasking the duties to the section and is to be their First Reporting Officer (1RO). Their Second Reporting Officer (2RO) will normally be the Adjutant or a senior member of the CCWG. PR Office members will be administered by RHQ and (excluding FTS) are exempt from normal drill requirements. Their attendance on Regimental Exercises, Camps, and events will be directed by the CO or Exercise Director.

9. PR Office members are to dress in a manner suitable to the occasion that they are attending. Their primary order of dress is MTP, with beret worn. When on exercise or during training, they are to ensure they are easily identified as “non-participants” such as high visibility vest/ belt or a white armband.

10. PR Office members are to conduct their operations in a discreet manner and are not to impede training, operations, or events that they are attending. In the interests of safety or ensuring minimal disruption to the training, they may be directed by the Training Officer, Executive Officer, or other senior member of the directing/ operations staff.

RBR STANDING ORDER 86 – COMMUNICATIONS TO THE PUBLIC			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	XO RBR
Reference:			

INTRODUCTION

1. The unauthorised or misinformed communication by a member of the RBR to the Public can have a disproportionate impact on the Regiment and will be subject to disciplinary action.

STANDING ORDERS FOR DISCLOSING COMMUNICATIONS WITH THE PUBLIC

2. All members of the RBR, irrespective of rank or Full-time/ Part-time status are to:

a. Avoid any unauthorised communication to the public through the press, telephone, television or any other means whatsoever. The disclosure of information or views by any member of the RBR on any matter affecting the Regiment or any other military subject without the approval of the Commanding Officer will be subject to disciplinary action.

b. If any member of the RBR has a grievance or complaint, they are to request to see their Company Commander to state their grievance (if the complainant is a WO1, Captain or Major, they are to address it directly to the Commanding Officer). Under no circumstances are they to communicate their complaint or grievance to the public, anonymously or otherwise.

3. The Public Relations Officer is the Commanding Officer's adviser on all PR matters and is to be consulted about all contacts with the media.

RBR STANDING ORDER 87 – EMERGENCY GENERATORS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	MTWO
Reference:			

INTRODUCTION

1. For operational reasons, it is essential that all RBR locations maintain access to electricity at all times. During natural emergencies, access to Bermuda's national grid may become compromised and therefore it is essential that the RBR has a back-up power supply, that is independent from BELCO.
2. The RBR possesses four large and two small emergency generators. The large generators are located at RHQ, the WO/SGTs mess lawn, the Cadet Lawn, and in the southwest corner of the Guard Room. It is essential that these are kept in working order at all times.

STANDING ORDERS FOR THE RBR EMERGENCY GENERATORS

3. To ensure the RBR large generators are serviceable at all times, the MTWO is to:
 - a. Run each large generator for 10 minutes every Monday, Wednesday and Friday. They are to ensure that the fuel tank is kept at least half full.
 - b. Run the small generators once per week and ensure that the fuel tank is kept full.
 - c. Maintain a log-book to show details of periodic checks and official inspections, in line with manufacturers recommendations (the log-book is to be held by the QM).
 - d. Brief any temporary cover (or successor if posted) on all machines and the responsibilities with regards to the mandated checks and inspections.

RBR STANDING ORDER 88 – MESSES AND CANTEENS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference: 1. RBR Record of Service Policy			

INTRODUCTION

1. The RBR proudly supports the concept of Military Messes. They are designed to be a space for individuals of a similar rank to be able to relax and socialise outside of work. Membership of each Mess should be seen as a great honour and privilege.
2. The RBR currently acknowledges three separate Messes and a Canteen, all of which are in Warwick Camp:
 - a. The Officers' Mess
 - b. The Warrant Officers' and Sergeants' Mess
 - c. The Corporals' Mess
 - d. The Soldiers' Canteen.

STANDING ORDERS FOR RBR MESSES AND CANTEENS

3. All Messes and Canteens within the RBR are to:
 - a. Produce and display their own 'Mess Rules' within the Mess. The Mess Rules are to be written and updated by the respective President of the Mess Committee (PMC) and approved by the Commanding Officer.
 - b. Appoint a Mess supervisor or PMC in line with the following direction:

Mess	PMC / Appointed Supervisor	Additional Nominated Supervisor
Officers' Mess	Regimental 2IC or nominated SO2	
Warrant Officers' and Sergeants' Mess	Nominated WO2	
Corporals' Mess	Nominated Cpl	• Officer in Charge • Presiding Warrant Officer
Soldiers' Canteen	RSM	• WO/ SNCO Stewards

- c. Ensure that sales from each Mess are conducted in line with the rules set out for each location (opening times, process for requesting extended hours, private functions). See the RBR Record of Service policy for full direction.

RBR STANDING ORDER 89 – PRI CANTEEN			
As At:	Oct 24	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. The PRI Canteen is a provision to enable private soldiers within the RBR to have a place to socialize and relax. Funds obtained from the PRI are to be re-invested to benefit the soldiers of the Regiment.
2. The control and accounting for all PRI operations will be carried out by the Regimental Sergeant Major (RSM). The RSM is to appoint a Warrant Officer or Senior Non-Commissioned Officer to maintain the day-to-day running of the Canteen, as an additional duty.
3. A Canteen Orderly is to be nominated to run the Canteen on a daily basis. The Canteen Orderly is to familiarize themselves with the Canteen Orderly Orders set out in Annex A.

STANDING ORDERS FOR THE PRI CANTEEN

4. The WO or SNCO detailed to run the Canteen is to:
 - a. Ensure that a daily check of all cash held is conducted. All cash is to be accounted for and all cash stored corrected (as per Standing Order 77). The only cash permitted to remain overnight is the \$100.00 float.
 - b. Ensure all PRI profits are submitted to the RSM weekly.
 - c. Provide a weekly stock check and request for replacement of stock to the RSM.
5. The RSM is to:
 - a. Maintain the following documents, on behalf of the PRI Canteen and provide financial records to the CO, Adjt and RAO every 3 months for audit:
 - 1) Main Account Ledger (the Quickbooks software currently does this function)
 - 2) Stock Sheets
 - 3) Receipt Book
 - 4) Invoice Register (for all vendors of the PRI)
 - b. Ensure the following operating hours are adhered to:
 - 1) Drill Night 1830-2200hrs
 - 2) Trg Days 1230-1330 hrs then 1830-2300 hrs

ANNEXES:

ANNEX A - Orders for Canteen Orderly

**ANNEX A TO
STANDING ORDER 89**

ORDERS FOR CANTEEN ORDERLY

The RBR PRI Canteen Orderly is to:

1. Be properly dressed at all times.
2. Be polite at all times.
3. Ensure that all drinks are served correctly and with haste.
4. Ensure that the bar, canteen and bathroom are kept clean at all times.
5. Reject any request for credit - all services are strictly on a cash basis.
6. Ensure the bar is kept properly stocked at all times.
7. Conduct a daily stock and cash check and turn the cash in to the Supervising WO.
8. Ensure a thorough Handover-Takeover process is conducted at the start and end of their duty. They are to ensure that all stock and cash is correct, if short, they will be responsible for making up the difference when necessary.
9. Ensure that the trash is put out ready for disposal in the Cookhouse trash area daily.
10. Ensure that all Canteen furniture is kept clean and in good order. Any damages are to be reported to the QM as soon as possible. If malicious damage, names are to be provided for billing purposes.
11. Ensure the Canteen is opened and closed as laid down in Camp Daily Routine.
12. Acknowledge that any breakages or damage of Canteen equipment will be paid for by the individual concerned or, if no individual can be found, all Canteen Staff present will be charged an equal share.

RBR STANDING ORDER 90 – COMMUNITY ASSISTANCE			
As At:	Mar 2024	Review Date:	31 Oct 2024
Amendment:		Sponsor:	ADJT
Reference:			

INTRODUCTION

1. As the sole military organisation in Bermuda, the RBR has a number of unique resources that are in demand by the general public, such as equipment, expertise, real estate and available personnel. The RBR exists primarily to assist the Bermudian community; and therefore the decision to provide assistance in non-operational situations must be evaluated against its opportunity cost. Any services to the community must factor in the cost to the Government and the question must be asked, “is this an appropriate use of the taxpayers’ money?”
2. It is essential that all members of the Regiment understand that any activity that involves Regimental resources will incur an expense. There is a finite amount of each resource available and requests must be evaluated and prioritised according to the actual and opportunity cost.

STANDING ORDERS FOR THE ALLOCATION OF RESOURCES TO COMMUNITY ASSISTANCE REQUESTS

3. Outlined below are the five (5) categories of assistance the Regiment can potentially provide to the Community:
 - a. **Category 1: Annual Public and Civic Commitments.** These activities are set out in advance as part of the Regiment’s commitment to the Bermudian society as part of its four main roles:
 - 1) Regimental Assistance to the Civil Authority.
 - 2) Regimental Assistance to the Civil Power.
 - 3) Regimental Assistance to the Bermudian Society.
 - 4) Regimental Assistance to the International Society.

Although the actual resource commitment will be determined on an annual basis, they will be funded entirely by the Regiment’s budget.

- b. **Category 2: Recruitment.** These activities are designed to assist the Regiment in recruiting new Service personnel. These will be funded entirely by the Regiment’s budget when appropriate.
- c. **Category 3: Assistance to the Emergency Services.** The sharing of resources between emergency services – BPS, BFRS, DoC, BHB – for operational training gives the Regiment greater flexibility to conduct our training and fosters good will between our sister services.

d. **Category 4: Support to Government Departments or Community Groups.** If a request is made to aid support training (team building, use of facilities etc) opposed to operational training, it is likely that we will require the requesting service to pay for the basic costs with no profit being made by the Regiment. The Regiment is frequently asked to provide resources to community groups (church groups, youth organisations etc). Unless the event is to have a high public profile, or the group has major community influence, or a tangible link exists that supports operational training or recruitment, the requesting organisation will be required to pay the operational costs.

e. **Category: Wider Markets Initiative.** As part of the CO's Command Plan, the Regiment should be cognisant of opportunities to raise revenue for the Regiment and/or the Government. Such activities are primarily designed to make a profit and normally planned by the Regiment or established between the Regiment and an external non-Governmental organisation. There are a number of ways this can be conducted, such as: teambuilding events; use of the Messes; Band performances; or the hiring of soldiers for private events. The organisation will be charged a rate that will cover Regimental costs and make a 10% profit. Rates per part time soldier will be as per the pay scale. Although it will be the CO's discretion as to the amount the organisation will be charged, the below matrix can be used as a guide:

Ser	Resource	Cost
1	Man power (including band)	Per person / drill rate
2	Facilitation (i.e. teambuilding events)	Per participant \$50
3	Officers' Mess Accommodation Room	\$60
4	Officers' Mess Grounds (for a function)	\$50
5	WO / Sgts' Mess Accommodation Room	\$50
6	WO/Sgts' Mess Grounds (for a function)	\$50
7	Barrack Bed Per person / per night	\$50
8	ORs' Canteen (no food)	\$300 + \$100 deposit
9	Breakfast	\$15
10	Lunch (dine in or packed)	\$15
11	Dinner	\$20
12	Misc store items	Per item \$10 (possibly refundable)

f. **Billing.** All receipts for services to be made payable to the PRI or returned as Revenue to the Bermuda Government's Consolidated Fund. All receipts for operational expenses such as costs of labour, consumables, or supplies are to be made payable to the Accountant General and credited to the appropriate Bermuda Regiment Cost Centre.

RBR STANDING ORDER 91 – RE-ENGAGEMENT/ RE-ENLISTMENT			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. In order to meet current Operational requirements, the RBR acknowledges the importance of attracting new recruits, keeping existing Soldiers (and Officers) in service and encouraging former members of the RBR to return to service.
2. This Standing Order will provide guidance on the re-engagement or re-enlistment of Soldiers and Officers. For the purpose of this standing Order, the following definitions will apply:
 - a. Re-Engagement: Current serving Soldiers or Officers who are about to complete their initial service (3 years and 2 months) or Long Stay Nucleus (LSN) personnel who are about to complete their annual commitment.
 - b. Re-Enlistment: Soldiers or Officers who have been honourably discharged and wish to rejoin the Regiment.

STANDING ORDERS FOR RE-ENGAGEMENT

3. Any member of the RBR that wishes to re-engage is to:
 - a. Inform their chain of command that they wish to re-engage for a further 12 month period.
 - b. Complete Section 1 of ANNEX A and submit to their Company Commander.
 - c. Attend an interview with their Company Commander. This will include:
 - 1) An assessment of their current performance,
 - 2) Confirmation on their efficiency for the current reporting period. Including explanation of any unauthorised absences, confirmation of all MATTs being attempted and confirmation that they are not subject to any outstanding legal investigations or restrictions by the BPS, **that have not already been declared to the Chain of Command.**
4. The window for re-engagement for serving soldiers is immediately after overseas camp (normally held in late April to early May) and prior to the commencement of summer stand down period.
5. If approved, re-engagement will be authorised for up to 4 years (as per Governor's Orders) but will routinely be set at 12 months unless otherwise stated. Once confirmed, a re-engagement bonus (\$200) will be payable to the individual via normal payment channels.

STANDING ORDERS FOR RE-ENLISTMENT

5. Any former serving member of the RBR that wishes to re-enlist is to:
- a. Contact the Adjutant (for Officers) or RSM (for Soldiers) to register their interest in re-enlisting. The Adjutant/RSM are to request their Service Records and Personal File from Regimental or National Archives.
 - b. Complete Section 1 of ANNEX A and submit to the RBR Chief Clerk.
 - c. **(Officers only)** Confirm that they are under 45 years of age (as per Governor's Orders).
 - d. **(Soldiers)** Confirm that they are under 54 years of age (unless a dispensation has been authorised by the Governor that the individual may serve beyond 55 years of age).
 - e. Agree to undertake a Drugs Test and Security Vetting (if they have been discharged for longer than 6 months). Refusal to agree will result in their application being rejected.
 - f. Attend an interview with Adjutant (Officers) or RSM (Soldiers). The interview will include:
 - 1) Confirmation of their reason for departing the Regiment,
 - 2) An appraisal of their previous Service Records, including the AR performance grades and potential paragraph of their most recent report,
 - 3) Reasons for re-enlistment and desired role/ department within the Regiment, if successful.
 - 4) Declaration that they are not subject to any outstanding legal investigations or restrictions by the BPS.
 - g. Complete and pass the Personal Fitness Test (Pass Marks are determined by age and gender – see Standing Order 106 for details).
 - h. **(Officers only)** Write to the Governor (via the Commanding Officer) requesting permission to re-commission or return to active service. Full details can be found in Governor's Orders.
6. **Seniority and Pay Rate.** For each year of non-service, the individual will lose one year's seniority from their final rank from previous service. See table below for examples:

Period of non-service	Pay Rate at Discharge	Initial re-enlistment Pay Rate
1 year	Sgt-3	Sgt-2
2 years	CSgt-4	CSgt-2
3 years	Pte-3	Pte-B

Annexes:

- A - Application to re-engage/ re-enlist in the Royal Bermuda Regiment

**ANNEX A TO
STANDING ORDER 91**

APPLICATION TO RE-ENGAGE/ RE-ENLIST IN THE ROYAL BERMUDA REGIMENT

1. This application is to be used for all ranks wishing to re-engage or re-enlist.

Section 1 (to be completed by applicant):

Number

Rank

Name & Initials

Type of Application

- ☐ Re-Engagement
☐ Re-Enlistment (Adjt or RSM to action the following)

Preferred Area of Employment

Desired area(s) of employment in the Regiment.

1.
2.
3.

Section 2 (to be completed by Coy Admin Staff prior to interview):

- ☐ Soldier Personal File produced to Adjt/RSM
☐ Security Vetting Form produced
☐ Drug Test results (for all soldiers wishing to re-enlist)

Performance Summary for previous year:

Occurrences of absenteeism to include sick/ excused - days (of whichSick/excused)

Subject to Disciplinary Action **Yes/ No** (please delete)

If Yes, details (including disciplinary award given):

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

**ANNEX A TO
STANDING ORDER 91**

Substantive Rank for most recent Annual Report:

Overall Performance Grade from most recent Annual Report:

Recommended for Promotion in most recent Annual Report:

Interview Notes (if Required):

Recommendation of PI/Sub Unit Commander (Adjt/RSM for re-enlistment)

	No:
	Rank:
	Name:
	Sign:

Recommendation of Company Commander

	No:
	Rank:
	Name:
	Sign:

☐ Approved by Commanding Officer	
☐ Rejected by Commanding Officer	
(UNIT STAMP)	

Original to: RAO/ARAO

Copy to: Personal File - To remain on file permanently.

RBR STANDING ORDER 92 – PROMOTIONS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. The promotion of individuals, based on merit, successful completion of pre-requisite courses and time served (see ANNEX A). Promotion is essential for morale and to ensure the unit can continue to operate effectively in the future. The system for assessing individuals for promotion must be an open and transparent process. It is therefore essential that the RBR schedules the Internal Promotions Boards (JNCO, SNCO and Potential Officers) and communicates these dates to the whole Regiment.
2. The promotion of Officers and Warrant Officers is conducted by the Governor appointed (External) Defence Promotions Board, who will schedule the dates for convening.
3. The RBR Commanding Officer will make the final decision, based on recommendations from the internal Promotions Boards, on all promotions at JNCO level, or SNCO level of Sgt to CSgt.
4. The Commanding Officer will make recommendations to the external Promotions Board for all promotions to Warrant Officer and above (inclusive of Commissioning and all Officer Promotions). These candidates will be interviewed by the Defence Promotions Board who will provide the Governor with their own recommendations together with the Commanding Officer's. The Governor is not bound by these recommendations (as per Governor's Orders).
5. This Standing Order will only cover substantive promotion. Temporary Promotions are covered in Standing Order 93.

STANDING ORDERS FOR THE INTERNAL PROMOTIONS BOARD

6. The Internal Promotions Board is to:
 - a. Routinely meet once per reporting year and on request by either the Commanding Officer or the Governor.
 - b. Consist of at least 3 members from the following:
 - 1) JNCO Promotion Board (Pte to LCpl, LCpl to Cpl):
 - a) RCMO
 - b) Adjutant
 - c) RSM
 - d) OC Trg Wing

- 2) SNCO Promotion Board (Cpl to Sgt, Sgt to CSgt):
 - a) Regimental 2IC
 - b) RCMO
 - c) Adjutant
 - d) RSM
- 3) Potential Officer for the Commissioning Course (Soldier to OCdt):
 - a) Regimental 2IC
 - b) RBR XO
 - c) RCMO
 - d) Adjutant
 - e) Training Officer
 - f) OC A Coy
 - g) OC B Coy

c. Have access to all candidates' report books prior to the convening of the Promotions Board.

d. Agree to only promote individuals into vacant Regimental positions. Individuals can be approved for promotion 'pending a vacancy at that rank'. Whilst 'pending' the individual will continue to wear their substantive rank and be compensated in accordance with their substantive rate.

e. Reject any candidate from consideration if they have not completed all mandated MATTs and received a recommendation for promotion from their most recent AR.

f. Reject any candidate from promotion if they are subject to any outstanding disciplinary action.

g. Only consider individuals for promotion if they have been identified as suitable by the 'Shading and Grading' Board (which is led by the RCMO). This does not apply to Pte to LCpl or Officer Cadet promotions.

h. Inform any individual that has been superseded for promotion with the reasons for the supersession and provide a plan to address the identified areas for improvement.

STANDING ORDERS FOR THE DEFENCE PROMOTIONS BOARD

7. The Defence Promotions Board are to:

- a. Confirm and circulate the dates for Warrant Officer and Officer promotion consideration. They should routinely meet once per reporting year and on request by either the Commanding Officer or the Governor.
- b. Familiarise themselves with the promotion criteria for all ranks being considered. They are to have access to all candidates' report books prior to the convening of the Board. The report books are to be produced by the RBR Adjutant in advance of the scheduled meeting.
- c. Only consider the promotion of an individual where there is a vacancy at that rank on the Regimental ORBAT. Individuals can be recommended for promotion 'pending a vacancy'. Whilst 'pending' the individual will continue to wear their substantive rank and be compensated in accordance with their substantive rate. There will be no guarantees of a vacant position becoming available.

Annexes:

A - Promotion Pre-requisites by Rank

**ANNEX A TO
STANDING ORDER 92**

PROMOTION PRE-REQUISITES BY RANK

Rank Band	Age Band	Minimum Pre-Requisites - Time	Minimum Pre-Requisites - Courses	Remarks
Pte to Local /LCpl	18-45	Within 1 st year of service with PJNCO Cadre or any year thereafter	PJNCO Cadre or Specialist JNCO Cadre or equivalent (local or overseas training)	For temporary appointments for the duration of courses only (JNCO PROMOTIONS BOARD)
Pte to A/LCpl	18-45	Within 1 st year of service with PJNCO Cadre or any year thereafter	PJNCO Cadre or Specialist JNCO Cadre or equivalent (local or overseas training)	For candidates who have demonstrated good performance on JNCO (Cadre or Specialist) training, and who are prepared to take on the responsibilities of the rank; the soldier is paid at the Substantive rank level but their increment does not begin until their effective Substantive date (JNCO PROMOTIONS BOARD)
Pte to LCpl	18-45	Within 1 st year of service with PJNCO Cadre or any year thereafter	PJNCO Cadre or Specialist JNCO Cadre or equivalent (local or overseas training)	For candidates who are fully prepared to take on the responsibilities of the rank; the soldier is paid at the Substantive rank level and their increment begins on their effective date (JNCO PROMOTIONS BOARD)
LCpl to Cpl	19-45	Within 2 nd year of service with recommendation	N/A	Must serve as Substantive LCpl for a minimum of one year before being considered for Cpl (JNCO PROMOTIONS BOARD)
Cpl to Sgt	20-45	Within 3 rd year of service with recommendation	PTC / Brecon or equivalent (local or overseas training)	Must serve as Substantive Cpl for a minimum of one year before being considered for Sgt (SNCO PROMOTIONS BOARD)

**ANNEX A TO
STANDING ORDER 92**

Sgt to CSgt	23-45	Within 6 th year of service with recommendation	CQMS course or equivalent (local or overseas training)	Must serve as Substantive Sgt for a minimum of three years before being considered for CSgt (SNCO PROMOTIONS BOARD)
CSgt to WO2	27-45	Within 10 th year of service with recommendation	Drill course or equivalent (local or overseas training)	Must serve as Substantive CSgt for a minimum of four years before being considered for Warrant Officer Must have served in a variety of Coy HQ appointments and be very highly recommended (DEFENCE PROMOTIONS BOARD)
WO2 to WO1	32-45	Within 15 th year of service with recommendation	Advanced Drill course or equivalent (local or overseas training)	Must serve as a WO2 for a minimum of five years before being considered for WO1 – must have served in a variety of Coy HQ appointments, have extensive experience, and be extremely highly recommended (DEFENCE PROMOTIONS BOARD)
OCdt (On Appointment)	18-29	Within 1 st year of service with Selection by POCC Selection Board	PJNCO Cadre or Specialist JNCO Cadre or equivalent (local or overseas training) and successful completion of POCC Selection	While not a Substantive Rank, OCdt's are eligible for Commissioning upon successful completion of POCC and RMAS CC (Short) - all modules. If unsuccessful they may re-attempt if CO grants permission to do so, or revert to their last Substantive rank. (POCC SELECTION BOARD)
OCdt to 2Lt	19-29	2 nd year of service with recommendation	POCC (all modules) and RMAS CC (Short) or equivalent.	POCC candidates who successfully complete RMAS CC (Short) will be interviewed by the Defence Promotions Board; if deemed of sufficient ability they will be recommended for Commission by the Governor (DEFENCE PROMOTIONS BOARD)

**ANNEX A TO
STANDING ORDER 92**

2Lt to Lt	20-29	3 rd year of service with recommendation	N/A	2Lts who achieve a positive evaluation after their first Commissioned year may be recommended for promotion to Substantive Lt (DEFENCE PROMOTIONS BOARD)
Lt to Capt	23-29	6 th year of service with recommendation	PCBC, JOTAC or equivalent (local or overseas training)	Lts who achieve a positive evaluation after their fourth year as a Substantive Lt may be recommended for promotion to Substantive Capt (DEFENCE PROMOTIONS BOARD)
Capt to Maj	27-45	10 th year of service with recommendation	ICSC or equivalent (local or overseas training)	Capt who achieve a positive evaluation after their fourth year as a Substantive Captain may be recommended for promotion to Substantive Maj (DEFENCE PROMOTIONS BOARD)
Maj to Lt Col	31-45	14 th year of service with Selection	ACSC or equivalent (local or overseas training)	Commanding Officer Appointed by the Governor after Selection and interview process (DEFENCE PROMOTIONS BOARD)

RBR STANDING ORDER 93 – TEMPORARY PROMOTIONS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			

INTRODUCTION

1. Selection for substantive promotion within the RBR is based on merit, which is supported by clear evidence of competency. There are a finite number of roles at each career stage/ rank and therefore promotion is determined by the number of vacant positions at that rank and the number of people qualified to be considered for promotion by the promotion board. Whilst promotion boards are conducted on an annual basis, there may be the requirement to offer individuals' temporary promotion outside of these boards, in line with the needs of the Regiment. The following Standing Order will provide clarity for employing an individual temporarily above their substantive rank.
2. There are two situations whereby a temporary promotion may be considered:
 - a. Where a course place is dependent on the individual holding a certain Rank. This is referred to as Local Rank as it is purely an administration requirement. Individuals appointed Local Rank are able to wear the rank with their uniform but will be paid in accordance with their substantive rank.
 - b. Where there are more established posts than substantive nominations. To fill these gaps in the organisation, an individual may be promoted to cover a position temporarily, until a substantive replacement is identified. This temporary promotion is referred to as Acting Rank as the selected individual is required to perform all duties associated with the position. Individuals appointed Acting Rank are able to wear the rank with their uniform and will be paid in accordance with the rank of the role they are performing.

