



SECTION 2

PART ONE ORDERS

UNIT PART 1 ORDERS

INTRODUCTION

1. Unit Part 1 Orders are published at both battalion level and at company level. When prepared care must be taken to ensure that the quality of reproduction is of the highest standard because they receive wide publicity within the unit.

PURPOSE OF UNIT PART ONE ORDERS

2. Unit Part 1 Orders are the means by which Commanding Officers or Officers Commanding communicate their day to day routine orders to the troops under their command.

PUBLICATIONS

3. These orders are normally published at regular intervals, usually daily, excluding weekends. It is the duty of all personnel to read and comply with Part 1 Orders on the day of issue and on return from leave, courses etc, when all Orders published whilst away from the unit must be read and if necessary acted upon.

FORMAT OF UNIT PART 1 ORDERS

4. The heading of Unit Part 1 Orders is in block capital letters, double lined spaced and is underlined, and will include the following:

PART 1 ORDERS

BY

RANK, INITIALS, NAME, DECORATIONS
(OF CO/OC IN FULL)

COMMANDING OFFICER (OR OFFICER COMMANDING)

UNIT (OR SUB-UNIT) TITLE
(IN FULL)

NUMBERING

5. Within Unit Part 1 Orders there are 3 numbering systems used; Serial, Order and Paragraph:

- a. Serial Numbers. Part 1 Orders are to be numbered consecutively with effect from the first working day of each year. The Serial Number is placed on the left hand margin below the heading.
- b. Order Numbers. Each Order included on Part 1 Orders is given its own number; these must run consecutively from the first Order of the first issue in the year.
- c. Paragraph Numbers. These are used within Orders and Notices when required.

d. Notice Numbers. Each Notice is given a paragraph number. These are allocated on a daily basis. If there is only one Notice it will not be allocated a paragraph number.

CONTENTS OF UNIT PART ONE ORDERS

6. Unit Part 1 Orders may be divided into 2 parts; Orders, all of which appear above the signature block and Notices, which are placed below the signature block (see example at Annex A). Some examples of these are:

a. Orders.

- (1) Daily Routine. Showing the times of various events during a day e.g. reveille, meal timings etc.
- (2) Duties. This Order will show who, on a specified date, is to carry out the duties of (for example):
 - (a) Orderly Officer
 - (b) Orderly Sergeant
 - (c) Duty Clerk
 - (d) Guards – by name or the supplying sub-unit.
- (3) Parades. Notification of parades other than those published under Daily Routine.
- (4) Disciplinary matters. Such Orders as the standard of dress, saluting, haircuts etc.
- (5) Promotions. Giving details of Local, Acting and Substantive promotions within the unit.
- (6) Temporary Changes in Command. For example when the CO proceeds on leave which will include any grants of powers of discipline if necessary to his designate.
- (7) Change of Unit Records Officer (URO). The initial appointment of the Unit records Officer and any subsequent changes are to be notified in Unit Part 1 Orders.
- (8) Administration. This would cover any other matters that could affect the day to day administration of the unit.
- (9) Repeat Orders. These are Orders that require repeating at regular intervals throughout the year monthly, quarterly or half yearly. These Orders are recorded in a "Repeat Order Book", some examples of such Repeat Orders are:
 - (a) Carrying of ID Cards at all times.

(b) The need to inform the RAO of any change to NOK details or change in marital status.

(c) The placing of establishments OUT OF BOUNDS.

iv. Notices. Notices are placed after the signature block and are items of interest rather than Orders. Some examples are:

(1) Items lost and found.

(2) Items for Sale.

(3) Sports Results

(4) Social events.

SECURITY

7. The information contained in Unit Part 1 Orders should not be protective marked higher than RESTRICTED. If any information in the Order is RESTRICTED, the word RESTRICTED is to be typed top, bottom, front and back of each page of the Order. Unit Part 1 Orders containing RESTRICTED information should not be displayed where those without authorised access may read them.

SIGNING AND CHECKING

8. Once the Part 1 Orders have been typed they should be checked and signed before being distributed and displayed on unit notice boards. The signature block, in the same format as in a Service letter is placed below the last Order, aligned with the left hand margin and before any notices, see Annex A. The quality of reproduction of Orders is to be of a high standard to ensure the Orders are clearly legible.

9. Part 1 Orders are normally signed by the Adjutant or sub-unit commander or equivalent.

DISTRIBUTION

10. There is no set distribution for Unit Part 1 Orders; copies must be displayed where soldiers can reasonably be expected to see them. Copies must be sent at least to, or placed on:

a. RAO – file copy

b. All official notice boards.

11. When Orders are distributed they should be placed on notice boards as early as possible to enable all personnel to read them. This is particularly important when personnel are being detailed to carry out duties or tasks at specific times. Orders must be produced in good time to ensure that individuals have sufficient warning of anything directly affecting them.

Annex:

A. Example Unit Part 1 Order.

PART I ORDERS

BY

LIEUTENANT COLONEL A KOROMA

COMMANDING OFFICER

7 BATTALION RSLAF

8 SEP 03

312. ROUTINE

Reveille	0630hrs	Lunch	1230 – 1315hrs
Breakfast	0730 – 0815hrs	Tea Meal	1700 – 1745hrs
First parade	0830hrs	Guard Mount	1830hrs

313. DUTIES

	Tues 9 Sep 03	Wed 10 Sep 03
Orderly Officer	Maj Turay	Maj
Orderly Sergeant		
Duty Clerk		
Duty Company		

314. DISCIPLINE – PREVALENT OFFENCES

1. The following offences are prevalent in 7 Btl
 - a. AWOL
 - b. Theft
2. Soldiers committing any of these offences, will be reported for Commanding Officers Orders.

315. REPORTING – CHANGE OF NOK

All personnel are warned that it is their duty to inform the Duty Clerk of any changes of NOK details.

ABC MANSARAY
Capt
Adjutant

NOTICES

SPORTS – FOOTBALL

The results of the fixture played against 10 Bn on Wed 26 Aug 03 was a 3-0 victory to this unit.

ITEM FOUND

A combat jacket has been found in the Coy Office. Enquiries to OC A Coy

FOR SALE

Car for sale, price Le 3,000,000 would make good taxi. Contact Maj AC Tejan OC B Coy