



# STANDARD OPERATING PROCEDURES (SOP)

## FOR

# REGIMENTATION AND STANDARDS SECTION



## AUTHORISATION

<b>Action and Identification</b>	<b>OFFICE</b>	<b>SIGNATURE</b>
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Approved by	Corps Marshal	
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## **FRSC VISION, MISSION AND CORE VALUES**

### **VISION:**

Create a Safe Motoring Environment Towards Achieving Zero Road Traffic Death.

### **MISSION:**

To coordinate all road safety initiatives through improved strategic partnership and alignment with global strategies.

### **CORE VALUES:**

- a. Transparency
- b. Fairness
- c. Timeliness
- d. Service Orientation

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## **1.0 INTRODUCTION**

In any organised system such as Federal Road Safeaaty Corps (FRSC), the interplay between regimentation and standards plays a crucial role in achieving consistency, efficiency, and excellence. FRSC is the lead agency in road safety administration and traffic management in Nigeria. It is a full-fledged paramilitary organisation with distinctive uniforms and accouterments.

As a paramilitary organisation, FRSC ensures observance of discipline, order and efficiency in various aspects of personal and organisational life. It is also the function of the Corps to sustain uniformity in its various symbols of its existence; such as its traditions, ethics, customs and values. To ensure uniformity, the Regimentation Section of the Corps aligns with the standards of other paramilitary organisations in Nigeria..

Regimentation emphasizes the discipline and structure needed to enforce uniformity and order, ensuring that processes are followed with precision and accountability. On the other hand, standards act as benchmarks of quality and performance, providing the necessary flexibility to adapt while maintaining consistency across various activities.

It is against this backdrop that this SOP is developed in order to serve as a working document for the Regimentation and Standards Section. The document has clearly spelt out how the section shall carryout its assigned roles.

### **1.1 SCOPE OF THE SOP**

The Standard Operating Procedure (SOP) covers activities relating to Regimentation in FRSC. It covers the implementation, monitoring and evaluation of the Corps' traditions, ethics, customs and values.

### **1.2 PURPOSE OF THE SOP**

The purpose of the SOP is to standardize the processes and procedures relating to regimentation activities in FRSC in order to achieve uniformity in the implementation of the Corps' traditions, customs, ethics and values across all the formations.

### **1.3 VISION AND MISSION OF THE REGIMENTATION SECTION**

#### **a. Vision**

To achieve and maintain uniform standards in FRSC traditions, customs. ethics and values across the Corps' formations.

**b. Mission**

To regulate, enforce and coordinate FRSC regimentation activities through;

- (1) Ensuring compliance with FRSC traditions, customs, ethics and values
- (2) Coordination of routine and ceremonial parades.
- (3) Education and training of FRSC personnel on new innovations concerning paramilitary regimentation.
- (4) Effective supervision of regimentation courses and trainings in FRSC training Institutions and Camps.
- (5) Development and review of training manual on regimentation.
- (6) Liaison and synergy with the military and other paramilitary agencies for better understanding of innovations in drills and regimentation.

**2.0 DEFINITIONS OF TERMS**

a. **Regimentation:** Regimentation refers to the process of organising, structuring, and enforcing strict discipline and uniformity within a group, system, or operation. It involves adhering to a fixed set of rules, routines, or procedures designed to maintain order and efficiency

b. **Regimental Band:** Regimental Band is a group of trained professional whose primary duties is to render inspirational and morale boosting songs for officers and marshals with the use of wind and percussion instruments.

c. **Drill:** Drill is a preparatory training programme for likely events, and also a formal movement or instructional training to develop both physical and mental alertness of personnel.

d. **Parade:** Parade is the uniform and orderly display of men and materials to showcase the level of discipline and team spirit in a military and para-military organization, it is also used to display the strength of a unit and a nation.

e. **Culture:** Culture is the way of life of a people. It includes the customs, ideas and values of a group which is either written or unwritten

f. **Traditions:** Tradition are customary patterns of thoughts, actions or behaviours that are identifiable with a group of people. They include belief, customs and information that are handed down by words of mouth from one generation to another with or without written instruction

g. **Ethics:** Ethics are rules or principles of behaviours for persons, group or communities which are sometimes written down to be observed. Ethics have to do the person's conscience to judge between what is right or wrong.