STANDING ORDERS FOR THE AWARD OF TEMPORARY PROMOTION

3. Any individual that is being considered for Temporary Promotions is to acknowledge the following:
 - a. Individuals will not be considered for Temporary Promotion if they are the subject of any ongoing legal proceedings or RBR internal investigations regarding discipline.
 - b. Individuals will only be considered for temporary promotion to one rank above their substantive rank.
 - c. Temporary promotion can only be awarded where there are no other suitable qualified and substantive options available.
 - d. The award of Temporary Promotion (Local or Acting) does not carry any promise of selection for substantive promotion.

- e. Individuals selected for Temporary Promotion will wear the badges of the higher rank from the date of the promotion (these must be obtained from the Clothing Stores, any cost for tailoring uniforms for the Temporary Rank must be agreed with the Commanding Officer prior to being undertaken).
- f. If pay is granted in accordance with the Acting Rank, entitlement to the pay of the higher rank will be effective from the date on which the individual officially assumes the duties of the post, as recorded in RBR Part One Orders.
- g. Temporary Promotion (Local or Acting) can only be awarded for up to six months. Any extension of Temporary Promotion beyond 6 months must be authorised by the Governor.
- h. Personnel appointed Temporary Promotion (Local or Acting) will be appraised in their substantive rank.
- i. No seniority will be earned for time spent in a Temporary Promotion position.
- j. Temporary Promotion will not be granted to fill posts established as rank ranged (unless it is to achieve the minimum rank of the post).

RBR STANDING ORDER 94 – REVERSION OF PROMOTION (NCOs)			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	Adjt
Reference:			

INTRODUCTION

1. In the interests of career progression (such as a move from Part-Time to Full-Time Regimental Service), an NCO may, with the Commanding Officer's consent, voluntarily revert to a lower rank. Alternatively the individual may feel unable to operate at the level expected of their rank and therefore request to revert to a rank they are more comfortable with.

STANDING ORDERS FOR THE REVERSION OF PROMOTION

2. Any NCO that wishes to revert to a lower rank is to:
 - a. Complete the 'Request for Reversion of Rank' form at Annex A. This confirms that the reversion is voluntary and acknowledges that it will not affect future promotion eligibility but will reset the 'years served' at the higher rank to zero.
 - b. Confirm that the Request for Reversion of Rank is not in order to avoid disciplinary action. All outstanding disciplinary action is to be concluded prior to the Reversion of Rank.
 - c. Be interviewed by the Commanding Officer prior to any reversion being conducted.
3. Once a Reversion of Rank has been approved by the Commanding Officer, the Adjutant is to record and communicate this in Regimental Part One Orders. Once published, the individual will revert to the previous rank immediately.

Annexes:

- A - Request for Reversion of Rank Form.

**ANNEX A TO
STANDING ORDER 94**

REQUEST FOR REVERSION OF RANK FORM

I, No:..... Rank:..... Name:..... wish to revert

from my present rank of to the rank of

at my own request and I certify that this reversion is not requested in order to avoid disciplinary action.

Date:..... Signature:.....

APPROVED / NOT APPROVED (please delete as appropriate)

Date:..... Print Name:.....

Signature:.....

Commanding Officer, Royal Bermuda Regiment

(a Copy of this form is to be retained in the individuals P File)

RBR STANDING ORDER 95 – CLEARANCE CERTIFICATES			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. Prior to the discharge of any soldier or officer of the RBR, it is essential that a universal process is conducted to ensure all checks and necessary processes are conducted before the individual is released.
2. It is essential that all kit and equipment that a departing soldier or officer has signed out is returned and any fees for lost or damaged kit or equipment are paid.
3. Whilst going through the termination process, the individual will be placed in Holding Company to ensure the process is as clear and painless as possible.

STANDING ORDERS FOR THE COMPLETION OF CLEARANCE CERTIFICATES:

4. Any soldier or officer who is leaving the Regiment on termination of engagement is to ensure the following:
 - a. A Clearance Certificate is printed out and all departments included are visited and equipment returned or paid for.
 - b. Departments included on the Clearance Certificate are to provide a unit stamp and signature **once all equipment that they have issued has been accounted for**. The final Bounty will not be paid until the Clearance Certificate has been completed.
 - c. Once all departments have confirmed that all equipment has been accounted for and all fines have been paid, the individual is to be referred to the RAO for discharge.

Annexes:

- A - Company Clearance Certificate
- B - Clearance Certificate (Clothing/Equipment)

**ANNEX A TO
STANDING ORDER 95**

COY CLEARANCE CERTIFICATE – ROYAL BERMUDA REGIMENT						
No	Rank	Initials & Name		Old Coy	New Coy	Effective Date e.g. 01 Jan 2024
Activity		Cleared - Yes/No	Date	Clearance Officer Signature		
				PRINT (in CAPS)	Sign	
DOCTOR'S LETTER/CERTIFICATE				CSM/FTI		
SCHOOL DOCUMENTS				CSM/FTI		
HOLDING COY CERTIFICATE				CSM/FTI		
KIT/EQUIPMENT/BRAMS/TRG PAMPHLETS (COY STORES)				CSM/FTI/CQMS		
O/S EXTRA DAYS/FINES				CSM/FTI		
O/S MESS BILLS/PRI BILLS				RSM/CSM/FTI ADJT/RAO (Officers)		
ID CARD/WPN CARD				CSM/FTI		
1157 CLEAR				RQMS		
PAY REQUESTED BY COMPANY TO RAO				CSM/FTI		

**ANNEX A TO
STANDING ORDER 95**

Notes:

CSM/FTI SIGNATURE

1. Each soldier requires this certificate to be completed in addition to the QM's Clothing Store Clearance Certificate.
2. CSMs/FTIs are to ensure that all boxes are signed as required and that all action is initiated at Coy level prior to submission to RHQ for processing.

PRINT NO., RANK, NAME

DATE

ROYAL BERMUDA REGIMENT
CLEARANCE CERTIFICATE
CLOTHING/EQUIPMENT

This is to certify that all Clothing and Equipment on charge to:

No: Rank: Name: Coy/Dept

has been checked, handed in and found to be CORRECT/DEFICIENT the following items:

SR	ITEMS DEFICIENT	QTY	COST	TOTAL	SIGNATURE
1					
2					
3					
4					
5					
6					

Logs Company

RBR STANDING ORDER 96 – HOLDING COMPANY (AUTHORISED LEAVE OF ABSENCE)			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RAO
Reference:			

INTRODUCTION

1. It is acknowledged that there may be a requirement for a member of the Regiment to request to be absent from service for a prolonged period of time. The following Standing Order is to be followed by personnel seeking a leave of absence from the RBR, but are intending to return to active service within 2 years.

AUTHORISED LEAVE OF ABSENCE STANDING ORDERS

2. Any member of the RBR that intends to request an extended leave of absence from the Regiment is to:

- a. Inform the chain of command of their intention to request a Leave of Absence at least one month prior to their intended departure date. This will start the process to be moved to Holding Company.
- b. Submit a formal written request for the Leave of Absence to the Commanding Officer via the Company Commander. This must detail the proposed dates of absence and a provisional return to duty date.
- c. The Commanding Officer is to reply within 7 days to confirm if the Leave of absence has been authorised. If the Commanding Officer deems that it is not in the best interests of the Regiment for the individual to be awarded an authorised Leave of Absence (due to inefficiency or discipline reasons), the individual will be invited to resign from the Regiment prior to departure, if they have served beyond their initial commitment of 3 years and 2 months. For individuals that have not served their initial commitment, the Commanding Officer will interview them to approve their departure.
- d. Return all issued kit (irrespective of Leave Authorised or Resignation). Any deficiencies will require payment prior to the Clearance Certificate being signed off.
- e. Clear all Mess debts (if a member of a RBR Mess) prior to the Clearance Certificate being signed off.
- f. Be posted to Holding Company (for Authorised Leave) or Discharged (for Resignations). These moves are to be confirmed via RBR Part One Orders.
- g. If Leave is authorised, the individual is required to submit an application to extended the Leave at the end of their leave period (if they are not able to return) or return to the RBR Logistics department to sign out their kit and report to RBR HQ to be posted into one of the units. Any individual that fails to report their intentions before the expiry of their Leave will be discharged in absentia.

RBR STANDING ORDER 97 – COMPANY STRENGTH RETURNS			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. To ensure that the exact number of soldiers and officers serving in the RBR is maintained, it is essential that all Companies provide an accurate monthly breakdown to the RSM. This will be used for planning considerations and to manage the expectations of the Government of Bermuda and the Governor of Bermuda.

STANDING ORDERS FOR COMPANY STRENGTH RETURNS

2. All Company Sergeant Majors (CSMs), or nominated alternatives, are to:
 - a. Submit a Monthly Strength Return (Annex A) to the RSM by the 3rd day of each month. It is essential that the figures are accurate and any anomalies are explained.
 - b. Ensure that all LTA have been chased up and actions recorded.
 - c. Ensure any potential issues are identified through the Chain of Command, to enable mitigation to be applied.
3. In the event of an Embodiment, all CSMs/FTIs are to provide an hourly up-date to the RSM until they have achieved full embodiment numbers (embodiment figures will be based on the Company Strength returns).

Annexes:

A - Company Strength Return

COMPANY STRENGTH RETURNS

..... Coy as @ hrs Date:.....

PLATOON (a)	LT COL (b)	MAJ (c)	CAPT (d)	LT (e)	WO1 (f)	WO2 (g)	CSGT (h)	SGT (i)	CPL (j)	LCPL (k)	PTE (l)	Jr Bnd (m)	TOTAL (n)
Part-Time													
Full-Time													
TOTAL:													

1. Company Strength Return is to be submitted to the Regimental Sergeant Major by the third (3rd) day of every month.

RBR STANDING ORDER 98 – ADMINISTRATION INSPECTIONS			
As At:	Oct 2024	Review Date:	Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The aim of the Administration Inspection is to ensure that the correct clerical procedures are being followed and to monitor standards of administration to ensure consistency between the Sub-Units and preparation for deployment.

STANDING ORDERS FOR COMPANY STRENGTH RETURNS

2. The following direction is to be followed with regards to Administration Inspections:
- a. Inspections are to take place twice yearly - May and November, or as directed by the Commanding Officer.
 - b. The following sub-units are to be inspected:
 - 1) A Company
 - 2) C Company
 - 3) HQ Company
 - 4) Logistics Company
 - c. The Inspection Team is to consist of the following personnel:
 - 1) Executive Officer
 - 2) Quartermaster/ RAO
 - 3) Adjutant
 - 4) Regimental Sergeant Major
 - 5) Chief Clerk
 - d. The Inspection Team are to cover all areas that are specified in the Report Form (Annex A). These reports are to be collated by the Chief Clerk and submitted to the Commanding Officer, with any urgent areas of concern clearly identified.
 - e. The full-time staff representative of each Sub-Unit should take advantage of the Inspections to suggest any improvements in administrative procedures to the Inspection Team.

Annexes:

A - Administration Inspection Report

**ANNEX A TO
STANDING ORDER 98**

ADMINISTRATION INSPECTION REPORT

Coy/Dept inspected:	
Date of inspection:	
Inspection Team Member(s):	
Coy/Dept Representative:	

The following areas were inspected:

AREA INSPECTED	BY WHOM	FINDINGS/ COMMENTS
SOPs 1. Current amendment displayed and up to date. 2. Clearly visible to all 3. Easily accessed on shared drive?	XO	
Training Programmes 1. Clearly displayed 2. Current training period 3. Record of programme issued to individuals 4. Easily accessed on shared drive?	RSM	
MATTs (PFT/CFT/APWT Records etc) 1. Original Butt Registers/PFT/CFT records available? 2. Are they legible? 3. Consolidated Spreadsheet present?	TWO	
Forecast of Events 1. Clearly displayed and up to date? 2. Clearly labeled?	Chief Clerk	
Internal Passage of Information 1. Part One Orders? Bn O Group Minutes? 2. Clearly Labeled?	Adj/ Chief Clerk	

**ANNEX A TO
STANDING ORDER 98**

Standing Orders 1. Current amendment displayed? 2. Clearly visible to all? 3. Easily accessed on shared drive?	Adj/ Chief Clerk	
Procedures Manuals 1. BRIMS 2. JSP 101 (complete edition) - Latest amendment?	Adj	
Coy ORBAT/Strength Return\ 1. Consistent with format distributed by RHQ 2. Latest update displayed 3. LTAs, Pending, Westgate	RSM	
Coy Detail 1. Clearly visible on notice board? 2. Relevant G1/G4 items listed? 3. G7 comment and previous?	RSM	
Absentees 1. Evidence of active pursuit of absentees?	RSM	
Register of Medical Incidents 1. Coy Med Inc Rep register c/w folio cover sheet? 2. Completed copies present in book? 3. Evidence of reports submitted shown as signed out to MI Room or RHQ?	RSM	
Fire Precautions 1. Fire Orders clearly displayed? 2. Adequate firefighting equipment present and up to date?	RSM	
Minor Admin Action Register 1. Does the OC/CSM have a record of all requests for minor admin action? 2. Are the minor admin action sanctions awarded registered? 3. Is the minor offence report printed/signed/submitted to RSM monthly? 4. Has the 2IC reviewed them? 5. Is there any action required by CO/Adj/RSM? 6. See Standing Order 55 for details of more requirements	Adj/ RSM	

**ANNEX A TO
STANDING ORDER 98**

Major Admin Action Register 1. Is it present and up to date? 2. See Standing Order 55 for details of more requirements	Adj/ RSM	
Nominal Roll 1. Is each PI/Sub-Unit clearly displayed inside office?	RSM	
Personal Documents 1. Register of files in filing cabinet 2. Sign in/out register –Deficiencies? 3. Accuracy of files (do they match BRIMS)	RSM/ Chief Clerk	
BRIMS/Drill Records 1. Soc Ins Numbers/ Trader Numbers100% 2. Is there a consolidation of the following: a. Bounty reports (BRIMS printout of AFT/PF/APWT)? b. Coy Drills records printed monthly? 3. Check for duplicate entries in random BRIMS drill records: a. Drill Sheets to match BRIMS b. Explanation of Drills to be accurate c. Extra Drill Sheets to be checked	RSM RSM RAO/ RSM	
Miscellaneous 1. Office Layout (general appearance, cleanliness) 2. Accessibility of trg manuals, SOPs, soldiers' info, etc. for PI staff. 3. FTS awareness of OC/CSM/CQMS responsibilities (where Applicable): a. Example: CQMS ledgers, sign out sheets,	RSM	

**ANNEX A TO
STANDING ORDER 98**

Additional remarks/recommendations:

No.	Rank	Name	Initials	Appt	Signature	Date

RBR STANDING ORDER 99 – LONG SERVICE AWARDS			
As At:	Oct 2024	Review Date:	Oct 2025
Amendment:		Sponsor:	Adj
Reference:			

ON HOLD - AWAITING CONFIRMATION OF POLICY

RBR STANDING ORDER 100 – FUNERAL ENTITLEMENT			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO
Reference:			

INTRODUCTION

1. Military Honours may be afforded at the funeral of any former or current serving Royal Bermuda Regiment soldier of any rank. The primary consideration when determining the degree of ceremonial participation, is the wishes of the deceased and/or their family in the first instance, while being mindful of not setting a precedent.
2. Families will be advised of what military honours are available, and given an opportunity to accept or decline. At no time will an individual receive more than the maximum entitlement – however the family may request less than the maximum level of ceremonial participation should they wish.

STANDING ORDERS FOR FUNERAL ENTITLEMENT

3. Any individual that is intending to exercise their right to an RBR Military Funeral (or their families) are to adhere to the following:
 - a. Confirm their entitlement (as per the table below). Please acknowledge the following:
 - 1) The reference to Pall Flag is the Union Flag.
 - 2) The reference to Bearer Party includes Hat Bearers.
 - 3) Bearer parties shall be comprised of SNCOs or JNCOs (equal or lower rank to the deceased). Officers are not to be bearers.
 - 4) All entitlements are subject to available personnel and resources at the time of the service.

Title / Classification	Eligibility	Maximum Entitlement
<i>Non-Military (State Funeral)</i>	<i>N/A</i>	<i>Bearer Party, Pall Flag, Bugler, Band, Gun Carriage</i>
Full Military Honours	All Current Serving Members* of the Regiment, all former COs and RSMs	Bearer Party, Pall Flag, Bugler, Band, Gun Carriage, Firing Party
Military Honours (<u>Note</u> : this differs from the policy laid out in Queen's Regulations and is specific to Royal Bermuda Regiment)	All Former Serving Members (less COs)	Bugler

* A "Serving Member" must be an enlisted member of the Regiment and has - as a minimum – begun training or duties and does not include those on deferment, in Holding Coy or LTAs.

b. The Dress requirements are #3 Ceremonials (the Commanding Officer may waive this requirement). Issued black armbands are to be worn above the left elbow (where they are to be worn until individuals have returned to barracks).

c. The order of precedence for **Government funerals** is listed in Annex A (for information only). In any instance where the deceased was a former serving member of the Regiment, and was also a Government figure, whichever entitlements are highest will be the maximum entitlement for that individual.

Annex:

A - Guidelines for State, Official and Recognition Funerals (Bermuda Government)

GUIDELINES FOR STATE, OFFICIAL AND RECOGNITION FUNERALS

Introduction

The Cabinet Office has developed this guidance to reflect the types of funeral service the Government will organize or participate in.

To assist in the development of this guidance, consultation took place with the Cabinet Protocol Office, the Department of Communication and Information, the Bermuda Regiment, the Bermuda Police Service, the Central Policy Unit and representatives from within the local Funeral Industry.

Underpinning this guidance is the premise that the prior wishes of the deceased or next of kin will take precedence over the policies expressed within this document **for all funerals other than State Funerals.**

The following categories of funeral have been identified for organization or participation by the Government, and have been established to clearly delineate the most senior positions within the community and to afford due respect to the level of office held.

- 1. State**
- 2. Ministerial**
- 3. Official**
- 4. Recognition**

Ceremonials Committee

The Ceremonials Committee is charged to oversee all Government ceremonies that occur in Bermuda and comprises the following:

- The Secretary to the Cabinet - Chairperson
- The Assistant Secretary to the Cabinet (Committees)
- The Government Protocol Officer

- The Commissioner of Police
 - The Commanding Officer of the Bermuda Regiment
 - The Director of Music of the Bermuda Regiment
 - The Adjutant of the Bermuda Regiment
 - The Regimental Sergeant Major
 - A Representative from the Department of Communication and Information
 - A Representative of the Corporation of Hamilton (when required)
-

STATE FUNERALS

State funerals are reserved for persons who hold the highest offices in the Government of Bermuda. This includes: The Governor and The Premier.

Upon official notification of death:

1. The Secretary to the Cabinet, or designate, after consultation with the Premier or designate, will ensure the release of an official public announcement of the death.
2. A meeting of the Ceremonials Committee will be called.
3. The Ceremonials Committee, in consultation with the next of kin and Funeral Director, will make the funeral arrangements.
4. Heads of State will be immediately informed of the death of the Governor or the Premier, followed by a formal notice and invitation to the funeral.

PROCEDURES

Following the official announcement of the death:

1. The Ceremonials Committee will meet to address the following:
 - a. The date and time of the funeral (The Funeral will be held at the State Church, The Cathedral of the Most Holy Trinity)
 - b. Public viewing/lying in state
 - c. Who will conduct the service
 - d. Which clergy will be invited to participate
 - e. Who will deliver the eulogy/sermon, tributes or special music
 - f. Special words from the family
 - g. The guest list of persons not on the Precedence List who should also receive invitations
 - h. The involvement of Regimental Pall Bearers, a Regimental Guard of Honour; the Regimental Gun Carriage, the Regimental Band and Regimental Bugler
 - i. The pace and route to be followed when transporting the casket/coffin to or from the viewing, to the church and to the cemetery or final resting place
 - j. Any issues related to traffic control
 - k. Printing of the programmes
 - l. Transportation arrangements for the Premier and Government Ministers
3. The Financial Secretary or designate will attend the Ceremonial Committee meetings in an ex officio capacity.
4. The Protocol Officer will keep a formal note of discussions and decisions.
5. An official period of mourning will be established by the Premier or designate, which will be inclusive of the time of the official notification of death until sundown on the day of the funeral.
6. The flags on all Government buildings will fly at half-mast from the time of the official announcement of death until sundown on the day of the funeral.
7. The Secretary to the Cabinet, or designate, after consultation with the Premier or designate, will contact the Opposition Leader, President of the Senate and the Speaker of the House of Assembly to arrange for

a **Joint Sitting of the House of Assembly** to allow Members of the Legislature to pay tribute to the deceased.

8. The Secretary to the Cabinet, or designate, will communicate the time, format and duration of the Joint Sitting. Ideally, the Joint Sitting will be held on the day prior to the day of the funeral service.
9. The Secretary to the Cabinet will communicate the date and time of an official minute of silence to be observed by all Ministries and Departments.
10. State Funerals may be televised or broadcast over the radio after consultation with the local station operators to determine whether this can be accommodated.
11. The Department of Communication and Information will be responsible for the following:
 - I. The printing of the Programme
 - II. The Official Book of Condolences
 - III. A Biography of the Deceased
 - IV. A Press Release
 - V. An appropriate picture for use by the Media
 - VI. Preparation of a draft statement for the Premier

Note: The Official Book of Condolences will be kept at the State Church during the funeral service and presented to the family at the conclusion of the service.

The Cost of the Funeral

All expenses associated with the funeral will be borne by the Bermuda Government.

The use of Flags

The Union Jack will drape the casket.

Closing of Government Offices

All government offices, including the Cabinet Office, will close at **12 Noon** on the day of the funeral.

Note:

If the death of an individual covered under the State Funeral guidance occurs overseas, the Government will liaise with the family to assist with transporting the deceased back to Bermuda.

MINISTERIAL FUNERAL POLICY

Ministerial Funerals are reserved for serving Cabinet Ministers

Upon official notice of death, unless previously requested by the deceased or next of kin, the following will occur:

1. The Secretary to the Cabinet or designate, after consultation with the Premier or designate, will ensure the release of an official public announcement of the death.
2. The Secretary to the Cabinet or designate, will contact the next of kin and offer the Government's assistance to arrange the Funeral.

Note: If the next of kin, or representative, decline the offer, this will end **all** assistance on the part of the Government.

3. A meeting of the Ceremonials Committee will be called.
4. The next of kin or a representative of the family will be invited to attend the Ceremonials Committee meeting to give input into the organization of the funeral.
5. The funeral will be held at a location of the family's choosing.

6. An Official Book of Condolences will be prepared and presented to the family at the conclusion of the service.
7. The Secretary to the Cabinet or designate, after consultation with the Premier or designate, will contact the Opposition Leader, President of the Senate and the Speaker of the House of Assembly to arrange for a **Joint Sitting of the House of Assembly** to allow members to pay tribute to the deceased.

PROCEDURE

Upon the official announcement of the death of any serving Cabinet Minister, the following will occur:

1. Persons with whom the deceased shared a close working relationship will be immediately notified of the death.
2. The Ceremonials Committee will meet to address the following:
 - a) The date and time of the funeral
 - b) Who will deliver special tributes
 - c) Seating arrangements and a list of persons who could be invited from the Precedence List
 - d) The guest list of persons not on the Precedence List to receive an invitation
 - e) Issues related to traffic control
3. The Department of Communication and Information will be responsible for the following:
 - I. Programs
 - II. Biography of the Deceased
 - III. A Press Release
 - IV. Appropriate pictures for use in the Media
 - V. Preparation of a statement for the Premier
 - VI. The preparation and presentation of an Official Book of Condolences at the conclusion of the service

Flags

On the day of the funeral, flags on all Government buildings will fly at half-mast from sun up until sundown.

If the Bermuda Regiment is involved in the funeral, the Union Jack will drape the casket.

Bermuda Regiment

The Ceremonials Committee may request that a Bermuda Regiment Guard of Honour be provided and that the Bermuda Regiment Band and Corps of Drums be involved in the Funeral.

Closing of Government Offices

In the event of the death of a Cabinet Minister, the Ministry in which the Minister served may close **two hours prior** to the funeral to allow staff to attend.

The Cost of the Funeral

If involved in the organization of the funeral, the Bermuda Government will pay the full funeral home costs of the funeral. The Government will also be responsible for any ancillary costs (overtime for Police, Bermuda Regiment etc.)

Note:

If the death of a Cabinet Minister occurs overseas, the Government will liaise with the family to assist with transporting the deceased back to Bermuda.

OFFICIAL FUNERAL POLICY

Official funerals are reserved for the following positions:

- A. President of the Senate
- A. Speaker of the House of Assembly
- A. The Opposition Leader
- B. All Members of Parliament
- C. **Former Premiers**
- C. **Former Governors** (that were resident in Bermuda at the time of death)

(Specific procedures for Members of Parliament and Former Premiers and Governors are captioned below).

Upon official notice of death (Category A above), unless previously requested by the deceased or next of kin, the following will occur:

1. The Secretary to the Cabinet or designate, after consultation with the Premier or designate, will ensure the release of an official public announcement of the death.
2. The Secretary to the Cabinet or designate, will contact the next of kin and offer the Government's assistance to arrange the funeral.

Note: If the next of kin, or representative, decline the offer, this will end all assistance on the part of the Government.

3. A meeting of the Ceremonials Committee will be called.
4. The next of kin or a representative of the family will be invited to attend the Ceremonials Committee meeting to give input into the organization of the funeral.
5. The funeral will be held at a location of the family's choosing.
6. An Official Book of Condolences will be prepared and presented to the family at the conclusion of the service. The cost of the book will be borne by the Government.

2. The Secretary to the Cabinet or designate will outline the terms of that assistance which may include:

- a. Assistance with seating arrangements and a list of persons who could be invited from the Precedence List
- b. Assistance from the Police Service with traffic control
- c. The date and time of the funeral so that the Government's input can be determined in a timely manner
- d. The assistance of the Department of Communication and Information who will be responsible for the following:
 - i. Biography of the Deceased
 - ii. Press Release
 - iii. Preparation of a statement for the Premier
 - iv. The preparation and presentation of an Official Book of Condolences at the conclusion of the service

3. The Secretary to the Cabinet or designate, after consultation with the Premier or designate, will contact the Opposition Leader, President of the Senate and the Speaker of the House of Assembly to arrange for a **Joint Sitting of the House of Assembly** to allow members to pay tribute to the deceased.

