

GUARD DIRECTIVE 001
FORMAT AND USE OF POLICY DIRECTIVES

Approved 29 Jan 17

GENERAL

1. Guard Policy Directives are developed by the Regimental Guard to provide longer term guidance relating to significant, recurring or multi-year Regimental activities that will involve important Regimental effort and coordination. For shorter term or more simple issues, the Guard considers policy and coordinates and discusses this within routine meetings of the Guard, with the direction being encapsulated in the relevant minutes.

PURPOSE

2. This directive establishes the format and use of Guard Directives.

CONCEPT

3. The Guard will establish a directive only where it feels that a continuing policy basis should be established. The development of a Directive does allow for the secretarial development of a policy document that can then be approved by the Guard and will be promulgated by being included as an attachment to the minutes of a Guard meeting, or they may be secretarially promulgated.

CONTROL AND DISTRIBUTION

4. The currency and control of Guard Directives will be managed by the Secretary of the Regimental Guard.

5. Guard Directives will be distributed in accordance with the distribution list for the minutes of Guard meetings. Directives are not, unless specifically so annotated, classified.

6. Guard Directives will be cancelled or amended within the minutes of Guard meetings.

7. Directives will be numbered sequentially from this directive.

8. Directives will generally follow the format and style of this directive. The preferred font is Times New Roman, 11 point.