

**JSP 833**



**Minor Administrative Action  
Issue 1.0**

**Ministry of Defence  
October 2008**

# Contents

<b>Chapter 1 – Introduction</b> .....	1-1
Background .....	1-1
Operational effectiveness and the values and standards of the armed forces .....	1-1
<b>Chapter 2 – Disciplinary and Administrative Action</b> .....	2-1
Disciplinary action .....	2-1
Administrative action .....	2-1
Distinction between disciplinary and administrative action .....	2-1
Appeal, review and Service complaints .....	2-2
<b>Chapter 3 – Minor Administrative Action</b> .....	3-1
Introduction .....	3-1
Authority for and application of minor administrative action .....	3-1
Deciding on the appropriate action .....	3-2
Factors when considering minor administrative action .....	3-2
Investigation .....	3-2
Process summary .....	3-3
Process detail .....	3-5
Sanctions ingredients .....	3-5
Authorised sanctions .....	3-6
Recording and reporting of sanctions .....	3-7

## Annexes:

- A. Level of Authority for Minor Administrative Action.
- B. Record of Minor Sanction Awarded.
- C. Record of Formal Interview.

**This JSP has been equality and diversity impact assessed in accordance with Departmental policy. This resulted in a Part 1 screening only being completed as no direct discrimination or adverse impact was identified. This JSP is due for review in Oct 09.**

# Chapter 1- Introduction

## Background

1. The armed forces rely on professionalism and discipline in their conduct of operations on behalf of the Nation, if necessary, by engaging in armed conflict. It is this function that distinguishes them from all other sections of our society. Success in operations depends on the ability of all members of a unit to act together as a cohesive fighting force.
2. Service personnel often have to work in difficult, dangerous and demanding situations. They must work as a team and have confidence and trust in each other to meet the many challenges that they face. This trust can only exist on the basis of shared values and high standards of conduct at all times, both on operations and at the home base. These values and standards<sup>1</sup> underpin the ethos of the Services; they are established, upheld and sustained by a combination of leadership by example, education, training and regulation.
3. Regulation is achieved through:
  - a. **Disciplinary Action.** Action taken to uphold good order and Service discipline using statutory powers.

and

  - b. **Administrative Action.** Action taken to rehabilitate, censure or initiate sanctions to correct professional or personal failings.
4. The fundamental purpose of the disciplinary and administrative processes is to foster and promote the discipline and behaviour required for the maintenance of operational effectiveness. This JSP deals with the minor administrative action (MAA) process<sup>2</sup>, its purpose, how it should be applied and in particular, it sets out those minor administrative actions that may be taken in appropriate circumstances.

## Operational Effectiveness and the Values and Standards of the Armed Forces

5. Operational effectiveness is the ability of a unit or formation to function as a cohesive team to perform the tasks for which it is organised. Disciplinary or administrative action may be taken against a Service person who fails to meet or uphold the Service's standards of conduct. In the case of administrative action, the Service Test<sup>3</sup> is always applied to determine whether operational effectiveness has been adversely affected.
6. An adverse impact may be on an individual's performance, that of the unit, or more generally on the single Service or armed forces as a whole. This encompasses behaviour that adversely affects the standards, effectiveness or reputation of the Services; that undermines morale, good order or discipline, trust or unit cohesion; or that undermines confidence in the individual, or calls into question his suitability for rank, rate or appointment.

---

<sup>1</sup> RN: PLAGO Section 3, Standards and Conduct. Army: The Values and Standards of the Army (Army Codes 63812 and 63813). RAF: Ethos, Core Values and Standards of the Royal Air Force (AP 1).

<sup>2</sup> Major administrative action remains a single Service matter and is unchanged due to the different career management requirements of each Service.

<sup>3</sup> "Have the actions or behaviour of a Service person adversely impacted or are they likely to impact on the efficiency or operational effectiveness of the Service?"