The Cost of the Funeral

If involved in the organization of the funeral, the Government will pay half of the funeral home costs.

Former State Officials

Upon the official notice of death of any former Premier or former Governor that was resident on the island, the following will occur:

1. The Secretary to the Cabinet or designate, will contact the next of kin and offer Government assistance.

Note: If the next of kin, or representative, decline the offer, this will end all assistance on the part of the Government.

2. The Secretary to the Cabinet or designate will outline the terms of that assistance which may include:
 - a. Assistance with seating arrangements and a list of persons who could be invited from the Precedence List
 - b. Assistance from the Police Service with traffic control
 - c. The date and time of the funeral so that the Government's input can be determined in a timely manner
 - d. The assistance of the Department of Communication and Information who will be responsible for the following:
 1. Programs
 2. Biography of the Deceased
 3. Press Release
 4. Appropriate pictures for use in the Media
 5. Preparation of a statement for the Premier
 6. The preparation and presentation of an Official Book of Condolences at the conclusion of the service

The Cost of the Funeral

If the Government is involved in the organization of the funeral, the Government will pay half of the funeral home costs.

RECOGNITION FUNERAL POLICY

Recognition funerals will be at the discretion of the Premier after consultation with the Opposition Leader.

The intent of a Recognition Funeral is to honour the contribution of individuals deemed to have made a significant contribution to, or having given outstanding service to the community of Bermuda; locally or internationally.

PROCEDURES

At the official notice of death the following will occur:

1. The Secretary to the Cabinet will contact the family to officially offer condolences. This will be followed by a written condolence on behalf of the Government.
2. The services of the Protocol Officer and a Representative of the Department of Communication and Information will be offered to assist the family with seating arrangements and the preparation of a Book of Condolences.
3. A formal contingent of the Government will be formed to attend the funeral.
4. A member of the Government contingent will offer tribute at the funeral on behalf of the Government and people of Bermuda.
5. All other arrangements will be left to the family.

Note: An Official Book of Condolences will be prepared and offered to the family at the conclusion of the service.

RBR STANDING ORDER 101 – ID CARDS FOR EX SERVICE PERSONNEL			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	Adjt
Reference:			

INTRODUCTION

1. Service within the Royal Bermuda Regiment (RBR) should be the source of pride for all former Service personnel. To acknowledge their previous service, former members of the RBR can apply for an ex-Service ID card. The card will state that the holder has performed military duty in the RBR and should therefore be entitled to some of the privileges that current Service personnel are privileged to, such as: access to military establishments, discounts at civilian merchants, and recognition of their Service.

STANDING ORDERS FOR THE ISSUE OF AN 'EX-SERVICE' ID CARD

2. Any former member of the RBR that wishes to obtain an Ex-Service ID Card is to adhere to the following:
- a. Only applicants that have completed a minimum of 3 yrs and 2 months of military service are eligible to receive the Card.
 - b. Only applicants that were discharged from the Regiment and left in good standing (with no disciplinary issues) are eligible to receive the Card.
 - c. Eligible personnel will need to apply for the card (via the form at ANNEX A).
 - d. The cost for the ID card (\$20) must be paid prior to receiving the card. Ex-Commanding Officers and ex-Regimental Sergeant Majors will be given their first issue at no cost to the holder.
 - e. The ID card will be similar in design to an active person's Military ID except for the following:
 - 1) It will be display an Expiration Date; in its place it will state the date that the Holder retired / left the Service.
 - 2) It will state "Ex-Service Member"" above "Royal Bermuda Regiment".
3. **The Commanding Officer reserves the right to refuse the issue of, or withdraw the use of, any ID card.**

Annexes:

- A - Application for Ex-Service Personnel ID Cards

ANNEX A TO
STANDING ORDER 101



APPLICATION FOR
EX SERVICE PERSONNEL ID CARD



Regt #		Rank at Discharge		Date of Birth	
Last Name		First Name		Initials	
Height		Hair Colour		Blood Type	
Address			Contact Number		
Email Address			Social Insurance #		

Dates of Service			
Enlistment Date		Discharge Date	

Payment Options (please circle)		
Cash	Wire Transfer	Cheque
	Acct Name: BERMUDA REGIMENT PRI Acct#: HSBC 010-003341-002 BMD	Payable to: Bermuda Regiment PRI

OFFICIAL USE ONLY			
Received by			
Commanding Officer's Approval (please tick)	Approved ☐	Not Approved ☐ Reason:	
COs Signature		Date	

CO'S APPROVAL AND PAYMENT OF \$20 MUST BE RECEIVED BEFORE ID CARD IS ISSUED

RBR STANDING ORDER 102 – DIVERSITY, EQUITY AND INCLUSION (DE&I)			
As At:	Oct 24	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO
Reference: A. Standing Order 66 – Service Complaints B. Standing Order 68 - Values and Standards C. Standing Order 106 - MATTs D. RBR Record of Service Policy			

INTRODUCTION

1. All personnel of the Royal Bermuda Regiment have the right to live and work in an environment free from discrimination, intimidation, humiliation, harassment or abuse. The values and standards expected are detailed in Standing Order 68 - Values and Standards and are tested in MATT 6 – ‘Behaviours’ as part of Standing Order 106 – MATTs. All personnel are to familiarise themselves with the RBR the DE&I Policy annually.
2. It is the responsibility of all RBR personnel to promote a culture in which everyone understands the complaints procedure and are aware that they may complain without fear of retribution.

STANDING ORDERS FOR DIVERSITY, EQUITY AND INCLUSION

3. All personnel of the RBR (irrespective of rank or position) are to:
 - a. Ensure that the principles of DE&I, are fully observed and practiced within their sphere of influence.
 - b. Ensure that there is no discrimination against any person on the grounds of gender, race, ethnicity, sexuality, marital status, age, religion or physical disability, except where there is exemption authorised the Government of Bermuda or the Defence Act.
 - c. Report any actions that violate the RBR DE&I policy to the chain of command, or to the RBR DE&I Officer.
 - d. Ensure that they attend and actively participate in any RBR DE&I training or activities, if invited or required to attend.
 - e. Attend RBR MATT 6 Training annually and pass the associated test.

STANDING ORDERS FOR THE RBR DE&I ADVISOR

4. The RBR DE&I Advisor is appointed by the Commanding Officer and is to:
 - a. Be responsible for the publishing and updating DE&I policy
 - b. Arranging DE&I training and events.

- c. Ensuring that all deputy DE&I advisors have completed the required training and understand the DE&I complaints process. They are to also ensure annual refresher training is provided.
- d. Act as the ambassador for DE&I within the RBR.
- e. Ensure that all Officers within command appointments are aware of their 'chain of command' responsibilities:
 - 1) They must 'Lead by example'
 - 2) They must foster a work environment free from harassment and bullying, take complaints seriously, be alive to 'indiscretions' and seek appropriate advice when necessary.
 - 3) They must ensure that DE&I policies are fully implemented
 - 4) They are to take any necessary steps to prevent all forms of discrimination
 - 5) They must ensure that complaints are handled quickly, fairly and within RBR complaint guidelines (ensuring strict confidentiality where possible)
 - 6) They must consult the DE&I Advisor for direction if unsure

STANDING ORDERS ON DE&I COMPLAINTS

- 5. The following approach to Complaints regarding DE&I issues is to be followed:
 - a. Every individual is to be aware that they have the right to submit a formal Service Complaint if they believe that a breach of DE&I policy has occurred (see Standing Order 66 – Service Complaints).
 - b. If advice (formal or informal) is required, individuals should use their chain of command; however, if they do not wish to do so for any reason, they may approach the RBR DE&I Advisor or any of the DE&I Deputy Advisors.
 - c. All E&D complaints are to be properly and promptly investigated in accordance with References A and B. Any issue raised will be investigated and individuals will be assisted in ensuring that a satisfactory conclusion is sought.
 - d. Complaints are to be addressed at the lowest possible level (as this allows escalation up the chain of command in the event that a resolution is rejected).

RBR STANDING ORDER 103 – NON-PUBLIC ACCOUNTS			
As At:	Oct 24	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO
Reference:			

INTRODUCTION

1. The accurate and transparent holding of funds within the RBR is essential. Historically there were a number of sub-units within the regiment that held Non-Public Accounts with various banks around Bermuda. Many of these accounts were left dormant, poorly managed and haemorrhaging money. To that end, the Commanding Officer directed that these accounts be closed in order to save the balance of the accounts and that the Royal Bermuda Regiment PRI will act as the Host account for all of these separate funds.
2. Any request to open a Coy or Sub Unit Bank Account must be approved by the Commanding Officer. All Accounts outside of those listed in para 3 are illegal and are to be closed immediately.
3. The following Bank Accounts are Approved by the Commanding Officer and must be held and maintained withing the direction in Para 4:
 - a. Royal Bermuda Regiment Amenities Fund, COs Entertainment Fund - Managed by RAO
 - b. Royal Bermuda Regiment PRI Account, Morale, Welfare & Recreation - Managed by RSM
 - c. Royal Bermuda Regiment Officers Mess – Manage by RAO
 - d. The Warrant Officers & Sergeants Mess – Managed by RSM
 - e. The Corporals Mess – Managed by RSM

STANDING ORDERS FOR NON-PUBLIC ACCOUNTS

4. Administrators of the Non-Public Accounts listed in Para 3 are to adhere to the following direction:
 - a. All approved Non-Public Accounts must be available for inspection by the Commanding Officer upon request, or by a sub-committee of their choosing, to be notified via Unit Part One Orders.
 - b. Accounts are to be kept up to date with all deposits and withdrawals recorded (receipts are to be submitted)
 - c. Monthly Statements are to be submitted monthly to the RAO and shared with the Account Holders.
 - d. For all Messes – Any personal re-imbursements must be requested and approved via the PMC, then paperwork submitted to the RAO for payment.

- e. All authorised approvers and inputters must be named and recorded in the minutes of their board.

SUB-UNIT ACCOUNTS MANAGED THROUGH PRI

5. The accounts listed below have been set-up within Royal Bermuda Regiment PRI Account. OCs are required to maintain current balances and ensure that all deposits and requests for cheques/payments are properly documented. The Coy Account file is to be maintained within the Coy Offices and available to the Commanding Officer and RAO for inspection upon request.

- a. A Company
- b. C Company
- c. HQ Company
- d. Logistics Coy
- e. Royal Bermuda Regiment Junior Leaders
- f. Royal Bermuda Regiment Band and Corps of Drums.

RBR STANDING ORDER 104 – AUTOMATIC RESIGNATION OF OFFICERS FOLLOWING A PERIOD OF NON-SERVICE

As At:	Oct 24	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO
Reference:			

INTRODUCTION

1. It is acknowledged that Officers may require to take extended 'leave of absence' from the Regiment for a number of reasons, and during this temporary absence it may be necessary to turn it into a permanent departure. It is essential that the RBR is able to confirm the exact number of Soldiers and Officers that it can mobilise at any point, and therefore non-attending personnel must be removed from consideration. The following Standing Order will provide clarity over the process for discharging 'non-attending' Officers from the RBR.
2. All Officers are able to request an extended leave of absence from the Regiment for up to two years. The request must be submitted in writing to the Commanding Officer for approval. Once approved, the Officer will receive confirmation of the dates for start and end of the requested leave of absence.
3. On completion of the leave of absence, the Officer is required to return to service, submit a request for an extension to the leave of absence or submit a request to resign their Commission (if they have served for less than 10 years as an Officer, if over 10 years and they are a Major then they can request to retire their Commission).
4. If an Officer has completed their leave of absence and has not taken any of the above options, they will be regarded as a Long Term Absentee (LTA).

STANDING ORDERS FOR THE AUTOMATIC RESIGNATION OF OFFICERS FOLLOWING A PERIOD OF NON-ATTENDANCE

5. If an Officer is categorised as an LTA, the Commanding Officer is to:
 - a. Write to the Commander-in-Chief and request that the Officers' Commission be resigned *in absentia*.
 - b. Contact the individual (if contact details are correct) to inform them that their Commission has been resigned *in absentia* and request that all outstanding kit and equipment is either returned to the RBR or a bill raised and paid for their replacement.
 - c. Write to the Commander-in-Chief to request any outstanding equipment or charges to be written off if there is no response from the Officer.
 - d. Confirm the Officers' resignation via Regimental Part One Orders.

RBR STANDING ORDER 105 – OVERSEAS TRAVEL, COURSES AND ATTACHMENTS			
As At:	Oct 24	Review Date:	31 Oct 2025
Amendment:		Sponsor:	XO
Reference:			

INTRODUCTION

1. The following Standing Order will confirm the administration process for Royal Bermuda Regiment (RBR) personnel to participate in overseas Courses and Attachments. The lead for all overseas courses and attachments is the Executive Officer (XO).
2. Overseas Courses and Attachments are an essential opportunity for the RBR, as they provide the ability to qualify individuals for promotion and increased responsibilities, and increase the knowledge, skills and professional competency of the individual involved. Funding for these places is crucial for the retention of individuals and for the wider development of the RBR.
3. This Standing Order provides direction for the identification of course providers, selection of individuals and administration responsibilities throughout the process. If any deviation from this Standing Order is being considered the XO must be consulted in the first instance.

STANDING ORDERS FOR OVERSEAS TRAVEL, COURSES AND ATTACHMENTS

4. For all overseas courses and attachments. The following process is to be followed:
 - a. The XO is to identify suitable courses and attachment opportunities and confirm they are within budget constraints for the financial year that they will take place. Ideally courses and attachments will be identified 12 months in advance (to ensure individuals can be adequately prepared).
 - b. The Course Matrix will be maintained by the Training Officer (or SMI in their absence) and published monthly at the Battalion Orders Group. The matrix will display the following:
 - 1) Course Title and brief description, including any specific requirements for attendance.
 - 2) Course dates and location.
 - 3) Travel dates
 - 4) Names of selected individuals.
 - c. The list of future courses and attachment opportunities is to be shared with the Commanding Officer's Command Group with a deadline for nomination of suitable individuals
 - d. **Nomination.** Only individuals nominated for attendance on a course or attachment by their chain of command will be considered. This will center on their suitability to attend the course and confirmation that the RBR will get adequate 'return of service' from the individual (ie they are not an NTA, not subject to disciplinary and or recommended for discharge), see Annex A. Where

there are more nominations than places, the RHQ will conduct a selection process to ensure the most suitable individual or individuals are selected.

e. **Selection.** For career courses such as Basic/ Advanced Drill or the Platoon Tactics Courses, selection will be made according to seniority, suitability, opportunities for future employment and the needs of the Regiment. Any individual that is not selected is to be informed of the reasons when notified.

f. **Notification.** The result of the selection process will be disseminated via the chain of command so that nominees can be notified by their Company headquarters. This will initiate the completion of Annex B for those selected, which must be returned to the XO as soon as possible, to ensure the purchase of travel tickets can be completed and Admin Instructions can be distributed.

g. **Pre-Course or Attachment Preparation.** All Courses and Attachments will require some form of preparatory training. For routine courses, the Training Wing is to provide the preparatory training from the standard training plans. For non-routine courses and attachments, the Training Wing are to produce a bespoke training programme and have authority to contact the training provider to ensure the pre training is appropriate and aimed at the correct level of understanding.

h. **Pre-Course or Attachment Administration.** Once Annex B has been received, the XO is responsible for:

- 1) Booking flights – this requires the chain of command to confirm the preferred flights of the selected individual and to confirm if there are any special requirements for travel (such as the requirement for specific visas or preferred routes). Flights are to be selected by the most economic means (see para 5.)

- 2) The timely return of ITD(A) paperwork:

- a) IDT(A) Annex B - Confirming of acceptance of pre-payment Training with the British Army

- b) IDT(A) Annex C – Certificate of Security and Assurance for International Students. (including submission of passport photographs)

- c) Fit to Attend (FTA) Certificate

- d) Any other documents or information as required.

- 3) Organizing the dispatch, receipt and dissemination of specific Joining Instructions (JIs) from course providers. These are to be issued via the chain of command to ensure they are aware of the individuals' exact movements.

- 4) Confirmation of accommodation and feeding details for the duration of the course.

i. The **Course Attendee (Student)** is responsible for the following:

- 1) Completion of IDT(A) Annex B - Confirming of acceptance of pre-payment Training with the British Army

- 2) Completion of IDT(A) Annex C – Certificate of Security and Assurance for International Students. (including submission of passport photographs)
- 3) Arranging 2 x passport photos of each student.
- 4) Booking a medical examination by a Regimental Doctor and completion of a FTA medical certificate.
- 5) Organizing pay and confirming applicable allowances with the RAO.
- 6) Making R&R arrangements.

j. **Conduct.** Individuals are to maintain the highest standards of conduct and discipline at all times. Individuals are to be reminded that, whilst on course or attachment, as they representing the RBR. Prior to any course or attachment, the RSM will brief all Warrant Officers and below on acceptable behaviour; whilst the Adjutant will brief all Officers of the rank of Captain and below.

k. **Action following Completion of Course and Attachment.** On return to Bermuda, personnel will be expected to give a short brief of the conduct of their trip. In all cases personnel are to be interviewed as soon as possible by the following:

- 1) **RSM** for Warrant Officers and below.
- 2) **Adjutant** for Officer Cadets, Officers (Captains and below) and the RSM.
- 3) **Commanding Officer** for all Majors and the Adjutant.

l. **Course Reports.** Course Reports are to be addressed to the XO (for UK MOD delivered courses, they should be emailed to tom.wood398@mod.gov.uk to ensure swift receipt. Once received they are to be passed to the Adjutant and/or RSM who will decide if a further interview or an interview with the CO is required.

m. All attendees are to complete a 'Course and Attachment Feedback Proforma' (Annex C), to ensure the course or attachment was still appropriate for the developmental needs of both the RBR and the selected individual. Feedback will help with the selection of individuals for future courses/ attachment opportunities. In most cases the conclusion of an attachment should be recorded in a Post Exercise Report (PXR), which is to be submitted to the XO and SMI within 28 days of the conclusion of the attachment.

STANDING ORDERS FOR THE BOOKING OF OFFICIAL OVERSEAS TRAVEL

5. From time to time, members of the Regiment will be required to travel overseas for matters of Regimental business. This includes courses, attachments but also any official business travel. For all travel, the following direction is to be followed:

- a. All travel must be made by the most economical and most direct route. Travel is to be booked as early as possible to ensure the most economical fares are secured.
- b. Subsistence payments are to be used to fund costs associated with accommodation, meals, local ground transportation and other incidental expenses (including gratuities). Any unused portion of funds must be reimbursed to the Regiment and receipts produced for all expenses incurred

c. Accommodation should be booked prior to departure and should be as economical as possible, whilst being within a reasonable distance to the course/attachment. Where accommodation in a military establishment is provided, alternative accommodation will not be approved/funded.

d. Reasonable costs for meals will be funded , if not included as part of the course/attachment. Whilst individuals are not restricted to a single vendor, meal costs should not be excessive (as a guide, a reasonable cost for meals is: \$15 for breakfast, \$20 for lunch and \$35 for dinner). Individuals may include a non-alcoholic drink as part of their meal but **alcohol will not be funded** and should not be included on the receipt.

e. Car rentals will be funded if they represent a saving to the cost of using public transport or report timings do not permit the additional time in transit. If a car Rental is required, it must be authorised by the RAO prior to departure. It is the responsibility of the individual to ensure they have the required documentation (including credit card for deposit) for driving in the destination country.

f. Any additional costs as a result of stopovers for personal reasons will be at the soldier's own expense.

6. All members of the Regiment traveling on official business must complete a Government Travel Expense Claim Form, and produce all original itemized receipts of expenses incurred to the RAO within 7 days of return to Bermuda.

Annexes:

- A - Course and Attachment Nomination Proforma
- B - Course and Attachment Committal Certificate
- C - Course and Attachment Feedback Proforma
- D - Government Travel Expense Claim Form

**ANNEX A TO
STANDING ORDER 105**

COURSE AND ATTACHMENT NOMINATION PROFORMA

1. Name of Course / Attachment.....
2. Company..... 3. Sub-unit.....
4. Full Name
5. Rank..... 6. Regimental Number
7. Course dates: Start date..... 8. End date.....
9. Location
10. Passport (Number and Country)
11. Date and Place of birth:..... /
12. Confirm the following (circle the answer that applies):
 - a. Nominee has been interviewed by(Coy Comd must initial here) and informed of their obligations should they be selected.

Yes / No
 - b. Nominee has discussed their nomination with their employer who is aware that if selected they will be on Regimental duty for the duration of the course or attachment and they are content to release them from employment obligations.

Yes / No
 - c. Nominee has discussed this nomination with their family who are aware that if selected they will be on Regimental duty for the duration of the course or attachment and that the nominee does not consider that family obligations will preclude them from attending.

Yes / No
 - d. Nominee has a valid passport and is not aware of any impediment to travel such as medical condition or conviction resulting in inclusion on any "Stop List".

Yes / No
 - e. Nominee is not aware of a medical condition or disciplinary issues which might preclude their participation in the activity for which they have been nominated.

Yes / No
13. Height..... 14. Weight.....
15. Colour of hair..... 16. Colour of eyes.....
17. Any scars, tattoos or distinguishing features.....
18. Preferred Travel dates Depart Bermuda.....Return to Bermuda.....
19. Insert additional remarks (attach as necessary):.....

**ANNEX B TO
STANDING ORDER 105**

COURSE AND ATTACHMENT COMMITTAL PROFORMA

Regimental Number:

Rank:

Name:

Course / Attachment:

Dates:

Company:

Sub-Unit:

I understand that I have been selected to attend the above course / attachment and as such will be on Regimental duty. My employer and family have been informed of this Regimental commitment and I am not aware of any reason why I cannot attend. I understand that the Regiment has committed resources in support of this course / attachment and that if I am unable to attend I must inform the Regiment as soon as possible. I further understand that if I withdraw from the course / attachment the Regiment may require me to pay for such items as lost flight tickets or course costs subject to thereason for my inability to attend.

Signed:

Witnessed by:

Rank:

Date:

Witness Signature:

**ANNEX C TO
STANDING ORDER 105**

COURSE AND ATTACHMENT FEEDBACK PROFORMA

1. Regt'l Number:..... Rank:..... Name:.....Company:

2. Course / Attachment:.....Dates:.....

3. Nomination, selection and notification process:

.....
.....

4. Administrative arrangements before departure:

.....
.....

5. Travel:

.....
.....

9. Administrative arrangements during course / attachment:

.....
.....

10. Details of course / attachment:

.....
.....

11. Post-Course administration:

.....
.....

12. R&R:

.....
.....

13. Post-return concerns:

.....
.....

14. Any other comments, observations or suggestions (Continue on separate page if required):

.....
.....

Exhibit 7

All Financial Instructions and General Orders must be complied with. This form must be completed within 30 days upon return from travel. Supporting receipts must accompany itemised claim amounts on back.

Purpose of Travel:

Note> This form is a spreadsheet that is downloadable from the Accountant General's webpage on gov.uk. (See Financial Instructions section 11.1.2)

Transportation	\$0.00
Meals	\$0.00
Hotel	\$0.00
Other	\$0.00
T O T A L	\$0.00
Less: Travel Advance	\$0.00
Due to/(from) Claimant	\$0.00

Use Sheet (Detail of Expenses) which will automatically fill the amounts in here.

Trader #: 295822							G.L Date:						
Invoice Date	*Invoice #	Cheque Remark	Cost Centre	Object	Sub	Amount							
						\$0.00							
						Total	\$0.00						

* If funds advanced, please use original batch number

INVOICE/CONTRACT/REFERENCE	AMOUNT	INITIAL <u>Entitlements</u> <u>Verified</u>	I certify that this is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on Government business as detailed above and that I have not been and will not be reimbursed for them by any other party.
I certify that these goods or services are solely for Government Accounts, are proper charges against the votes indicated and will not cause any excess therein, and that all relevant Financial Instructions have been complied with.	\$0.00	<u>Extensions & Calculations</u> <u>Checked</u>	
Signed	Authorized Officer (other than Claimant)		Signature of Claimant
Print Name			

Note: In the event that monies must be paid back to the Government, a copy of an interdepartmental receipt (5A) form must be attached to this form before forwarding it to the Accountant General Department for filing.

RBR STANDING ORDER 106 – MILITARY ANNUAL TRAINING TESTS (MATTs)			
As At:	Oct 2024	Review Date:	31 Oct 2024
Amendment:		Sponsor:	RBR SMI
Reference:			

INTRODUCTION

1. The Military Annual Training Tests (MATTs) are an important part of the training activity that is carried out annually by every Officer and Soldier in the Royal Bermuda Regiment (RBR), regardless of whether they are full time or part time. There are currently 6 MATTs to be completed, covering a range of subjects and skills that are considered important in the maintenance and development of professional soldiering standards. They represent the minimum standards required for effective service in the RBR.
2. The MATTs required to be undertaken on an annual basis to qualify for the MATT bonus (see Standing Order 123: Performance Bonus) are as follows:
 - a. MATT 1: Operational Fitness Test (OFT).
 - b. MATT 2: Personal Fitness Assessment (PFA).
 - c. MATT 3: Annual Personal Weapons Tests (APWT) inc Weapon Handling Tests (WHTs).
 - d. MATT 4: First Aid Test.
 - e. MATT 5: Judgmental Assessment/Rules of Engagement Test (JA/ROE).
 - f. MATT 6: Behaviours (Values & Standards and Diversity, Equity and Inclusion).
3. All results (including unsuccessful attempts) are to be recorded by Coy HQs and reported on a monthly basis in OPEVAL returns. Details are also to be recorded on BRIMS.

