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# ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,

13th January, 1944.

The following Orders having been approved by My Lords Commissioners of the Admiralty are hereby promulgated for information and guidance and necessary action.

A list of these Orders is enclosed.

By Command of Their Lordships,

*H. V. Markham*

To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

HEAD OF <sup>10/5</sup> "P" BRANCH

P1 *[Signature]*

P2 *[Signature]*

P3 *[Signature]*

P4 *[Signature]*

## ADMIRALTY FLEET ORDERS

- | No.      | Subject.   |
|----------|--|
| 122-123. | Supply of and Accounting for D.G. Stores in D.G. Wiping-Deperming Mobile Units, and for fixed Stations.<br>D.G. Establishment, Helensburgh, and D.G. Ranges—Naval Store Accounting Procedure.<br><i>Issued separately on 6th January, 1944, to all Commanders-in-Chief (except C.-in-C. H.F.), Flag Officers, Senior Naval Officers, Commanding Officers Repair Shops, Depot Ships and Mobile Wiping-Deperming Units, Superintendents or Officers-in-Charge of H.M. Naval Establishments, Regional Officers and Overseers concerned.</i> |
- 12th January, 1944.

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 205. Asdic Oscillators—Return for Survey and Repair.  
 206. Echo Sounding Sets, Types 762, 763 and 763A—Provision of Spare Gear Boxes for Recorders.

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207. Aircraft Aero Engines—Inspection of Dummy Sparking Plugs (Stores Ref. 331—14-mm.).  
 208. Pratt and Whitney, Double Wasp Engines—Magnetos, Scintilla, D.F. 18 R.N.  
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 211. Barracuda Aircraft—Flaring Tool—Modification.  
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 213. Camera F.46—Instructions for Fitting New Type Motor Coupling.  
 214. Corsair (F4U and F3A) Aircraft—Interchangeability of Spare Parts.  
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 247. Clothes Rationing, Industrial Workers—"Industrial Ten" Supplement for 1943-44—Surrender of Coupons for Loaned Protective Clothing.  
 248. Admiralty Industrial Establishments—Means of Escape from Fire—Factories Act, 1937, Section 34.  
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(Orders marked\* have been reprinted for posting on Notice Boards; marked † may be communicated to the Press.)

## Section 1

## ADMINISTRATION OF THE FLEET, CEREMONIES, FOREIGN PORT REGULATIONS, etc.

## †124.—New Year's Message from Chinese Navy

(M. 013665/43.—13 Jan. 1944.)

The following message has been received from Naval Headquarters, Chungking:—

I appreciate very much Your Lordships kind message of the New Year Greetings which inspire profoundly the Officers and men of the Chinese Navy. The Royal Navy has achieved the success of bringing the Italian Fleet into submission and is incessantly whittling away the German seapower. We have no doubt that the time is not distant when the bulk of British Naval Forces will turn to the Orient together with the Navies of United Nations to bring about the unconditional surrender of Japan. On behalf of the Officers and men of the Chinese Navy and myself I wish to send to Your Lordships and through you to the Officers and men of the British Navy the Heartiest Greetings and Compliments of the Season.

Sincerely,

CHEN SHAO KWAN,

Admiral of the Fleet.

## 125.—New Year's Message from the Chief of Turkish General Staff and his Deputy

(M. 013665/43.—13 Jan. 1944.)

The following letter has been received by the First Lord:—

"I have been asked by Marshal Fevzi Çakmak (Chief of General Staff), and General Kazim Orbay (Deputy Chief of General Staff), to send their best wishes for the New Year to yourself and to the gallant British Navy.

I have the honour to be, Sir,  
 with the highest consideration,  
 Your obedient Servant,  
 (Sgd.) A. Ulsan,  
 Naval Attaché."

## 126.—Defence Regulations—Navigation Order No. 29, 1943

(N.L./L.D. 04265/43.—13 Jan. 1944.)