## Chapter 2 - Disciplinary and Administrative Action

### Disciplinary Action

1. Disciplinary action is action taken by the chain of command using their statutory powers to uphold good order and Service discipline. It is taken where criminal or other Service offences have been committed and where it is considered necessary to punish the individual or to deter others. The Service Justice System (SJS) supports operational effectiveness and includes: investigation; charge; trial; conviction and sentence; review and appeal. Sentences range from admonition and restriction of privileges to, in the most serious cases, Service detention or imprisonment. The Armed Forces Act 2006 and the Service Discipline Acts before it, create offences unique to the Services and makes any offence under the criminal law of England and Wales, wherever committed, an offence under Service law. Disciplinary action is a distinct and formal process, which is officially recorded and may result in individuals receiving criminal records. Service courts, but not summary hearings, are open to the public.

### Administrative Action

2. Administrative action is action taken to rehabilitate, censure or initiate sanctions to correct professional or personal failings. It is used by the chain of command to safeguard or restore the operational effectiveness and efficiency of the Service, using command authority. Any damage to operational effectiveness that may be caused by conduct and performance is assessed by applying the Service Test (see Chapter 1, paragraph 5). Sanctions to restore and safeguard operational effectiveness may be applied through administrative action. The administrative process involves investigation; reporting; determination; sanction and review. Ultimately, if individuals considers themselves to have been wronged by any administrative action, they are entitled to submit a Service complaint seeking redress of individual grievance. The administrative action process is self-regulatory, is entirely separate from the SJS and may result in a range of outcomes. Major administrative action is taken in accordance with single Service procedures<sup>4</sup> and MAA should be taken in accordance with this JSP.

### Distinction between Disciplinary and Administrative Action

3. The distinction between disciplinary and administrative action is important. As a general rule, disciplinary action should be used where an offence has been committed and where it is wholly deserving of the consequences of the application of Service law and where an individual should, if convicted, be punished. On the other hand, administrative action, which is intended to set straight professional and personal shortcomings, should not be used in clearly criminal matters. Administrative action may not be appropriate for cases of repeated minor transgressions; for example, where a Service person has received a sanction for being late for duty on more than one occasion, disciplinary action and/or escalation to a major administrative sanction may be appropriate. The sanction imposed as a result of administrative action should fit the professional failing and be clearly designed to correct it rather than to punish the individual. However, whilst disciplinary and major administrative action are not mutually exclusive<sup>5</sup>, disciplinary action and MAA are, so that a

---

<sup>4</sup> Army: AGAI 67. RN: PLAGO Section 3 and FLAGO Chapter 16. RAF: QR 1027 and AP3392, Vol 5.

<sup>5</sup> Major administrative action (for example, discharge, warning for discharge, reversion or reduction in rank, special reporting and all other such actions which do not fall into the MAA sanction regime) may be taken in conjunction with or subsequent to Service disciplinary action or civilian court/police action where there has been a breach of Service values and standards. Such action is taken in accordance with single Service policy.

MAA sanction should not be awarded in conjunction with a disciplinary punishment; upholding good order and Service discipline and correcting personal or professional failings cover much of the same ground.

4. The chain of command must use powers and authority appropriately and effectively in the context of the offence or misconduct and the operational circumstances. The existence of an administrative action regime does not prevent proceeding directly to disciplinary action where it is more appropriate. Similarly, good management practice may require that some professional failings will be more appropriately dealt with without recourse to either regime, such as minor transgressions that the chain of command should correct more informally and immediately<sup>6</sup>.

### **Appeal, Review and Service Complaints**

5. Both disciplinary and administrative action contain provisions for an individual to appeal. Disciplinary action includes statutory rights to elect Court Martial trial and to appeal to the Summary Appeal Court or the Court Martial Appeal Court<sup>7</sup>. MAA includes review at a higher level than that at which it is initiated, see Chapter 3, paragraph 15. In addition, a Service person who considers himself or herself to have been wronged in a matter relating to his or her service has the right to submit a Service complaint, seeking redress of individual grievance<sup>8</sup>.

---

<sup>6</sup> For example, where an individual has failed to produce a piece of work, ordering him to produce it before he leaves work; or where an individual turns up to work with unpolished boots, ordering him to polish them.

