



REPUBLIC OF SIERRA LEONE ARMED FORCES

**POLICY ON TERMS AND CONDITIONS**  
**OF SERVICE FOR OTHER RANKS**

By Command of the  
Defence Policy Committee

2006

MINISTRY OF DEFENCE  
TOWER HILL  
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**TERMS AND CONDITIONS  
OF SERVICE  
FOR OTHER RANKS  
IN THE  
REPUBLIC OF SIERRA LEONE ARMED FORCES**

**2006**

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**TERMS AND CONDITIONS OF SERVICE  
FOR OTHER RANKS  
IN THE REPUBLIC OF SIERRA LEONE ARMED  
FORCES**

1. These Terms and Conditions of service for other ranks have been approved by the Sierra Leone Government and are effective from 2006 except where otherwise stated.

2. This publication covers the following categories of soldier:-

a. Soldiers serve with the colours:- Male/Female

b. Reservist

3. THE SPECIAL PROVISIONS FOR Other Ranks who become Officer Cadets are laid down in the "Terms and Conditions of Service for Officers, 1995. In that publication also are specified the conditions in which a candidate for a commission, whose enlistment as a potential Officer has been recorded in his documents may elect to be discharged should he fail during his training.

4. Reserve

### **DEFINITIONS**

5. Through this publication the definitions given below will apply:-

***Allowance Regulations.*** Regulations for Allowances in the Republic of Sierra Leone Armed Forces

***(Chief of Defence Staff)***

The officer appointed by the Head of State to have the command, direction and general superintendence of the Armed Forces of the Republic of Sierra Leone Armed Forces

***Date of Birth.*** The date given on first attestation and as such recorded on the individual's documents.

***Family.*** Soldier's family will consist of his wife married under the Martial Act or Islamic Law, or Native Law and Custom and children under 18 years of age subject to a maximum of 6. However, for record purposes, a soldier may register all his wives and children.

***Defence Council.*** The Republic of Sierra Leone Armed Forces Defence Council.

***Free Services Element.*** The estimated value of free facilities, e.g. lodging, clothing and medical attention.

***Military Service.*** Unbroken service in the Republic of Sierra Leone Armed Forces as another rank, aged 18 or over, with the colours.

***Permanent Home.*** The home place as declared by the soldier on first enlisting.

***Non-Commissioned Officer.*** A Staff Sergeant, Sergeant, Corporal or is equivalent in the Navy and the Air, it is a rank and not an appointment.

***Non-Reckonable Service for Pay.***

- a. during current engagement with the Colours:-
  - (i) any continuous period exceeding 28 days during which pay has been forfeited;
  - (ii) any period of service forfeited by reason of desertion or fraudulent enlistment unless such period, or any portion thereof has been specially allowed to reckon by the Chief of Defence Staff;
- b. Former Service with the Colour:-
  - (i) terminated while the soldier was declared to be in a state of desertion, but for which he has neither been tried by Court Martial, nor has had trial disposed by the Chief of defence Staff;
  - (ii) terminated by discharge in the following circumstances:-
    - (a) with ignominy
    - (b) on conviction by the Civil Power
    - (c) for misconduct
    - (d) service no longer required owing to misconduct
  - (iii) as a commissioned officer terminated for misconduct;

***Non-Reckonable Service for Pension and Gratuity***

- a. "any period for which basic pay has been forfeited except that any period of forfeiture of seven days or less will be ignored when calculating non-reckonable service;
- b. any period of service forfeited by sentence of Court Martial or on conviction for desertion;

***Officer Cadet.*** The status assumed by a soldier or direct entry civilian, undergoing training for a commission, on reporting to the Officer Training wing of an approved Training Institution. A soldier ceases to be an Officer cadet either when commissioned or, in the event of failure during training, on the date he is struck off the strength of the Officer training Unit concerned.