h. **Ethos:** Ethos is the typical spirit, character or attitude of a group of people. Ethos inspire officers and men to do their best in any given circumstance. Adherence to ethnos motivate and enhance morale. Ethnos may be translated into slogans such as "yield to nothing" or "we say we do"

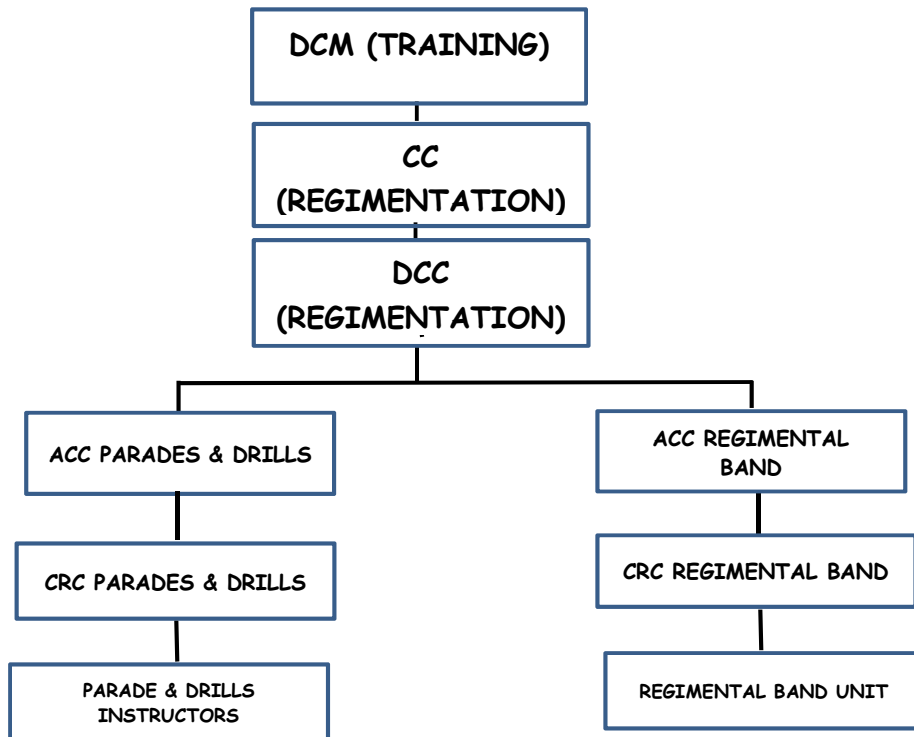
- i. **Customs:** Customs are the established practices of a community or a group and may be written or unwritten. FRSC has the custom that guide official and social conduct. Some customs are handed down from the past while others are of comparatively recent origin. As an established social organization, FRSC observed a number of customs that add beauty to officers and marshal life in or outside the office.
- j. **Etiquettes:** **Etiquettes** are conventions of correct or polite social behaviour among a group of people.
- k. **Courtesies:** Courtesies involves good manners and politeness in dealing with others, including respect for one another. This is reciprocal from the bottom to the top and vise- versa.
- l. **Taboos:** Taboos are practices or conducts forbidden among a group of people or organizations
- m. **Morals:** Morals relates to the principles of good or bad, right or wrong. It a way of confirming what is good, right, proper or ethical by the society or an organization
- n. **Values:** Values are moral principles and standards that guides an organization, community or group
- o. **Order:** An order is a command, directive or instruction given by somebody in authority. It can be lawful or unlawful
- p. **Lawful Orders:** A lawful order is an order which is legal and in accordance with FRSC and civil laws of Nigeria. The acid test for ascertaining a lawful order is that the order must not be tinted with any form of illegality.
- q. **Unlawful Orders:** An unlawful order is an order which is illegal and against FRSC and civil laws of Nigeria.
- r. **Lawful Duty:** A lawful duty is any task assignment or action which an officer or marshal must perform. It must be legal and not tinted with any form of illegality.
- s. **Illegal Duty:** An illegal duty is task, assignment or action which FRSC personnel must not perform because it is contrary to both FRSC and civil laws of the Federation
- t. **Official Duty:** Official duty is any lawful task or assignment given to an officer or marshal by his superior. In this case, the superior officer must by virtue of his office be vested with authority, which he can exercise over the officer or marshal as a subordinate.
- u. **Officer:** An officer is a university or HND graduate who is selected, trained and granted presidential commission into FRSC. On commission, he takes an Oath of allegiance to the Commander in Chief of the Federal Republic of Nigeria. At any rank, an officer is a leader and therefore, must be exemplary in courage, conduct and proficiency.
- v. **Marshal:** A marshal is a non-graduate personnel of the Corps who is recruited, trained and takes an Oath of attestation. In his Oath, the marshal pledge to obey the Commander in Chief and officers appointed over him.