<sup>7</sup> See Manual of Service Law, Volume 1.

<sup>8</sup> The policy and procedures for making Service complaints are contained in JSP 831 (Service Complaints: Redress of Individual Grievance) and 763 (The MOD Harassment Complaints Procedure).

## Chapter 3- Minor Administrative Action

### Introduction

1. This JSP is to be used as the basis for dealing with minor professional and personal failings of behaviour or performance. If the failing is more serious, the matter should be referred up the chain of command for possible major administrative action or in some cases, for disciplinary action. Administrative action for major professional and personal failings will continue to be dealt with under single Service policy<sup>9</sup>.

2. The following paragraphs set out the basis upon which a decision is made on whether to take MAA. If there is any doubt about the suitability of MAA, advice should be sought from the chain of command before any action is taken. Once a decision is made to take MAA, the process set out at paragraph 13 below should be followed.

3. Discrete procedures exist for the correction of minor failings during Phase 1 and 2 training. Those considering sanctions against a Service person undergoing Phase 1 or 2 training should consult and follow the guidance contained in [2006DIN06-159](#), Armed Forces Policy on Remedial Training during Phase 1 and 2, as well as any other appropriate guidance issued by the Service training authorities.

### Authority for and Application of Minor Administrative Action

4. **Authority.** The authority of personnel to administer MAA will be dictated by a commanding officer (CO) of a unit and the CO's view of the needs of that unit. Powers appropriate to rank that may be authorised in accordance with the guidance below are at Annex A. A CO has the discretion to limit these powers, but may not extend them. In addition to the levels of authority, Annex A also sets out the level at which cases must be reviewed, together with the relevant provisions in relation to delegations and other relevant information. A CO may, for good reason and if promulgated clearly, vary upwards the rank or rate of those who have power to award a sanction as the result of minor administrative action, if this would be more appropriate to the maintenance of operational effectiveness within the unit.

5. **To whom Applicable.** All members of the regular forces up to and including the rank of commander, lieutenant colonel, wing commander<sup>10</sup> may be subject to MAA sanctions at all times, for conduct both on and off duty. Separate processes exist for sanctions against officers above this rank, including oral and written counselling and major administrative action. Members of the reserve forces may be subject to MAA sanctions for conduct while subject to Service law. The sanction available will depend on rank or rate and must be in accordance with Annex A.

6. **By whom Applicable.** Leading hands, corporals (RAF), lance corporals and above<sup>11</sup> may take MAA and apply a sanction to any rank or rate below them. Not all sanctions will be available to all ranks or rates and the sanction applied must be in accordance with Annex A.

---

<sup>9</sup> Army: AGAI 67. RN: PLAGO Section 3 and FLAGO Chapter 16. RAF: QR 1027 and AP3392 Vol 5.

<sup>10</sup> Individuals are to be treated in the rank that they wear at the time of the failing – including acting rank or rate.

<sup>11</sup> Ibid.

## Deciding on the Appropriate Action

7. It may be possible to correct a failing immediately and this should be done if possible. For example, ordering a soldier, airman or rating to pick up a piece of dropped litter or to re-clean a weapon that remains dirty. The existence of the minor administrative regime does not affect how this type of correction should be used. Such action is taken on the basis of maintenance of routine discipline within a unit to which the principles of proportionality and common sense apply. If the failing cannot be dealt with in that manner, formal action may be considered. There are a number of factors that should be taken into account in deciding whether MAA is appropriate or whether the matter should be subject to major administrative or disciplinary action. MAA taken must be proportionate and appropriate to the failing and taken for remedial purposes.