***Other Rank:*** Sierra Leonean enlisted Republic of Sierra Leone Armed Forces from the rank of Warrant officer class I and below

***Recruit:*** a soldier newly enlisted and performing basic military training before passing out

***Pay Date.*** Will be fixed as follows:-

a. *For length of service.* The date on which the soldier last enlisted for service with the Colours and adjusted to take account of:-

(i) any other reckonable service for pay;

(ii) any non-reckonable service for pay;

b. *Within A Rank.* The date of promotion to the paid rank adjusted to take account for reckonable service in that rank;

*Pensionable Emoluments.* These include at the annual rates applicable to Sierra Leone:-

a. the basic pay attached to the substantive rank held by the soldier;

b. service and rank increments;

c. trade and classification pay;

d. a "free services element" are amount payable in the case of soldiers who are not in receipt of consolidated rates of pay;

*Reckonable Service for Pension and Gratuity.* Except as defined non-reckonable service for pension and gratuity:-

a. military service;

b. Previous military service completed within five years of the date of re-enlistment to count as if any break prior to re-enlistment had not occurred, any pension or gratuity previously granted to be refunded before this condition applies;—

*Reckonable Service for Pay.* Except as defined under non-reckonable service:

a. former reckonable service with the Colours in excess of three months declared on re-enlistment after a break of not more than five years;

b. former reckonable service as a commissioned officer provided that such service is declared on re-enlistment and is duly confirmed;

(i) because it was not declared on re-enlistment service;

(ii) for the reasons given under non-reckonable service, may, if otherwise admissible, be allowed to reckon at the discretion of the Chief of Defence Staff;

*Service in a Rank for Pay.* Any period of reckonable service for pay during which a Warrant or Non-Commissioned Officer has been paid for the same or higher rank or appointment except that:



- a. a soldier who is reduced in rank for disciplinary reasons by order of a Court Martial or other competent authority, will not be allowed to reckon previous service in any above that to which he is reduced.
- b. a soldier holding acting rank which is not made substantive will not be allowed to reckon the period of acting rank as service in that service;
- c. a soldier who forfeits seniority in his rank by order of a Court Martial, or other competent authority, will not be allowed to reckon any service in that rank before the date of his new seniority;

*Warrant Officer.* An Officer rank holding the rank of Warrant Officer Class 1 or Class 11. Regimental Quarter Master Sergeant is an appointment from the rank of Warrant Officer Class 11

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## SECTION II

### ENGAGEMENTS

#### INITIAL ENGAGEMENT

10. The initial engagement, except as specified in paragraph 11 will be for a period of FIVE years with the Colours and THREE years with the Reserve.

11. Soldiers selected for training in the trades listed at Annex 'A' will, on passing the necessary trade test, automatically vary their terms of service to complete NINE years with Colours and THREE years with the Reserve. Before a soldier begins his trade he will be made aware of his liability under this paragraph by his Commanding Officer, and will be required to sign the form of declaration at Annex 'A'.

#### PROLONGATION OF SERVICE

12. The conditions governing extension of service, re-engagement, and continuance in the Service are at Annex 'B'.

#### 13. EXTENSION OF SERVICE TO COMPLETE 8 OR 10 YEARS WITH THE COLOURS

- a. a proportion of non-tradesmen who enlist on a normal engagement of FIVE years with the Colours and THREE years with Reserve may vary their terms of service either to serve EIGHT years with the Colours and THREE years with the Reserve or to serve TEN years with the Colours. Such variations will be permitted only during the first six months of the fifth year of the soldier's current engagement;

b. a proportion of tradesmen, other than those in the trades listed at Annex 'A', who enlist on a normal engagement of FIVE years with the Colours THREE years with the Reserve may vary their terms of service to serve EIGHT years with the Colours and THREE years with Reserve. Such variations will be permitted only during the first six months of the eighth year of the soldier's current engagement;

c. a proportion of tradesmen who have varied their terms of service to complete EIGHT years with the Colours and THREE years with the Reserve, may apply to serve TEN years with Colours. Such variations will be permitted only during the first six months of the eight-year of the soldier's current engagement;

#### **RE-ENGAGEMENT TO COMPLETE 15 YEARS WITH THE COLOURS**

14. Soldiers who extend their service to complete TEN years with the Colours maybe allowed to re-engage to complete FIFTEEN years with Colours. Such re-engagements will not be permitted until the soldier is serving the Tenth year of his current engagement.

