

D.O.S./P(63)37(Revise)

COPY NO. 7

2ND SEPTEMBER, 1963.

MINISTRY OF DEFENCE

DEFENCE ORGANISATION STEERING COMMITTEE

DEFENCE COUNCIL INSTRUCTIONS

Report by the Committee

We have been considering the issue of instructions to supersede Admiralty Fleet Orders, Army Council Instructions and Air Ministry Orders. As background we have taken as guidance the statement in the White Paper (para. 23) that "all regulations, orders, and instructions hitherto issued by the Board of Admiralty and by the Army and Air Councils will be issued under the authority of the Defence Council. The titles of the various regulations, orders and instructions will be reviewed and altered as necessary".

2. In line with this guidance we agree that A.F.O's, A.C.I's and A.M.Os should in future issue as Defence Council Instructions, D.C.Is (RN) (Army) and (RAF). All issues should go out over the signature of the Permanent Secretary, Ministry of Defence.

3. We have considered the possible need for arrangements to be made to issue a fourth series of D.C.Is (General). We find it difficult to judge how far it will prove necessary or desirable to issue instructions in this series at least to begin with. Almost all instructions at present need adjustment to meet single Service needs, and, although for the future we foresee that there may be general instructions affecting all three Services which will go out as D.C.Is (General), we do not believe that there is any call for an editorial Section for D.C.Is (General) at this stage.

4. We agree on uniform Parts system for all sections of Defence Council Instructions:

- I. Administrative and General.
- II. Service Personnel.
- III. Operational and Training.
- IV. Equipment, Stores and Servicing.
- V. Books, Correspondence, Forms and Stationery.
- VI. Civilian Personnel.
- VII. Confidential.
- VIII. Miscellaneous Series.

5. Parts VI, VII and VIII would if necessary each be issued separately from Parts I to V and on different scales of distribution to suit individual Service requirements. They could be numbered in separate series e.g. CIV/1, CIV/2 and CONF/1, CONF/2 etc.

6. D.C.Is should not bear Issue numbers. Issues should, be known by the Serial numbers of the D.C.Is they contained.

7. A specimen copy showing the proposed design of the cover page for all sections of D.C.Is is attached at Annex. The body of the D.C.I. will start of page 3 with

(a) a list of D.C.Is issued separately since the previous weekly issue, and

(b) a list of contents of material published in the ensuing pages.

8. H.M.S.O. are considering whether all D.C.Is should have punch holes to accommodate the different types of binder in current use or whether a change should be made to a uniform binder for all sections.

9. A common issue date for all sections would be advantageous, and H.M.S.O. are investigating Press capacity; the issue day should not be later than Wednesday of each week. Special instructions outside the main weekly issue, but numbered in the normal section series, would also be issued on any day as circumstances required. (In the case of the Civilian or Confidential series, the specials would similarly be numbered in their respective series). No special distribution problems are envisaged.

10. All regular and special D.C.I. issues should bear the date on which delivery to the main U.K. recipients was expected.

11. We believe that three years should be the maximum length of life for all sections of D.C.Is. We have asked Departments to consider further whether it could be reduced to two years. We have also asked them to consider the date on which D.C.Is should cease to have effect (unless renewed) and to see whether they can introduce a common practice in this respect. On the indexing system we believe that for the time being each Series of D.C.Is should follow existing Service practice.