STANDING ORDERS FOR THE COMPLETION OF MATTS

4. All personnel completing MATT 1 OFT are to:
 - a. Adhere to the following dress requirements:
 - 1) Issued Green t-shirt (an MTP shirt may be worn if required),
 - 2) MTP Trousers,
 - 3) Issued Brown Boots,
 - 4) Issued Bergen, Webbing or Day-sack (weighing 35lbs).
 - b. Complete the following physical requirements within the time constraints identified:

- 1) Phase One: 800m (0.5 miles) warm up in 12 minutes,
- 2) Phase Two: Complete the 3.2km (2 mile) course, immediately after phase one, within 25 minutes (participants may stop whilst on the route but may not dispose of any weight or use motor transport for any part of the course).
- 3) Phase Three: Lift 2x 35lb ammunition boxes (or power bags) from the floor to a platform that is 1.45m high. This must be done whilst still carrying the 35lb Bergen, Webbing or Day-sack. On completion, the 35lb Bergen, Webbing or Day-sack can be removed for the remainder of the test.
- 4) Phase four: Carry 2 x full 20 litre Jerry Cans over a total distance of 150m (the course can be either continuous or 3 x 50m shuttles). Participants are permitted to rest as required, but must complete the 150m within 4 minutes or less.
- 5) Phase five: Drag a 242lb (110 kg) bag (simulating a casualty) in a rearward direction over a distance of 40 meters within 1 minute and 30 seconds or less.
- 6) Phase six: Carry 1x 20lbs power bag over a total distance of 200m (the course should be 4 x 50m shuttles). Participants are permitted to rest as required, but must complete the 200m in a time of 3 minutes or less.

c. To obtain a PASS for MATT 1, all six phases must be successfully completed.

5. All personnel completing MATT 2 PFA are to:

- a. Dress in Regimental PT kit including suitable training shoes.
- b. Complete the following 3 elements of the test (the required standards are age and gender specific and can be found at ANNEX A):

- 1) Press-ups,
- 2) Sit-ups,
- 3) Multi-Stage Fitness Test (MSFT).

c. To obtain a PASS for MATT 2, all 3 elements must be successfully completed.

6. All personnel completing MATT 3 APWT and WHT are to:

- a. Complete and PASS the WHT prior to attempting the APWT. The WHT must be completed at least twice annually.
- b. The WHT must be conducted by a qualified NCO and results recorded on BRIMS. The details of the WHT can be found at ANNEX B.
- c. The APWT is to be fired annually by all personnel, regardless of whether they are full time or part time.
- d. The APWT is to be fired on the 25m Range using Fig 11b targets.

e. All firers are to wear the following:

- 1) MTP shirt and trousers, and issue brown boots,
- 2) Webbing,
- 3) Head dress,
- 4) Ear Defence,
- 5) Sling (if fitted).

f. Details of the firing requirements can be found at ANNEX C, but the minimum pass mark is 30 out of 60.

7. All personnel completing MATT 4 First Aid Test are to:

- a. Complete the Company facilitated First Aid Training throughout the training year (this is a **minimum of 5x 40 minute lessons**). Company HQ is responsible for scheduling this training and ensuring all personnel attend.
- b. Complete the 15 question multiple choice test paper. The pass mark is 80% (12 out of 15) and must be conducted by a qualified NCO or Officer.
- c. Complete the practical assessment/test on casualty assessment, CPR, tourniquet and FFD application. The practical assessor will determine, using the guide provided by the RMO/ RMSNCO, if an individual has successfully completed the 4 areas of practical assessment.
- d. Any failures are able to retake the test at the next available date. Individuals are **not** permitted to retake the test on the same day.
- e. To obtain a PASS for MATT 4, both the theoretical and practical tests must be successfully completed and passed.
- f. **Note:** Any member of the Regiment that has conducted the St John's Ambulance First Aid Training qualification will be deemed to have passed the requirements for MATT 4 for that training year. They will be required to conduct the full MATT the following year.

8. All personnel completing MATT 5 Judgmental Assessment/Rules of Engagement (JA/RoE) are to:

- a. Complete the Company facilitated JA/RoE throughout the training year, including the Judgmental Assessment training video. Company HQ is responsible for scheduling this training and ensuring all personnel attend.
- b. Complete the 15 question multiple choice test paper within 30 minutes. The pass mark is 80% (12 out of 15) and must be conducted by a qualified NCO or Officer.
- c. Any failures are able to retake the test at the next available date. Individuals are not permitted to retake the test on the same day.

9. All personnel completing MATT 6 Behaviours (Values & Standards and Diversity, Equity and Inclusion) are to:

- a. Complete the RHQ/ Company facilitated Behaviours presentation. RHQ will schedule one session per Training year per Company. Any additional presentations will be Company facilitated.
- b. Complete the Behaviours Test Paper. The pass mark is 80% (16 out of 20) and must be conducted by a qualified NCO or Officer.
- c. Any failures are able to retake the test at the next available date. Individuals are not permitted to retake the test on the same day.
- d. Ensure that completed and marked test papers are submitted to the RBR XO to be scanned and stored electronically.

Annexes:

- A - PFA Required Standards
- B - Weapon Handling Test Details - SA80 (A2)
- C - Annual Personal Weapon Test – SA80 (A2)
- D - Weapon Handling Test Details – 9mm Beretta
- E - Weapon Handling Test Details – 9mm Glock
- F - Weapon Handling Test Details – G36

**ANNEX A TO
STANDING ORDER 106**

PFA REQUIRED STANDARDS

1. To pass MATT 2 PFA, the following standards must be achieved. Failure to achieve the required standard in any of the discipline will result in an overall fail for MATT 2.
2. The minimum Fitness Standards by age and gender are as follows:

Age	Gender	Test Elements		
		Press Up	Sit Up	MSFT
29 and Under	Male	44	50	6.09
	Female	21	32	5.01
30-34	Male	41	46	6.06
	Female	19	29	4.08
35-39	Male	39	43	6.03
	Female	16	26	4.05
40-44	Male	35	37	5.09
	Female	15	23	4.03
45-49	Male	29	34	5.07
	Female	13	20	3.09
50 and Over	Male	25	32	5.04
	Female	11	17	3.03

**ANNEX B TO
STANDING ORDER 106**

WEAPON HANDLING TEST DETAILS (SA80 A2)

1. **Purpose.** The purpose of WHTs is to provide a measure of personal weapon handling skill throughout the Regiment in line with operational safety and handling requirements. Mandatory testing ensures that handling skills of all personnel - regardless of rank - are monitored accurately and rectified if necessary.
2. **Testing and Results.**
 - a. Soldiers whose personal weapon is the Rifle are to complete the WHT every six months. All tests are to be carried out in daylight and conducted by a qualified, competent instructor.
 - b. Results. Results are to be recorded in personal shooting records and on BRIMS (or equivalent).
3. **Conduct.** Tests are to be completed consecutively and are to be carried out in barracks using drill ammunition.
4. **Dress.** Tests are to be carried out wearing belt order webbing with combat helmet and ECBA, where issued.

Definition of Standards

5. **Handling Standards.** Handling Standards achieved in WHTs are defined as:
 - a. **Pass:** Pass in all tests.
 - b. **Fail:** Fail in any test.
6. **Training Performance Standards.** A soldier is considered competent on achieving the pass standard. Failure to meet the pass standard indicates that the soldier is not competent in the use of the Rifle. Retesting is to be carried out on completion of remedial training on the individual test(s) that were failed.

**ANNEX B TO
STANDING ORDER 106**

Test No	Subject	Stores	Conditions	Marking
1	Safety	Rifle, unloaded. Safety Catch at 'F', change lever at 'R'. Weapon lying on the ground	1. Order the soldier to "Take control of the weapon". The soldier, without further direction, is to pick up the weapon and carry out full normal safety precautions.	Standard: Pass: 1 mistake Fail: More than 1 mistake. Award no qualification if any mistake affects safety.
2	Stripping, Cleaning and Assembling	Rifle with sling fitted, unloaded, cleaning roll (with combination tool out), flannelette and oil.	1. Order the soldier to "Strip the rifle as for daily cleaning". Ask the following questions: a. What size flannelette is used to clean the barrel? b. What size flannelette is used to oil the barrel? c. What are the differences to normal daily cleaning in the following conditions? (choose any 2 conditions): (1) Heavy rain and damp conditions. (2) Dry, sandy or dusty conditions. (3) Cold and extreme cold conditions. (4) Hot, wet conditions. 2. Order the soldier to indicate the parts of the combination tool that are used to clean the gas plug. 3. Order the soldier to "Assemble the Rifle and carry out the function test".	Standard: Pass: 1 or 2 mistakes. Fail: More than 2 mistakes. Award no qualification if any mistake affects safety.
3	Magazine Filling	30 rounds, magazine, stopwatch. Instructor's Note: <i>All ammunition is to</i>	On the command "Go" the soldier fills his magazine with 30 rounds by hand.	Standard: Pass: 75 seconds or less. Fail: Over 75 seconds

**ANNEX B TO
STANDING ORDER 106**

		<i>be removed from the magazine.</i> Fit depressor.		
4	Loading – Standing Position	Rifle, one magazine in fastened pouch. Instructor's Note: <i>Load with a magazine fitted with a depressor.</i>	Give the command "Load". Pouches must be refastened. Instructor's Note: <i>Leave rifle loaded for Test No 5.</i>	The soldier is to be told that no time limit is imposed but that all actions should be carried out quickly and correctly. Standard: Pass: 1 mistake. Fail: More than 1 mistake. Award no qualification if any mistake affects safety
5	Ready Drill Prone Position	Rifle loaded (from Test No. 4), representative targets	1. Order "Prone Position Down". 2. Once the soldier has aligned himself, on to the target order "Ready" or issue a range.	The actions tested are those relating to the Ready Drill only. The soldier is to be told that no time limit is imposed but that all actions should be carried out quickly and correctly. Standard: Pass: 1 mistake. Fail: More than 1 mistake. Award no qualification if any mistake affects safety.
6	Immediate Action (IA) Forward Assist	Rifle loaded (from Test No. 4), representative targets	1. Order "Fire". 2. Order "Rifle firing alright – rifle stops". Soldier to carry out the IA..."Cocking handle fully forward". Soldier is to tap forward on the cocking handle and continue firing.	The actions tested are those relating to the (IA) and Forward Assist Drills only. The soldier is to be told that no time limit is imposed but that all actions should be carried out quickly and correctly.

ANNEX B TO
STANDING ORDER 106

			3. Order " Rifle fires alright " " Stop ".	Standard: Pass: 1 mistake. Fail: More than 1 mistake. Award no qualification if any mistake affects safety.
7	IA and Loose Magazine Drill	Rifle loaded, representative targets.	1. Order "Fire" "Rifle firing alright – rifle stops". Soldier to carry out the IA..."Cocking handle fully forward". Soldier is to tap forward on the cocking handle and continue firing. 2. Order "Rifle still fails to fire". 3. On examination of body and chamber order "Rounds in magazine – chamber clear". Allow the soldier to complete the drill. 4. Order "Rifle fires alright" "Stop".	The actions tested are those relating to the Loose Magazine Drill only. The soldier is to be told that no time limit is imposed but that all actions should be carried out quickly and correctly. Standard: Pass: 1 mistake. Fail: More than 1 mistake. Award no qualification if any mistake affects safety
8	IA and Obstruction Drill	Rifle loaded, representative targets	1. Order "Fire" "Rifle firing alright – rifle stops". Soldier to carry out the IA..."Cocking Handle not fully forward". 2. On examination of body and chamber, order "Obstruction". 3. When the soldier has removed the magazine and attempted to clear the obstruction by hand or using a tool from the maintenance kit, order "Obstruction Clear". 4. When the soldier has visually inspected the	The actions tested are those relating to the Obstruction Drill only. The soldier is to be told that no time limit is imposed but that all actions should be carried out quickly and correctly. Standard: Pass: 1 mistake. Fail: More than 1 mistake. Award no qualification if any mistake affects safety.

ANNEX B TO
STANDING ORDER 106

			chamber, order “Chamber Clear”. 5. Soldier is to complete the obstruction drill. 6. Order “Rifle fires alright” “Stop”.	
9	IA and Empty Magazine Drill	Rifle loaded, representative targets.	1. Instruct the soldier to cock the weapon and apply the Holding Open Catch, with the working parts held to the rear, order “Test and adjust – fire” “Rifle firing alright – rifle stops”. 2. Soldier is to carry out the IA... “Empty Magazine”. Soldier is to carry out the drill for an empty magazine. 3. When the soldier has completed the drill and continued firing, order “Rifle fires alright” “Stop”.	The actions tested are those relating to the Empty Magazine Drill only. The soldier is to be told that no time limit is imposed but that all actions should be carried out quickly and correctly. Standard: Pass: 1 mistake. Fail: More than 1 mistake. Award no qualification if any mistake affects safety.
10	Unloading	Rifle loaded and ready (from Test No. 9).	1. The test follows on from Test No. 9. Give the command “Unload”. The test is not complete until the soldier has recovered the ejected round, replaced it in the magazine and fastened the pouch.	The soldier is to be told that no time limit is imposed but that all actions should be carried out quickly and correctly. Standard: Pass: 1 mistake. Fail: More than 1 mistake. Award no qualification if any mistake affects safety.

**ANNEX C TO
STANDING ORDER 106**

ANNUAL PERSONAL WEAPON TEST (SA80 A2)

1. **Frequency.** This test is to be fired annually by all personnel whose personal weapon is the SA80 A2 5.56mm. Practices 2-5 may be fired as alternate Personal Weapons Assessment.
2. **Ranges.** This to be fired on a 100m Gallery Range (Beach) or a 25m Range. If the 25m Range is used then targets are to be Fig 11b.
3. **Dress and Equipment.**
 - a. MTP, webbing, head dress, ear defence and sling (if fitted).
4. **Rules.** The following rules are to be applied to the APWT.
 - a. No extra time for stoppages.
 - b. During the test no signaling is to be allowed.
 - c. All rifles are to be zeroed before firing the test.
 - d. Rifle slings may be used as an aid.
5. **Magazines.** 2 Magazines will be used – 20rds each.
6. **Timings.** Timings are to be taken from when firers are up and steady.
7. **Ammunition.** Each firer will require 40 rds.
8. **Scoring.** The following scoring system is to apply:
 - a. Practice 1:

Group size 100m	Points	Group size 25m	Points
80mm or below	25	25mm or below	25
81mm to 150mm	20	26mm to 50mm	20
151mm to 200mm	15	51mm to 75mm	15

Firers who are unable to group to 200mm or better at 100m (75mm or better at 25m) are not to be allowed to continue the test without remedial training.

- b. Practice 2-5: 1 point per hit.

**ANNEX C TO
STANDING ORDER 106**

Practice & Posn	Range	Rds	Targets & Exposure	Instructions
Practice 1 Grouping Prone Supported	25/100	5	1. Fig 11 with white patch. 2. No Time Limit	1. Fire a 5 round group. 2. Measure the size and score. Let the firer see the group. 3. Firers only to continue if they can group to 200mm (75mm at 25m) or better.
Practice 2 Deliberate Prone Supported	25/100	5	1. Fig 11. 2. 5 exposures of 6 seconds with intervals of 10 seconds	1. One round at each exposure. 2. At the end of the practice each shot is to be indicated with a spotting disc. All targets are to be shown together for 20 seconds.
Practice 3 Rapid Kneeling unsupported	25/100	10	1. Fig 11. 2. One exposure of 25 seconds	1. Order the position to be adopted. 2. Order “10 rounds rapid – watch and shoot” . 3. Targets are up and hold. 4. Order: “With a magazine of 20 rounds Make Safe”
Practice 4 Snap Standing unsupported	25/100	10	1. Fig 11. 2. 5 exposures of 5 seconds. 3. No less than 10 seconds between intervals.	1. Order the position to be adopted. 2. Order: “Ready. Snap Shooting 2 rds at each exposure. Watch and Shoot.” 3. On appearance of the target they are to fire 2 rds at each exposure. 4. Targets are up and hold.
Practice 5 Deliberate Kneeling supported	25/100	10	1. Fig 11. 2. 10 exposures of 5 seconds with irregular intervals	1. Order: “10 rounds Deliberate. 1 round at each exposure. Watch and shoot.” 2. On completion of the practice Order “Unload” .

9. **Qualifying Standards.** HPS is 60, pass mark is 30 and marksman is 48.

**ANNEX D TO
RBR STANDING ORDER 106**

BERETTA 9mm PISTOL WHTs GENERAL INSTRUCTION

Purpose

1. The purpose of WHT's is to provide a measure of personal weapon handling skill throughout the Regiment in line with the operational safety and handling requirements. Mandatory testing ensures that handling skills of all personnel, up to and including the rank of Lieutenant Colonel, are monitored accurately and rectified if necessary. It is an indication of a unit's operational readiness.

Testing and Results

2. Soldiers in the Regiment whose personnel weapon is the Pistol are to complete their tests every six months; those allocated a Pistol as an alternate personnel weapon are to complete the test once a year. All tests to be carried out in daylight and conducted by a qualified, current and competent instructor.

3. Results are to be recorded in personal shooting records and on unit computer systems.

Conduct

4. Tests are to be completed consecutively and are to be carried out in barracks using drill ammunition.

Dress

5. Tests are to be carried out wearing combat uniform, belt order webbing and beret.

Definition of standards

6. Handling standards achieved in WHT's are defined as:

- a. **Pass** – Pass in all tests.
- b. **Fail** – Fail in any test.

Training Performance Standards

7. A soldier is considered competent on achieving the pass standard. Failure to meet the pass standard indicates that the soldier is not competent in the use of the Pistol. Re-testing is to be carried out after completion of remedial training:

Test	Subject	Stores	Conditions	Marking
1	Safety	Unloaded Pistol lying in the corner of room	1. Order the soldier to fetch the pistol. The soldier without further direction, is to: a. Pick up the pistol and prove that it is unloaded, by removing the magazine and pulling back the slide to check the chamber.	The soldier is to be awarded 'Fail' if the safety actions are not carried out as listed.

**ANNEX D TO
RBR STANDING ORDER 106**

			b. Order the soldier to hand over the pistol. The soldier is to point the muzzle in a safe direction cock the pistol, show chamber clear and ease springs	
2	Stripping, Cleaning and Assembling	Pistol unloaded, cleaning kit box, flannelette, cleaning rags, cleaning rods and oil.	1. Order the soldier to strip the pistol as for daily cleaning. Ask the following questions: a. What size flannelette is used to clean the barrel and chamber. b. What size flannelette is used to oil the chamber and barrel. c. What are the differences to normal daily cleaning when in the following conditions. 1. Wet Conditions 2. Dry, Sandy or dusty conditions 3. Cold and extreme cold conditions 4. Hot, wet conditions. d. What materials are provided for cleaning the pistol. 2. Order the soldier to assemble the pistol and test the safety catch.	
3	Magazine Filling	Magazine, 15 drill rounds	The soldier will fill the magazine with 15 drill rounds by hand. Instructors Note: Leave the magazine filled.	No time limit
4	Pistol Drill	Pistol, one magazine containing one drill round, one magazine filled with drill rounds	Pistol and magazine in the holster. Order “Load – Ready”. Instructor Note: The soldier is to load with the magazine containing one drill round.	1. Standard: Pass – 1 mistake. Fail – More than one mistake. 2. Award no qualification if any mistake affects safety.
5	Handling and Stoppages	Pistol loaded and ready with one drill round, the other magazine with drill rounds in the holster, representative target	1. Order “Fire”. 2. As soon as the trigger is pulled, order “Pistol wont fire”. 3. When the soldier carries out the IA, order “Empty magazine”. 4. On the trigger being operated, order “Wont fire”.	

ANNEX D TO
RBR STANDING ORDER 106

			5. On the IA being carried out, order “Rounds in the magazine – body and chamber clear”. 6. On the trigger being operated, order Wont fire”. 7. On the IA being carried out, order Obstruction in the body”. 8 on the trigger being operated, order “Stop – make safe””.	
6	Unloading	Loaded pistol in the holster.	Order “ Unload ”.	1. Standard: Pass – 1 mistake. Fail – More than 1 mistake. 2. Award no qualification if any mistake affects safety.

**ANNEX D TO
RBR STANDING ORDER 106**

BERETTA 9MM - WEAPON HANDLING TEST RESULT SHEET

[illegible]

Note: Training Performance Standards – A soldier is considered competent on achieving a “Pass” standard in every part of all tests. (Skilled / Average both equate to a Pass)

Testing Instructors Name: _____

Date of WHT: _____

**ANNEX E TO
RBR STANDING ORDER 106**

GLOCK 9mm L131 A1 PISTOL WHTs GENERAL INSTRUCTION

Purpose

1. The purpose of WHT's is to provide a measure of personal weapon handling skill throughout the Regiment in line with the operational safety and handling requirements. Mandatory testing ensures that handling skills of all personnel, up to and including the rank of Lieutenant Colonel, are monitored accurately and rectified if necessary. It is an indication of a unit's operational readiness.

Testing and Results

2. Soldiers in the Regiment whose personnel weapon is the Pistol are to complete their tests every six months; those allocated a Pistol as an alternate personnel weapon are to complete the test once a year. All tests to be carried out in daylight and conducted by a qualified, current and competent instructor.

3. Results. Results are to be recorded in personal shooting records and on unit computer systems.

Conduct

4. Tests are to be completed consecutively and are to be carried out in barracks using drill ammunition.

Dress

5. Tests are to be carried out wearing combat uniform, belt order webbing and beret.

Definition of standards

6. Handling standards achieved in WHT's are defined as:

- a. **Pass** – Pass in all tests.
- b. **Fail** – Fail in any test.

Training Performance Standards

7. A soldier is considered competent on achieving the pass standard. Failure to meet the pass standard indicates that the soldier is not competent in the use of the Pistol. Re-testing is to be carried out after completion of remedial training:

Test	Subject	Stores	Conditions	Marking
1	Safety	Unloaded Pistol lying in the corner of room	1. Order the soldier to “Take control of the pistol” . The firer, without further direction, is to:	1. Standard: Pass Fail

**ANNEX E TO
RBR STANDING ORDER 106**

			a. Pick up the pistol and carry out full normal safety precautions.	
2	Stripping, Cleaning and Assembling	Pistol unloaded, cleaning kit box, flannelette, cleaning rags, cleaning rods and oil.	1. Order the soldier to “Strip the pistol as for daily cleaning”. Ask the following questions: a. What size flannelette is used to clean the barrel and chamber. b. What size flannelette is used to oil the chamber and barrel. c. What are the differences to normal daily cleaning when in the following conditions (choose any 2 conditions). 1. Wet Conditions 2. Dry, Sandy or dusty conditions 3. Cold and extreme cold conditions 4. Hot, wet conditions. d. What materials are provided for cleaning the pistol. 2. Order the soldier to “Assemble the pistol and carry out the function test”.	1. Standard: Pass – 1 to 2 mistake. Fail – More than 2 mistake. 2. Award no qualification if any mistake affects safety.
3	Magazine Filling	Magazine, 17 drill rounds	1. The soldier will fill the magazine with 17 drill rounds by hand. Instructors Note: Leave the magazine filled with 3 rounds on completion.	No time limit
4	Loading	Pistol, one magazine from test 3. Holster worn by the firer.	1. Pistol and magazine in the holster. Order “Load”. Pistols must be secured in holster at the end of the drill. Instructor Note: The soldier is to load with the magazine containing drill rounds, leave the pistol loaded for Test 5.	1. No time limit. 2. Standard: Pass – 1 mistake. Fail – More than one mistake. 3. Award no qualification if any mistake affects safety.
5	Ready Drill Standing Position	Pistol loaded and in the holster from Test 4. Representative target	1. Order “Standing Position – Ready” .	1. No time limit. 2. Standard: Pass – 1 mistake. Fail – More than one mistake.

**ANNEX E TO
RBR STANDING ORDER 106**

				3. Award no qualification if any mistake affects safety.
6	Immediate Action (IA)	Pistol Loaded and ready from Test 5. Representative target	1. Order "Fire" "Pistol firing alright – pistol stops" . Firer to carry out the IA. 2. Firer to check the magazine is correctly fitted, cock the pistol and continue firing. 3. Order "Stop" .	1. The actions tested are those related to the IA drills only. 2. No time limit. 3. Standard: Pass – 1 mistake. Fail – More than 1 mistake. 4. Award no qualification if any mistake affects safety.
7	Obstruction Drill	Pistol loaded and ready from Test 6. Representative target	1. Order "Fire" . "Pistol firing alright – Pistol stops" . Firer to carry out the IA. "Slide NOT fully forward" . 2. On examination of the body and chamber, order "Obstruction" . 3. When the firer has attempted to shake out the obstruction, order "Obstruction NOT clear" . When the firer has removed the magazine and attempted to remove the obstruction by hand, order "Obstruction clear" . 4. Firer is to complete the obstruction drill. 5. Order "Stop and make safe" .	1. The actions tested are those related to the obstruction drills only. 2. No time limit. 3. Standard: Pass – 1 mistake. Fail – More than 1 mistake. 4. Award no qualification if any mistake affects safety.
8	Empty Magazine Drill	Pistol made safe with an empty magazine from Test 7. Representative target	1. Instruct the firer to cock the weapon. With the slide held to the rear, order "Fire" . "Pistol firing alright – Pistol stops" . 2. Firer are to carry out the IA..." Empty Magazine" . Firer is to carry out the drill for an empty magazine. 3. When the firer has completed the drill and continued firing, order "Stop" .	1. The actions tested are those related to the Empty Magazine drills only. 2. No time limit. 3. Standard: Pass – 1 mistake. Fail – More than 1 mistake.

**ANNEX E TO
RBR STANDING ORDER 106**

				4. Award no qualification if any mistake affects safety.
9	Unloading	Pistol loaded and ready from Test 8.	1. Order “ Unload ”. The test is not completed until the firer has secured the pistol and onto the holster and secured the magazine.	1. Standard: Pass – 1 mistake. Fail – More than 1 mistake. 2. Award no qualification if any mistake affects safety.

ANNEX E TO RBR STANDING ORDER 106

GLOCK 17 – WEAPON HANDLING TEST RESULT SHEET

[illegible]

Note: 1.This weapon handling test has been conducted in accordance to operational shooting policy Vol.1 personal weapons

Testing Instructors Name: _____

Date of WHT: _____

**ANNEX F TO
RBR STANDING ORDER 106**

HK G36 WHTs GENERAL INSTRUCTIONS

1. **Purpose.** The purpose of WHTs is to provide a measure of personal weapon handling skill throughout the Regiment in line with operational safety and handling requirements. Mandatory testing ensures that handling skills of all personnel - regardless of rank - are monitored accurately and rectified if necessary.
2. **Testing and Results.**
 - a. Soldiers whose personal weapon is the Rifle are to complete the WHT every six months. All tests are to be carried out in daylight and conducted by a qualified, competent instructor.
 - b. Results. Results are to be recorded in personal shooting records and on BRIMS (or equivalent).
3. **Conduct.** Tests are to be completed consecutively and are to be carried out in barracks using drill ammunition.
4. **Dress.** Tests are to be carried out wearing MTP and webbing.