## Factors when considering Minor Administrative Action

8. MAA provides commanders at all levels with a swiftly delivered and reviewed, legal, fair and formally regulated way of dealing with minor failings in standards and performance. MAA is not appropriate for matters that would amount to criminal conduct, to disciplinary offences that have 'criminal' elements or for cases of repeated minor transgressions; disciplinary action should be considered in the first instance in such cases. Some of the factors which should be considered in deciding whether MAA is appropriate include:

- a. The context in which the incident occurred and its impact on operational effectiveness<sup>12</sup>.
- b. The extent of any adverse impact or likely impact on the individual, unit or Service.
- c. The rank or rate of the individual or level of responsibility.
- d. The age and maturity of the individual.
- e. The individual's previous conduct and warnings.
- f. Any relevant personal circumstances or mitigating factors.
- g. The individual's response to the discovery of the incident.

## Investigation

9. **Initial Assessment.** In every case, the person originating the action is to gather sufficient facts in order to decide the most appropriate course, taking advice from the chain of command if necessary. If there is any doubt about the appropriateness of taking MAA, further advice should be sought (including legal advice if necessary) before any action is taken. The matter should be investigated fully, to the extent appropriate. This may involve very little for matters which will be dealt with under the MAA regime, but there are certain fundamental principles that must be followed, see paragraphs 10 to 12 below. No MAA should be taken if major administrative or disciplinary action is considered appropriate.

---

<sup>12</sup> For example, if the unit or ship was about to deploy, an incidence of being late would be much more serious than at other times and MAA is likely to be inappropriate.

10. **Standard of Proof.** In deciding or reviewing the case, the standard of proof required is the balance of probabilities. That is, whether it is more likely than not that the alleged failure in performance or standards of personal behaviour occurred. No action may be taken if the standard of proof is not met.

11. **Fairness.** It is a fundamental principle of fairness that, whenever an allegation is made against a Service person, that person has the right to be informed of the allegation and given an opportunity to respond. In the case of MAA, this means giving the Service person a chance to explain, defend or deny an action before a sanction is applied.

12. **Avoidance of Delay.** All MAA must be taken swiftly and delay avoided, although not at the expense of obtaining the information necessary to be satisfied that the failing occurred. Unnecessary delay will defeat the purpose of taking MAA and is unfair; it may warrant no action being taken.

### Process Summary

13. A summary of the process is as follows:

a. A minor failing is identified. The person identifying the failing should apply a 2 stage test:

(1) As soon as possible, investigate and decide whether, on the balance of probabilities, the alleged failing took place. If so;

(2) Apply the Service Test – have the actions or behaviour of the Service person adversely impacted or are they likely to impact on the efficiency or operational effectiveness of the Service?

If both stages of the test are met, consideration should be given as to whether MAA is appropriate (see paragraphs 7 and 8 above).

b. If the result of the Service Test is positive and MAA is considered appropriate, the appropriate sanction is selected and the failing Service person is informed verbally. The factors in paragraph 8a-g will be relevant, as well as the facts surrounding the incident, in selecting the appropriate sanction.

c. The person initiating the action completes the record of administrative action, JPA form T-WS-MAA01 at Annex B and takes this and the Service person<sup>13</sup> to the reviewing officer.

d. The reviewing officer is to confirm whether MAA is the appropriate course in the circumstances (see paragraphs 7 and 8 above). This review, except in exceptional circumstances, should take place within 24 hours or on the next working day and in all cases, must be carried out before any element of the sanction is put into place.

---

<sup>13</sup> Where, in exceptional circumstances ( which should be rare) it is not practicable to take the individual to a reviewing officer of the correct rank the review may be carried out by other means ( including by telephone or electronic means) and the reviewing officer should sign the forms at the earliest opportunity thereafter.



