



REPUBLIC OF SIERRA LEONE ARMED FORCES

POLICY ON POSTINGS AND TRANSFER

By Command of the
Defence Policy Committee

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MINISTRY OF DEFENCE
TOWER HILL
FREETOWN

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**REPUBLIC OF SIERRA LEONE ARMED FORCES (RSLAF) POLICY FOR THE
POSTING & TRANSFER OF SOLDIERS**

PART 1 - POSTINGS

INFANTRY

General.

1. The purpose of this document is to assist unit commanders in dealing with posting requests of Infantry personnel between Units/Battalions and support services within the RSLAF.
2. The priority on which posting requests may be granted are as follows:
 - a. Operational effectiveness of the RSLAF
 - b. To fill an established vacancy
 - c. Personal/Welfare issues
3. The ideal situation is that all 3 of the criteria are met, however the main criteria in all cases is the operational effectiveness of the RSLAF.
4. RSLAF posting requests must comply with unit establishment tables and vacancies within that unit.
5. Infantry soldier will not be posted to support units unless the support arm unit has a vacancy for an Infantry soldier in that rank.

Authority.

7. Postings are authorised as follows:
 - a. Officers – D/Def Pers MoD
 - b. Soldiers - J1 Branch HQ JFC

Procedures.

8. All applications are to be made to the CO of the losing unit in writing by the individual requesting the posting.

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9. The CO of the losing unit must agree to the posting in writing.
10. The application is passed to the respective Bde Commander for comment before being passed to the respective authority for consideration(See para 7)
11. The authorising body on receipt of the request will confirm vacancies within the new unit before the request is agreed. If there is no vacancy the request will be denied.
12. In some instances i.e. welfare issues, if no vacancy exists in the new unit the CO of the receiving unit may be asked to consider a swap to allow the posting to be agreed. This will be actioned by the relevant authority at Para 7.
13. Requests for welfare postings to the Freetown Area will be carefully scrutinised to ensure that the units do not exceed the establishment and that the request is justifiable. Not all welfare cases need to be in the Freetown area.

SUPPORT ARMS

General.

14. The purpose of this document is to assist unit commanders in dealing with posting requests of Support Arm personnel between Units/Battalions and support services within the RSLAF.
15. The priority on which posting requests may be granted are as follows:
 - a. Operational effectiveness of the RSLAF
 - b. To fill an established vacancy
 - c. Personal/Welfare issues
16. The ideal situation is that all 3 of the criteria are met, however the main criteria in all cases is the operational effectiveness of the RSLAF.
17. RSLAF posting requests must comply with unit establishment tables and vacancies within that unit.

Authority.

18. Postings are authorised as follows:
 - a. Officers – D/Def Pers MoD
 - b. Soldiers - J1 Branch HQ JFC

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Procedures.

19. Support arms may move their personnel within their establishment and areas of responsibility, however requests must still be passed to the relevant authority quoting the relevant LSNs. Requests received without LSN will be returned to the Commanding Officers (CO).

TRANSFERS OF PERSONNEL BETWEEN INFANTRY AND SUPPORT UNITS

PART 1 – INTRODUCTION

1. The needs of the service and the aspirations of individuals to further their careers in the 'Support' trades/units dictate that periodically volunteers will be required to transfer from one unit/trade to another. It is envisaged that the main source of applicants for such transfers will be from Infantry Units to Support Arm Units and this instruction is written with this in mind.

2. For the purposes of Transfers of personnel the following are deemed 'Support' Units/Trades:

- a. Engineer Regiment
- b. Joint Logistic Unit
- c. Joint Communications Unit
- d. Joint Provost Unit
- e. Joint Medical Unit
- f. Maritime Wing
- g. Air Wing
- h. Department of Religious Affairs
- i. Band
- j. Corps of Clerks
- k. Education Services
- l. Legal Branch

3. All applicants for transfer must meet the basic criteria for service in the RSLAF with regards Educational, Medical, Disciplinary and Residential standards and have served a minimum of 2 yrs in the Infantry.

PART 2 – INDIVIDUAL UNIT REQUIREMENTS

4. The requirements for successful transfer stipulated by respective Support Units are attached to this document in individual Annexes as follows:

- | | | |
|---------|---|---------------------------------|
| ANNEX A | - | Engineer Regiment |
| ANNEX B | - | Joint Logistic Unit |
| ANNEX C | - | Joint Communications Unit |
| ANNEX D | - | Joint Provost Unit |
| ANNEX E | - | Joint Medical Unit |
| ANNEX F | - | Maritime Wing |
| ANNEX G | - | Air Wing |
| ANNEX H | - | Department of Religious Affairs |

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ANNEX I - Band
ANNEX J - Corps of Clerks
ANNEX K - Education Services
ANNEX L - Legal Branch

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ANNEX A TO
POLICY FOR TRANSFER OF
PERSONNEL TO SUPPORT UNITS
DATED MAR 05

ENGINEER REGIMENT

General

1. The Engineer Regiment welcomes transferees for other units suited to fill vacancies.

Education

2. Applicants should be:
 - a. Educated to meet specific trade qualifications applying for and possess a City & Guilds/School Certificate in the appropriate engineering discipline.