### 3.0 ORGANOGRAM FOR REGIMENTATION SECTION

The Regimentation Section is a functional Section under the Training Department of the Federal Road Safety Corps. The section's organogram is as follow:



#### **4.0 LIST OF WORKING DOCUMENTS**

For the purpose of effective, and efficient implementation of regimentation in FRSC, the following documented information shall be maintained and retained by the section:

- a. FRSC Establishment Act 2007 (As Amended)
- b. FRSC Operations Manual
- c. FRSC Regulations on Discipline
- d. FRSC Dress Protocol
- e. FRSC Mess Ethics and Regulation
- f. FRSC Quality Manual
- g. Traditions, Customs and Ethics of Federal Road Safety Corps
- h. All Arms Drills Books for the Nigerian Armed Forces
- i. Standard Operating Procedure for Regimentation and Standards Section
- j. FRSC Annual Cooperate Strategic Goals
- k. Records of Relevant Stakeholders

## **5.0 JOB SCHEDULES OF FRSC REGIMENTATION SECTION**

The section is a subset of Training Department in the FRSC Headquarters and is saddled with the following responsibilities:

- a. Coordinates the conduct of Parades/Drills, such as:
  - (1) Corps Marshal's Muster Parade
  - (2) Field formations' weekly Muster Parades
  - (3) Ceremonial Parades including National Parades
  - (4) Inter-Zonal Command Drill competition.
  - (5) Coordinates FRSC Regimental Band.
  - (6) Coordinates the training and retraining of drills and band instructors in FRSC.
  - (7) Liaises with Military and Paramilitary Agencies for new innovations and update in regimentation.
- b. Monitors the design and construction of Quarter Guard Corpwide.
- c. Coordinates the conduct of Durbar activities nationwide.
- d. Supervises the construction of FRSC symbol of existence and authority such as Nigerian flag, FRSC Flag, Regimental Banner, Pennants, Swagger Cane, and Pace Stick and compliance to their usage.
- e. Analysis of weekly, monthly, quarterly and annual report from Field commands on regimentation.
- f. Coordination of FRSC Regimental Band activities.

## **6.0 RESPONSIBILITIES**

### **6.1 CC (Regimentation)**

- a. The Corps Commander (Regimentation) shall be the administrative head of the section and shall be responsible to the DCM (TRG).
- b. Supervises and coordinates weekly and monthly Corps Marshal Muster Parades in all FRSC Commands and formations.
- c. Design the sequence of Muster and Ceremonial Parades in FRSC to ensure uniformity.
- d. Coordinates the training and retraining of drills, PT and Band instructors in FRSC.
- e. Liaises with Military and paramilitary agencies for new innovations and update in regimentation.
- f. Supervises the design of FRSC Regimental Banner for Management approval and ensures prompt replacement of old and defaced flags Corpwide.
- g. Coordinates annual Inter-Zonal Command Drill competitions.

- h. Ensures uniformity in the design and construction of Quarter Guard Corpwide.
- i. Coordinates all Ceremonial Parades in the Corps such as Passing Out Parade, Pull Out Parade, Wedding Parade, Democracy Day Anniversary, Independence Day Anniversary, Promotion Decoration Ceremonies, Swearing in Ceremonies, Funeral Parade, etc.
- j. Coordinates and supervises the preparation of FRSC contingent for States and National Parades.
- k. Conduct Annual Capacity Building and Development Programmes/Workshops for Drills, PT, Martial Art Instructors and Band Men.
- l. Supervises the construction of FRSC symbol of existence and authority such as Nigerian flag, FRSC Flag, Regimental Banner, Pennants, Swagger Cane, and Pace Stick and compliance to their usage.
- m. Coordinates the Corps' interface with Military and Para-Military Agencies towards preparations for National Parade.
- n. Receives and analyses weekly, monthly, quarterly and annual report from Field Commands on regimentation.
- o. Coordinates the conduct of Durbar activities nationwide.
- p. Any other duties as may be assigned by the Corps Marshal or DCM (Training) from time-to-time.