The following Order has been issued by Their Lordships under Regulation 43 of the Defence (General) Regulations, 1939:—

NAVIGATION ORDER No. 29, 1943

By Command of the Lords Commissioners of the Admiralty.

In pursuance of powers conferred on them by Regulation 43 of the Defence (General) Regulations, 1939, the Lords Commissioners of the Admiralty hereby make the following Order:—

1. No vessel shall anchor, trawl or fish within the following area:—

*Eastern Limit.*—A line due south (magnetic) from Holliwell Point to the southern shore of the River Crouch.

*Western Limit.*—A line drawn from Crouch Cottages due north (magnetic) to the northern shore of the River Crouch.

2. This Order shall come into force forthwith and may be cited as Navigation Order No. 29, 1943.

3. Navigation Order (No. 7), 1941, is hereby cancelled.

By Command of Their Lordships,

(Sgd.) H. V. Markham.

Admiralty, S.W.1.

24th December, 1943.

**127.—Defence (General) Regulations 1939—Naval Authorities Empowered to Issue Orders**

(N.L. 969/42.—13 Jan. 1944.)

It is notified that Sections XV, XVI and XVIII (in so far as they concern chattels in requisitioned premises) are cancelled.

(A.F.O. 6197/43.)

**\*128.—Enemy Aircraft Shot Down or Damaged by Ships' Gunfire and Naval Aircraft**

A.F.O. 485/44. (G.D. 019/44.—13 Jan. 1944.)

Casualties to enemy aircraft by ships' gunfire are as follows from 12th April, 1940, to 31st December, 1943 :—

	Confirmed	Probable	Damaged
*By H.M. ships ... ..	†614	†218	323
*By H.M. ships and merchant ships jointly ...	144	28	20
By merchant ships and fishing vessels ...	119	48	116
Last reported totals (30th November, 1943) ...	877	294	459
	†866	†293	454
Increases ... ..	11	1	5

\* Including units of the Netherlands, Norwegian, Greek, Polish and French Naval Forces serving with the Royal Navy.

† One Probable credited to H.M.S. "Rodney" on 12th August, 1942, has since been altered to 1 Confirmed.

Brief details of the successes credited to H.M. ships and merchant vessels obtained from reports received during December, 1943, are shown below :—

Confirmed	Probable	Damaged
<i>H.M. Ships</i>		
H.M.S. "Sirius" (1) H.M.S. "Roberts" (1) H.M. ships "Carlisle", "Petard", "Panther", "Rockwood" and H.H.M.S. "Miaoulis" (3) H.M. ships "Loyal" and "Nubian" (1) H. Nor. N.M.T.B. 669 (1) H.M. M/L 349 (1) L.C.I (L) 171 (1) 59th L.C.A. Flotilla (1) H.M. M/L 354 (1)	H.M.S. "Intrepid" (1)	H.M.S. "Penelope" (1) H.M.S. "Loyal" (1) H.M.S. "Exe" (1)  H. Nor. N.M.T.Bs. 688 and 669 (1)
<i>H.M. Ships and Merchant Ships Jointly</i>		
Nil	Nil	Nil
<i>Merchant Ships and Fishing Vessels</i>		
Nil	Nil	s/s "Marsa" (1)

*Enemy Aircraft shot down by Naval Aircraft*

The results are as follows from the beginning of the war to 31st December, 1943 :—

	Confirmed	Probable	Damaged
Last reported totals (30th November, 1943) ...	236 235	40 40	152 152
Increases ... ..	1	—	—

2. Casualties are assessed in the Admiralty in accordance with the rules laid down in C.A.F.O. 1898/40 which are the same as those employed by the Royal Air Force and the Army.

(C.A.F.O. 1898/40.)

(A.F.O. 5820/43 is cancelled.)

**129.—Controlled Deck Landing**

(A./AM. 7129/42.—13 Jan. 1944.)