Age

3. Applicants should be aged between 21 and 32 years old.

Rank

4. The rank of transferees is a minimum of Pte and a maximum of Cpl.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the losing unit must agree to the transfer in writing.
8. All applicants will be called forward for interview by the CO Engineer Regiment.
9. If selected for transfer after interview, a 3 month probationary period post transfer is applicable before final acceptance by the gaining unit CO.

Armed Forces Personnel Centre(AFPC)

10. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

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ANNEX B TO
POLICY FOR TRANSFER OF
PERSONNEL TO SUPPORT UNITS
DATED MAR 05

JOINT LOGISTIC UNIT

General

1. The Joint Logistic Unit (JLU) welcomes transferees for other units suited to fill vacancies.

Education

2. Applicants should be:
 - a. Educated to meet specific trade applying for (to be determined on a case to case basis)
 - b. Literate and numerate.

Age

3. Applicants should be aged between 18 and 35 years old.

Rank

4. The rank of transferees is a minimum of Pte and a maximum of WO1.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the losing unit must agree to the transfer in writing.
8. All applicants will be called forward for interview by the CO JLU.
9. If selected for transfer after interview, a 3 month probationary period post transfer is applicable before final acceptance by the gaining unit CO.

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Armed Forces Personnel Centre(AFPC)

10. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

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ANNEX C TO
POLICY FOR TRANSFER OF
PERSONNEL TO SUPPORT UNITS
DATED MAR 05

JOINT COMMUNICATIONS UNIT

General

1. The Joint Communications Unit (JCU) welcomes transferees for other units suited to fill vacancies.

Education

2. Applicants should be literate and numerate and have achieved at least secondary education.

Age

3. Applicants should be aged between 18 and 25 years old. If applicants have special qualifications, this age limit may be raised.

Rank

4. The rank of transferees is to be Pte only. Applicants of a higher rank may be accepted if they are well qualified and have the relevant qualifications.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit with no outstanding medical problems. They must be able to pass any military fitness tests as laid down in ITDs.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the losing unit must agree to the transfer in writing.
8. All applicants will be required to take a written test to confirm literacy, numeracy and reasoning skills before being called forward for interview.
9. All successful applicants will be called forward for interview by the CO JCU.
10. If selected for transfer after interview, a 12 month probationary period post transfer is applicable before final acceptance by the gaining unit CO and undergoing further training.

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Armed Forces Personnel Centre(AFPC)

11. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

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ANNEX D TO
POLICY FOR TRANSFER OF
PERSONNEL TO SUPPORT UNITS
DATED MAR 05

JOINT PROVOST UNIT

General

1. The Joint Provost Unit (JPU) welcomes transferees for other units suited to fill vacancies.

Education

2. Applicants should be literate and numerate.

Age

3. Applicants should be aged between 18 and 29 years old.

Rank

4. The rank of transferees is a minimum of LCpl and a maximum of Cpl.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the losing unit must agree to the transfer in writing.
8. All applicants will be called forward for interview by the CO JPU and will be expected to sit and pass the Basic Provost Course.

Armed Forces Personnel Centre(AFPC)

9. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

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ANNEX E TO
POLICY FOR TRANSFER OF
PERSONNEL TO SUPPORT UNITS
DATED MAR 05

JOINT MEDICAL UNIT

General

1. The Joint Medical Unit (JMU) welcomes transferees for other units suited to fill vacancies.

Education

2. Applicants are required to possess qualifications relevant to the career structure of the JMU including the following:

- a. Medical qualifications required by doctors and dentists.
- b. Paramedical qualifications for lab tech etc.
- c. Nursing qualifications such as SRN, SECHN, NOB.
- d. Administrative qualifications for typists, computer technicians etc.

Age

3. Applicants should be aged between 18 and 50 years old dependant on rank and experience (each will be treated on its merits)

Rank

4. The rank of transferees is Pte to Lt only.

Medical Standard

5. Applicants should be fit to serve in static medical locations and in Field Hospitals.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The candidate should apply in writing to JMU.
8. The CO of the loosing unit must agree to the transfer in writing.
9. All applicants will be called forward for interview by the CO JMU.
10. When the candidate's suitability/competence is established JMU will notify AFPC to effect the transfer.