## **6.2 DCC (Regimentation)**

DCC (Regimentation) Deputizes the CC (Regimentation) in achieving his stated job responsibilities.

## **6.3 ACC (Parades/Drills)**

- a. Reports directly to CC Regimentation.
- b. Coordinates the day to day activities of the Parade/ Drills Unit.
- c. Nominate and recommends drills instructors for developmental courses.
- d. Organizes weekly and monthly Corps Marshal Muster Parade in all FRSC commands and formations
- e. Assist the CC Regimentation in liaising with Military and Paramilitary Agencies for new innovations and update in regimentation.
- f. Assist the CC Regimentation to design FRSC Regimental Banner for Management consideration and recommend to the CC Regimentation for prompt replacement of old and defaced flags Corps wide.
- g. Organizes FRSC contingents' preparation for States and National parades.
- h. Assist the CC Regimentation in organizing Annual Inter Zonal Command Drills competition.
- i. Keeps samples of FRSC symbol of existence and Authority such as FRSC Flags, Regimental Banner, Pennants, Swagger Cane. And Pace Stick.

- j. Assist the CC Regimentation to ensure uniformity in the designs and construction of Quarter Guard Corps wide.
- k. Assist the CC Regimentation in organizing ceremonial parades in the Corps such as passing out Parade, Pull Out Parade, Wedding, Democracy Day Anniversary, Independence Day Anniversary, Promotion Decoration Ceremonies, Swearing Ceremonies, Funeral Parade, etc.

**Note that ACC (Parades & and Drills) is being supported by CRC (Regimentation)**

#### **6.4 ACC (Regimental Band)**

- a. Reports directly to CC Regimentation.
- b. Coordinates the day to day activities of the Regimental Band Unit.
- c. Coordinates all activities of Dance Band and rehearsals.
- d. Write out foreign national anthems and ensures protocol and salute as may be required from time to time.
- e. Advices CC regimentation on the procurement of band instruments.
- f. Keeps attendance of band men rehearsals.
- g. Maintain discipline among the band men
- h. Prepares the band for all FRSC functions, States, National Engagement and other engagements as may be requested by clients from time to time.
- i. Performs any other any other duties as may be assigned by the CC Regimentation.

**Note that ACC (Regimental Band) is being supported by CRC (Regimental Band)**

## **7.0 PROCESSES AND PROCEDURES**

The procedures for carrying out the responsibilities of the Regimentation Unit are explained in the subsequent paragraphs:

### **7.1 Coordination of Parades/Drills**

The Unit ensures proper organization parades/drills national wide. The drills include foot, sword, arm cane/swagger and mounted drills. In the other hand, the parades include the routine monthly Corps Marshal's Muster Parade and Field Weekly Muster Parades, ceremonial Parades, Inter-Zonal Command Drill competition, vesting and decoration parade. To achieve these, the following procedure shall be applied:

- a. DCM (Trg) either receives directives or raise proposal to Corps Marshal to organise parade/drills.
- b. Upon approval, DCM (Trg) directs CC (Regimentation) to ensure implementation.
- c. CC (Regimentation) directs ACC (parade & drills) to assemble instructors for the parade/drills
- d. SRC (Parade & Drills) directs lead Instructor to assemble the instructors for the parade/drill.
- e. Lead (Instructors) ensures that all concerned instructors form the parade/drill.
- f. Lead instructor hand over to the parade Commander.
- g. Upon forming the parade by the instructors, CC (Regimentation) informs the reviewing Officer of the readiness of the parade/drills
- h. To Ensure uniformity in the parade the following shall be adhered to:
  - (1) Reviewing Officers shall inspect front and back of each rank formed in a muster parade.
  - (2) Reviewing officers shall inspect parade during Ceremonial Parades (Passing -Out - Parade, Anniversary, Wedding) in two ranks.
  - (3) Ensure parade commander in muster parade are Officer of the rank of CRC especially at the national Headquarters, Zonal and Sector Commands and where there are no capable officers of the rank of CRC, a junior officer can wear field rank (CRC) to command the parade.
  - (4) Parades at all the training institutions shall be commanded by the Adjutants (CRC) of such institutions
  - (5) Parades at Unit level shall be commanded by officers of the rank of SRC or RC