- e. If the reviewing officer considers that the action proposed is not appropriate and that no action should be taken, the record will not be endorsed. The reviewing officer will then inform the individual of this and the matter is complete.
- f. If the reviewing officer considers that it is not appropriate because either major administrative action or disciplinary action should be taken, those steps that are necessary will be taken to have the particular matter dealt with and the individual informed.
- g. Once satisfied that MAA is appropriate, the reviewing officer must ask the individual who is the subject of MAA if a formal review is desired/requested.
- h. If the individual wishes a formal review, an opportunity must be provided, before the reviewing officer, to say why the finding is unfair or why the sanction should not be given. The reviewing officer is to consider the matter, taking into account what the individual has said and any other relevant factors. In conducting a review, the reviewing officer must, when deciding that MAA is appropriate, ensure that:
- (1) On the balance of probabilities the alleged incident took place; and
  - (2) The Service Test has been satisfied; and
  - (3) The sanction awarded is appropriate (i.e. within the permitted range), fair and proportionate.
- i. If the individual does not wish a formal review, the reviewing officer is still to consider the matter, taking into account any representations made by the subject of the sanction and any other relevant factors.
- j. Following a review, the reviewing officer may cancel the administrative action in which case the matter is complete. The reviewing officer may reduce the sanction applied or endorse the sanction awarded.
- k. The reviewing officer may reduce a sanction and change it to any other lower sanction, but may not increase the sanction originally awarded<sup>14</sup>.
- l. JPA form T-WS-MAA01 at Annex B is completed and signed by the Service person in the presence of the reviewing officer.
- m. The Service person receives the minor sanction which must be completed in accordance with this JSP.
- n. The person awarding the sanction is to ensure that the appropriate person responsible for supervising the sanction is aware of the exact nature of the award. This may be done orally or by any other means authorised in the unit.
- o. The sanction is to be carried out as directed and the person who supervises the sanction being carried out is to sign and return the tear off slip at Annex B, Record of Minor Sanction Awarded.

---

<sup>14</sup> For example, although he may substitute 2 report back muster/parades for 2 or 1 extra duties he may not increase the number of extra duties to 3.

## Process Detail

14. **Award of Sanction.** A Service person is to be informed orally, by the person who has initiated the action that he or she is to be subject to a sanction for failing to meet the standards of behaviour or performance required. The Service person will then be required to report to the reviewing officer to sign JPA form T-WS-MAA01 at Annex B, which will have been completed by the person who has initiated the MAA. The completed JPA form T-WS-MAA01 will be inserted into the sub-unit minor sanctions folder. The sanction must be completed within 8 days of the date on which it was awarded or finally endorsed by the reviewing officer.

15. **Review.** The reviewing officer will ask in all cases whether the Service person wishes to contest the sanction (requests a formal review) and if so, this will be noted on the form T-WS-MAA01 in the presence of the reviewing officer. The reviewing officer's options are to cancel the sanction or uphold or reduce the original award. The review is to be conducted as soon as practicable and in any event within 24 hours. In addition to this review and a formal review at the individual's request, it is important that regular inspections of the sub unit minor sanctions folder are carried out by COs. A weekly inspection should be carried out within every unit by the head of department or officer commanding as appropriate; any significant matters should be brought to the attention of the CO and appropriate steps taken. The CO should carry out an inspection at least once a month. The records of MAA should be retained for at least 2 years and be available for inspection by higher authority at any time.

16. **Redress of Individual Grievance.** Any Service person who considers himself or herself to have been wronged by the application of a MAA sanction may submit a Service complaint seeking redress of individual grievance under section 334 of the Armed Forces Act 2006, see JSP 831 and JSP 763. This will not delay the carrying out of any award. If a Service complaint is upheld, the person awarding redress will determine what remedy is appropriate.

## Sanctions Ingredients

17. Sanctions must be appropriate, proportionate and remedial in relation to the failing identified. Sanctions must not contain any of the following elements;

- a. Unreasonableness.
- b. Public humiliation.
- c. Sustained and oppressive treatment which amounts to or could be construed as harassment, including any form of bullying.
- d. Sleep deprivation or deliberate infliction of pain.
- e. Work for any benefit other than that of the Service and the individual's rehabilitation.

## Authorised Sanctions

18. **Up to 3 Report Back Musters/Parades<sup>15</sup>**. An individual may be required to report back at a specific place and time in order to emphasise good time keeping and to ensure equipment and clothing are at a suitable standard of upkeep and maintenance.