#### **CONTINUANCE IN THE SERVICE UP TO 20 YEARS WITH THE COLOURS**

15. Soldiers who re-engagement to complete FIFTEEN years with the Colours maybe permitted to continue in the Service to complete TWENTY years with the Colours. Such soldiers after completion of FIFTEEN years with the Colours, will have the right to claim discharged at THREE months' notice, and Commanding Officers will have the right to give soldiers THREE months' notice of discharge subject to the approval of the appropriate superior authority

#### **CONTINUANCE IN THE SERVICE BEYOND 20 YEARS**

16. Continuance in the Service beyond TWENTY years will be permitted in certain cases for periods of up to three years at a time. Soldiers permitted so to continue will have the right to claim discharge at THREE months' notice, and Commanding Officers will have the right to give such soldiers THREE months' notice of discharge subject to the approval of the appropriate superior authority.

#### **EXTENSION OF SERVICE ON ATTENDING OR PASSING SPECIFIED COURSES OF INSTRUCTION.**

17. Soldiers who attend any of the courses listed at Annex 'C' will automatically vary their terms of service to complete the further periods specified with Colours. Before beginning the course, the soldier will be made aware of his liability under this paragraph by his commanding officer, and will be required to sign the form declaration at Annex 'C'.

#### **EXTENSION OF SERVICE TO QUALIFY FOR PENSION AND GRATUITY.**

18. A soldier serving on a current engagement whose reckonable service does not qualify him for gratuity or pension may extend his service for a period sufficient to enable him to qualify for such gratuity or pension, provided that:-



- a. he has not been recommended to vary his service for a longer period;
- b. the extension of service necessary in not more than:-
  - (i) to qualify for gratuity, ONE year;
  - (ii) to qualify for pension, THREE years;

The grant of extension of service under this paragraph is at the discretion of the Chief of Defence Staff.

#### **LIABILITY FOR GENERAL SERVICE**

19. On enlistment into the Republic of Sierra Leone Armed Forces, all personnel will be required to sign a General Service Attestation paper for service in any part of the world.

#### **MEDICAL STANDARDS**

20. The assessment of Medical Standards for enlistment, re-enlistment, extension, re-engagement and continuance in the Service, will be in accordance with the rules laid down in "Medical Standards for the Republic of Sierra Leone Armed Forces".

#### **AGE LIMITS**

21. On enlistment or re-enlistment, the age limits will be 18 years to 25 years.

#### **RANK AND TRADE STATUS ON RE-ENLISTMENT**

22. An individual who has previously served in the Republic of Sierra Leone Armed Forces is NOT normally permitted to re-enlist. If, on exceptional circumstances, re-enlistment is authorised by the Chief of Defence Staff, the following conditions will apply:-

- a. **Rank:** Rank previously held at the time of discharge maybe re-granted subject to:-
  - (i) re-enlistment within twelve months of discharge;
  - (ii) there being a vacancy in such rank;
- b. **Trade Classification:**
  - (i) if en-listment takes place within six month of discharge, trade classification held on discharge maybe re-granted without test, subject to there being a vacancy;
  - (ii) if en-listment takes place more than six months after discharge, re-testing will be necessary;

#### **TRANSFER TO THE RESERVE AND DISCHARGE FROM THE COLOURS**

23. A soldier will be transferred to the reserve or discharged from the Colours, in accordance with the provisions of the Armed Forces of the Republic of Sierra Leone Ordinance.

24 a. a soldier maybe discharged by his/her Commanding Officer at any time during the currency of any term of engagement subject to the approval of the appropriate superior authority

(i) when pronounced by a Medical Board mentally or physically unfit for further service;

(ii) when sentenced to be dismissed from the Force for misconduct;

(iii) if with less than six months' service, when considered by his/her Commanding Officer as unlikely to become an efficient soldier'

b. A soldier with six months' service or more, who is considered by his/her Commanding Officer to be inefficient maybe discharged by his Commanding Officer at any time by order of the Chief of Defence Staff;

c. A soldier maybe discharged or transferred to the Reserve on reduction of establishment;

d. A soldier maybe discharged if he has been irregularly enlisted;

e. A soldier maybe discharged by order of the Chief of Defence Staff if his service are no longer required;

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### SECTION III

### DISCIPLINE

#### DISCIPLINARY CODE

30. All other ranks will be administered for discipline under the Armed Forces of the Republic of Sierra Leone Ordinance.