- (6) Officers and Marshals shall form three ranks in a muster Parade while Senior Marshals shall be observed in higher-numeral ranks.
- i. Reviewing officer inspects, reviews and addresses the parade.
  - j. CC (Regimentation) forwards report to DCM (Training) for onward transmission to Corps Marshal.
  - k. In the case of parades conducted by the field Commands, ACC (Parade & Drills) collate reports)
  - l. ACC (Parade & Drills) raises an executive report with detailed observations and recommendations and forwards to CC (Regimentation).
  - m. CC (regimentation) vets the report and forwards to DCM (Trg) for onward submission to Corps Marshal.

**Note that:**

- a. Where the request to organise the parade/drill is from field Commands as in the case of intra/inter Zonal drill competition or from another organization (as in the case of National parades and like), the DCM (Trg) writes to Corps Marshal's for approval or otherwise. If approved the requesting Commands shall be informed through CC (Regimentation) and monitor compliance. Where the request is from a third party, upon approval, CC (regimentation) ensure participation of the Corps.
- b. In the case of any inter Zonal drills competition, CC (Regimentation) liaises with the Military Drills Wing to appoint drills competition assessors and also Deploy staff to monitor/ evaluate the conduct of the selection of skilled parade /drill competition.

**7.1.1 Documents/Records to be maintained**

- a. Requests for participation or proposal for organization of parade/drill
- b. Corps Marshal's approval
- c. Attendance List
- d. Reports of the parade/drills

**7.2 Prepares FRSC's parade squad for state and National events**

The following procedure shall apply:

- a. DCM (Trg) receives letter from the Brigade of Guard through Corps Marshal inviting the Corps to participate at the scheduled National and State events.
- b. DCM (Trg) directs CC (Regimentation) to organize squad for the National and State Events.
- c. CC (Regimentation) directs ACC (Parade & Drills) to invite and select skilled (drill) officers and Marshals for the exercise.

- d. ACC (Parade & Drills) monitors/supervises the rehearsal and selection of the final squad for the exercise and forward the list to CC (Regimentation).
- e. CC (Regimentation) invites the DCM (Trg) to meet the selected Officers and Marshals for the parade /drill and deliver Corps Marshal's directives on the need to be disciplined and to project the image of the Corps amongst other agencies.
- f. After the event, CC (Regimentation) forwards report of the exercise to the Corps Marshal through the DCM (Trg).

### **7.2.1 Documents/Records to be maintained**

- a. Letter of invitation to the national parade
- b. List of the selected staff
- c. Report of the parade

### **7.3 Training and retraining of Instructors on Drills, Parade and Band**

The following procedure shall be applied:

- a. Either Corps Marshal directs for the conduct of the training or DCM (Trg) raise proposal for the training. This includes re-training of the existing instructors or identify staff with qualities of being instructions during basic training and recommendation to Corps Marshal for instructors training.
- b. If the request for the training/retraining is initiated by the Regimentation Section, CC (regimentation) shall forward the list of the selected staff to DCM (Trg) for onward forwarding to Corps Marshal.
- c. Upon approval, DCM (Trg) directs CC (Regimentation) to liaise with the training institution for the commencement of the training course.
- d. CC (Regimentation) coordinates the training and ensures it's conducted as planned.
- e. After the training, ACC (Parade & Drills) or (Regimental Bands) forwards the training/retraining reports to the CC (Regimentation) with detailed observations and recommendation including deployment/redeployment proposal if need be.
- f. CC (Regimentation) vets the report and forwards same to DCM (Trg) for onward submission to Corps Marshal.
- g. Upon Corps Marshal's approval of any recommendation, DCM (Trg) direct CC (Regimentation) for conveyance to relevant Offices for their action.