- a. Each parade must be as long as necessary to correct the failing and never more than 45 minutes duration.
- b. Dress and equipment should be as directed by the person originating the award.
- c. Poor standard of turnout may result in an award of 'show again'. There may be a maximum of 2 'show agains' for each muster/parade awarded, after which disciplinary action should be considered. Failure to attend should attract disciplinary action. Where a matter is sent for disciplinary action, no further performance of the sanction awarded should be required of the individual.
- d. Skills training that is relevant to the failing, including appropriate physical training may be included if the Service person's failing warrants it, but must comply with paragraph 17 above. All training is to be conducted by an appropriately qualified instructor.

19. **Up to 3 Extra Tasks or Duties<sup>16</sup>**. An individual may be required to carry out tasks in addition to normal duties in order to emphasise the efficient performance of those duties. The additional task or duty nominated must be of the same nature as the duty in which the individual failed. For example, a failure on orderly sergeant duties could result in extra orderly sergeant duties, but a failure by a chef in normal kitchen duties could not result in extra orderly duties (but could require the performance of extra chef's tasks). Any extra duty should be of the same or lesser duration as the normal period for that duty and should not extend beyond 24 hours. Care must be taken to ensure that, together with the individual's normal duties, there is no requirement to work an unreasonable or unlawful number of hours. All appropriate breaks as would be available in the normal performance of that duty must be available to the individual.

20. **Up to 3 Periods of Extra Work of a Maximum Duration of 4 Hours Each.** Extra work is different from extra tasks in that it will not consist of a duty that is regularly performed by the individual within the unit. However, it must still be relevant to the failing and designed to correct that failing. It may consist of ad hoc jobs to be done in the unit and it may be carried out together with others who have been awarded this sanction. It is designed to emphasise good order and discipline and to correct the failing identified in the individual. Care must be taken to ensure that, together with the individual's normal duties, no requirement is made to work an unreasonable or unlawful number of hours. This sanction can be used subject to the following conditions:

- a. The work must be of a constructive nature for the benefit of the unit as whole.
- b. All work must be properly led, planned and risk assessed. It is to comply with health and safety regulations.
- c. Appropriate tools are to be provided.

---

<sup>15</sup> An army commander in an army unit dealing with army personnel may award to an individual at any one time a maximum of 5 such sanctions.

<sup>16</sup> Ibid.

- d. Each period of work may last no longer than 4 hours.
- e. A period of up to 4 hours may be split into 2 sessions within the day, but may not be spread to cover more than one day.

21. **Informal Interview.** An informal interview should be imposed as a sanction where it is considered that the most appropriate method to remedy the individual's professional or personal failings is through a process that will enable discussion of shortcomings and receipt of advice on how failings may be rectified.

22. **Formal Interview.** A formal interview is intended to make clear to a Service person the shortcomings and to advise as to what must be done to rectify the behaviour. The formal interview is to contain constructive and specific advice on conduct and performance and this should be noted on the JPA form T-WS-MAA02 at Annex C. It should have the following elements:

- a. The Service person's detailed failings or weaknesses, with examples and dates wherever possible.
- b. Dates and types of any previous verbal warnings or rebukes.
- c. The standard of behaviour or performance required and direction on how it is to be achieved.
- d. The possible consequences of failing to improve performance within the timescales set, namely that major administrative or disciplinary action could be considered.

23. **Returned to Unit (RTU).** If an individual is on a non-career course or on loan to another unit, he or she may be returned to the parent unit as a sanction under the MAA regime.

24. **Combinations Of Sanctions.** Report back musters/parades, extra tasks and extra work cannot be awarded in combination with each other. Otherwise, any sanction may be combined with others.

## **Recording and Reporting of Sanctions**

25. **Retention of Records.** MAA records should be retained for at least 2 years from the date of issue or until the posting of the subject, whichever is the earlier (see also paragraph 26 below) and be available for inspection at any time by higher authority. As MAA does not constitute a punishment, no entry is to be made in an individual's conduct record and the issue of a MAA sanction should not, in itself, affect an individual's career or promotion prospects.

