



## ADJUTANT

References: Nil

### GENERAL

1. The Adjutant is the staff officer of the Commanding Officer and he will carry out such duties as may be required by the Commanding Officer. In the Princess of Wales' Own Regiment, the Adjutant is considered the senior captain in the Regiment, regardless of time of service.
2. The appointment as Adjutant is a mark of distinguished conduct and ability, and should invariably be filled by a Regimental Officer. If for some reason the Regimental Officer appointed as Adjutant is not by trade an infantry officer, the Commanding Officer's prerogative shall prevail on the wearing of Regimental accoutrements and cap badge.
3. All orders issued by the Adjutant, in the course of his duties, will be considered as coming directly from the Commanding Officer and as such should be carried out without question.

### DUTIES AND RESPONSIBILITIES

4. The Adjutant is responsible for the smooth and efficient running of the Regimental Orderly Room. S/He is to see that all internal and external correspondence is dealt with in accordance with the Regimental customs and CF regulations. The Orderly Room staff is under the Adjutant's direct control.
5. S/He is responsible for the safe custody of all secret and confidential documents. S/He will ensure that these are dealt with in accordance with current regulations.
6. S/He will ensure that all reports and returns to be submitted by the Unit are accurate and punctual, in accordance with current regulations.
7. S/He will be responsible for the promulgation of Unit Routine Orders and sign them on behalf of the Commanding Officer when the Commanding Officer is absent from the Unit.
8. The Regimental Duty Personnel are under the direction of the Adjutant for employment and discipline.
9. The adjutant is responsible for the safe custody and display of the Regimental Colours when they are not on parade. S/He is also responsible for the general care and maintenance of all flags which he should inspect periodically.
10. S/He is responsible for the smartness and turnout of all parades and guards provided by the Unit.



11. The drill of the Regiment, in every detail, is the particular concern of the Adjutant. S/He will be present at all unit drill parades and is responsible that no variation to the authorized drill standards is introduced.
12. It is the duty of the Adjutant to exercise general supervision over the junior officers, and in this s/he is to be assisted by the Senior Subaltern. In particular, s/he will be responsible for their turn out and appearance at all times.
13. It is the duty of the Adjutant to exercise supervision over the matter in which non-commissioned officers perform their duties with the assistance of the Regimental Sergeant Major.
14. The Adjutant should make her/himself familiar with the appearance and bearing of every warrant officer, non-commissioned officer and soldier in the Regiment, with the assistance of the Regimental Sergeant Major with a view to their selection for promotion and employment.
15. S/He will be responsible for the reception of any officer posted to the Regiment.
16. S/He will maintain the records of unit Merit Boards.

### **REGIMENTAL ADJUTANT**

17. When the Regiment is organized as a single battalion, the unit Adjutant shall also fill the duties of a Regimental Adjutant, including liaison with the Honoraries, Senate, Association, Cadet Crops and external stakeholders, as appropriate.

### **ASSISTANT ADJUTANT**

18. The Adjutant may be assisted in his duties by an experienced subaltern who shall fill the appointment of Assistant Adjutant. The Assistant Adjutant will complete duties as assigned by the Adjutant. The Assistant Adjutant may also fill the roles of Senior Subaltern and/or staff officer to the Honoraries.

The Princess of Wales' Own Regiment