### **7.3.1 Documents/Records to be maintained**

- a. Training/retraining proposal
- b. End of training report
- c. Conveyance of Corps Marshal's directives



#### **7.4 Bringing innovations and updates on regimentation**

The following procedure shall be applied:

- a. CC (Regimentation) Conducts researches and interfaces with the training sections of Military and Para-Military agencies on innovations on Regimentation.
- b. If innovation or updates are received, CC (Regimentation) shall analyze them with detailed observations, implementation strategies and recommendations.
- c. The reports shall be forwarded to DCM (Trg) for his vetting and onward submission to Corps Marshal.
- d. If recommendations are approved by the Corps Marshal, DCM (Trg) directs CC (Regimentation) for either action or conveyance to relevant Offices.

##### **7.4.1 Documents/Records to be maintained**

- a. Records of visit or interface with sister agencies
- b. Reports of innovation/update
- c. Records of actions on Corps Marshal's approvals/directives.

#### **7.5 Monitoring the Compliance with FRSC Symbol of existence and authority**

CC (Regimentation) ensures uniformity in the construction of FRSC Quarter Guard, uniforms, regimental banner and flags Corps wide as follows:

##### **7.5.1 Uniforms**

CC (Regimentation) ensures:

- a. Compliance with mode of dressing and comportment by all staff.
- b. Compliance with acceptable colour/texture.
- c. Adherence to the uniforms of the day.
- d. The need for the patenting of FRSC Uniforms, accoutrements, badges and accessories.
- e. The need to adopt a particular sewing pattern in line with best practices obtainable in the Military.

##### **7.5.2 Flags**

CC (Regimentation) ensures:

- a. The National flag hoisted on quarter guard conforms to 0.9m by 1.8m dimension.
- b. FRSC Flags mounted in Commanding officers' office are 1.2m by 2.4m dimension
- c. All flags mounted on official vehicles are 0.6m by 1.2m

- d. FRSC Regimental Banner is designed for Corps Marshal's approval and ensure immediate replacement of the old or defaced Flags Corpwide in line with approved dimensions. (Big Size Breadth 1.2m Length 2.4m, Medium Size Breadth 0.9m Length 1.8m, Small Size Breadth 0.6m Length 1.2m)
- e. National and FRSC Flags are not sewn.
- f. Both National and FRSC Flags are in line with the National Flag colour (Amaranth Green) and FRSC aquamarine colour.
- g. All National and FRSC flags mounted inside offices of flag bearing officers are decorated with embroideries reflecting the rank and status of the flag officer in line with international best practices obtainable in the Military and Paramilitary Organizations.
- h. All vehicle flags are in line with approved dimension and colours.
- i. Appropriate dimensions for different categories of Flags are forwarded to Corps Marshal through the DCM (TRG) for consideration and approval.
- j. Requests for designing and production of flags are forwarded to Corps Marshal through the DCM (TRG).
- k. Distribution of approved flags to Commands nationwide.
- l. Liaise with the National Orientation Agency from-to-time to time on update on National flag matters.

### **7.5.3 Quarter Guard**

CC (Regimentation) ensures:

- a. Flags hoisted on quarter guard conform to 0.9m by 1.8m dimension
- b. All FRSC Quarter guards are painted in aquamarine with white centre line.

### **7.5.4 Regimental Banner**

CC (Regimentation) ensures:

- a. FRSC Regimental Banner is produced according to approved specification;
- b. FRSC Regimental Banner reflects National Flag colour (Amaranth Green) and FRSC aquamarine colour.
- c. RSHQ maintains its own regimental banner to be kept at the Officers' Mess for safe keeping.
- d. Each Zonal Command Headquarters maintains its own regimental banner.
- e. Each Sector Command Headquarters maintain its own regimental banner.
- f. All Flag Officers hung regimental flags at the corridor of the entrance of his office;

**Note that:**

- a. Field Commands Training Officers shall send quarterly reports on the Commands' compliance to the standard of a Quarter guards.
- b. ACC (Parade & Drills) receives the field report, analyse it and forward to CC (Regimentation) for vetting.
- c. The vetted reports is forwarded to DCM (Trg) who in turn forward same to the Corps Marshal.

**7.5.5. Documents/Records to be maintained**

- a. Quarterly reports from the field Commands on the compliance to the standard quarter guard.
- b. Executive report forwarded to Corps Marshal.