26. **Interviews.** If a Service person is posted within 3 months of having been subject to an informal or formal interview, the losing unit CO should consider whether the receiving unit should be made aware of the circumstances, to enable any assistance being received to continue.

27. **Annual Appraisals.** As the MAA principles are designed as a means of rehabilitation and influencing behaviour, the issue of a MAA sanction should not normally, in

itself, warrant specific mention in annual appraisal reports. However, a period of sustained failure to meet acceptable standards of behaviour or performance, or a failure to heed the rehabilitation process, would need to be reflected in the appraisal process. Any single Service guidance on the writing of annual reports must be followed and appropriate advice should be taken when writing reports

## ANNEX A

### LEVELS OF AUTHORITY FOR MINOR ADMINISTRATIVE SANCTIONS

All ranks and rates include acting rank or rate.

The table on the following pages sets out the **MINIMUM** ranks and rates of the deciding officer and the reviewing officer. COs may vary these upwards where it is considered necessary to suit the structure of the unit.

In each unit, specific individuals must be appointed (either by name or by appointment) as reviewing officers and this should be promulgated within the unit.

Rank or rate of subject	NATO Code	Minimum rank or rate of awarding officer	NATO Code	Minimum rank or rate of reviewing officer	NATO Code	Sanctions available
UT or AB Pte Airman Jnr Tech <sup>17</sup>	OR 1/2	LH/LCpl/ Cpl (RAF)	OR 3/ OR 4	PO/Sgt/ Sgt (RAF)	OR 5 OR 6	All available
LCpl	OR 3	LH/Cpl/ Cpl (RAF)	OR 4	PO/Sgt/ Sgt (RAF)	OR 5 OR 6	All available  <u>Except show parades/ musters</u>  Extra work awarded <u>must</u> take into account and be suited to the rank or rate of the subject
LH Cpl Cpl(RAF)	OR 4	PO/Sgt/ Sgt (RAF)	OR 5 OR 6	CPO CSgt/SSgt Chf Tech or FS	OR 7	
PO Sgt Sgt(RAF)	OR 6	CPO CSgt/SSgt Chf Tech or FS	OR 7	WO2 WO2 WO(RAF)	OR 8 OR 9	
CPO CSgt/SSgt Chf Tech or FS	OR 7	WO2 WO2 WO(RAF)	OR 8 OR 9	Lt <sup>18</sup> Capt Flt Lt	OF 2	
WO2 WO2	OR 8	WO1 WO1 WO (RAF)	OR9	Lt Cdr Major Sqn Ldr	OF3	

<sup>17</sup> Jnr Techs may only be awarded MAA sanctions by a cpl or above.

<sup>18</sup> Except that, where the matter arose solely as the result of a matter internal to the Sgts' Mess the matter may be reviewed by the Presiding Member of the Mess.

Rank or rate of subject	NATO Code	Minimum rank or rate of awarding officer	NATO Code	Minimum rank or rate of reviewing officer	NATO Code	Sanctions available
WO1 WO1 WO (RAF)	OR 9	Lt Cdr Major Sqdn Ldr <sup>19</sup>	OF3	Cdr Lt Col Wg Cdr	OF4	Informal or Formal Interview RTU and extra tasks
Officers up to (and including) rank of Lt Capt (Army) Flt Lt	OF1-2	Lt Cdr Major Sqdn Ldr <sup>20 21</sup>	OF3	Cdr Lt Col Wg Cdr	OF4	
Lt Cdr Maj Sqdn Ldr	OF3	Cdr Lt Col Wg Cdr <sup>22</sup>	OF4	Capt Col Gp Capt	OF5	Informal or Formal Interview
Cdr Lt Col Wg Cdr	OF4	Capt Col Gp Capt	OF5	Commodore Brigadier Air Commodore	OF6	RTU

### **AWOL:**

Cases of AWOL or unauthorised absence, where a person is absent from duty without proper authorisation for periods up to 48 hours, may be dealt with by MAA if appropriate. A sanction may be made only by a CO or an officer who has been specifically designated by the CO to carry out this task. For periods of absence greater than 4 hours and up to 48 hours one day's leave may be deducted from a Service person's annual leave entitlement for each day or part of a day of absence; this award can only be made by a CO or an officer specifically designated by the CO. This is an administrative way of setting the record straight and regularising the leave account; it follows rather than replaces other minor administrative sanctions.