Definition of Standards

5. **Handling Standards.** Handling Standards achieved in WHTs are defined as:
 - a. **Pass** — Pass in all tests.
 - b. **Fail** — Fail in any test.
6. **Training Performance Standards.** A soldier is considered competent on achieving the pass standard. Failure to meet the pass standard indicates that the soldier is not competent in the use of the Rifle. Retesting is to be carried out on completion of remedial training on the individual test(s) that were failed.

ANNEX F TO
RBR STANDING ORDER 106

Ser.	Subject	Stores	Conditions	Marking
1	Safety	Weapon (with/without carrying sling) lying on the ground; loaded (with empty magazine); lever set to "F" (or  / ).	Order the soldier to <u>fetch the weapon</u>. The soldier without further directive is to: (a) Pick up the weapon and put the change lever to "S" (or ); (b) Remove the magazine; (c) Cock the and engage the holding opening catch. (d) Show that the weapon (chamber) is clear of any obstruction; (e) Aim the weapon in a safe direction, release cocking handle letting working parts go forward under own pressure. select the change lever to "E" (or ) and ease springs by pulling the trigger; (f) Select the change lever to "S" (or ). Order the soldier to <u>hand over the weapon</u>. The soldier without further directive is to: (a) Check the change lever is set to "S" (or ); (b) Cock the weapon by engaging the holding opening catch (c) Show that the weapon (chamber) is clear of any obstruction; (d) Aim the weapon in a safe direction, release cocking handle let working parts go forward under own pressure, select the change lever to "E" (or ) and ease springs by pulling the trigger; (e) Select the change lever to "S" (or ).	The soldier will be awarded 'FAIL' if the safety actions are not carried out as listed.
2	Preparation for firing	Weapon (with carrying sling); magazine, cleaning kit, flannelette, oil	Order the soldier to <u>prepare the weapon for firing</u>. The soldier without further directive is to: (a) Check that the change lever is at "S" (or ); (b) Cock the weapon; (c) Safety check clear; send working parts forward (don't fire off) (d) Strip sling (e) Strip the weapon as for daily cleaning; (f) INSTRUCTOR; Question to soldier "Name 3 parts of the weapon" (g) Dry clean the whole of the weapon and examine it for damage; fully inspect all parts	Standard: Skilled – up to 2 mistakes Average – 3 or 4 mistakes Fail – over 4 mistakes. No qualification awarded if a mistake involves safety.

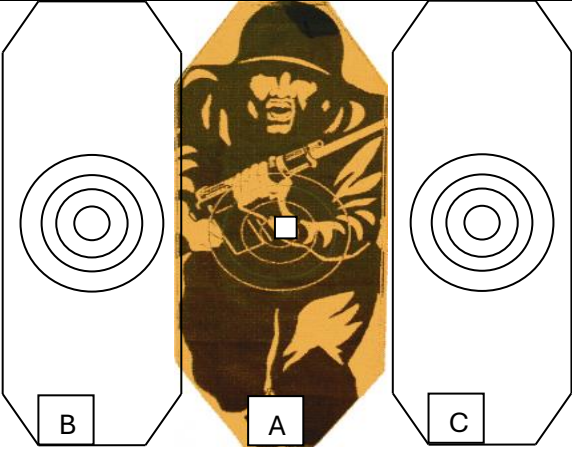
ANNEX F TO
RBR STANDING ORDER 106

			(h) Lightly oil all bearing surfaces; (i) Assemble the weapon; (f) Cock weapon, engage holding opening catch (g) Send working parts forward under own pressure (h) Aim the weapon in a safe direction and safety catch at “S” pull trigger (weapon shouldn’t fire); (i) Select the change lever to “E” (or ) and ease springs by pulling the trigger; (j) Select the change lever to “F” (or  / ); (k) Engage the cocking handle and slide the bolt back and forth (3x) while squeezing trigger (l) Fire off final action; (g) Set the change lever to “S” (or ); and (h) Fit the carrying sling.	
3	Magazine filling	Magazine and 20 drill rounds.	Order the soldier to <u>fill one magazine</u>. On the command “Go”, the soldier without further directive is to fill one magazine with 20 rounds. <u>Instructor Note:</u> Leave all magazines filled.	Standard: Skilled – 60 seconds or less Average – 61-75 seconds Fail – over 75 seconds
4	Loading in standing position	Weapon and one magazine containing 20 rounds in the pouch or pocket.	Order the soldier to <u>load their weapon</u>. On the command “Load”, the soldier without further directive is to check the safety catch, insert the filled magazine into the magazine housing, close ammo pouch. <u>Instructor Note:</u> The soldier is to be told that no time limit is imposed but all actions must be carried out quickly and correctly.	Standard: Skilled – no mistakes Average – 1-2 mistakes Fail – more than 2 mistakes Award no qualification if a mistake affects safety.
5	Immediate Action Drills	Weapon (loaded from Test No. 4) Representative targets. Instructor needs 2 Magazines	<u>Obstruction in the Body</u> (a) Order “Prone Position Down – Test and Adjust – Make Ready-Rapid Fire” (b) Order “Weapon fires, Weapon Stops” (c) Soldier is to carry out the IA (cock and hold to rear), on examining the chamber/body/face of the bolt (d) Order “Obstruction in the Body” (engage holding opening catch, shake out obstruction)	Standard: Skilled – no mistakes Average – 1-2 mistakes Fail – more than 2 mistakes. (d) Inform soldier there is an obstruction in the body

ANNEX F TO
RBR STANDING ORDER 106

			(e) Send working parts forward under own pressure, continue firing (f) Order "Weapon fires, Weapon Stops" (g) Soldier is to carry out the IA (cock and hold to rear), on examining the chamber/body/face of the bolt (h) Order "Obstruction in the Magazine" (engage holding opening catch, unload clear magazine obstruction, load same magazine send working parts forward and continue firing) (i) Order "Weapon fires, Weapon Stops" (j) Soldier is to carry out the IA (cock and hold to rear), on examining the chamber/body/face of the bolt (k) Order "Empty Magazine" (engage holding opening catch, conduct "Make Safe", close ammo pouch, send working parts forward under own pressure and continue firing. <u>Instructor Note:</u> The actions tested are those appertaining to the IA and the stoppages that it will remedy; the soldier is to be told that no time limit is imposed but all actions should be carried out quickly and correctly.	(h) Show soldier magazine with round obstruction. (k) Show soldier empty magazine Award no qualification if a mistake affects safety.
6	Unload in lying position	Weapon (loaded from Test No. 5)	On the command "Unload", the soldier without further directive is to: (a) Remove magazine and complete safety check. <u>Instructor Note:</u> The soldier is to be told that no time limit is imposed but all actions should be carried out quickly and correctly; when all the drills have been completed the soldier is to stand up, recover the ejected round and place it in the magazine.	Standard: Skilled – no mistakes Average – 1-2 mistakes Fail – more than 2 mistakes. Award no qualification if a mistake affects safety.

ANNEX F TO
RBR STANDING ORDER 106

7	Wind Adjustment	No Weapon Req (Use test paper as visual aid but cover answer column)	 a) You are at 100meters firing with a <u>Fresh</u> wind blowing from LEFT to RIGHT. Where would you aim off? b) You are at 100meters firing with a <u>Strong</u> wind blowing from LEFT to RIGHT. Where would you aim off? c) You are at 200meters firing with a <u>Strong</u> wind blowing from LEFT to RIGHT. Where would you aim off?	Answers: a) Center of Fig 11, Tgt A b) Halfway between center and edge of Fig 11, Tgt A c) Left Edge of Tgt A
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ANNEX F TO RBR STANDING ORDER 106

HK G36 5.56mm WEAPON HANDLING TEST RESULT SHEET

[illegible]

Note: 1.This weapon handling test has been conducted in accordance to operational shooting policy Vol.1 personal weapons

Testing Instructors Name: _____

Date of WHT: _____

RBR STANDING ORDER 107 – RANGE ORDERS

As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	SMI

Reference:

- A. Joint Services Publication 403, Handbook of Defence Land Ranges Safety (Vol 1 & 2) Edition 3 Change 3 June 2006
- B. Army General Administrative Instruction Vol 1 Chap 16.
- C. Infantry Training, Volume IV Pamphlet No 21 Regulations for the Planning, Conduct and Supervision of Firing and Training with Infantry Weapon Systems and Pyrotechnics 2022.

INTRODUCTION

1. This Standing Order lays down the policy for the conduct of all Regiment Ranges within Bermuda, including direction on permitted weapon systems. It is noted that additional requirements may be required when conducting Ranges overseas, such as on the Annual OTX. These local requirements must be included, in addition to the requirements of this Standing Order.
2. The ranges covered in this standing order fall into the following categories:
 - a. **25/50 Metre Camp Range.** This range is located within Warwick Camp, and is administered and maintained by the Royal Bermuda Regiment.
 - b. **Beach Ranges.** Located on South Shore beneath Warwick Camp. They are administered by the Department of Parks. The current range is:
 - 1) 50 Metre Beach Range.
3. The day-to-day supervision and co-ordination of range matters within the Regiment is the responsibility of the Training Officer (TO) / SMI.
4. The Range Subject Matter Expert within the RBR is the SMI and further direction is provided by HQ SASC in the UK.

25/50 Metre Camp Range

5. General. The 25m Camp Range was completed in 1994 in accordance with specifications and designs provided by the Technical Advisory Section, Warminster. It is administered and inspected in accordance with References A and B. Orders for the use of the Range are at Annex A to this Standing Order.
6. Authority to Use. The range may only be conducted by individuals who have successfully attended and passed a Range Management Qualification (RMQ) course and who have been awarded the SA (B) 18⁴ qualification. Individuals who have completed an authorization cadre conducted by the Royal Bermuda Regiment are only qualified to act as Safety Supervisors, they are not permitted to be Range Conducting Officers. Individuals must be a minimum rank of Cpl to conduct any Safety Staff

⁴ Qualifications awarded prior to 2018 are recorded as SA (B) 90, which are still valid.

role on the Range. Non-Military units and organisations may request permission to use the Range through the TO/SMI; a charge will be levied, and the range must be conducted by an individual who has attended and passed an RMQ course or equivalent. The Regiment accepts no liability for any accident occurring when a non-Regiment individual is conducting the range.

7. Responsibilities. The following responsibilities are laid down in accordance with Reference A:

a. **Administering Unit.** The Royal Bermuda Regiment is the Administering Unit, responsible for all aspects of range maintenance and orders for use.

b. **Range Officer.** The Range Officer is the SMI. The SMI is responsible for checking the range before and after every use in order to ensure the range is safe and properly maintained. They are to ensure that the Range Log MOD Form 906 is correctly maintained. They are to ensure the following:

- 1) The raking of the bullet catcher sand before and after use, noting any build up of lead or repeated strikes on the rear wall.
- 2) The Correct use and condition of targets is monitored.
- 3) Users have access to, and comply with, the Range Orders at Annex A.

c. **Range Administering Officer.** The Range Administering Officer is the TO. They are responsible for conducting monthly inspections, recorded in the Range Log MOD Form 906, to ensure that the range is properly maintained.

d. **Range Authorising Officer.** The Range Authorising Officer is the RBR Executive Officer. The HQ SASC provide assurance inspections of the Range when on Island and confirm to the Range Authorising Officer any areas of concern. The Range Authorising Officer will authorise the range to be taken into use on MOD Form 904, and conducts an annual inspection (recorded on MOD Form 907A and in the Range Log MOD Form 906) to review all aspects of range safety, including:

- 1) Range Orders for adequacy and enforcement.
- 2) Range danger signals, flags and warning lights.
- 3) Warning notices and marking of the danger area.
- 4) Any fences or physical barriers.
- 5) Construction / repair matters.
- 6) Recommendations for enhancements, future technical inspections.

Beach Ranges

8. **General.** These ranges are administered by the Department of Parks, and may only be used during the period Nov - mid Mar. The ranges are sometimes referred to as the Warwick (South Shore Park) Ranges, or the "Long" ranges.

9. **Authority to Use.** The Royal Bermuda Regiment, and any other organisation requiring use of the beach ranges, are required to obtain written permission from the Department of Parks for use of the ranges. Applications for use by visiting RN ships or other military organisations will normally be processed by the Regiment. Range Conducting Officers must have either a SA (A) or (C) 90 qualification to conduct these ranges; the Regiment will provide a suitably qualified conducting officer for RN ships etc.
10. **Liability.** Non-military organisations using the ranges are required by the Department of Parks to have adequate liability insurance, and the Regiment does not accept any liability for any range accident occurring when a non-Regiment individual is conducting the range.
11. **Notification of Use to the Public.** Early notification is provided to the general public prior to the use of the beach ranges. This will be done as follows:
- a. **Regiment/Military Units.** After permission is received from the Department of Parks, the TO/SMI will request through the Deputy Governor that notification be published in the official Gazette news paper.
 - b. **Other Organisations.** Having obtained written permission from the Department of Parks, to use the ranges (copy to the Regiment), the organisation is responsible for arranging notification to the public in good time.
12. **Range Orders.** The Royal Bermuda Regiment TO/ SMI is responsible for writing and maintaining orders for the use of the beach ranges, and the orders are to be strictly observed by any organisation that obtains permission to use the ranges. It is particularly important that the orders for posting signs and sentries are strictly observed, and that all spent cases are cleared up after firing (See Annex B- Orders for the 50 Metre Beach Range).
13. **Maintenance.** The TO/SMI is to conduct a check of the ranges before use, and is to coordinate with the Department of Parks for any necessary maintenance, clearing of vegetation to ensure safe use of the ranges.

Range Qualifications/Authorisation

14. Range Management Qualification (RMQ) Courses will be held periodically. These courses will be conducted by SASC Instructors from the UK. The qualification awarded is in accordance with Ref C, Chapter 1, Section 2. The administration for the RMQ courses will be coordinated through Training Wing.
15. Training Wing will conduct authorisation courses to train personnel to act as Range Safety Supervisors for the 50m Beach Range and Camp Range. The Commanding Officer will sign the Authorisation Certificate for individuals who have successfully passed the authorization cadre. These personnel will be authorised to act as Range Safety Supervisors on the Beach Range and 25m Camp Range. This will be valid for one year from attending the course.

Terminology

16. **Qualified.** To be deemed qualified, individuals must have attended one of the qualifying courses laid down in Infantry Training, Volume IV Pamphlet No 21 Regulations for the Planning, Conduct and Supervision of Firing and Training with Infantry Weapon Systems and Pyrotechnics 2014, Chapter 1 and have achieved the required standard necessary to carry out their appointment. For further details see Chapter 1, Section 2.

17. **Authorised.** To be deemed authorised, individuals must have received training, and have been formally tested using the Course Folder issued by Inf TDT at HQ Inf, to ensure that they are able to undertake their duties competently. The Commanding Officer must sign a Range Authorisation Certificate for the individual. This will only authorize an individual to be a Safety Supervisor on a range in Bermuda while being monitored by a qualified person also on that range.

18. **Range Conducting Officer.** The Range Conducting Officer (RCO) is the officer, warrant officer or NCO appointed by the Planning Officer to be responsible for the safe conduct of the firing as specified by the Planning Officers plan in accordance with the relevant Service range instructions. The RCO is to be competent with the weapon systems being used and qualified or authorised. The Planning Officer is permitted to be the RCO. They will be assisted by a number of Safety Supervisors.

19. **Safety Supervisor.** The ratio/level of supervision required for a particular exercise or range practice is to be determined by the Planning Officer, guidance to the minimum required is given in the relevant chapters of Reference C. The appointed Safety Supervisors are to be competent and are to be stipulated in the Range Action safety plan (RASP). Safety Supervisors are responsible for the safe supervision of firing as directed by the RCO.

20. **Coaches.** The RCO may be assisted by coaches, whose role is to assist firers in the successful implementation of the 'Principles of Live Firing'.

Safety

21. The RCO is responsible for the safe conduct of his range, and is to ensure that aspects such as medical cover, communications, and sentries are properly covered. They are also to ensure that all personnel on the range are using approved ear defenders.

Summary

22. The Safe use of the ranges is of paramount importance. Periodic inspections are to ensure that the ranges are safely maintained. RCOs are to be conversant with, and strictly observe, the Orders at Annexes A-B.

Annexes:

- A - Orders for the 25/50 Metre Camp Range.
- B - Orders for the 50 Metre Beach Range.

ANNEX A TO STANDING ORDER 107

25/50 METRE NO DANGER AREA (NDA) CAMP RANGE

References:

- A. Pam 21 Vol IV, Regulations for the Planning, Conduct and Supervision of Firing and Training with Infantry Weapon Systems and Pyrotechnics dated 2014.
- B. JSP 403 Vol 2, Handbook of Defence Land Ranges Safety.
- C. Formal agreements between RBR and outside users dated Dec 14.

GENERAL

1. The 25/50 Metre Camp Range is located behind the Gym/ MT building.
2. The Training Officer (TO)/ SMI is the Range Officer and is responsible for administering and maintaining the range.
3. The following units/organizations other than the Royal Bermuda Regiment are authorised to use the range at their own risk, subject to the agreements at Reference C:
 - a. The Bermuda Police Service.
4. The Bermuda Government will not be held responsible for any accidents that may occur when a non-Regiment individual is conducting the Range. Range indemnity forms are to be signed and held in the Training Wing.
5. The range is to be cleared of all live ammunition, empty cases and trash on the completion of firing and the range is to be left in a clean and tidy order.

QUALIFICATION/AUTHORISATION

6. All firing is to be conducted in accordance with **Ref A** for military personnel and Reference A and C for non-military. Firing will only take place with a qualified Range Conducting Officer (RCO) or non-military RCO who is fully qualified to conduct live firing in accordance with References A and C. A copy of Reference A will be issued with the Land Range Log (MOD Form 906) to all RCOs. Those qualified from the Bermuda Regiment to conduct live firing range practices will be published annually in Regimental Part One Orders, and a record of those qualified is to be held by the Training Wing.

AUTHORISED WEAPONS AND AMMUNITION.

7. Only the following weapons and calibres shown on the F MOD 904, Land Range Authorisation Certificate, may be used on the range:
 - a. Rifles 5.56mm (SA80).
 - b. Rifles 5.56mm (M16/ M4).
 - c. Machine Guns 7.62mm (GPMG).
 - d. Sub Machine Guns 9mm (MP5).

ANNEX A TO STANDING ORDER 107

- e. Shotguns 12 GA (Mossberg – single shot only).
- f. Shotguns 12 GA (A70 – single shot only).
- g. Pistols 9mm (Berretta).
- h. Pistols 9mm (Gloch 17).

8. Requests to use any other weapons than those identified above must be submitted to the Commanding Officer for authorisation. The Commanding Officer will only authorise additional weapons if advised on their suitability by the SMI. No additional weapons are to be used on the RBR Ranges without written confirmation of approval.

CONDUCT

9. Prior to any ranges being conducted, the following must be completed:
- a. A Range Action Safety Plan (RASP) must be completed and submitted to the SMI at least 7 days prior to the planned range.
 - b. The RASP must include named individuals in the following positions:
 - 1) RCO
 - 2) Range Safety Staff (in accordance with PAM 21 Ratios)
 - 3) Ammunition NCO
 - 4) Medic
 - c. Any changes to the above personnel must be authorised by the SMI. If all of the positions are not filled then the range will not be authorised.
 - d. The RASP Confirmation Sheet (Appendix 1) must be completed and signed.
10. Once authorised, the following conduct for the camp 25 Metre Camp Range is to be adhered to:
- a. **Fire With Movement.** This is permitted with 9mm and 5.56mm only from the front of 25 metre firing point, providing that strict range discipline is observed. Up to six firers may advance at the same time.
 - b. **Going Forward.** No one is to go forward to the targets until all weapons have been cleared, inspected and permission has been given by the RCO.
 - c. **Static Targets.** Targets are to be put up in the Target apparatus provided in such a manner that the bullets passing through the target strikes the thickest part of the bullet catcher sand (8 lanes only). Metal Plates or other hard objects are not to be used as

ANNEX A TO STANDING ORDER 107

targets. Targets are to be at least **1.6 metres** away from either end of the bullet catcher. The white centre target line on each wing is to be used.

- d. **50m Point.** Firing from the 50m point is not authorised for any military weapons.

RANGE PROCEDURES.

11. The RCO is to be conversant with the Common Safety Rules laid down in Reference A, Chapter 4, Section 3. The following actions are to be conducted by the RCO:

- a. **Prior to Firing:**

- 1) The RCO must confirm they have read and understood the Range orders.
- 2) The RCO is to sign for the Range hut key and Land Range log MOD F 906.
- 3) The RCO must ensure the range flag and boards are correctly sited.
- 4) The RCO must establish the ammunition point controlled by the NCO named in the RASP.
- 5) The RCO is to ensure that all individuals firing on the range are current, competent, and properly qualified, with up-to-date confirmation of their Weapon Handling Test for the weapon being used (see Standing Order No 106). The RCO must ensure these prerequisites are met before participating. If there is any firer who does not meet these criteria, they may be permitted to fire if the RCO can provide the appropriate level of supervision (1:1), which must be authorised by the Commanding Officer on advice from the SMI.
- 6) The RCO must deliver a shoot specific Safety and Admin brief to all personnel participating in the range (both firers and Range Staff) prior to any range activity. Any personnel arriving late at the Range MUST receive the Safety and Admin brief prior to being authorised to participate. If the RCO is unable to provide any additional briefs, individuals will be denied entrance to the Range by the RCO.
- 7) The RCO must be conversant with Medical Support Chapter 2, Section 2, of Reference A and Para 11 to this document.
- 8) The RCO is to ensure that all safety staff are aware of the location of the nearest telephone in the event of an emergency. The telephone is to display the relevant emergency numbers.
- 9) The RCO must conduct NSPs and take a declaration from all participating troops on their arrival.
- 10) The RCO is to ensure all firers have, and wear, approved ear protection when firing.

**ANNEX A TO
STANDING ORDER 107**

b. During Firing:

- 1) The RCO is to ensure no one is forward of the firing point before any firing commences.
- 2) The RCO is to ensure that all firers and staff understand the details of the shoot being conducted.
- 3) The RCO is to ensure that waiting details do not enter the range until it is their turn to fire.
- 4) The RCO is to ensure all firers use the designated pathways on the sides of the Range at all times when moving around the Range.
- 5) The RCO is to ensure that Weapon Handling on the Range remains to a high standard.
- 6) The RCO must ensure that all firers remain on the Range until the end of the Shoot. No one is permitted to leave the Range without being cleared by the RCO. If anyone departs the Range without being cleared, they will be subject to Disciplinary Action.

c. On completion of Firing

- 1) The RCO is to ensure all weapons are unloaded, NSPs conducted and a declaration by all firers is given before the troops are cleared to depart the Range.
- 2) The RCO is to ensure all brass is collected from the range and handed in to the ammunition bunker after firing.
- 3) The RCO is to ensure that any damaged rounds are returned to the magazine separately from the unexpended ammunition.
- 4) The RCO is to ensure all targets are re-faced before being returned to the target shed, and all other equipment drawn from the target shed is returned on completion of firing. The Target Shed is to be left clean and tidy before returning the Range Keys.
- 5) The RCO is to ensure the following are maintained after use:
 - a) The Firing Point
 - b) Pathways.
 - c) Bullet Catcher (to be thoroughly raked). The sand is to be checked regularly for lead content. If the lead content builds up significantly then it is to be sifted or changed in accordance with reference B, Chapter 2.
- 6) The RCO is to ensure that a completed Range Clearance Certificate is passed to the TO/SMI on completion of firing. See **Appendix 2** to this Annex.

**ANNEX A TO
STANDING ORDER 107**

MEDICAL

12. **Medical Risk Assessment.** The medical plan is produced in accordance with Reference A. A safety vehicle with stretcher and First Aid Kit (10 Persons) is to be at the First Aid point. The vehicle can be used to move the casualty in the event the ambulance is required elsewhere. CASEVAC will be coordinated by the RCO, Medic or, if unavailable, a member of the training staff. The following plan will be implemented in the event of a casualty or incident on this range:

a. **Immediate Action (IA):**

- 1) All firing is to STOP. Firers are to apply safety catches and troops are to await further instructions.
- 2) The RCO, medic and nominated range staff will move to the scene with the medical pack.
- 3) Immediate first aid will be administered.
- 4) Once the situation is being controlled, the Training Wing are to be informed.

b. **Minor Casualty (No emergency services required).** Once the IA has been carried out the following plan will be implemented:

- 1) The safety vehicle will move from the first aid point to the scene.
- 2) The casualty will then be moved by stretcher or foot to the vehicle.
- 3) The casualty will be treated by the medics and taken to the Medical Centre by safety vehicle, if necessary.

c. **Major Casualty.** Once the IA has been carried out the casualty will be transported to KEMH via Safety Vehicle or civilian ambulance if the injury necessitates.

d. **Useful telephone numbers.** The following is a list of useful telephone numbers for reporting accidents or incidents and administering casualties (the RCO must have immediate access to this list at all times):

- 1) SMI – 705 8214
- 2) Warwick Camp Medical Centre – 238 8131
- 3) KEMH – 236 2345

13. **Reporting of Training Incidents or Accidents.** Should any training incident or accident occur the details contained in Section 3 of Chapter 2 to Reference A are to be followed. It is the responsibility of the RCO to ensure that the procedure is understood by all members of the range staff and firers.

ANNEX A TO STANDING ORDER 107

14. **Changes/Amendments to Exercise Plan.** In the event that changing weather conditions dictate that the format of the activity needs to be altered, the RCO is authorised to amend the plan. The changes, together with the reasons are to be recorded in this RASP.