#### DEBTS

31. A soldier's pay maybe held against the recovery of public or regimental debts as detailed in Section VII.

32 – 39. Reserve.

## SECTION IV

### PROMOTION

#### GENERAL

40. Except in the case of Warrant Officer Class I and of those appointments for which time promotion is authorised, all promotions will initially be to acting rank as follows:-

- a. Staff Sergeant and below for the first six months;
- b. Warrant Officer Class II, for the first twelve months;
- c. on completion of the period of acting rank, the promotion will be made substantive, unless a reversion order has previously been made, the seniority dating from the date of the current grant of acting rank;

41. Promotion maybe made:-

- a. to fill vacancies in establishment or as otherwise authorised by the Chief of Defence Staff;
- b. in accordance with the rules for time promotion;

42. Promotion to all ranks up to and including Sergeant maybe made on the authority of the Commanding Officer. Promotion to the ranks of Staff Sergeant and above and the appointment of Regimental Quartermaster Sergeant (RQMS) will be referred to the Chief of Defence Staff through the CO AFPC who will maintain seniority rolls of the sergeants and above.

#### SELECTION

43. Before being eligible for consideration for promotion a soldier must be qualified in accordance with current under the following headings:-

- a. Education
- b. Military
- c. Trade
- d. Medical
- e. Age

44. Selection will be based on seniority and merit, and will take into account the current recommendation of a soldier's commanding officer

## TIME PROMOTION

45. Certain appointments offer no promotion prospects to the soldiers who are qualified to fill them. Promotions by time is therefore authorised for the appointments listed at Annex 'D' subject to the subject being qualified for and recommended for such promotion.

46. Consideration will be given to appointment other than those listed at Annex 'D' in special cases.

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## SECTION V

### LEAVE

#### GENERAL

50. Soldiers may be required to return to duty before the expiration of any period of leave, granted to them, in which case the balance of such leave will be carried forward, as deferred leave, to the following year's entitlement.

#### ANNUAL PRIVILEGE LEAVE

51. The leave year is from 1<sup>st</sup> January to the 31 December the following year. Soldiers will complete their privilege leave (including any travelling time allowed) within the leave year, subject to the arrangement of block leave as necessary at the discretion of a commanding officer.

52. 32 days privilege leave maybe granted to serving soldiers annually. All privilege leave which is admissible in any one year maybe carried forward, as deferred leave, and added to a soldier's entitlement in the following year, provided that, in such case, the normal and deferred leave is taken as one period.

53. Soldiers who join the Colours during a leave year will be eligible for priviledge leave calculated on a proportionate basis. Such leave will be added to leave taken on the following year.

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## TERMINAL LEAVE

56. a. 32 days terminal leave may be granted to a soldier on completion of his period of service with the Colours, or on his being pronounced by a Medical Board to be mentally or physically unfit for further military service, or on reduction of establishment, or (at the discretion of the Chief of Defence Staff) if his services are no longer required.
- b. To this may be added privilege leave for the year calculated on a proportionate basis.
- c. All leave will be completed before the date of termination of the soldier's Colour Service. Free travel to his permanent home will be admissible.

## LEAVE OUTSIDE SIERRA LEONE

57. Soldiers outside Sierra Leone on courses or attachments lasting less than twelve months may be granted the following scale of leave; -

<i>Duration of absence on course Or attachment</i>	<i>Leave Admissible</i>
Up to three months	5 days
Three months to six months	10 days
Six months to nine months	20 days
Nine months to twelve months	25 days

Such periods of less than one year will continue to earn privilege leave which may be taken either in the country of study or on return to Sierra Leone providing that no additional travel at public expense is involved.

58. Soldiers on overseas training institutions on courses or attachments lasting more than twelve months may be granted the following scale of leave: -

<i>Duration of Absence on Course Or Attachment</i>	<i>Leave Admissible</i>
For every completed period of Twelve months	32 days (in lieu of privilege leave in Sierra Leone) Rules in

Paragraph 57 above will apply.

