



## SECTION 13

### DUTIES OF A DUTY CLERK

**ARMED FORCES PERSONNEL CENTRE**  
**CLERICAL TRAINING WING**  
**HANDOUT ON DUTIES OF A DUTY CLERK IN THE RSLAF**

**INTRODUCTION**

1. *As a military clerk in the Army, you will at some stage be called upon to carry out the duty of Duty Clerk. The duty will vary from unit to unit or branch to branch (when employed in a headquarters). It is not possible to cover in this document all eventualities that a military clerk will encounter, but there are some aspects that are common to all Duty Clerks.*

**MAIN OBJECTIVES OF THE DUTY CLERK**

2. *The main objectives of a Duty Clerk are two fold:*
  - a. *To provide clerical cover during silent hours.*
  - b. *To provide for the maintenance of office security outside normal working hours.*
3. *The duties of the Duty Clerk must be incorporated into the unit's/branch Standing Orders, a copy of which the duty clerk should always have access to and be fully conversant with.*

**REPORTING FOR DUTY**

4. *Normally the Duty Clerk will be detailed to perform the duty through Unit Part 1 Orders where their name will appear, which means that if for any reason they are unable to carry out the duty, it must be exchanged properly, through the Chief Clerk/Supt Clerk or detailing authority and the change published on Unit Part 1 Orders.*
5. *In some units the Duty Clerk could be detailed for a period of 24 hours or for a whole week, depending upon the unit's role, location and situation at the time. Normally the Duty Clerk would report for briefing, prior to commencing the duty to the Chief Clerk/Supt Clerk.*
6. **The Duty Clerk's Folder.** *At the start of the duty, the Chief Clerk/Supt Clerk will hand over the Duty Clerk's Folder, which should contain the following:*
  - a. *A nominal of the unit.*
  - b. *A staff list showing the key members of the unit with home address and telephone numbers.*
  - c. *The action to be taken in the event of a compassionate case being received, particularly during silent hours.*
  - d. *The action to be taken on the receipt of a bomb warning or hoax.*
  - e. *Orders for the Duty Clerk, an extract taken from Unit Standing Orders.*
  - f. *An occurrence book to record events, checks made and signal message traffic received. Together with a briefing on any ongoing problems that are likely to occur during their tour of duty.*
7. **Details of other tasks.** *It is also possible that the Duty Clerks will be given other tasks to perform which could include the following:*
  - a. *Typing, fax and photocopy work.*

- b. *Filing and dispatch.*
- c. *Any other tasks that have not been completed during normal working hours or tasks that requires clerical support.*

### CONTACTING THE DUTY CLERK

8. *The Duty Clerk must not leave their place of duty unless properly relieved, including meals. If not required to sleep at the place of duty, it may be possible for the Duty Clerk to sleep in their own quarters, in which case the Guardroom and Orderly Officer must be informed of their exact location and contact telephone number.*
9. *Completion of duty. On completion of the duty, the Duty Clerk will normally report to the Chief Clerk/Supt Clerk to return the Duty Clerk's Folder/Occurrence book and debriefing as necessary.*

### SECURITY AND CHECKS

10. *This is one of the most important tasks that the Duty Clerk will be required to perform. These security checks may be required at the start of the duty, during and at the end of the working day. They normally include the following:*
  - a. *All security cabinets/safes are locked and secure.*
  - b. *All filing cabinets/lockers are locked and secure.*
  - c. *All desk trays are empty.*
  - d. *Ensuring that no protective marked materials is left unsecured.*
  - e. *All waste bins are emptied and the contents disposed of correctly.*
  - f. *All doors and windows are secure.**And the Duty Clerk will normally certify the fact that these checks have been carried out.*

### ALERT MESSAGES

11. *Any alert message will be in the form of a codeword passed from higher authority. The Duty Clerk must be fully aware of the action to be carried out on receipt of any such code words, e.g. 'OP PEBU', details of which should be included in the Duty Clerk's Folder.*

### COMMUNICATION

12. *The Duty Clerk is required to be conversant with the use of telephone and COMMSET so that any urgent enquiries may be actioned during silent hours.*

### CONCLUSION

13. *The duty clerk's duties will vary from unit to unit. It is essential that military clerks are conversant and familiar with unit Standing Orders for the Duty Clerk in their respective units.*