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Armed Forces Personnel Centre(AFPC)

11. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

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ANNEX F TO
POLICY FOR TRANSFER OF
PERSONNEL TO SUPPORT UNITS
DATED MAR 05

MARITIME WING

General

1. The Maritime Wing welcomes transferees for other units suited to fill vacancies.

Education

2. Applicants should be educated as follows:
 - a. JSS3 – SS3.

Age

3. Applicants should be aged between 18 and 29 years old.

Rank

4. The rank of transferees is a minimum of Pte and a maximum of Cpl.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the losing unit must agree to the transfer in writing.
8. All applicants will be called forward for interview by a board of officers from the Maritime Wing.
9. A probationary period is required designed around the completion of a 'Task Book' set by the Maritime Wing.

Armed Forces Personnel Centre(AFPC)

10. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

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ANNEX G TO
POLICY FOR TRANSFER OF
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AIR WING

General

1. The Air Wing welcomes transferees for other units suited to fill vacancies.

Education

2. Applicants should be educated with a least 3 'O' levels or equivalent and meet the criteria yet to be determined for specific vacancies.

Age

3. Age has not been determined as aptitude is the overriding factor.

Rank

4. Not above the rank of Sgt with individual cases of higher rank to be considered on vacancy.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit with an 'A1' medical certificate.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the losing unit must agree to the transfer in writing.
8. All applicants will be required to take a written test to confirm their literacy and reasoning skills before being called forward for interview.
9. All applicants who are successful in the written test will be called forward for interview by a Board of Air Wing Officers.
10. If selected for transfer a 3 month probationary period post transfer is applicable before final acceptance by the gaining unit CO.

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Armed Forces Personnel Centre(AFPC)

11. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

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ANNEX H TO
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DATED MAR 05

LEGAL BRANCH

General

1. The Legal Branch welcomes transferees for other units suited to fill vacancies.

Education

2. Applicants should be officer only and qualified fully to practice law in Sierra Leone.

Age

3. Applicants should be qualified as above prior to transfer and have at least five years left to serve before retirement age.

Rank

4. Applicants should be either Captains or Majors at time of transfer.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the losing unit must agree to the transfer in writing.
8. All applicants will be called forward for interview by the Comd JFC and a designated J9 Branch Legal Officer.
9. A 12 month probationary period will be required post transfer before final acceptance into the Legal Branch.

Armed Forces Personnel Centre(AFPC)

10. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

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ANNEX I TO
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DEPARTMENT FOR RELIGIOUS AFFAIRS

CHAPLAINS

General

1. The Chaplains Department welcomes transferees for other units suited to fill vacancies.

Education

2. All applicants should hold an academic qualification of 'Diploma in Theology Studies' or equivalent. They should be ordained or properly licensed by a recognised Bible College and should be beyond reproach.

Age

3. Applicants should be aged between 18 and 30 years old.

Rank

4. All applicants should be NCOs preferably SNCO, although JNCOs will be accepted if they are fully qualified and have shown potential for senior rank in Appraisal Reports.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the losing unit must agree to the transfer in writing.

8. All applicants will be called forward for interview by a Board chaired by the Senior Forces Chaplain.

9. Once accepted for transfer all applicants will serve a 1 year probationary period as an assistant Chaplain whilst under going training in Chaplaincy.

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Armed Forces Personnel Centre(AFPC)

10. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

IMAMS

General

1. The IMAMs Department welcomes transferees for other units suited to fill vacancies.

Education

2. All applicants should hold an academic qualification of 'Diploma in Islamic Theology' from a recognised Islamic Institution.

Age

3. Applicants should be aged between 18 and 30 years old, although older personnel will be considered in exceptional circumstances.

Rank

4. All soldiers with relevant qualifications will be considered.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the losing unit must agree to the transfer in writing.

8. All applicants will be called forward for interview by the Senior IMAM.

9. Once accepted for transfer all applicants will serve a 3 year probationary period as an assistant IMAM.

10. Successful transferees will be expected to serve the rest of their careers in the IMAM Department.

Armed Forces Personnel Centre(AFPC)

11. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.

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ANNEX J TO
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DATED MAR 05

RSLAF BAND

General

1. The RSLAF Band welcomes transferees for other units suited to fill vacancies.

Education

2. Applicants should be literate and numerate having achieved Form 5 level.

Age

3. Applicants should be aged between 21 and 35 years old.

Rank

4. Applicants should be from LCpl to SSgt rank only.

Medical Standard

5. Applicants should be fit to serve in any Field Force Unit.

Discipline

6. Applicants should have no criminal record and a clean conduct sheet

Procedure for Transfer

7. The CO of the loosing unit must agree to the transfer in writing.
8. All applicants will be called forward for interview by the Director of Music.
9. A 6 month probationary period will be required post transfer with candidates being required to sit and pass the Elements of Music Examination before final acceptance into the Band.

Armed Forces Personnel Centre(AFPC)

10. The AFPC will action the transfer to the new unit and issue the required posting order on receipt of the authority to transfer from HQ JCF J1 Chief Pers.