## COMPASSIONATE LEAVE

59. a. On extreme compassionate grounds, commanding officers may grant a maximum of 32 days' leave with free travel for the individual (unaccompanied). In exceptional circumstances an extension of compassionate leave up to a total of 64 days may be granted on the authority of the Chief of Defence Staff. Subject to (c) below such leave will not count against privilege leave.



b Compassionate leave will not be granted where the grant of privileged leave would adequately meet the requirement.

c Where possible the circumstances requiring compassionate leave will be verified prior to the departure of the individual. Where this is not practicable, proof of the circumstance will be provided retrospectively. If such case is not made to the satisfaction of the commanding officer, the leave taken will count against privilege leave and the cost of the free travel will be recovered from the soldier's pay and allowances.

#### **SICK LEAVE**

60. a A soldier may be granted sick leave when all the following conditions are fulfilled:-

- (i) When NOT fit for military duty;
- (ii) When further hospital in-patient treatment is required after a stated period;
- (iii) When the disability is unlikely to be aggravated and direct medical supervision is not necessary;
- (iv) When not assessed as unfit for further service;
- (v) When such leave is not additional to normal terminal leave;

b Such sick leave can only be recommended by a competent medical authority and will be limited to a period not exceeding three months. It may only be granted by the soldier's commanding officer, (not below the rank of Major). Leave in excess of three months may only be granted by the Chief of Defence;

c Sick leave may be granted to a soldier on discharge from hospital for a period not exceeding 28 days for recuperative purposes even though no further in-patient treatment is necessary. Recommendation and grant will be as above;

#### **DISEMBARKATION LEAVE**

61. Soldiers who have been to overseas training institutions on courses or attachments for a continuous period of not less than twelve months may be granted disembarkation leave as follows:-

- |    |                             |   |
|----|-----------------------------|---|
| d. | Three month to eleven       | 5 days                                      |
| e. | For the first Twelve months | 10 days                                     |
| c. | for every month thereafter  | 1 Day (But will Not exceed Twenty one days) |

Such leave may be added to any privileged leave that may be due to the soldiers, but in no case will return travel at public expense (see paragraph 62 below) be permitted more than once a leave year on account of such a combined entitlement.

### LEAVE TRAVEL

62. A soldier serving at military station away from his permanent home may be provided, when granted leave in accordance with paragraphs 52, 56, 60 and 61 above, with free transport. Or allowance in lieu of The destination to which such travel is authorised will be either:-

- a. his permanent home, or
- b. at the discretion of the soldier's commanding officer, another destination in Sierra Leone providing that the cost is not greater than travel to his permanent home;
- c. a soldier who foregoes entitlement to free privilege leave travel in any one year may receive free travel to any destination in Sierra Leone once in the following year;

Free transport under this paragraph for privilege leave will only be admissible once in each leave year, or once every second year where leave is accumulated.

63. Soldiers granted overseas leave (see paragraph 57 and 58 above) will be eligible for free travel within the country of study, subject to a minimum of five days' leave being granted in each case. A maximum of three such journeys may be authorised for a soldier in any one year. The host country Army rules for travel will apply.

64. A soldier may be allowed free transport for leave purposes once annually for his family. Details are given in paragraph 71 (c). It is not necessary for the soldier to accompany his family for this concession to apply.

65. Baggage allowance for leave travel is laid down in Section VI of RSLAF Regulations.

### MATERNITY LEAVE

66. Female soldiers will be entitled to maternity leave on completion of FIVE years service. Pregnant female other ranks are entitled SIX weeks maternity leave prescribe by the competent medical officer.

- a. TWO Weeks Maternity Leave before delivery.
- b. FOUR Weeks Maternity Leave after delivery.