WEAPON SAFETY

15. The maximum number of weapons permitted on the 25 Metre range is:

Ser	Weapon	Firing point/Range		Lanes 2,4, & 6 only		Burst	Remarks
		25m	25m – 10m	Harmonisation	Night Firing		
1	Rifles/SMG	8	8		8		See Burst Fire Ser 15
2	GPMG (Lt)	3	-	3	-	3-5 Rds	
3	GPMG (SF)	3	-	3	-	3-5 Rds	
4	Pistol	8	8		-		
5	ARWEN	4	-		-		

16. **Bursts.** The firing of bursts with Rifle or SMG is forbidden. Burst fire is only permitted with a bipod or tripod supported weapon.

17. **Weapon Drills.** During loading, unloading, stoppage and inspection drills, weapons are to be held parallel to the ground (as per the Weapon Handling Test), pointing in the direction of the bullet catcher.

18. **Pistols.** Firers are to be positioned 1.8 metres apart at each firing distance. During loading and unloading and whenever ready pistols is ordered, all pistols are to be pointed towards the bullet catcher. Only authorised shooting practices are permitted, indiscriminate snap shooting is forbidden.

19. **GPMG.** Due to the potential for damage to the range and bullet catcher, and tracer from belted ammunition cannot be used, the use of the GPMG on this range is to be avoided. It can only be authorised by the Range Officer. If authorised, bursts of 3-5 rounds only are permitted with bipod support and the point of aim must be changed after each burst. During any GPMG shoot lanes 1 and 8 are not to be used.

20. **ARWEN.** Federal Riot Guns are permitted to engage soft targets only and at no time are hard targets to be used.

21. **Shotgun.** The use of shotguns on this range is to be avoided if possible, and must be authorised by the Commanding Officer. Only one Shotgun is to fire from the centre line of the firing point. The minimum distance from targets is 20 metres and the maximum is 25 metres. Solid shot only is to be fired, pellet shot is not permitted. No fire and movement is permitted.

22. **Minimum Range.** Because of the danger of 'backsplash' the minimum firing range for rifles and GPMGs will be 25 metres, for pistols this distance is reduced to 10 metres, shotguns as per paragraph 20.

23. **Sense of Direction.** The firing of any weapon, other than pistol, by sense of direction is

ANNEX A TO STANDING ORDER 107

forbidden as is the firing of Rifles or GPMGs from the hip or waist.

24. **Range Log.** A Range Log (MOD Form 906) is held at the Training Wing. The following details are to be recorded when using the 25m Range:

- a. Date of firing.
- b. Company or unit firing.
- c. Strength of firing party.
- d. Start time.
- e. Rank and name of RCO.
- f. Signature.
- g. Time on Range.
- h. Target lanes to be used.
- i. Total rounds all lanes used.
- j. Cumulative Total.
- k. Signature of RCO (on conclusion of the range to confirm figures entered for para l and j above).

RANGE FLAGS AND SIGNS

25. Red range flag and warning boards are to sited on the side of the Gym building, JLs lawn and in front of the MT shed.

TARGETS

26. Only issued targets are to be used. Targets are numbered from left to right. Frame 1 will hold target 1, frame 2 will hold target 2 etc. Each target will be numbered at the base. Metal targets are not to be used.

AMMUNITION

27. Only issued ammunition may be fired. Tracer ammunition is strictly forbidden. **Requests to fire ammunition of any other nature is to be cleared by the TO/SMI.**

ACCIDENT/INCIDENT PROCEDURES

28. All RCOs are to be conversant with Ammunition Incident Procedures at **Ref A** Chapter 2 Section. The Immediate action drills are as follows:

- a. **Incident not involving accident or injury.**

ANNEX A TO STANDING ORDER 107

- 1) Cease Firing.
- 2) Weapon Safety, Preservation of Evidence. (Weapon is to be 'Made Safe' if it safe to do so, then weapon is to be segregated from other weapons pending an Armourer's inspection).
- 3) Inform TO/SMI and QM or, if not available, the FTI as soon as possible.
- 4) Range may continue once the weapon has been segregated.
- 5) The firer is not to participate in any further firing until the investigation is complete. The Training Wing will provide further direction on remedial training, as a minimum the individual must complete a Weapon Handling Test before they can conduct any further firing (live or blank).
- 6) Record incident in MOD Form 906.

b. Incident involving accident or injury.

- 1) Cease Firing.
- 2) Apply First Aid if required.
- 3) Call for Emergency Services (911) using Coy telephones.
- 4) Weapon Safety, Preservation of Evidence. (Weapon is to be 'Made Safe' if it safe to do so, then weapon is to be segregated from other weapons pending an Armourer's inspection).
- 5) Inform the TO/SMI, SO and QM immediately, or if they are not available, the FTI. They will provide advice or the full action to be taken and conduct an initial investigation with the RCO before any personnel leave the scene (less any injured persons) or weapons are removed.
- 6) Names of Witnesses are to be taken.
- 7) The ammunition type and batch is to be recorded and not used until clearance is given.
- 8) Range Staff will be suspended pending an inquiry.
- 9) Record Accident on MOD Form 906.

NIGHT FIRING

29. A high standard of supervision is necessary during night firing. The danger area is limited to the extent of the stop butt wall, and the RCO, together with supervisors, must ensure that weapons are not aligned outside these limits. A coach is required for each firer. The range in

**ANNEX A TO
STANDING ORDER 107**

use flag is to be replaced by a red lamp. If night sights are not used, sufficient illumination must be provided for use of normal sights.

30. Inspection of weapons and targets at night are to be carried out using red filtered torches. Users are to avoid white light, which will affect night vision.

Appendix:

APPENDIX 1 - RASP Confirmation Sheet

APPENDIX 2 - Range Clearance Certificate.

**APPENDIX 1 TO
ANNEX A TO
STANDING ORDER 107**

RASP COMPLETION CHECKLIST

Name:

Rank:

Number:

RASP Submitted to SMI (Date)	
RASP Named Individuals	
RCO:	
Range Safety Staff (1:4 ratio for trained soldiers, 1:2 ration for untrained soldiers):	
1.	
2.	
3.	
4.	
5.	
6.	
Ammunition NCO (must have been provided with Ammunition NCO Duties from PAM 21):	
1.	
2.	
Medic:	
1.	
Range Standing Orders Read	Yes/No
Range Qualification in date	Yes/No
Firers Current and competent	Yes/No

Signed:

Dated:

**APPENDIX 2 TO
ANNEX A TO
STANDING ORDER 107**

RANGE CLEARANCE CERTIFICATE

Date: _____ Weapons Being Used: _____

Ammunition Type: _____ Rounds Expended: _____ S / Brass _____

Range used: _____

Company/Dept: _____

Contact Tel #: _____

DETAILS OF RANGE CONDUCTING OFFICER:

Number: _____ Rank: _____ Name: _____

This is to certify that the range was cleared of all trash, live ammunition and empty cases. All targets used have either been re-faced or patched and returned to the target shed. All red flags, warning signs and other stores loaned from the target shed have also been returned. The bullet catcher has been raked.

Range staff and all other firers were explained the **SERIOUSNESS** of leaving the range with any **LIVE ROUNDS OR EMPTY CASES** and stated to the above named Conducting Officer the following Declaration: "I have no live rounds or empty cases in my possession" Sir.

This form, when completed and signed by the Range Conducting Officer, is to be returned to the TO /SMI in the Training Wing.

Signed:

RCO: _____

TO/SMI: _____

RBR STANDING ORDER 112 – INFORMATION TECHNOLOGY SECURITY			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	XO RBR
Reference:			
1. Bermuda Personal Information Protection Act 2016 (PIPA)			

INTRODUCTION

1. The main threats to official information that is processed/stored on RBR Information Technology (IT) systems comes from two sources:
 - a. Denial of service due to an event, either natural or manmade, that removes our access to information saved on our IT systems. This may be temporary or permanent.
 - b. An authorised user who may, for whatever motive, disrupt the system or gain access to confidential information which they have 'no need to know'. There is also a potential threat from non-RBR hackers or Foreign Intelligence Services (FIS) or who may try to exploit any security weakness for financial or political gain.
2. To limit the likelihood and potential impact of such an attack, all members of the RBR that have access to RBR IT Systems are to comply with the IT Security Standing Orders.

ORDERS FOR THE USE OF RBR IT EQUIPMENT AND DRIVES

3. Any member of the RBR that has access to RBR IT systems is to adhere to the following:
 - a. **Passwords.** Any passwords that are provided to an individual are not to be shared with anyone. Individuals are to avoid writing passwords down and must not store any password with the IT system it provides access to. Individuals are not to offer their login details to another individual, and individuals are not to attempt to login to another users account. The only personnel that are exempt from this direction are the RBR IT Manager and the UK/US I-Hub Managers (for MODNET issues).
 - b. **Use of USBs, External Hard-drives and other storage devices.** The potential to introduce a harmful computer virus to the RBR IT System is greatly increased by the use of storage devices that have been in numerous other it systems. Some viruses can remain dormant on a storage device for a significant period of time before being activated. It is therefore recommended that only RBR approved storage devices are used with RBR IT systems. Where access to an RBR Storage device is not possible, individuals are to scan their device for viruses before saving any RBR information on them. The scanning of devices should be conducted on a regular basis. USB devices from unknown sources are not to be inserted into any RBR IT equipment.
 - c. **Illegal or unauthorized Software.** Illegal Software or Software purchased or obtained from an unauthorized seller is not to be used or downloaded on any RBR IT equipment.
 - d. **Sharing of personal data or confidential information.** When dealing with any personal, confidential or sensitive information, all members of the RBR are to adhere to the Bermuda Personal Information Protection Act 2016. In addition to this, any file that contains any personal,

confidential or sensitive information must be password protected before it is shared or saved on the RBR Shared Drive. Passwords may be shared with named individuals but passwords are not to be included in any email that contains the actual file or a hyperlink to the file.

e. **Unattended IT equipment.** All IT equipment that is left unattended is to be locked before being left. If it is not possible to lock the equipment, then it should be placed in a secured location or closed down completely.

f. **Disposal of RBR IT equipment.** Prior to the disposal of any RBR IT equipment, the following is to be conducted:

- 1) Fully erase the hard disk(s) so that any personal information is completely deleted. Use a dedicated file deletion program or service, or physically destroy the hard drive to render it unusable.
- 2) Ensure all associated USBs and Memory cards are also erased.
- 3) Dispose of the equipment via an authorised disposal facility, which will ensure that is dismantled and the components recycled correctly and responsibly.

RBR STANDING ORDER 113 – HEALTH AND SAFETY			
As At:	Oct 2024	Review Date:	ASAP
Amendment:		Sponsor:	XO RBR (Temporarily)
Reference: THIS REQUIRES UPDATING BY AN APPOINTED HEALTH AND SAFETY OFFICER			

INTRODUCTION

1. Whilst there are clear risks identified when conducting any type of Military activity, it is the responsibility of the Royal Bermuda Regiment (RBR) Headquarters to identify and reduce as many of these risks as possible. The aim must be to reduce the potential exposure to risks 'as much as reasonably possible'.
2. In addition to the 'Duty of Care', the RBR is also required to abide by the Occupational Safety & Health Act 1982 and the Occupational Safety & Health Committees Regulations 1984. It is recommended that all soldiers and officers become familiar with the following Standing Order to ensure all members of the RBR are able to work in a safe and efficient working environment. The intent is to establish a standard of 'Best Practice' that will contribute to the operational effectiveness of the unit. This will require the efficient and effective management and mitigation of any avoidable Health and Safety related risks, at all levels within the RBR.
3. With specific reference to training, the Training Officer (TO) is the Training Safety Officer with the Training Warrant Officer (TWO) acting as their deputy. The TO is to ensure that all training is subject to a specific risk assessment and conducted in accordance with the Health and Safety guidance provided within this Standing Order, with specific focus on the following:
 - a. Shooting (both live and blank) and the RBR Ranges (within Bermuda and overseas)
 - b. The use of Pyrotechnics
 - c. Movement of troops by Foot on public roads
 - d. Crowd Control training and application
 - e. Adventurous Training
 - f. Any training conducted on the Water (both Soldier training and RBR Coastguard activities)
 - g. Access to, and use of, the RBR Gym facilities (both in Warwick Camp and Scenic House).
4. This Standing Order will also seek to confirm the roles and responsibilities of the RBR Health and Safety Committee.
5. Whilst the Commanding Officer will rely on all Commanders and soldiers to focus on areas where they can reduce the level of risks to which they may be exposed, it must also be acknowledged that all soldiers are responsible for ensuring their own safety and the safety of others who may be affected by their work. the risk should be as low as reasonably practicable. It is only by all members being actively aware of Health and Safety requirements that the overall exposure to risk can be reduced.

DEFINITIONS

For the purpose of this Standing Order the following definitions will be used:

- a. **Injury / Accident** – An event that occurs causing physical injury.
- b. **Incident not involving Injury / Accident** – an event that occurs which does not cause personal injury but causes physical damage to property, kit or equipment.

STANDING ORDERS FOR HEALTH AND SAFETY

6. The RBR are to ensure the following:

- a. An RBR Health and Safety Committee is identified and comprises of at least the following:
 - 1) Chairperson (to be nominated by the Commanding Officer)
 - 2) Training Officer (Training Warrant Officer in their absence)
 - 3) Quartermaster's representative (Quartermaster or RQMS)
 - 4) RHQ Representative
- b. The following procedures for filing Injury and Accident Reports are to be followed:
 - 1) **Ranges:**
 - a) Give First aid to the injured and call for medical assistance. If the company Offices/Training Wing/Quartermaster's Company are closed and if no one has a cell phone on them, then locate the nearest public phone which is located across from the front gate to Warwick Camp.
 - b) Seal off the area, don't allow anyone to unnecessarily compromise any potential evidence, etc.
 - c) Do not attempt to unload, make safe (beyond ensuring safety in front of the muzzle), strip or clean any weapon involved in the accident. Record the serial number of the weapon involved.
 - d) Inform any member of the Safety & Health Committee/TO/TWO immediately, or if they are not available, your Company FTI. They will provide advice on the full action to be taken, and conduct an initial investigation with the Range Conducting Officer (RCO) before any personnel leave the scene (less any injured persons) or weapons are removed.
 - e) Pamphlet 21 must be consulted / reviewed to ensure all procedures have been carried out.
 - f) Accident Report must be prepared by the CSM and forwarded to the Adjt/RSM within 24 hours after the accident/injury occurring.

g) Any faulty ammunition is to be recorded in the Range Log by the RCO and handed-in separately on completion of firing. In the event of repeated faults, firing is to cease and the RCO is to inform the Range Officer (TO/TWWO/ Health & Safety Committee representative) as soon as possible.

2) **General Training Areas**

a) Give First Aid to the injured and call for medical assistance. If the Company Offices/Training Wing/Quartermaster's Company are closed and if no one has a cell phone on them, then locate the nearest public phone. A public phone is located across from the front gate to Warwick Camp.

b) Seal off the area, don't allow anyone to unnecessarily compromise any potential evidence, etc.

c) Inform any member of the Safety & Health Committee/TO/TWWO immediately, or if they are not available, your company FTI. They will provide advice on the full action to be taken, and conduct an initial investigation with the senior rank before any personnel leave the scene (less any injured persons) or evidence is removed.

d) An Accident Report must be prepared by the CSM and forwarded to the Adjt/RSM within 24 hours after the accident/injury occurring.

3) **Normal / General Routine. Vehicle – Road Traffic Accident (RTA)**

a) Post Road Guards – control flow of traffic.

b) Call 911.

c) Give First Aid until assistance arrives.

d) Contact the MTWO/MTSNCO.

e) Report to Health & Safety member.

4) **Normal / General Routine. Office Related**

a) Seek medical assistance (if required).

b) Call 911 (if required).

c) Report to Health & Safety member.

c. **Location of First Aid Boxes.** There are five (5) First Aid Box locations around Camp:

1) Regimental Headquarters (RHQ) – opposite Kitchen

2) Warrant Officers' & Sergeants' Mess Kitchen

3) Officers' Mess Kitchen

- 4) Quartermaster's Company Office
- 5) Dining Hall

d. **Persons At Risk During Military Training.** There are three (3) categories of people at risk in training:

- 1) **Military Personnel** – Personnel undergoing or observing training.
- 2) **Controlled Personnel** – Civilian staff employed in support of training and those civilians with specific access rights controlled by the Bermuda Government.
- 3) **General Public** – This includes those unaware of the military training activity and in the worst case, the trespasser.

e. **Managing a Safe System of Training (SST).** The SST consists of four separate elements:

- 1) **Safe Persons** – Those persons who have received appropriate information, instruction training and supervision in order to carry out a specific task. A competent person within the SST is deemed competent by virtue of his qualifications, currency and maturity.
- 2) **Safe Equipment** – Commanders must ensure that equipment is used and maintained as laid down and ensure that only competent persons are allowed to operate and service the equipment. Complete training and maintenance records must be kept.
- 3) **Safe Practice** – These practices are conducted in accordance with drills and illustrations laid down by the Regiment authorities. It is not within a Commander's delegated authority to deviate from Regimental instructions and regulations.
- 4) **Safe Place** – A place in which the controls necessary to enable authorised training to be conducted safely have been identified by a sited-specific risk assessment and directed through appropriate Standing Orders such as Range Standing Orders.

The first step, prior to carrying out a Risk Assessment in training, is to establish whether or not all elements of the SST are in place. If all elements of the SST are in place, there is no need to proceed further with a Risk Assessment.

f. **Risk Assessments.** The aim of a Risk Assessment in training is to:

- 1) Identify any elements of the SST that are not in place, any hazards not covered by the SST and consequently if there is any residual risk.
- 2) Analyse the residual risk to decide if it is:
 - (a) **Adequately Controlled** – Where the risks are deemed to be acceptable by the Commander-in-Charge of the training activity, in which case the activity can be carried out.
 - (b) **Not Adequately Controlled** – Where there are unacceptable risks, in which case further measures are to be introduced to adequately control the risks.

3) **The Risk Assessment Process in Military Training:**

a) **Step 1 – Describe the Activity – The Subject of the Risk Assessment.**

Describe the activity in column (b) of the Risk Assessment Proforma at Annex A to this section.

b) **Step 2 – Identify the Hazards associated with the Activity**

(1) Identify whether or not all the elements of the SST are in place. If they are, there is no need for a further Risk Assessment.

(2) If they are not, identify if there are any hazards not covered by the SST. Six (6) factors should be considered in the identification of hazards:

- (a) Personnel
- (b) Equipment and Material
- (c) Procedures
- (d) The Environment – climate, weather and terrain
- (e) Relevant Regimental Publications
- (f) Drills and Instructions

(3) List the hazards in column (c) of the Risk Assessment Proforma.

c) **Step 3 – Identify any existing controls.** Existing controls should be listed in column (d) of the Risk Assessment Proforma..

d) **Step 4 – Identify any residual risks taking into account existing controls**

(1) Taking into account the hazards identified and the existing controls, decide whether there is any residual risk remaining and whether that risk is **‘acceptable’** (the risks are adequately controlled) or **‘not acceptable’** (the risks are not adequately controlled).

(2) Answer the question *“is the residual risk acceptable”*. Enter **Yes** or **No** in column (e) of the Risk Assessment Proforma.

(3) If the answer is **No**, proceed to Step 5. If the answer is **Yes**, proceed to Step 7. The Risk Assessment should be signed and dated by the Officer-in-Charge of the Exercise or the Activity.

e) **Step 5 – Identify the needs for any further controls.** Hazards categorised as having residual risks **‘not acceptable’** will need further control measures applied. The additional control measures required should be listed in column (f) of the Risk Assessment Proforma.

f) **Step 6 – Identify any residual risks taking into account the further controls:**

(1) Taking into account the controls identified at Step 5, decide whether there is any residual risk remaining and whether that risk is **‘acceptable’** (the risks are adequately controlled) or **‘not acceptable’** (the risks are not adequately controlled).

(2) Answer the question *“is the residual risk following the application of the additional controls acceptable?”* Enter **Yes** or **No** in column (g) of the Risk Assessment Proforma.

(3) If the answer is **No**, the activity must not continue.

g) **Step 7 – Communicate and Implement controls.** It is essential that specific instructions are issued regarding the hazards and the control measures to be implemented by those conducting the training and communicated to those affected by the training.

h) **Step 8 – Review the Risk Assessment.** Reviews should be carried out:

(1) If there is reason to suspect that the Risk Assessment is no longer valid.

(2) If there are significant changes to the activity.

(3) Every year as a matter of routine (Annually).

g. **Exercise / Training Letters.** Before any Military Training is conducted, a General Instruction Letter must first be prepared noting all specifics relating to such training to include the Safety Procedures. A copy of this letter is to be passed onto the TO.

h. **Outside Groups / Non-Bermuda Regiment Organisations.** From time to time there will be requests from outside groups made to the Commanding Officer to use the facilities of The Bermuda Regiment. Prior to the CO granting permission, ALL groups MUST complete the Release, Waiver & Assumption of Risk Form at Annex B. The Adjt is to keep the original with a copy sent to Trg Wg if using training facilities and to the QM if only using non-training facilities, such as barrack rooms. These groups are to make themselves familiar with this Standing Order prior to using any Bermuda Regiment facility.

Annexes:

- A. - Training Risk Assessment Proforma
- B. - Release, Waiver & Assumption of Risk Form
- C. - Use of Regimental Gym

**ANNEX A TO
STANDING ORDER 113**

ROYAL BERMUDA REGIMENT TRAINING RISK ASSESSMENT PROFORMA

Activity / Exercise: _____

Assessor Name: _____

Relevant Publications / Pamphlets / Procedures: _____

Review Date: _____

Assessment Date: _____

Generic Risk Assessment: Yes / No

Ser	Activity / Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Is the Residual Risk Acceptable? Yes / No (Step 4)	Additional Controls Required (Step 5)	Is the Residual Risk Acceptable? Yes/No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1						
2						
3						
4						
5						
6						
7						

	Name	Post	Date	Signature
Existing and Additional Controls Agreed				
Existing Controls Implemented				



Royal Bermuda Regiment
Liability Waiver for using Regiment Facilities
GROUP ACKNOWLEDGEMENT AND RELEASE OF LIABILITY

I, on behalf of _____, its members and participants (the Organisation) request authorisation for use of Royal Bermuda Regiment facilities including, but not limited to, the Assault Course, Gymnasium facility, and Command Tasks (the Facilities). I, on behalf of the Organisation, acknowledge that use of the Facilities is expressly conditioned on my agreement to each of the terms of this document. I, on behalf of Organisation, acknowledge and agree as follows:

1. Use of the Facilities involves physical exercise, sport and recreational activities that may cause injury. I, on behalf of the Organisation, understand that there is an inherent risk of injury when choosing to participate in any physical exercise, sport, wellness, and/or recreational activities. Use of the Facilities by the Organisation is a voluntary activity in all respects and the Organisation assumes all risks of injury and illness that may result from such use. This includes any sponsored group activities or individual use of the facility or exercise equipment.
2. As the participant, the Organisation, recognises and acknowledges that there are risks of physical injury and the Organisation agrees to assume the full risk of any injuries (including death), damages or loss which the Organisation may sustain as a result of participating in any and all activities arising out of, connected with or in any way associated with the Organisation's use of the Facilities. The Organisation acknowledges that participation and use of the Facilities is voluntary.
3. Royal Bermuda Regiment, its Officers, members, employees, independent contractors and agents and those whose facilities are being used for this program (collectively, the "Released Parties") from any and all liability, claims and causes of action from injuries or illness (including death), damages or loss which may occur or accrue on account of participation in all activities utilising the facility. This is a complete and irrevocable release and waiver of liability. Specifically and without limitation, the Organisation hereby releases the Released Parties from any liability, claim, or cause of action arising out of the Released Parties' negligence. The Organisation covenants not to sue the Released Parties for any alleged liabilities, claims, or causes of action released hereunder.
4. The Organisation further agrees to indemnify and hold harmless and defend the Released Parties from any and all claims resulting from injuries or illness (including death), damages or loss, including, but not limited to attorneys' fees, sustained arising out of, connected with, or in any way associated with, the Facilities.
5. In the event of any emergency, the Organisation authorises the Released Parties to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for any immediate care and agree that the Organisation will be responsible for payment of any and all medical services rendered.
6. The Released Parties are not responsible for any loss or theft of personal property brought to or left in the Facilities and the Organisation releases Royal Bermuda Regiment from any liability for such loss or theft.

**ANNEX B TO
STANDING ORDER 113**

7. The Organisation understands and agrees to adhere to Royal Bermuda Regiment's Standing Orders, policies or procedures, which are available for review at the Regimental Headquarters of Royal Bermuda Regiment.

I, on behalf of the Organisation, have read and fully understand this Group Acknowledgement and Release of Liability set forth above, including the permission to secure medical treatment and the release of all claims, including claims for the negligence of the Released Parties. I, on behalf of the Organisation, understand that this signed waiver will be retained in a Royal Bermuda Regiment file. This document is binding upon me and my heirs, children, wards, personal representatives and anyone else entitled to act on my behalf.

Signed: _____ **Printed Name:** _____

Organisation: _____ **Date:** _____

Facility: _____

Event: _____ **Date:** _____

For and on behalf of the Regiment:

Signed: _____ **Printed Name:** _____

Rank: _____ **Appointment:** _____ **Date:** _____

[To be signed by the Commanding Officer, Regimental Sergeant Major, Adjutant,
Training Officer or Training Warrant Officer.]