**7.6 Coordinating the Durbar activities nationwide**

The following procedure shall apply:

- a. DCM (Trg) receives directive from Corps Marshal to organize Durbar as in the case of RSHQ.
- b. DCM (Trg) directs CC (Regimentation) to come with the durbar plan including the cost implication
- c. CC (Regimentation) drafts the proposal with the cost implication and forward to DCM (Trg)
- d. DCM (Trg) forwards the proposal to Corps Marshal for consideration.
- e. Upon approval, DCM (Trg) directs CC (Regimentation) to organized as approved.
- f. CC (Regimentation) informs all the Offices in RSHQ about the durbar including the date, time and venue.
- g. CC (Regimentation) ensures successful conduct of the durbar through interface with all relevant Offices such as provost for physical security, CPEO for photographs and video coverage, NTR for broadcasting, etc.
- h. CC (Regimentation) forwards the durbar report to DCM (Trg) with detailed observations and recommendations.
- i. The reports durbar from field Commands shall also be complied by CC (Regimentation) and be forwarded to DCM (Trg).
- j. DCM (Trg) forwards the Durbar report to Corps Marshal.
- k. If the recommendations are approved, DCM (Trg) directs CC (Regimentation) to ensure compliance.

### **7.6.1 Documents/Records to be maintained**

- a. Directives to organise durbar in RSHQ
- b. Durbar Plan with cost implication
- c. Field Commands' Durbar Reports
- d. Durbar executive Report for Corps Marshals
- e. Evidence of implementing Corps Marshal's directive as the fallout of the durbar (if any)

### **7.7 Coordinating the conduct of Regimental Dinner**

The following procedure shall apply:

- a. DCM (Trg) receives notification of Regimental Dinner Night from President Mess Committee (PMC), Commandants of FRSC training institutions and training camps.
- b. DCM (Trg) forwards the notification to CC (Regimentation) who drafts memo for Corps Marshal's approval.
- c. DCM (Trg) forwards the request memo to Corps Marshal for his approval.
- d. If approved, DCM (Trg) directs CC (Regimentation) to convey approval to the requesting authority.
- e. To ensure compliance with the protocol of Regimental dinner, CC (Regimentation) and some staff of his section attend the dinner to ensure adherence with guidelines such as that:
  - (1) Participants are well kitted in their appropriate dress.
  - (2) National and FRSC Flags are provided for the Regimental Dinner at the appropriate locations
  - (3) National and FRSC Flags are visibly placed to the right hand side of the high table at the venue of the Dinner.
  - (4) Gavel is provided for Mr. Vice to signal the commencement of the Regimental Dinner
  - (5) Wine/toast cups are provided for the Regimental Dinner
  - (6) FRSC Band is invited for the Regimental Dinner.
  - (7) Newly Commission Officers goes through the indoctrination process (Matching, Response to Questions, Payment of Fines, Proper Dressing etc)
  - (8) Table ethics are observed
  - (9) Sitting arrangement is in line with the best practices of regimental dinner.
- f. After the dinner, CC (Regimentation) forwards report of the Regimental Dinner attended to Corps Marshal through the DCM (Training).

### **7.7.1 Documents/Records to be maintained**

- a. Copy of the dinner approval
- b. Report of the dinner

### **7.8. Developing/Reviewing Manuals for Regimentation Courses/Training**

The following procedure shall apply:

- a. CC (Regimentation) develops training manual for all regimentation courses and trainings. It shall provide comprehensive guidance on the principles, practices, and procedures associated with maintaining discipline, order, and professionalism in a structured organization.
- b. CC (Regimentation) forwards the Training Manual to DCM (Trg) for review and onward transmission to Corps Marshal for approval.
- c. If approved, DCM (Trg) direct CC (Regimentation) for final production and circulation to all concerned offices and formation.
- d. CC (Regimentation) ensure regular review of the manual to identify gaps in line with the contemporary best practices.
- e. All reviewed manual shall have Corps Marshal's approval before publication.

#### **7.8.1 Documents/Records to be maintained**

- a. Copy of the training manual

### **7.9 Monitoring regimentation courses/Training in FRSC Training Institutions**

The following procedure shall apply:

- a. CC (regimentation) raises proposal for monitoring Regimentation courses/Training in FRSC Training Institutions and training camps to DCM (Trg).
- b. DCM (Trg) forwards the proposal to Corps Marshal for approval
- c. Upon approval, DCM (Trg) directs CC (Regimentation) to embark on the monitoring as approved.
- d. CC (Regimentation) deploys different team to the Training Institutions and the Training Camps (if included).
- e. After the monitoring, ACC (Parades & Drills) collate the reports from the teams, raises executive report and forward same to CC (Regimentation)
- f. CC (Regimentation) vets the executive report and forwards to DCM (Trg) for onward transmission to Corps Marshal for consideration.