As a result of trials of visibility of bat signals at night recently held in the United Kingdom, it is clear that :—

- great care must be taken to ensure that the brilliancy of the bats is adjusted to give the clearest resolution of the signals ;
- 400–500 yards is the maximum distance that can be relied upon for accurate interpretation by the pilot of the Deck Landing Control Officer's signals.

(C.A.F.O. 2014/43.)

**130.—D.G. Organisation**

(S.D.G. (L) 2006/44.—13 Jan. 1944.)

With reference to A.F.O. 6071/43, paragraph 6 (D), the address of the responsible authority in Australia should be amended to read :—

The Naval Board,  
Navy Office,  
Melbourne, Australia.  
(A.F.O. 6071/43.)

**\*131.—R.N. Aircraft Training Establishments, Watford and Fulham—Commissioning as Independent Command**

(A. 01934/43.—13 Jan. 1944.)

R.N. Aircraft Training Establishments, Watford and Fulham, are to commission as a combined independent command bearing the ship's name "Turnstone" with accounts carried in H.M.S. "Daedalus."

2. It will be under the administration of Flag Officer Naval Air Stations, and the Commander-in-Chief, Nore, will exercise general supervision in accordance with C.A.F.O. 1590/39, paragraph 1.

3. The date of commissioning will be promulgated.

(C.A.F.O. 1590/39.)

(A.F.Os. 623/42, 2724/42 and 234/43.)

**132.—R.N. Destroyer Base—Liverpool**

(M./N.L. 16753/43.—13 Jan. 1944.)

The organisation (including the Liverpool Destroyer Depot) at present under the command of Captain (D), Liverpool, was commissioned as an independent command on 1st January, 1944, with the ship name "Defender," accounts being carried in "Eaglet."

2. Correspondence should be addressed to:—

Captain (D), Liverpool,  
H.M.S. "Defender,"  
"Orrell Hey," Orrell Road,  
Liverpool, 20.

(Telephone: Bootle 3041.)

and heavy goods, machinery, etc., should be consigned to:—

Captain (D), Liverpool,  
H.M.S. "Defender,"  
No. 26 Shed,  
Gladstone Dock,  
Liverpool, 20.

(Telephone: Bootle 1982.)

3. The organisation is under the general administration of the Flag Officer-in-Charge, Liverpool, but the Captain (D) is responsible direct to the Commander-in-Chief, Western Approaches, for operational matters.

### 133.—French Naval Forces—Central Organisation for Provision of Replacements and Spares

(M/D. 01739/43.—13 Jan. 1944.)

A central organisation has been set up by the French Naval authorities for the provision of replacements and spares manufactured in U.K. for all ships of French construction manned by French crews.

2. The French Naval Authorities will formulate orders for such spares in the first place, estimated to cover, e.g. six months and for replace parts, and will represent these orders to Admiralty.

3. Orders if agreed will be placed by Admiralty and accepted on completion by a French Inspecting Officer.

4. On completion, the parts will be forwarded to the French Technical Officer, Portsmouth, who will arrange further distribution to depots abroad for drawing on locally as necessary or to ships concerned.

5. All demands for replace parts for French ships in British waters, manned by French crews, which are not available locally should be forwarded to the French Naval Authorities in London.

6. All demands for such ships abroad should be forwarded to the French Naval Authorities in Algiers, who will submit them to the French Navy Organisation in Great Britain.

7. Application may similarly be made on behalf of British manned vessels of French construction where there would otherwise be undue difficulty in supply.

### 134.—Spanish Merchant Vessels—Identification Markings

(M./N.I.D. 06004/43.—13 Jan. 1944.)