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## SECTION VI

### TRAVEL

#### OTHER RANKS TRAVEL AT PUBLIC EXPENSE IN SIERRA LEONE

70. A soldier is eligible for travel at public expense in the following circumstances:-
- a in accordance with current recruiting regulations;
  - b on change of permanent duty station;
  - c on temporary duty;
  - d on discharge or transfer to the Reserve (to his permanent home);
  - e on leave, in accordance with provisions of Section V;
  - f Where not covered by the above conditions, on the authority of the Chief of Defence Staff;

#### FAMILY TRAVEL AT PUBLIC EXPENSE IN SIERRA LEONE

71. a soldier's family is entitled to travel at public expense within Sierra Leone in the following circumstances:-
- a on joining the soldier for the first time at his duty station after he has been allowed to claim married status;
  - b on the soldier's change of permanent duty station;
  - c on the soldier's changing station on temporary duty other than to attend a course of instruction, for more than six months;
  - d on the soldier's discharge, transfer to the Reserve, decease while serving with Colours, in each case only to the soldier's permanent home, but due consideration may be given by the Chief of Defence Staff in the case of a decease soldier's wife (and family), who request travel facilities to a reasonable destination other than the late soldier's permanent home;
  - e on accompanying or preceding the soldier on leave or rejoining him at his duty station, after the expiry of his leave, once annually. The facilities admissible are stated in allowance Regulations;

#### CLASS OF RAIL/AIR TRAVEL

72. Warrant and non-commissioned officers, of the rank of sergeant and above, will be permitted to travel by rail Second Class and economy class by air; when Second Class accommodation is not available Third Class will be used. Other soldier will travel Third Class.

73. Families will travel in the class of accommodation applicable to the head of the family.

#### ROAD TRAVEL

74. The rules for road travel and the facilities available are contained in Allowance Regulations.

75. Baggage to certain limits may be carried at public expense for soldiers and their families travelling on authorised leave or duty journeys. The scales admissible are given in Allowance Regulations.

#### TRAVEL OUTSIDE SIERRA LEONE

76. A soldier travelling on duty outside Sierra Leone will be provided with free transport under the rules which apply locally.

77. At the discretion of the Chief of Defence Staff, the family of a soldier on a course of instruction or on duty involving an absence of more than twelve months may be permitted to accompany him. Officer Cadet Courses will not carry this concession.

78. Except as specified in paragraph 77 a soldier's family will not be entitled to accompany him out side Sierra Leone at public expense.

79. Reserve

### SECTION VII

#### PAY AND ALLOWANCES

##### PART I - GENERAL

##### PART II - PAY

##### PART III - ALLOWANCES

##### PART I - GENERAL

80. Deduction from Pay. Pay, Reserve bounty, Service Pension and Gratuity, and any other emolument, granted to a soldier must under the provisions of these Terms of Service, shall be held liable to be stopped by order of the Commanding Officer or Appropriate Superior Authority (ASA) meet a debt to any Government or Public Authority within Sierra Leone, or a regimental debt that may be outstanding against him. Recovery will be made within, or in accordance with, such regulations as may from time to time be promulgated.



81. Time Barred Claims. Except in such exceptional circumstances as may be approved by the Defence Council, or by an officer authorised by them no claim shall be admitted for pay, reserve bounty, serve pension or gratuity relating to any period more than six years antecedent to the date of the claim.

82. Officer Cadets. The details of pay and allowances relating to Officer Cadets are contained in "Terms and Conditions of Service for Officers, 2006." Where the Officer Cadet is shown to be entitled to pay and allowances as applicable to other ranks, reference will be made to this section.

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## PART II – PAY

### PAY IN SIERRA LEONE

86. Consolidated rates of pay are issuable to all soldiers of the Republic of Sierra Leone Armed Forces whether single or married. Out of this pay the soldier is entirely responsible for providing for himself and his family for all their needs, except accommodation and such other benefits as are given in kind or by special allowance.

87. Consolidated pay is forfeited in its entirety whenever current regulations prescribe the Forfeiture of Pay.

88. The rates of pay for enlisted army cadets, recruits and young soldiers do not include an element for rations as these are issued to them in kind.

### RATES OF PAY

89. The basic rates of pay for all other ranks, including increments for reckonable service in the rank and additional pay for trained soldiers and tradesmen are set out at Annex 'E'

### METHOD OF ISSUE

90. One-twelfth of the annual consolidated rate of pay, including additional pay, plus any allowances to which the soldier is entitled, and less any deductions, will be paid in arrears on the last day of each monthly pay period, or up to three days earlier. Payment may also be made of any arrears due to a soldier on the day he proceeds on leave, or on duty from his unit.

91. Where the period of entitlement to pay is less than a month, the amount due will be calculated as 1/30 of the monthly rate for each day, providing that in no case will the entitlement to pay in any one month exceed the monthly entitlement calculated as in paragraph 90.