- g. DCM (Trg) directs the CC (Regimentation) to implement Corps Marshal's directives emanated from the executive report (if any).

#### **7.9.1 Documents/Records to be maintained**

- a. Proposal for monitoring of regimentation courses/training
- b. Copy of the monitoring report.

#### **7.10 Coordinating the Activities of the FRSC Regimental Band**

Regimental Section coordinates the activities of FRSC Regimental Band as follows:

##### **7.10.1 Regimental music at FRSC functions**

The following procedure shall apply:

- a. On receipt of an invitation to perform Regimental function, CC (Regimentation) requests permission from the DCM (Trg) to mobilize FRSC Band for Regimental Function.;
- b. CC (Regimentation) directs OC Band to assemble FRSC Band for rehearsal before the function commences;
- c. CC (Regimentation) raises expenditure (Staff cost and logistics) for the trip and forward to Corps Marshal through the DCM (TRG) for approval;
- d. CC (Regimentation) requests for the release of official vehicle (Bus) to convey FRSC Band to the venue of the function;
- e. FRSC Band performs its duties at the venue of the function;
- f. CC (Regimentation) forwards report of such function to DCM (Trg) for onward transmission to Corps Marshal;
- g. DCM (Trg) directs Head of Section to implement Corps Marshal's directives emanating from the report if any.

##### **7.10.2 Regimental music at unofficial engagement**

The following procedure shall apply:

- a. CC (Regimentation) receives request for the release of FRSC Regimental Band to perform at Weddings, Burial and other activities (Rallies, Motor Park, Advertisement)
- b. CC (Regimentation) ensures the party requesting for FRSC Regimental Band pays the appropriate fees charged for such function as may be approved by Management from time to time;
- c. Evidence of payment of the prescribed fees is forwarded to DCM (Trg) for approval;
- d. Ensure all functions taking place outside Abuja, the organizers provide accommodation and feeding to the Band.

- e. CC (Regimentation) requests for approval to release FRSC Regimental Band to attend such function from the Corps Marshal through the DCM (Trg)
- f. CC (Regimentation) receives approval from Corps Marshal through DCM (Trg) and directs Band to proceed for the function
- g. CC (Regimentation) requests for the release of FRSC Vehicle (Bus) to convey the Band to the venue of the event
- h. FRSC Regimental Band attends the function as proposed and perform regimental band activities;
- i. CC (Regimentation) forwards report to DCM (Trg) and implement any directives emanating from the report if any.

### **7.10.3 Regimental Music at National/International Sports Festivals**

The following procedure shall apply:

- a. CC (Regimentation) receives invitation from Nigeria Football Federation (NFF) for FRSC Regimental Band to perform at an international football event where Anthem of visiting Countries would be played such as FIFA, AFCON football event or any National/International event.
- b. CC (Regimentation) requests for Corps Marshal's approval through DCM (TRG) for FRSC Regimental Band to be released to participate in such occasion.
- c. CC (Regimentation) requests for National Anthem of visiting country from the Embassy or download same from the internet.
- d. FRSC Regimental Band conducts rehearsal of the Anthem of the visiting country.
- e. CC (Regimentation) requests for the release of FRSC vehicle (Bus) to convey the Band to the venue of the programme.
- f. FRSC Regimental Band performs at the event and CC (Regimentation) forwards report to Corps Marshal through DCM (Trg)
- g. CC (Regimentation) implements Corps Marshal's directives emanating from the report if any.

**please refer to SOP for FRSC Band for more details**

## **8.0 CONCLUSION**

The Regimentation Section in Training Department is a vital component in ensuring the seamless functioning of any organisation or system. By establishing clear guidelines, enforcing discipline, and maintaining quality benchmarks, it creates a foundation for

consistency, accountability, and excellence. Regimentation brings order and uniformity while fostering a culture of adaptability and innovation within defined boundaries.