The identification markings prescribed by the Spanish Ministry of Marine for use by Spanish merchant vessels are as follows:—

- (1) The name of the vessel must be painted on the side amidships: in black paint if the hull is painted white, and in white paint if the hull is painted black, grey or any other colour. The name must be painted in such a way that it is in no case painted on the flag.
- (2) The name of the vessel must also be painted in white letters on the fore side of the bridge.
- (3) The national flag must be painted on the bows, amidships and quarters. On the bows and quarters the flag must have a length equal to one-tenth of the maximum length of the vessel and a width equal to the distance between the gunwale and water line.

- (4) The flags must be surrounded by a white border approximately one-third of the width of the red colour in the Spanish flag.
- (5) At night the three flags on the side must be illuminated, except in cases of very heavy weather, when only the flag amidships will be illuminated.
- (6) The Spanish flag must be painted on the hatch covers or any other suitable flat surface.

## Section 2.—PERSONNEL, PAY, SERVICES, DISCIPLINE, etc.

### 135.—Honours and Awards—New Year Honours, 1944

(H. & A.—13 Jan. 1944.)

The following appointment to the Most Excellent Order of the British Empire was omitted from A.F.O. 1/44:—

*To be an additional Knight Commander of the Military Division of the said Most Excellent Order:—*

Rear Admiral (Commodore Second Class, R.N.R.) Cecil Nugent Reyne (Ret.).

The following amendments are to be made to A.F.O. 1/44:—

Page 4—

*For* Paymaster Rear-Admiral William Evelyn Hatten Jolley, C.B., *read* Paymaster Rear-Admiral William Evelyn Hatten Jolly, C.B.

Page 4—

*For* Vice-Admiral (Commodore Second Class, R.N.R.) Oswald Henry Dawson (Ret.), *read* Rear Admiral (Commodore Second Class, R.N.R.) Oswald Henry Dawson (Ret.).

### \*136.—Honours and Awards—"London Gazette" Supplement of 5th January, 1944

(H. & A.—13 Jan. 1944.)

CENTRAL CHANCERY OF THE ORDERS OF KNIGHTHOOD,

*St. James's Palace, S.W.1.*

*5th January, 1944.*

The KING has been graciously pleased to give orders for the following promotion in the Most Honourable Order of the Bath, for good services rendered in the pursuit and destruction of the "Scharnhorst" on the 26th December, 1943:—

*To be an Additional Member of the Military Division of the First Class, or Knights Grand Cross, of the said Most Honourable Order:*

Vice-Admiral (acting Admiral) Sir Bruce Austin Fraser, K.C.B., K.B.E.

The KING has been graciously pleased to give orders for the following promotion in the Most Excellent Order of the British Empire, for good services rendered in the pursuit and destruction of the "Scharnhorst" on the 26th December, 1943:—

*To be an Additional Knight Commander of the Military Division of the said Most Excellent Order:*

Vice-Admiral Robert Lindsay Burnett, C.B., D.S.O., O.B.E.,

*for great determination and skill throughout the action and in twice driving off the enemy, thus saving the convoy.*

ADMIRALTY,  
Whitehall,  
5th January, 1944.

The KING has been graciously pleased to give orders for the following appointments to the Distinguished Service Order and to approve the following awards:—

For great gallantry, determination and skill while serving in H.M. Ships "Sheffield," "Norfolk," "Belfast," "Duke of York," "Savage," "Saumarez," "Musketeer," "Scorpion," "Jamaica," "Opportune," "Virago" and "Matchless," throughout the action in which the German Battleship "Scharnhorst" was sunk:—

*To be Companions of the Distinguished Service Order:*

Captain Charles Thorburn Addis, R.N.  
Captain Donald Keppel Bain, R.N.  
Captain Frederick Robertson Parham, R.N.  
Captain the Honourable Guy Herbrand Edward Russell, C.B.E., R.N.  
Commander Michael Donston Capel Meyrick, R.N.

*Bar to the Distinguished Service Cross*

Lieutenant-Commander Eric Norman Walmsley, D.S.C., R.N.

