

All Offrs, WOs and NCOs

NOTES FOR THE GUIDANCE OF OFFICERS
WARRANT OFFICERS AND NON COMMISSIONED OFFICERS

General

- 1. It is necessary to draw the attention of officers, WOs and NCOs to a number of points regarding man management and discipline in the Army.
- 2. These points are not meant as a personal affront, but as constructive criticism and they should be accepted as a form of guidance in the execution of varied duties.

Dress

- 3. In some areas, dress of officers, WOs and NCOs needs to improve if we are to expect a high standard from the soldiers.
- 4. All clothing should be in a good state of repair, clean and ironed. The use of a small measure of starch or fabulon type preparations are of great assistance in producing a high standard of turnout.
- 5. Shoes should be highly polished with extra effort being given to toe caps. Heels should be in good repair.
- 6. Attention should be paid to the cleanliness of lanyards.
- 7. Headdress should be regularly brushed.
- 8. Hair should be kept cut to a reasonable length and kept tidy.

Discipline

- 9. The term "Familiarity breeds contempt" applies very strongly to service life.
- 10. It is understood that the ARMS is made up of civilians, however, the service rank structure is such, that once one dons a military uniform, he must abide by the rules of the service.
- 11. The use of Christian names between officers, WOs, NCOs and soldiers can only lower the disciplinary function of the service and this should be discouraged. This does not mean that the BC cannot address his officers or senior NCOs by Christian names prudently.
- 12. When issuing an order to a soldier ensure that the order is clear, that the soldier understands what is required of him, and most importantly, follow up the order.
- 13. When dealing with subordinates, the use of harsh or bad language is to be avoided. There is no need for losing ones temper - STOP - THINK - ACT.

/14. All officers,

14. All officers, WOs and NCOs should ensure that correct compliments are paid at all times:

- a. All officers to be given a salute; and
- b. soldiers should stand to attention when addressing an officer, WO or NCO.

15. Encourage soldiers to talk to you and this can be achieved by simply bidding them the time of day - "Good Evening GNR Bloggs".

Welfare

16. The officer, WO and NCO within the service must make himself available to his subordinates in matters of welfare.

17. Each problem should be assessed, if necessary, passed to higher authority. Under no circumstances should a soldier NOT be given a fair hearing or an attempt NOT made to satisfy the problem.

Conclusion

18. This note was produced simply to remind officers, WOs and NCOs of their responsibilities.

19. It behoves all officers, WOs and NCOs to continually practice and enforce the matters of discipline and to ensure that soldiers are happy in their service life by monitoring their welfare.

20. This can be achieved by getting to know your subordinates without lowering disciplinary standards.

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