Administrative action would not be appropriate in any circumstances where absence was aggravated, for example if the individual was absent without proper authorisation when required for example, for a major evolution, an operational deployment, a unit move, a significant exercise or undertaking; in such circumstances where the person is intentionally or negligently absent, disciplinary action should be taken.

<sup>19</sup> Except that a CO of the rank of Lt/Capt/Flt Lt may award sanctions at this level

<sup>20</sup> Except that a CO of the rank of Lt/Capt/Flt Lt may award sanctions at this level

<sup>21</sup> Except that a CO of the rank of Lt/Capt/Flt Lt, an Adjutant or the XO of a minor war vessel may award sanctions at this level

<sup>22</sup> Except that a CO of the rank of Lt Cdr/Maj/Sqdn Ldr may award sanctions at this level

**ANNEX B****RECORD OF MINOR SANCTION AWARDED**

1. Name &amp; initials

2. Rank/Rate

3. Number

4. Date of Award

5. Date of Interview (if awarded)

6. Sanction(s) Awarded ( If includes formal interview please also complete Annex C)

7. Reason for award

8. Reviewing Officer

Minor Administrative Action **is/is not** appropriate.

If appropriate:

Review carried out taking into account, as appropriate, the requirements under Chapter 3, paragraphs 7 – 17 **Yes/No** (this must be done whether or not a formal review has been requested although when one is requested the additional elements must be considered)Minor Administrative Action **Endorsed/Cancelled**Sanction **Upheld/ Reduced**

Details of new sanction if reduced:

Date:

9. Was the individual asked if he/she wished to have a formal review? Yes/No

Did the individual request a formal review? Yes/No

Signature of individual against whom award made:

10. Date(s) to be completed

Date(s) of satisfactory completion (must be no later than 8 days after awarded (or date reviewed whichever is the later))



Awarding Officer	<input type="text"/>	Subject	<input type="text"/>
Signed:	<input type="text"/>	Signed:	<input type="text"/>
Name:	<input type="text"/>	Name:	<input type="text"/>
Rank/Rate:	<input type="text"/>	Rank/ Rate:	<input type="text"/>
Appt:	<input type="text"/>	Appt:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Reviewing Officer	<input type="text"/>	Subject Initials	<input type="text"/>
Signed	<input type="text"/>	Date:	<input type="text"/>
Name:	<input type="text"/>		
Rank/Rate:	<input type="text"/>		
Appt:	<input type="text"/>		
Date:	<input type="text"/>		

**For Absence up to 48hrs Only**

Leave Account Regularised:    1 Day               2 Days  

**Place in sub-unit file, enter details in the index (to be retained for at least 2 years)**

---

-----Tear off Slip -----

<b><u>RECORD OF SANCTION</u> (To be given to the person supervising the sanction)</b>			
Subject Person			
Sanction Awarded:			
Awarding Officer Signature:		Supervising Officer Signature:	
Date:		Date Completed:	

**ANNEX C**

**RECORD OF FORMAL INTERVIEW**

---

1. Name & initials

2. Rank

3. Number

4. Date of Interview

5. Reasons for Interview

6. Remedial Action Required

7. Your performance over the next    1        2        3        Months

will be monitored and should you fail to improve and achieve the standards required then you may be subject to a formal warning or (further) Administrative Action report.

8. Review date:

Interviewing  
Officer

Witness  
(if present)

Signed:

Signed:

Name:

Name:

Rank/Rate:

Rank/  
Rate:

Appt:

Appt:

Date:

Date:

9. I acknowledge receipt of this record of interview.

Signed:

Name:

Rank/Rate:

Appt:

Date:

Copy to: Personal File

**To be removed from file on posting**

---