*The Distinguished Service Cross*

Commander Ralph Lindsay Fisher, D.S.O., O.B.E., R.N.  
Lieutenant-Commander William Stratford Clouston, R.N.  
Temporary Lieutenant Harold Raymond Kingsmill Bates, R.N.V.R. (Guildford).

*The Distinguished Service Medal*

Able Seaman Horace Victor John Badkin, D/JX.273451 (London).  
Able Seaman Geoffrey Whitton, P/JX.257392 (Manchester).

*Mention in Despatches*

Captain (Commodore First Class) John Hughes-Hallett, D.S.O., R.N.  
Commander John Lee-Barber, D.S.O., R.N.  
Lieutenant-Commander Archibald John Ramsay White, R.N.  
Lieutenant William David Shaw, R.N.

Such further Awards as the KING may be graciously pleased to approve for this action will be published in due course.

For gallantry and skill in the successful action of H.M. Ships "Glasgow" and "Enterprise" with enemy destroyers in the Bay of Biscay, on the 27th and 28th of December, 1943:

*To be Companions of the Distinguished Service Order:*

Captain Charles Philip Clarke, R.N.  
Captain Harold Taylor Wood Grant, R.C.N.

**137.—Deputy Judge Advocate—Appointment of Assistants**

(N.L. 20665/43.—13 Jan. 1944.)

In order to give prospective Officiating Deputy Judge Advocates experience of the whole of the proceedings of courts-martial, such officers should, as convenient, be detailed to attend trials at which the Deputy Judge Advocate or other experienced officer is officiating, and be sworn as assistants to those officers.

**138.—Responsibilities of Provost and Regulating Staffs in Countries Abroad under Defence (General) Regulations 47 AAB and 48 C**

(N.L. 16221/43.—13 Jan. 1944.)

By an Order-in-Council there have been brought into effect two new Defence (General) Regulations. These are numbers 47 AAB and 48 C, which, together with copies of Orders made by the Minister of War Transport under these Regulations will be found in the Appendix to this Order.

2. In pursuance of these Regulations and Orders it will now be the duty of the Provost and Regulating Staffs of all Services in the countries referred to therein—

- (a) to maintain order among Merchant Seamen ashore and arrest British Seamen who are guilty of misconduct, and
- (b) to arrest seamen belonging to British ships whom they have reasonable ground for suspecting to have committed any offences whether at sea or on shore which may be tried or investigated by a Naval Court, and when necessary to detain the seamen for trial by a Naval Court.

3. Seamen guilty of misconduct not of a serious nature should, if it is necessary to arrest them, be disposed of by returning them to their ships. If they cannot be returned to a ship, they should be dealt with as may be arranged with the Naval or the Consular Authorities on the spot.

4. Seamen who have, or are suspected upon reasonable grounds to have been guilty of more serious misconduct laying them open to a charge for an offence committed at sea or on shore should be detained in custody by Provost and Regulating Staffs in accordance with paragraph 2 of Regulation 48 C and under arrangements as regards accommodation, rations, medical inspection, etc., to be concerted between local Naval or Consular Officers and Military Commanders.

5. A Provost Marshal must be careful immediately after an arrest to report the circumstances of the case to the nearest Naval or Consular Officer (*vide* paragraph 2 (a) of Defence Regulation 48 C). If the Provost Marshal is informed by a person empowered under Section 48 C of the Merchant Shipping Act, 1894, to summon a Naval Court that he does not propose to summon a Naval Court, the Provost Marshal must forthwith discharge the person detained from custody.

6. The power to detain a seaman which Regulation 48 C gives to a Provost Marshal extends up to the time when he is brought before a Naval Court for trial (paragraph 2 (e)). The Court can under the Merchant Shipping Acts take all steps in its power for the purpose of placing an offender under the necessary restraint, and of sending him in safe custody to the United Kingdom or some British Possession for trial where this course is decided upon. If so requested by the Court the Provost Marshal should give his assistance in the matter of detaining the offender after he has been brought before the Court, and until the manner in which he has to be dealt with has been determined.