ANNEX C TO STANDING ORDER 113

USE OF REGIMENT GYMNASIUM

General

1. Membership to the Bermuda Regiment Gymnasium is only available to members of the Bermuda Regiment who have paid for an annual subscription. Upon payment, the Chief Clerk (or nominated deputy) will issue an electronic entry card that will be valid for 12 months. Immediate family members of FTS will be allowed to use the gym and must purchase an annual subscription. All users of the gym must have proof of their membership while in the facility.
2. All users are to ensure that they adhere to the rules and regulations of the gymnasium as posted on the board at the entrance. Failure to follow the rules may result in discipline action being taken against the transgressor(s). The TWO has the authority to deny its use from any member(s) of the Regiment who does not use it properly.
3. Swipe cards can be purchased for \$25.00 from RHQ. This is an annual fee which will cover the cost of the card and contribute towards the maintenance of the gymnasium and all equipment.
4. The swipe card system enables the Regiment to track users and lock out individual cards. This allows the Regiment to track time and date of users and if kit and equipment are stolen or abused.
5. All users **must sign the book on entering the Gym for insurance purposes**; failure to do so may result in loss of the Gym facility. It is the responsibility of all users to ensure that all people within the gymnasium are authorised to be in there.
6. All users must ensure weights and equipment are packed away and cleaned before exiting the Gym. If the gym is found to be in a disorderly state at the beginning of your workout you are to make best efforts to correct it and report the incident to Trg Wg or RHQ.
7. All damages, losses, irregularities, security matters, or malfunctioning equipment concerns are to be reported to Trg Wg / RHQ as soon as possible.
8. By signing for the swipe card you are confirming that you have read and understood all rules and procedures for The Bermuda Regiment Gymnasium.
9. Users are to have a personal towel to wipe equipment after use.

Dress

10. Sports kit is the only form of dress to be worn when using the gymnasium – unless directed otherwise by a member of Trg Wg.

RBR STANDING ORDER 114 – UNIT FIRE OFFICER			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO
Reference:			

INTRODUCTION

1. As part of the commitment to providing a thorough Health and Safety plan for all Royal Bermuda Regiment (RBR) locations (primarily Warwick Camp but inclusive of any other locations occupied by the Regiment), the Commanding Officer will nominate a Unit Fire Officer (UFO) to be responsible for the Regiment's preparations to respond to any potential outbreak of fire.
2. The UFO is appointed by the Commanding Officer and in normal circumstances will be the RSM.

UNIT FIRE OFFICER STANDING ORDERS

3. The UFO is to:
 - a. Ensure adequate firefighting equipment is provided for all work, storage and accommodation areas within all RBR locations.
 - b. Ensure all firefighting equipment is inspected by qualified technicians from Works and Engineering, annually.
 - c. Ensure that Up-to-date Fire Procedure Drills are maintained and practiced by all Sub-Units using RBR locations/ facilities.
 - d. Ensure a copy of Standing Order 116 – Actions on the Outbreak of Fire, is clearly displayed in all work, storage and accommodation areas within all RBR locations.
 - e. Ensure that the outdoor alarm system is properly maintained by the Bermuda Security Systems contract.
 - f. Be prepared to provide sound technical advice relating to Fire Prevention to the Commanding Officer whenever required.
4. When the RBR is deployed to tented camps or accommodation other than Warwick Camp, the UFO is to:
 - a. Identify the location of the nearest Fire Station, with a clear route confirmed.
 - b. Identify a notification system from the location to the nearest Fire Station.
 - c. Ensure that adequate Fire Aid firefighting equipment is provided for all locations.
 - d. Produce, display and practice FIRE PROCEDURE DRILLS, for each location. This will include process for alerting others on the outbreak of fire, immediate actions, exit routes, muster location and alternative muster location.

REGIMENTAL FIRE NCO STANDING ORDERS

5. The Regimental Fire NCO is to act as assistant to the Unit Fire Officer. They are to assist with the coordination of inspections and maintenance of all fire equipment, hydrants and static water tanks. They are to ensure the Fire Equipment Diary is kept up to date.
6. They are to be prepared to take control of the firefighting, if required. This requires liaising with the local Fire Brigade for training and liaison purposes.

REGIMENTAL FIRE PICQUET STANDING ORDERS

7. The Regimental Fire Picquet will be stood up when soldiers are required to stay overnight in Warwick Camp (or in the field or overseas). They are required to secure the location and assist with providing direction to the fire authorities.

RBR STANDING ORDER 115 – FIRE ORDERS FOR WARWICK CAMP			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RSM
Reference:			

INTRODUCTION

1. As part of the commitment to providing a thorough and safe response to the potential outbreak of fire, the following Standing Order will detail the RBRs response procedure.

WARWICK CAMP FIRE STANDING ORDERS

2. To reduce the potential risk of the outbreak of a fire, all members of the RBR (irrespective of rank or position) are to:

- a. Ensure all areas of Warwick Camp are kept clean and tidy. All unnecessary objects that may provide potential fuel to any outbreak of fire are to be removed.
- b. Ensure that, in the event of a fire, the priority is the preservation of life. Any attempts to save any property or possessions must only be considered when safe to do so. Once it is safe to do so, the Bermuda Fire Rescue Service should be called by calling 911. On arrival, they will take command of the situation, whilst the RBR provides support, where required.
- c. Ensure all safety standards or precautions in place are adhered to, including the use of provided Personal Protective Equipment (PPE).
- d. Ensure they are fully acquainted with the position and composition of the Fire Points in the vicinity of their living accommodation and their place of work. Fire Points will normally consist of a water filled extinguisher and CO2 soda-acid extinguisher, personnel should be familiar with their use.
- e. Enforce the 'No Smoking' ban that is in place for all Government buildings including Warwick Camp. The RBR are to provide identified designated smoking areas, equipped with adequate receptacles for the disposal of smoking materials (such as matches and cigarette ends). They are to be positioned away from buildings and in an area that does not expose non-smokers to 'second-hand smoke'. "No Smoking" notices are to be displayed in prominent places and within 50 ft of the following areas:

- 1) Ammunition Bunkers
- 2) Fuel Storage and Pumping Station
- 3) MT Shed
- 4) Generators
- 5) LPG Tank locations

f. Acknowledge that the use of any naked light is STRICTLY FORBIDDEN in the following areas:

- 1) All Stores
- 2) All Kitchens
- 3) Workshops
- 4) In bed

g. Ensure that no unauthorised electrical appliances are used within Warwick Camp.

h. Strictly ensure that no more than two appliances are plugged into a single socket, and only if using an approved adaptor. All appliances are to be disconnected by withdrawal of the plug immediately after use. Irons are only to be used if placed on a fire-resistant stand.

i. Ensure all electrical fittings are kept in good repair. If any damage is identified, the appliance is to be disconnected, if safe to do so, and reported to Logistics Company immediately.

j. Acknowledge that no unauthorised person is permitted to mend, modify or tamper with electrical circuit fittings. The only authorised personnel are members of the Logistic Company and Works and Engineering employees.

k. Ensure that Oil lamps and heaters are only used when issued by the Logistics Company. If issued, they are only permitted to be filled in a safe open space. All members of the RBR are reminded that it is forbidden to use gasoline, kerosene or spirits for cleaning purposes or lighting fires, within Warwick Camp.

FIRE FIGHTING APPLIANCES

3. All First Aid and Fire Fighting equipment is to be distributed in accordance the QMs scales. They are not to be altered without the authority of the Unit Fire Officer.

RBR STANDING ORDER 116 – ACTIONS ON THE OUTBREAK OF FIRE			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO
Reference:			

INTRODUCTION

1. In the event of the outbreak of a fire it is essential that immediate actions are known, rehearsed and there is no increased risk to life.
2. The following Orders are to be displayed at every Fire Point and in all places of work/ accommodation.

STANDING ORDERS ON THE OUTBREAK OF FIRE

3. **Action by Person(s) Discovering the Fire:**
 - a. When fire occurs, no matter how small, the alarm is to be raised.
 - b. Shout **“FIRE”**, **“FIRE”**, **“FIRE”** and continue to shout until others have been alerted.
 - c. Inform RHQ, Logs’s Coy, Company Office or the Guard Room by runner or telephone, when safe to do so.
 - d. Make an attempt to extinguish the fire by using the nearest suitable fire extinguisher if safe to do so.
 - e. Call the Fire Service on 911. Phones are located in RHQ, all Company Offices and the Guard Room.
4. **Action by Senior Rank Nearest the Fire:**
 - a. Ensure the fire alarm has been sounded.
 - b. Ensure the Fire Service has been called.
 - c. Ensure that all personnel are evacuated from vicinity of fire.
 - d. Take charge of fire fighting, if safe to do so, until arrival of the Fire Service.
 - e. Detail one soldier to meet the Fire Service at main gate and escort to the Senior Rank in charge.
5. **Action by Other Personnel:**
 - a. Close all windows and doors and switch off lights, if safe to do so.
 - b. Report to the **MAIN SQUARE**. Senior NCOs present will then carry out a roll call and report with results to the UFO, or in their absence the senior person.

- c. **All personnel are to remain on the MAIN SQUARE until stand down is given.**

RBR STANDING ORDER 117 – MEDICAL INCIDENT REPORTING			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	ADJT
Reference:			
A. Occupational Safety And Health Act 1982			
B. Occupational Safety And Health Regulations 2009			
C. Occupational Health and Safety (Approved Code of Practice) Notice 1997			

INTRODUCTION

1. It is essential that any occurrence of a medical incident sustained by an individual whilst **on duty undertaking any form of military activity** is documented and held within the individual's P-File.
2. The term 'medical incident' includes both injury and non-injury incidents. A non-injury incident is one where there is no obvious injury but there may be longer term effects on health, such as mental health issues, general sickness such as flu symptoms, asthma or dermatological conditions. These conditions may require longer term treatment by external agencies.
3. Accurate and honest reporting is essential to distinguish which injuries qualify for any payments or reimbursements to individuals, for injuries that were solely the result of conducting a recognised military activity, whilst on duty. Such activities include:
 - a. Any regimental duty that qualifies for drills.
 - b. Organised Regimental sports.
 - c. A Local or Overseas training course/ attachment.
 - d. Any other activity or duty approved by the Commanding Officer (including Mess Functions).

STANDING ORDERS FOR MEDICAL INCIDENT REPORTING

4. Any member of the RBR that becomes injured whilst on duty (irrespective of the severity of the injury is to adhere to the following Orders to report it:
 - a. Any individual that suffers a minor injury or ailment is to report it via their immediate chain of command or via the Medical section (if present). For more serious incidents the senior rank present is to take responsibility for reporting the incident, whilst ensuring the individuals chain of command are aware of the incident.
 - b. Any individual that fails to report an incident will not be able to claim through the RBR and will be liable for any costs that arise from unreported incidents.
 - c. Injuries can be reported via the Regimental sick parade that immediately follows the injury. The Regimental sick Parade is not to be used for long term enduring injuries, unless there is a change to the symptoms and the original injury occurred whilst on duty, as a result of authorised military activities.

d. Once reported and assessed, the Medical Section Sick Report (see Annex A) is to be completed and recorded by the medical team. A record of all medical incidents known as the Daily Medical Summary is to be updated and maintained (see Annex B). This is to be maintained in the M.I. Room under the authority of the RMO/RMWO. A copy of this summary is to be shared with respective companies for their records (This information is not to be shared any more widely than the Coy Comd, CSM and the individual tasked with recording it on Company records – any files with any medical information included are to be password protected).

e. Incidents are to be communicated via the medical team to respective companies and vice versa with minimal delay. The creation of a Medical Incident Report (MIR) (see Annex C) is totally dependent on this factor. Instructions for the report are located at Annex D. The MIR is followed up with the medical team within 48 hours of the incident.

f. The MIR is to be written under the direction of the RMO or RMWO and shall be in accordance with requirements for record keeping as set out in Reference B.

g. Notification of next of kin (NOK) will be in accordance with NOK details currently stored in the BRIMS system and are to be updated every 6 months by all soldiers. A signed copy of the NOK form is to be submitted to CSMs by each individual verifying the accuracy.

h. The Admin Process for the MIR is as follows:

1) Original document and supporting reports are submitted to the RSM.

2) The RSM ensures that the Company/ injured person has completed MIR, including signatures and date stamps.

3) RAO receives original document complete to Section I for payments and any possible follow up due to recurrence of injury/incident.

4) The MIR (completed to Section I) is placed in respective Company files and held for 10 years.

5) The Lost Wages/Related Medical Costs Claim Form (Annex E) is to be completed (if relevant). The RAO will determine any compensation entitlement and inform the individual.

i. **Overseas Incidents.** Adequate preparation for reporting, dissemination of information and record keeping is to be carried out prior to any overseas deployment. Failure to do so will have a negative effect on this process. If a medical incident occurs during an overseas course or attachment, then a report signed by the appropriate medical authority will suffice as soon as possible.

j. **Serious Incidents.** Any medical incident of a serious nature also requires an Accident Report to be submitted to the Government Health and Safety Officer in accordance with Reference A. The Training Officer is to be responsible for these Accident Reports and will keep a summary file in the Training Wing.

k. **Storage of Files.** Annually there will be a transfer of files to be stored on the RHQ Drive. Every six years there will be a review of the files as per Ref B and subsequent transfers to the National Archives for storage are to be arranged under the direction of the RSM/Chief Clerk.

l. The RSM is to hold the current Regimental Medical Incident Register.

STANDING ORDERS FOR PAYMENT OF MEDICAL TREATMENT

5. Claims for payment for treatment/medications or compensation after receipt of the medical incident report, will not be accepted without documentary proof.
6. The Lost Wages/Related Medical Costs Claim Form is to be fully completed. Details of time off from work, employer details, type of work (full time, part time), regularity of work, expected wage, are to be entered on this form for submission to the RAO.
7. The RBR will not authorise payment for treatment that includes the use of unauthorized doctors or unauthorized hospital visits. The individual will be responsible for the payment of these costs.

Annexes:

- | | | |
|---|---|--|
| A | - | Medical Section Sick Report |
| B | - | Daily Medical Summary |
| C | - | Medical Incident Report |
| D | - | Instructions for completion of Medical Incident Report |
| E | - | Lost Wages/Related Medical Costs Claim Form |

**ANNEX A TO
STANDING ORDER 117**



MEDICAL SECTION SICK REPORT



No	Rank	Name	Coy	Platoon	Section

DUTY:

		LIGHT DUTY: Attend all duties and participate where possible. Minimum physical activity.
		REST: Attend all duties. Not actively participate or be physically active.
		BED REST: Confined to barrack room. No physical activities
		OTHER:

EXCUSED:

	Drill		Shaving
	Physical Exercise. (PT, CFT, PFA, etc.)		Boots
	Ranges		Head dress
	Other:		Swimming

	MEDICATIONS:
--	--------------

MO REMARKS:

Soldier ordered to report to MI room at:	

No	Rank	Name	Signature
Date:		SLIP EXPIRES:	
NOTE: This is a legal document. Falsifying, disregarding or causing a soldier to disregard the above orders is a military offence under section 36 3-4-9-10 of the Defence Act.			

ANNEX B TO STANDING ORDER 117

DAILY MEDICAL SUMMARY

[illegible]

Notes:

1. This list compounds daily and is disseminated to respective companies.
2. A copy remains in the MI Room in addition to the copy sent to respective companies.
3. This is to be signed for in the Medical Section Document Sign In/Out Book.
4. Medical Incident Reports are to be signed for in the same manner.

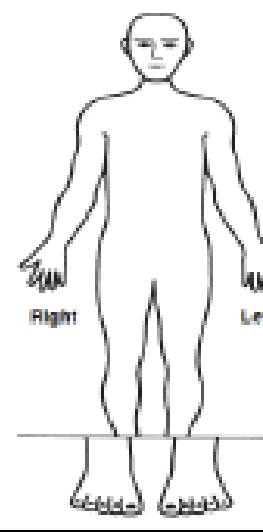
**ANNEX C to
STANDING ORDER 117**



**ROYAL BERMUDA REGIMENT
MEDICAL INCIDENT REPORT**

SECTION A- PERSONAL INFORMATION OF INJURED PERSON										
1.	Date of Injury	DD	MM	YYYY	No.	Rank:	DOB	DD	MM	YYYY
Full Name:		Coy:								
		Last			Middle Initials			First		
Home Address:							Email Address:			
							Tel No (H):		Sex	Male ☐
							Tel No (W):			Female ☐
					Post Code:		Signature:			
2. Past the date of injury have you been off from work? YES ☐ NO ☐ See Section J Dates: Supported by Doctor's Certificate? YES ☐ NO ☐										
SECTION B-PERSON IN CHARGE OF ACTIVITY & ACCIDENT SITE INFORMATION						3. N/A (No Officer In Charge) ☐				
4.	Date of Activity:	DD	MM	YYYY	Time of Activity:					
		No:	Rank:		Name and Initials:					
5. Activity at time of Accident:					6. Site of Accident:					
7. Condition of Site:										
8. Weather conditions (if a contributing factor):										
Signature:					Date of Report:		DD	MM	YYYY	
SECTION C - WITNESS DETAILS (person who witnessed injury take place – IF APPLICABLE)									9. N/A (No Witness) ☐	
Reg. No:		Rank:		Name and Initials:						
SECTION D- WITNESS STATEMENT (the sequence of events surrounding the injury/ incident)										
10. Statement:										
Signature:					Date:		DD	MM	YYYY	
SECTION E –DETAILS OF MEDICAL TREATMENT PROVIDER										
11. MEDICAL TREATMENT PROVIDED BY:		Y/ N (circle)								
			No.	Rank	Name & Initials			Signature		
12. AUTHORIZATION FOR EXTERNAL TREATMENT (KEMH, MAWI, Dentist, Psychiatrist, etc.)		Y/ N (circle)								
			No.	Rank	Name & Initials			Signature		
			Authorizing Officer							
13. NOK INFORMED ☐ DATE/TIME:						14. NOK NOT INFORMED ☐				
15. Full Name Of External Organization:										
16. Full Name Of External Healthcare Professional:										
Address:						Post Code:		Phone:		

ANNEX C to STANDING ORDER 117

SECTION F- TYPE/NATURE OF INJURY															
First Aid Only ☐ Illness/Nausea ☐ Unconsciousness ☐ Serious Injury ☐ Fatal Injury ☐ Other ☐															
17. Statement (of Doctor/Medic/Healthcare Professional): 					Circle part injured Please check: ☐ Front ☐ Back 										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 30%; height: 20px;"></td> <td style="width: 20%; height: 20px;"></td> <td style="width: 30%; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">No.</td> <td style="text-align: center;">Rank</td> <td style="text-align: center;">Name & Initials</td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Signature</td> </tr> </table>										No.	Rank	Name & Initials	Date	Signature	
No.	Rank	Name & Initials	Date	Signature											
SECTION G – INVESTIGATION RECOMMENDATIONS TO HEALTH & SAFETY COMMITTEE															
18. 															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="5" style="height: 20px;"></td> <td style="padding: 5px;"> Remedial actions taken ☐ See attached report ☐ </td> </tr> </table>											Remedial actions taken ☐ See attached report ☐				
					Remedial actions taken ☐ See attached report ☐										
SECTION H- COMPANY USE ONLY – ENTRY INTO COMPANY INJURES BOOK															
19.	No:		Appt:		 										
	Rank:														
	Name:														
	Signature:														
SECTION I- RSM USE ONLY - ENTRY INTO REGIMENTAL INJURES BOOK															
20.	No:		Appt:		 										
	Rank:														
	Name:														
	Signature:														

**ANNEX C to
STANDING ORDER 117**

SECTION J – TIME LOST /RETURN TO WORK INFORMATION									
Type of Employment:		Full Time ☐		Part Time ☐		Self Employed ☐		Unemployed ☐	
Date of and Time of Injury/Incident	DD	MM	YYY Y	Nature of Injury					
Date and time you first missed work.	DD	MM	YYY Y	If you have returned to work, indicate the date:			DD	M M	YYY Y
Your rate of pay at time of accident: Hourly ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly ☐ Other ☐							Amount: \$		
Hours of Work (not incl. overtime)		hours per		Day ☐ Week ☐		Shift Cycle ☐			
Other ☐									
SECTION K – EMPLOYER DETAILS									
Employer's Name:				Business Name:					
Address:							Post Code:		
Phone/Fax:				Email:					
SECTION L –PAYMASTER USE ONLY									
No.		Appt:		[Date Stamp]					
Rank:			Related Costs ☐						
Name:			Camp Pay ☐						
Signature:			Reimbursement ☐						
Additional comments:									
<i>Note: A copy of the final decision is to be sent to the RSM to be attached to the corresponding Medical Incident Report.</i>									

**ANNEX D TO
STANDING ORDER 117**

MEDICAL INCIDENT REPORT INSTRUCTIONS

SECTION A – PERSONAL INFORMATION OF INJURED PERSON

1. **Please read carefully and complete the information.**
2. **Past the date of injury have you been off from work?** If yes, Section J must be completed.

SECTION B – PERSON IN CHARGE OF ACTIVITY& ACCIDENT SITE INFORMATION

3. **N/A (Not Applicable).** If there is no officer in charge (e.g. incident en route to bathroom).
4. **Date of Activity.** The date and time must be accurately recorded.
5. **Activity at time of accident.** A brief description only is required.
6. **Site of Accident.** Provide a location, street address or 6 fig grid reference.
7. **Condition of Site.** Note the conditions of the site, e.g. adequate/poor lighting, well fitted/loose handrail, slippery surface, etc.
8. **Weather Conditions.** If the weather was a contributing factor it must be noted, e.g. humid, extremely hot, rainy, freezing temperatures, etc.

SECTION C – WITNESS DETAILS

9. **N/A (Not Applicable).** If there is no witness.
10. **Statement.** The witness/ injured person can provide details of the events leading up to it here.

SECTION E –DETAILS OF MEDICAL TREATMENT PROVIDER

11. **Medical Treatment Provided By.** This space is reserved for the Regimental personnel providing initial care.
12. **Soldier Treated Externally.** This space is reserved for the authorizing officer (RMO/Senior Medic or Person in charge of Activity).
13. 14. **NOK Informed/ Not Informed.** This is to be carried out based on the severity of the injury/ability of injured soldier to do so themselves.
15. 16. **Full Name of External Organization/Healthcare Professional.** This information is critical for any follow up actions that may take place, e.g. related costs payments, review by RMO or RAO.

SECTION F

16. **Statement.** The person making this assessment shall fill in this section.

SECTION G through I

17. Any recommendations to the Health and Safety Committee should be noted here.

**ANNEX D TO
STANDING ORDER 117**

SECTION H & I

18. CSM/RSM to sign as acknowledgment of entry into respective Coy/Regt registers.

**Annex E TO
STANDING ORDER NO 117**

ROYAL BERMUDA REGIMENT LOST WAGES/RELATED MEDICAL COSTS CLAIM FORM

1. Have your work duties been modified?
 - a. Your duties have been modified if your employer made changes to regular job duties, as a result of an injury. For example, tasks or functions, hours or work schedules.
2. In the event of lost wages or related medical costs due to injuries incurred during recognised Regimental activity the following must be adhered to:
 - a. **Original** doctor's certificate supporting time lost from work is to be produced.
 - b. **Original** receipts and invoices for reimbursement of related medical costs.
 - c. **Original** pay remittance slips if compensation is sought.
 - d. It is important to note that the Standing Order and its annexes do not constitute an automatic claim as all payments must be approved by the Paymaster.

RBR STANDING ORDER 118 – OVERSEAS EXERCISE			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RQMS
Reference:			

INTRODUCTION

1. It is not possible for the RBR to conduct full scale exercises in Bermuda due to the limited training estates and the lack of a firing range that extends beyond 25m. it is Therefore essential that the RBR can deploy overseas to conduct large scale exercises. The following Standing Order will detail the roles and responsibilities for the administration of an overseas exercise.

STANDING ORDERS FOR OVERSEAS EXERCISES

2. All members of the RBR that have any involvement with the administration for deployment to any location overseas are to familiarise themselves with the following instructions:

a. **Preliminary administration.** The following information and Staff Work is to be produced:

- 1) **Warning Order.** Produced by RHQ, confirming (where possible) the location of exercise, provisional dates, expected Coys involved, approximate numbers to attend and an overview of the aims and objectives of the exercise.
- 2) **'G4' Administration Order.** Produced by the Quartermaster.
- 3) **Procurement and scheduling of chartered aircraft** (if required). This is to be conducted by the Quartermaster.
- 4) **Movement Instruction.** Produced by the Adjutant.
- 5) **Administration Order.** Produced by the Exercise Planning Officer. To include direction on preparation, packing and required action.
- 6) **Details of the Movement Control Point.** Produced by the Chief Clerk and to include direction on freight, baggage and personnel.

b. The individual responsibilities are shown below:

- 1) **RHQ/ Exercise Planning Officer (EPO):**
 - a) Production of Warning Order.
 - b) Production of Administration Order.
 - c) Production of complete Nominal Rolls.
 - d) Overall coordination and responsibility for the move.

- 2) **Quartermaster:**
 - a) Production of the 'G4' Administration Order.
 - 3) **Exercise/ Deploying Coy HQ:**
 - a) Issuing Company Warning Order.
 - b) Actioning Orders (as detailed in the Administration Order).
 - c) Actioning Instructions as detailed in the Movement Order especially:
 - (1) Packing own freight and production of a Contents List.
 - (2) Marking own boxes as supplied by QM's.
 - (3) Ensuring that timings are laid down by the Administrative Order and Movement Order are understood and carried out by the Coy personnel.
 - 4) **Movement Cell:**
 - a) Setting up a Movement Control Point (MCP) location to monitor weight and number freight and baggage and check personnel documentation prior to the move.
 - b) Preparation of a Load Manifest and complete Contents List. Five copies are required (MCP, Baggage Offr, Receiving Host Unit, 1 x copy for Return Move, spare).
 - c) Moving freight and baggage to the carrier.
 - 5) **Chalk Commander:**
 - a) Discipline and carrying out given timings for all personnel on his Chalk from the moment they leave the MCP location to the time that they arrive at a Base Camp or equivalent.
 - b) Holding the relevant documentation issued by RHQ.
 - 6) **Baggage SNCO:**
 - a) Baggage Party when deployed.
 - b) Movement and security of freight and baggage as directed.
 - c) The Baggage SNCO is to be part of the Movement Cell.
- c. **Orders. The following Orders are to be produced in full and in a timely manner:**
- 1) **Warning Order.** The Exercise Warning Order allows Coys to do initial preparations for the move in particular; it should enable Coys to send out letters to all employers warning them of the Exercise and of their rights to request exemption for their employees. The Warning Order is to include:

- a) Dates of exercise
- b) Outline Plan
- c) Deadlines for confirmations/ actions/ returns.
- d) Any Special Admin Instructions/ requirements

2) **G4 Administration Orders.** This document is to outline the management and control of stores by the QM's Dept for overseas exercise. The Order is to include:

- a) Pre-Shipment Instructions
- b) Admin Deadlines
- c) Responsibilities
- d) Stores Facilities
- e) Accommodation allocation
- f) Feeding plan
- g) Ammunition
- h) Baggage/Freight allocation

3) **Movement Orders.** This document details the movement plan for the Exercise. It delegates specific tasks and outlines the procedure that must be followed (which will be specific to the Airline and Locations being used). The Orders are to include:

- a) Flight details
- b) Appointment and Task (Movement Cell, Coys, Baggage Party, Transport, Chalk Comds)
- c) Documentation (Group and Individual)
- d) Dress and Equipment (for the move)
- e) Reporting procedures
- f) Information for External Agencies

d. **Freight.** General details on freight will be issued in the Administrative Order. All freight (not including baggage) will be recorded in Annex D. It will also include notes on Dangerous Cargo.

e. Packing boxes will be issued by the QM. The packing of boxes is the responsibility of individual Coys. Once packed, boxes are to contain 1 x Contents List (2x copies are to go to the MCP and 1x copy retained by the Coy). A special Contents List proforma is to be used (see Annex F).