## ISSUES OF PAY IN ADVANCE

92. Issues of pay in advance are admissible for periods of leave, subject to provision being made for subsistence on return from leave in accordance with current rules.

93. For periods of absence from Sierra Leone on duty, an issue of full pay and allowance, less any deductions, may be made for a period not exceeding one month in advance, at the discretion of the Joint Force Commander.

## COMMENCEMENT AND CESSATION

94. A soldier shall receive pay from date of attestation. If he is granted deferment of joining he will not receive pay for the period of deferment.

95. On termination of service, pay will not be issuable for any day after:

a. The last day on which a soldier actually performs military duty, or is sent to his home, or on the date of actual discharge on medical grounds;

b. The last day of any leave granted pending discharge or transfer to the Reserve;

96. A potential recruit whose services are not required, is entitled to no pay but may be granted allowances for subsistence, as detailed in current recruiting regulations, providing that his attendance has been specifically ordered by a recruiting officer.

## CLASSIFICATION FOR PAY

97. Soldiers will be classified for pay as:

a. Recruits.

b. Young soldiers, i.e. those with less than two years service and who accordingly are not eligible to claim married status;

c. Non-Tradesmen

d. Tradesmen

} in such grades or classes as have been currently approved.

98. Soldiers will be mustered as tradesmen or non-tradesmen, within the establishment authorised, on reaching the standards laid down in "Regulations for Trades and Employments in the Republic of Sierra Leone Armed Forces of the 2006."

99. A non-tradesman mustered into a trade where the rate of pay applicable is lower than that which he is receiving at the date of re-classification, may retain his pay as a non-tradesman so long as it remains more favourable than the appropriate tradesman's rate of pay. When, however, by reason of the grant of an increment, or on promotion, or as a result of general pay increase, the trade rate of pay, appropriate to his rank and classification exceeds the non-tradesman's rate of pay, of which he was in receipt at the time of mustering. He will receive pay at the rate appropriate to his trade classification.

100. A soldier who has qualified in two trades will normally be mustered in the trade carrying the higher rate of pay. Exceptionally, where there are insufficient tradesmen to fill the Force establishment of a particular trade, soldiers who are trained in the trade as a second trade may be mustered into it whilst continuing to receive the pay for their original trade. Once so mustered they will not be eligible for any increase in pay by a higher rating in their original trade.

#### ADDITIONAL PAY

101. **EMPLOYMENT ON EXCEPTIONAL DUTIES.** Basic rates of pay are for the full range of duties, which may be expected of a serving soldier. The chief of Defence Staff may authorise the payment of additional pay to soldiers whilst employed on the following exceptional duties:-

- a. Work of an objectionable nature (e.g. emptying of stagnant wells or cesspools).
- b. Sanitary duties involving the disposal of human excreta by incineration or other mechanical or non-chemical means and where no civilian contractor is employed;
- c. Any other duty that may from time to time be specified;

102. **SPECIAL QUALIFICATIONS.** Non-tradesmen holding the special qualification of Cook will receive additional pay at the rate for the classification held whilst so employed.

103. Additional rates of pay are shown at Annex 'E'. Such pay is issuable only in respect of the period of employment on the duties for which such pay is authorised. The award will be published in Unit Part II Orders at the end of each month.

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#### FORFEITURE OF PAY

107. A soldier shall forfeit pay:

- a. For everyday of absence without leave (AWOL) or desertion, by Court Martial or by his/her Commanding Officer;
- b. For everyday in custody if sentence to imprisonment by a civil court;
- c. For everyday of a period for which a fine is awarded;
- d. For everyday on which he/she is in hospital on account of sickness certified by a medical officer as having been caused by an offence under the Ordinance for which he has been found guilty;

108. The method of calculating the amount of pay to be forfeited will take into account:-

- (a) a soldier forfeiting pay under paragraph 107 (b) (c) and (d) will be entitled during this period to rations in kind or an allowance in lieu at the rate laid down from time to time.
- (b) the number of days that a soldier is absent or in hospital shall be computed as follows:
  - (i) a day's pay shall be forfeited for a period of twenty-four hours except that fractions of a day in excess of 6 hours shall count as a full day;
  - (ii) no forfeiture shall result for a period of less than 6 hours unless another soldier is required to do duty for him, when one day's pay shall be forfeited;