APPENDIX

*Defence Regulation 47 AAB.*

S.R. & O. 1943, No. 1373.

47 AAB. *Discipline of Seafaring Persons in Certain Foreign Countries.*—(1) If, in any foreign country or part of a foreign country to which this Regulation is applied by order of the competent authority, any person to whom this Regulation applies commits either ashore or afloat an offence which, when committed in England, is punishable on summary conviction otherwise than as an offence against Defence Regulations, he shall be guilty of an offence against this Regulation.

(2) Notwithstanding anything in Regulation ninety-three of these Regulations, proceedings in respect of an offence alleged to have been committed by a person against this Regulation shall be taken before a naval court under Part VI of the Merchant Shipping Act, 1894, and not otherwise.

(3) The persons to whom this Regulation applies are all British subjects and British protected persons who are for the time being employed as master or member of the crew of any ship other than a Dominion ship or whose occupation, though they are not for the time being so employed, is that of master or member of the crew of a ship other than a Dominion ship.

*Defence Regulation 48 C.*

S.R. & O. 1942, No. 1373.

48C. *Detention in Foreign Countries Pending Trial by Naval Court.*—(1) In any foreign country a provost marshal may arrest any person whom he has reasonable grounds for suspecting to have committed any offence for which that person may be dealt with by a naval court under paragraph (g) or (h) of subsection (1) of section four hundred and eighty-three of the Merchant Shipping Act, 1894, as amended by these Regulations and detain that person with a view to his being brought before such a court.

The powers conferred on a provost marshal by this paragraph shall be exercisable also by any officer, seaman, marine, soldier or airman exercising authority under or on behalf of a provost marshal.

Cancelled by  
AFO 3974/46

(2) Where a person is arrested and detained under paragraph (1) of this Regulation the following provisions shall apply:—

- (a) the provost marshal shall forthwith report the circumstances of the case to a person authorised in that behalf by the competent authority;
- (b) the person so authorised shall have power to make a complaint with respect to the case under section four hundred and eighty of the said Act as so amended, to a person empowered under that section to summon a naval court (hereafter referred to as "the convener"), and shall forthwith make such a complaint;
- (c) on receipt of the complaint the convener shall forthwith either inform the provost marshal that he is taking all practicable steps to summon a naval court as soon as possible and take such steps accordingly, or inform the provost marshal that he does not propose to summon such a court;
- (d) if the convener informs the provost marshal that he does not propose to summon a naval court, the provost marshal shall forthwith discharge the person detained from custody;
- (e) if the convener informs the provost marshal that he is taking all practicable steps to summon a naval court, the provost marshal shall keep the person arrested in custody until he can be brought before that court.

(3) Any person detained in pursuance of this Regulation shall be deemed to be in lawful custody.

(4) In this Regulation the expression "provost marshal" means a naval, army or air force provost marshal or any assistant of such a provost marshal.

*Instrument Defining the Persons Authorised to be the Persons to whom Reports are Required to be Made by Provost Marshals under Regulation 48 C of the Defence (General) Regulations, 1939.*

*The Defence (General) Regulations, 1939*

I, the Right Honourable Frederick James, Baron Leathers of Purfleet, C.H., the Minister of War Transport, do hereby authorise every British commissioned Naval Officer and every British Consular Officer as defined in the Interpretation Act, 1889, to be a person to whom a Provost Marshal may, in accordance with paragraph (2) of Regulation 48 C of the Defence (General) Regulations, 1939, report the circumstances in which any person suspected of having committed an offence which may be dealt with by a naval court, has been arrested and detained by him.

Given under the Seal of the Minister of War Transport this thirtieth day of September, 1943.

L.S.

LEATHERS,  
The Minister of War Transport.

*Order of the Minister of War Transport Applying Regulation 47 AAB of the Defence (General) Regulations, 1939, to Certain Countries*

(S.R. & O. 1943, No. 1464).