- f. Coys are to ensure that their boxes are colour coded (as per direction in Annex D) and department name stenciled on the side.
- g. Once packed, Coys are responsible for the movement of their boxes to the MCP (as per the Movement Order).
- h. All freight (less fresh rations and medical drugs) is to be complete by the time the Advance Party departs. A copy of the Load Manifest is to be taken by the Advance Party for handover to the Receiving Host Unit, if required.
- i. **Baggage.** General details on baggage (including Packing List) will be issued in the Administration Order. All baggage is to be labeled with No, Rank, Name, Initials, clearly visible. The Adjt is responsible for issuing specific instructions regarding baggage and labeling.
- j. Weight restrictions on baggage are to be specified within the Administration Order.
- k. Baggage is to be submitted one week prior to movement, or as directed by the Administration Order.
- l. Individuals are responsible for the correct packing of their personal bags - the MCP will not repack incorrectly packed baggage. Coy HQs are to ensure that all baggage is secure prior to arriving at the MCP.
- m. Hand baggage in accordance with IATA Regulations or whichever apply to the carrier concerned, is permissible for all ranks. Hand baggage criteria is to be covered in the Administration Order.
- n. **Movement Control Point (MCP).** The MCP is to be staffed as follows (with full details in the Movement Order):
- 1) 1 x Officer/WO (must be a member of FTS)
 - 2) 1 x Baggage SNCO (must be a member of FTS)
 - 3) 3 x Clerks
 - 4) 12 x Baggage Party
- o. **Security/ Clearances.** The Adjt is responsible for liaising with the following organisations to ensure all checks and clearances are completed as early as possible:
- 1) Police (Traffic & Narcotics).
 - 2) Customs/Immigration.
- p. **Air Trooping Family Information.** The Air Trooping Family Information Form (Annex E) is to be completed by all members of the Regiment when moving by air.

Annexes:

- | | | |
|---------|---|---------------------------|
| Annex A | - | Load Manifest (Passenger) |
| Annex B | - | Load Manifest (Cargo) |

Annex C	-	Loan Manifest (Dangerous Cargo)
Annex D	-	Flight Coding System
Annex E	-	Air Trooping Family Information
Annex F	-	Box Contents List

ANNEX A
STANDING ORDER 118

LOAD MANIFEST (PASSENGER)

For use in Operations and Exercises Only (See Foot Note)

OP/EX:

CHALK NO:

AIRCRAFT:

DATE:

DEPARTURE SIDE:

DZ/LZ:

SER	NO	RANK	SURNAME	FORENAME(S)	D.O.B.	PASSPORT NO.	EXP DATE	NLT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

Note:

1. Delete as appropriate.
2. This document must be completed in typescript, duplication ball-point pen.

**ANNEX B TO
STANDING ORDER 118**

LOAD MANIFEST (CARGO)

For use in Operations and Exercises Only

Sheet No: of

OP/EX:

Chalk No:

Aircraft Type:

Parachuted / Air Landed
(Delete as appropriate)

Departure Side:

DZ/LZ:

PACKAGE SERIAL NO	ITEM (Each one Listed separately)	WEIGHT (Lbs)	CONSIGNEE	REMARKS
Total Weight - this Manifest				

SAFETY CERTIFICATE: I certify that the Materials shown above do NOT include any items of Dangerous Cargo.

Signature: Name:
(In BLOCK Capitals)

Unit: Date:

CUSTOMS CERTIFICATE: (MOVE FROM BERMUDA) Certified that the material listed on this form is shipped abroad for the maintenance and/or training of Bermuda Forces and is not for Sale or Re-Sale.

Signature: Name:
(In BLOCK Capitals)

Unit: Date:

**ANNEX C TO
STANDING ORDER 118**

LOAD MANIFEST (DANGEROUS CARGO)

For use in Operations and Exercises Only

Sheet No: of

OP/EX:

Chalk No:

Aircraft Type:

Parachuted / Air Landed
(Delete as appropriate)

Departure Side:

DZ/LZ:

PACKAGE SERIAL NO	ITEM (Each one Listed separately)	WEIGHT (Lbs)	CONSIGNEE	REMARKS
Total Weight – Loose Cargo				
Total Weight – Vehicles				
Total Weight – this Manifest				

SAFETY CERTIFICATE: I certify that the contents of the packages in this shipment are in proper condition for air transportation in accordance with National Regulations.

Signature: Name:
(In BLOCK Capitals)

Unit: Date:

SAFETY CERTIFICATE: I certify that the materials shown above DO NOT include any items of Dangerous Cargo.

Signature: Name:
(In BLOCK Capitals)

Unit: Date:

**ANNEX C TO
STANDING ORDER 118**

CUSTOMS CERTIFICATE: (MOVE FROM BERMUDA) Certified that the material listed on this form is shipped abroad for the maintenance and/or training of Bermuda Forces and is not for Sale or Re-Sale.

Signature: Name:
(In BLOCK Capitals)

Unit: Date:

* If any of the materials on this form were not previously exported from Bermuda Stores in Bermuda and HM Customs, an Exercise Form C188 is to be issued.

**ANNEX D TO
STANDING ORDER 118**

FREIGHT CODING SYSTEM

1. The Coding System below is to be adopted for all moves:
 - a. All packing boxes for whichever Coy/Department of the Regiment will be painted green. (This is a QM responsibility).
 - b. 9" squares are to be painted on each topside edge of the box, a total, therefore, of 12 squares will show. Two opposite edges of the box are to be painted in the Coy colour with a stenciled abbreviated name on each square as listed below. The other two opposite edges of the box on each square. The painting and stenciling of the Coy coding squares are a Coy responsibility. The painting and stenciling of the black box number squares is a MCP's responsibility.
 - c. The Colour Coding System is as listed below:
 - 1) A Coy - White lettering on Red
 - 2) Trg Coy - White lettering on Green
 - 3) Sp Coy - Black lettering on Yellow
 - d. The recognised abbreviations to be used are as listed below:

SUB-UNIT	ABBREVIATION	COLOUR CODE
RHQ	RHQ	Black
A Company	A	Red
Training Wing	Trg	Green
Support Company HQ	Sp	Yellow
Signals Platoon	Sigs	White
Medical Platoon	Med	White
MT Section	MT	White
Band	Band	White
Regimental Police Section	RP	White
Rations & Cookhouse Stores	Rats	White
Accommodation Stores	Accn	White
Clothing Stores	Cloths	White
Officers' Mess	Offrs	White
Warrant Officers' & Sergeants' Mess	Sgt	White
Misc Stores	QM	White
Arms	Arms	White

**ANNEX F TO
STANDING ORDER 118**

Ammunition	Ammo	White
------------	------	-------

2. All boxes containing Dangerous Cargo or cargo considered as such by the carrier concerned is to be painted as shown below:



**ANNEX E TO
STANDING ORDER 118**

AIR TROOPING FAMILY INFORMATION

IMPORTANT – All details are to be corrected and legibly entered on this form prior to departure.

PLEASE COMPLETE IN BLOCK LETTERS

PART 1. Flight Details:			
Destination:			
Flight No.		Date:	

PART 2. Passenger Details:							
Number:		Rank		Name		Initials:	
Religion:		Coy:			Pl/Dept:		

PART 3. Next of Kin Details:			
Surname:		Initials:	
Rank/Status:		Relationship:	
Full Postal Address:			
Work Phone Number:		Home Phone Number:	

THIS FORM IS TO BE COMPLETED AND HANDED IN WHEN YOU REPORT TO THE MOVEMENT CONTROL POINT (MCP).

ANNEX F TO
STANDING ORDER 118

BOX CONTENTS LIST

..... Coy/Dept
ROYAL BERMUDA REGIMENT

Date Packed:	
Place of Departure:	
Place of Destination:	

Size:	
Volume:	
Weight:	

BOX NO	CONTENTS	QUANTITY	REMARKS

To be signed by the person supervising the packing:

Signature:	Date:
------------	-------

No:		Rank:		Name:		Appt:	
-----	--	-------	--	-------	--	-------	--

RBR STANDING ORDER 119 – ACCOUNTING FOR STORES			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	QUARTERMASTER
Reference:			

INTRODUCTION

1. All Stores and Equipment for use by the Regiment, whether obtained from other services or establishments or by local purchase are to be properly accounted for in a Master Ledger (AFB 183) held by the Quartermaster (QM).

STANDING ORDERS FOR ACCOUNTING FOR STORES

2. Any individual that is authorised to sign out Stores or Equipment within the RBR is to:
- Ensure any Stores and Equipment required by Companies and Departments are issued by Logs Company directly to the Companies and Departments. All issued resources are to be signed for and entered into the respective Company/ Department's Ledger (AFB 183).
 - Ensure that any Local purchase orders for Stores/Equipment are procured via the QM. Once the purchase has been made, the invoice (complete with the purchase order number and signature of the purchaser) is to be returned to the QM to be entered into the Ledger (AFB 183). The QM will then return the invoice to the RAO for payment.

SUB ACCOUNT HOLDERS

3. The following Companies and Departments are recognised Sub-Account Holders and will have stores recorded in their AFB 183 Ledger:

- A Company
- B Company
- Training Wing
- Comms Unit
- MT Platoon (incl Gun & Boat Troops)
- Medical Section
- Regimental Police
- Cook House
- PMC Officers' Mess
- PMC Warrant Officers' & Sergeants' Mess
- PMC Corporals' Mess

I. PRI

4. Each Company or Department's nominated representative is to have direct access to QM/RQMS for Stores/Equipment issues, exchanges and/or for write-off action. Each Company/ Department is to nominate a Sub Account Holder.

STANDING ORDERS FOR SUB ACCOUNT HOLDERS

5. All Sub Account Holders are to:

a. Liaise with the QM/RQMS for timings for Stores/Equipment issues, exchanges and/or write-offs at least seven (7) days in advance.

b. Ensure that Stores to be exchanged or written-off due to fair 'wear and tear' is assessed by a Board detailed by the Adjutant. In the event of Stores/Equipment which are damaged maliciously, the Sub Account holder is to identify the individual responsible, who will be charged before any write-off action can take place. If no individual can be identified, a Board of Officers will be tasked with conducting an inquiry into the damage and the report forwarded to the CO/Adjt before any write-off action can take place.

ISSUING OF STORES/EQUIPMENT

6. The Quartermaster's Department will issue Stores or Equipment to the nominated Sub-Account Holder. The relevant entries will be made in the AFB 183 Ledgers and both parties will initial the respective Ledgers.

7. Company Sub-Units are to draw items of Stores/Equipment from their own Company Stores signing for them in the book specifically provided for this use.

8. Individual items for equipment required by members of the Regiment are to be issued by their respective Company Stores and are to be signed for in the book specifically provided.

9. All items in paras 7 and 8 above are to be returned to the Stores from where they were drawn immediately after use. No member of the Regiment is to have an item on his signature for more than 30 days.

STORES CHECKS

10. The Regimental Stores are to be checked by a Board of Offrs/SNCOs annually or on the direction of the Commanding Officer.

11. Companies/Departments are to conduct 100% checks twice a year and a certificate showing deficiencies and surplus items is to be sent to the Adjt and QM.

12. Companies/Departments are to carryout a percentage check of Stores once a month. These checks are to be recorded in a book provided by the Company/Department.

13. On change of Company Commander, the Head of Department or the nominated Sub-Account Holder; a 100% check is to be carried out. A Handover/Takeover Certificate (See Annex A) is to be submitted showing the details of deficiencies and surplus to the following:

- a. Coy Comd/Head of Dept - Adj and QM
- b. Sub-Account Holder - Coy Comd/QM

KEYS

14. Company/Department Stores Keys are to be held by the following:

- a. Nominated Sub-Account Holder - 1
- b. Coy Comd/FTI (locked in Coy Office) - 1
- c. Spare Key in QM's department - 1

REGIMENTAL PROPERTY

15. No member of the Regiment is to lend any item of Regimental property to any member of the public without the written permission of the Commanding Officer.

Annexes:

- A - Handover/Takeover Certificate



Quartermaster

Royal Bermuda Regiment
Regimental Headquarters
P O Box HM 1006
Hamilton HM DX, BERMUDA



HANDOVER/TAKEOVER CERTIFICATE

This is to certify that I, No:..... Rank:..... Name:.....

have handed-over/taken-over all documents, funds, stores and equipment on charge to

No:..... Rank:..... Name:.....

The following comments are made:

.....

.....

.....

.....

.....

.....

.....

.....

Date:.....

Signed:..... Taking Over

Signed:..... Handing Over

Signed:..... Quartermaster

Signed:..... Adjutant

RBR STANDING ORDER 120 – ISSUE AND RECEIPT OF CLOTHING AND EQUIPMENT			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	OC LOGS
Reference:			

INTRODUCTION

1. On enlistment, all members of the RBR will be issued with the clothing and equipment required to be able to conduct their role. The initial Scale of issued Clothing and Equipment is at Annex A.
2. As individuals progress through the RBR, there may be a requirement for them to be issued additional equipment or to return redundant kit. All kit movement is to be recorded and signed for by the individual in possession. If any kit is lost, it is the responsibility of the individual that signed for it to either locate, replace it or pay for it to be replaced.
3. The Clothing NCO will ensure that all issued items are recorded (in Ink) on the AFH1157 form, including the recipients signature.

STANDING ORDERS FOR CLOTHING AND EQUIPMENT ISSUED BY THE RBR

4. Any individual that is in possession of any clothing or equipment issued by the RBR is to:
 - a. Confirm that all issued equipment is accurately recorded on the AFH1157 form, identifying any discrepancies prior to signing.
 - b. Accept that they are responsible for the safe custody and cleanliness of items on their charge (laundry of the clothing will be the responsibility of the recipient). By accepting the clothing and equipment, the recipient agrees that it was issued in an acceptable state.
 - c. Accept that the RBR will charge for any lost or damaged kit (unless the damage occurred as a result on using the equipment in the manner that it is intended).

STANDING ORDERS FOR THE RETURN OF CLOTHING AND EQUIPMENT ON DISCHARGE FROM THE RBR

5. All RBR personnel, irrespective of rank, that are due for discharge or posting to holding Company are to:
 - a. Hand in all items of RBR clothing and equipment to the CQMS, who will produce a Clearance Certificate that confirms that all items are clean and any deficiencies identified (as per Standing Order No 95 – Clearance Certificates).
 - b. Receipt of kit will be recorded in red ink, in accordance with instructions on AFH1157, and signed by the Clothing NCO. Once all clothing and equipment has been accounted for (and charges raised, if required), the individual is eligible to continue the Discharge Process.

Annexes:

- A - Initial Scale of RBR issued Clothing and Equipment

**ANNEX A TO
STANDING ORDER 120**

INITIAL SCALE OF RBR ISSUED CLOTHING AND EQUIPMENT

Ser	Item	Quantity	Comments
1	Boots	1	
2	Belt (Combat)	1	
3	Belt (Stable)	1	
4	Beret	1	
5	Cap Badge	1	
6	Cap	1	Multicam Tactical
7	Cap Badge Patches	1	
8	Waterproof Jacket	1	
9	Waterproof Trousers	1	
10	Combat Shirt (MTP)	2	
11	Combat Trousers (MTP)	2	
12	Trouser Twists	1	
13	UBAC Shirt (MTP)	1	
14	Rank Slide	2	
15	Windproof Smock (MTP)	1	
16	Socks	3	
17	T Shirt (Olive Green)	2	
18	T Shirt (PT)	1	
Exercise Equipment			
19	Water Bottle	2	
20	Water Bottle Carrier Pouch	3	
21	Roll Mat	1	
22	Sleeping Bag	1	
23	Bag Shelter Sheet	1	
24	Basha (MTP)	1	
25	Bergan	1	
26	Boonie (MTP)	1	
27	Jungle Bag Compression Sack	1	
28	Mess Tins	1	
29	Webbing Belt	1	
30	Pouch Ammo (MTP)	1	
31	Pouch Side Bergan (MTP)	2	
32	Pouch Utility (MTP)	1	
33	Strap Utility (MTP)	2	
34	Strap Yoke Side Pouch (MTP)	2	
35	Yoke Main (MTP)	1	
36	Yoke Side Pouch (MTP)	1	

RBR STANDING ORDER 122 – RBR COASTGUARD - BOATS & ASSOCIATED EQUIPMENT			
As At:	Oct 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	CO RBR
Reference:			

INTRODUCTION

1. The RBR Coastguard was established in February 2021 to maintain a standing maritime force for the protection and security of Bermuda's inshore waters. The unit is comprised of Full time and Part time manning to provide daily cover.

ORDERS FOR THE USE OF RBR COASTGUARD BOATS AND ASSOCIATED EQUIPMENT

2. The following Orders are to be adhered to whilst within any Coastguard facility:
 - a. The RBR Coastguard Boat Shed is OUT OF BOUNDS to ALL personnel except those on RBR Coastguard duty.
 - b. The OC RBR Coastguard will be responsible for all boats, motors, tools and general equipment held by the RBR Coastguard. They are to maintain an accurate record of all equipment held by the RBR Coastguard and report any repairs or deficiencies to the QM for replacement, disposal or, where required, to raise charges to individuals for non-accidental damage.
3. The OC RBR Coastguard is to maintain a log book for all motors held, detailing performance, number of hours run and servicing/maintenance work conducted.
4. No private boats or motors are to be kept in the RBR Boat Sheds or within RBR Coastguard facilities.
5. RBR Coastguard boats and motors are only to be used for operations, duties and training. They are not to be loaned out or used for recreation purposes by anybody, irrespective of rank.
6. Life Jackets are to be worn by ALL personnel engaged in any RBR Coastguard activity on the water. The senior rank on duty is responsible for ensuring this is adhered to.
7. All RBR Coastguard motors are to be flushed and cleaned after use and stored in an upright position.
8. All duty fuel is to be recorded and accounted for, records are to be kept and submitted to the QM for auditing purposes.
9. The RBR Coastguard Boat Ramp is to be kept clear at all times to ensure the ability to 'quick launch' in the event of an emergency.
10. All RBR Coastguard tools and equipment are to be secured in the Boat Shed when not in use and are not be removed from the RBR Coastguard facility without written permission from the Commanding Officer.

RBR STANDING ORDER 123 – PERFORMANCE BONUS			
As At:	01 Jan 2025	Review Date:	31 Oct 2025
Amendment:		Sponsor:	SMI
Reference: 1. RBR Record of Service Policy			

INTRODUCTION

1. All serving members of the RBR are eligible to qualify for their Annual Performance Bonus, which is payable in December of every year. The Performance Bonus is a single payment of up to \$600 for completion of a number of annual assessments or qualifying criteria. The exact monetary entitlement is dependent on the number of MATTs completed in the year.

STANDING ORDERS FOR THE AWARD OF THE ANNUAL PERFORMANCE BONUS

2. The Annual Performance Bonus is awarded on the successful completion of the following criteria:

- a. Attendance at a minimum of 80% of Company Allocated Training Drills. This excludes additional optional drills for attendance at parades or other RBR functions and activities. If unsure, individuals should seek clarification on the number of Company Allocated Drills for that particular year from their FTI.
- b. Must have attended the annual 2-week RBR Overseas Camp, or equivalent (alternatives to the Overseas Camp includes Recruit Camp, attendance on a military course such as PCBC or PSBC, or any other event that is considered to satisfy the requirement by the Commanding Officer). For individual cases where the individual is not selected to deploy on Overseas Camp, they are to provide evidence that they had fulfilled the requirements to deploy (confirmation of a valid Passport, Medically Fit to Deploy clearance, and proof of compliance with any specific personal visa requirements).
- c. Completion of the Military Annual Training Tests is the final criteria for the Performance Bonus. Individuals are required to **attempt** all Physical MATTs (Operational Fitness Test and Personal Fitness Assessment). The current MATTs are as follows:
 - 1) **MATT 1** - Personal Fitness Assessment (PFA). **Authority:** Conducted by a PTI or FTI only.
 - 2) **MATT 2** - Operational Fitness Test (OFT). **Authority:** Conducted by a PFI or FTI only.
 - 3) **MATT 3** - Annual Personal Weapons Tests (APWT) once per year, plus a Weapon Handling Test (WHT) completed every 6 months. **Authority:** Conducted by a qualified RCO and range staff.
 - 4) **MATT 4** - First Aid Test (Updated test, 20 minute PowerPoint presentation followed by the written and practical test). **Authority:** Conducted by a qualified medic

5) **MATT 5** - Rules of Engagement & Judgmental Trg presentation and assessment. **Authority:** Conducted by qualified JTM (Capt Harrell, WO2 Pilgrim, CSgt Grant and Sgt Smith).

6) **MATT 6** - Values and Standards presentation and assessment. **Authority:** Conducted by a nominated Capt and above.

d. If the above attendance criteria are satisfied and MATTs are attempted, the following bonuses are applicable (individuals will only get paid for the MATTs they pass):

- | | | | |
|----|-------------------------|---|-------|
| 1) | Passed all MATTs (6/6) | - | \$600 |
| 2) | Passed 5 out of 6 MATTs | - | \$400 |
| 3) | Passed 4 or less MATTs | - | \$0 |

RBR STANDING ORDER 124 – LEARNING CREDITS			
As At:	Mar 2024	Review Date:	31 Oct 2025
Amendment:		Sponsor:	RCMO
Reference:			
1. RBR Record of Service Policy			

INTRODUCTION

1. The Royal Bermuda Regiment seeks to promote lifelong learning among members. The Learning Credit scheme aims to facilitate this in a fair and equitable way. This scheme is realized through two mechanisms:

a. The Standard Learning Credit (SLC) scheme is available to all serving personnel and is intended to supply financial support, throughout the career of Service Personnel (SP). It is intended to be used for multiple **small-scale Learning opportunities** to further motivate SP to pursue personal and professional development throughout their Service.

b. The Enhanced Learning Credit (ELC) scheme is available to SP who have served a minimum of three with the cost of **medium to large-scale Learning Purposes**. The Scheme allows a single award in each of a maximum of three separate Financial Years. The ELC scheme permits SP to pursue their personal development, during their Service, subject to the eligibility criteria being met. SP are to be aware that they may claim a maximum of 3 times during their service career. The maximum amount of funding available is \$6000 in total (split over 3 claims). Please see para 4a below for details of Tiers and funding available.

2. SLC and ELC awards cannot be combined to cover finances for the same module of study. They can also not be used when course fees are already being funded (ie by the SPs employer or a grant/ bursary – they are intended to cover **personal out of pocket expenses** or **elements of the course that are directly payable by the individual without reimbursement**).

STANDING ORDERS FOR THE CLAIM OF STANDARD LEARNING CREDITS

3. Any individual that is intending to claim SLCs for any course is to adhere to the following:

a. Identify a specific course and ensure that it complies with the SLC policy.

b. Register for SLC prior to the start of study (there will be no authorisation for retrospective claims).

c. Ensure that you have funds to pay for the course prior to starting it. The SLC funding is paid as a re-imbursement. Individuals may request an advance of pay to fund the course but will remain responsible for full payment if they fail to complete the course.

- d. Ensure that the course does not exceed the \$250 limit per year for SLC claims. The maximum payable per year is \$250, multiple courses can be studied but the scheme will only pay \$250 per year total.
- e. Ensure that, once complete, a course completion certificate (or evidence of the successful completion of the course) is provided in order to obtain the SLC re-imbursement.
- f. The Designated Officer for the Learning Credit scheme is the RCMO, who will decide if courses qualify for the funding.

STANDING ORDERS FOR THE CLAIM OF ENHANCED LEARNING CREDITS

- 4. Any individual that is intending to claim ELCs for any course is to:
 - a. Confirm with either the RCMO or Chief Clerk which Tier they are eligible to claim from:
 - 1) Tier One – Served in the RBR for between 3-6 years. Claims within this period of service will qualify for the Lower Tier Payment of \$1000 per year.
 - 2) Tier Two - Served in the RBR for over 6 years. Claims within this period of service will qualify for the Upper Tier Payment of \$2000 per year.

(note: **SP can start claiming funding through the ELC scheme from their third year of service but the total amount payable to any individual is set at \$6000 via a maximum of 3 separate claims)**)
 - b. Confirm that you have not already made 3 ELC claims in the past (irrespective of Tier).
 - c. Ensure that the course qualifies for ELC funding via the RCMO. The Designated Officer for the Learning Credit scheme is the RCMO, who will chair a board to decide if the requested course qualifies for the funding.
 - d. Ensure that the request for ELC funding is submitted prior to the start of the course.
 - e. Confirm that you have the funds to pay the personal contribution of a minimum of 20% of the course fees (and any fees beyond the maximum amount you can claim for).

(Example: Course Cost = \$3000, individual pays \$1000 (Upper Tier) and the ELC scheme pays \$2000)
 - f. Ensure that, once complete, a course completion certificate (or evidence of the successful completion of the course) is provided in order to close the ELC process. If the course is failed or the completion date is pushed back, the claimant is to contact the RCMO for direction on any further action required.