#### MAXIMUM DEDUCTION FROM PAY

- 109. The extent to which deductions and recoveries from pay may be made in any one-month is shown at Appendix 1 to Annexure 'E'. The rates of residual pay may be varied from time to time by the Chief of Defence Staff.
- 110. Conditions under which family payments may be made are given at Annex 'F'.
- 111. If a soldier fails in the duty of maintaining of his family, other than as provided for in Annex 'F', a reasonable portion of his pay may be compulsorily diverted for this purpose or the privilege of married status may be withdrawn from him/her.
- 112. Reserved.

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#### PAY OUTSIDE SIERRA LEONE

- 113. A soldier serving as an individual in a country outside Sierra Leone will have his/her pay and allowances supplemented to align his/her entitlements with those of an equivalent soldier of the country concerned, if the latter are more favourable.
- 114. Such supplements to pay are not pensionable emoluments.
- 115 - 119. Reserved.

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### PART III - ALLOWANCES

- 120. This section enumerates the major grants and allowances pertaining to other ranks. Details of eligibility and the rates applicable are contained in Allowance Regulations.
- 121. A soldier whose consolidated rate of pay does not include an element for rations will be issued with ration allowance when he is required to provide himself with food.



122. A soldier who is in receipt of pay which includes a ration element and who is issued with rations in kind will be subject to a deduction at such rate as may be authorised from time to time.

### LODGING ALLOWANCE

123. a. For a soldier who is not provided with accommodation at public expense;  
c. for the wife of a soldier on the departure of her husband to serve outside Sierra Leone, if she has necessarily vacated a quarter or if her husband was entitled under (a) above;

### FURNISHING GRANT

124. Reserve.

### TRANSPORT/TRAVELLING ALLOWANCES

- a. **Motor mileage allowance.** For a soldier who uses his private motor vehicle on an authorised or duty journey;  
b. **Travelling allowance.** For soldiers travelling in certain circumstances as individuals or small parties who are not accommodated at public expense;

### MOTOR CYCLE ADVANCES

125. On the recommendation of the Chief of Defence Staff, an advance may be made to a soldier of the substantive rank of sergeant and above for the purpose of buying a motor cycle, necessary for the performance of his duty and subject to funds being available for the advance.

### ALLOWANCES OUTSIDE SIERRA LEONE

126. a. soldiers on duty in other Countries will be eligible for allowances as above; (para 23 to 25);  
b. soldiers on duty in overseas training institutions will be eligible for the principal allowances as approved by MoD.  
c. **Plain Clothes Allowances.** For soldiers on the ranks of Sergeant and above attending courses or attachments and who are required to wear civilian clothes;  
d. **Air Travel Allowances.** For soldiers travelling by air outside Sierra Leone, and their families if authorised to accompany them;

- 128 – 129 Reserve

## SECTION VIII

### HONORS AND AWARDS

130. a. a decoration medal is awarded to an individual for exceptional skill or performance of duty. A unit award is made to an entire unit. All members of the unit receive the medal. Service awards or campaign medals are presented to individuals who participated in particular campaign or mission;
131. a. decorations and awards are given for three (3) main reasons;
- (i) for recognition of unusual bravery or courage;
  - (ii) expression of gratitude from the nation for services rendered by individual;
  - (iii) for recognition of the achievements of the individual;
- b. the need for such decorations and awards need not be over-emphasized as both morale and personal performance are much improved by recognising the individual;
132. a. **Bravery Cross (B.C.)**
- (i) this is the highest military honour awarded to an Armed Forces personnel. It is to be conferred by HE The President and Commander-In-Chief himself. It is awarded to a person who, while in action with enemy, distinguishes himself conspicuously by bravery and intrepidity, at the risk of his life above and beyond the call of duty and without detriment of the mission (Awarded for combat only);
  - (ii) a person who wins the Bravery Cross will be entitled to add the initials B.C., after his name. A serviceman is also entitled to a Le150,0000.00 (one hundred and fifty thousand Leones) added to his monthly salary;