*The British Seamen (Offences in Foreign Countries) Order, 1943. Dated September 30th, 1943*

The Minister of War Transport in exercise of the powers conferred upon him by Regulation 47 AAB of the Defence (General) Regulations, 1939 (which provides for the trial of British Seamen by naval courts summoned under Part VI of the Merchant Shipping Act, 1894 (a) for certain offences committed in any foreign country or part of a foreign country to which the Regulation is applied by order of the competent authority) and of all other powers enabling him in that behalf, hereby makes the following Order:—

1. Regulation 47 AAB of the Defence (General) Regulations, 1939, shall apply to every foreign country specified in the Schedule to this Order exclusive of any area which is for the time being in the occupation of a Power with whom His Majesty is at war.

2. The said Regulation 47 AAB shall likewise apply to every foreign country which on the 1st September, 1939, was a colony, overseas territory, protectorate or territory under suzerainty or mandate of a country specified in the Schedule to this Order exclusive of any area which is for the time being in the occupation of a Power with whom His Majesty is at war.

3. This Order shall come into force on the thirtieth day of September, 1943, and may be cited as the British Seamen (Offences in Foreign Countries) Order, 1943.

Signed by authority of the Minister of War Transport this thirtieth day of September, 1943.

T. G. JENKINS,  
A Deputy Director General of  
the Ministry of War Transport

SCHEDULE

Egypt.	Italy.
France.	Persia.
Iceland.	Union of Soviet Socialist Republics.
Iraq.	

**139.—Air Engineering Duties—Employment of Air Branch Officers with Certain Qualifications**

(C.W. 38068/43.—13 Jan. 1944.)

With reference to A.F.O. 1636/42, while it is not possible during the war to allow (A) Officers who have no previous knowledge of aeronautical engineering to specialize in air engineering duties owing to the long period of training involved, Their Lordships are prepared to consider applications from officers whose previous engineering experience is such that they are able to reach the required standard for Air Engineer after a short course of training.

2. Permanent and Short Service R.N. (A) Officers and Permanent and Temporary R.N.V.R. (A) Officers who are qualified pilots may apply to specialize in air engineering duties provided that they:—

- (a) are recommended by their Commanding Officer;
- (b) have not less than two years previous experience of aeronautical or allied engineering;
- (c) are certified as suitable to specialize after a preliminary test and examination by the Air Engineer Officer of the ship or establishment;
- (d) are of the ranks of confirmed Sub-Lieutenant or above.

3. Names of applicants, with full details of their qualifications and the result of the Air Engineer's preliminary examination, are to be forwarded to the Admiralty (C.W. Branch). In the light of these reports the Admiralty will decide which officers should be summoned for interview.

4. Officers finally selected will undergo a short course of training at the R.A.F. Stations, Cosford, Henlow or elsewhere, followed by a course at the School of Aircraft Maintenance. On successful completion of this training officers will be appointed for air engineering duties and will be paid at air engineer rates of pay. A/E allowance of 3s. 6d. a day will be payable to officers of Lieutenant's rank and above in accordance with A.F.O. 1764/40.

5. The question of the retention of any short service R.N. (A) Officer who qualifies in air engineering under this Order, after the expiration of his seven years' engagement will be considered after the termination of hostilities.

6. The number of candidates accepted for specialization will be limited and will be decided by service requirements.

(A.F.Os. 1764/40 and 1636/42.)

**140.—B.Y.M.S. Officers—Schedule of Allowances**

(D.N.A. 22685/43.—13 Jan. 1944)

It is notified that allowances will be payable in B.Y.M.S. from dates of commissioning as follows:—

Command Money (Article 1560, K.R. and A.I.) at 3s. 0d. a day to Lieutenant Commander, Lieutenant or Skipper Lieutenant, or at 2s. 0d. a day to Chief Skipper or Skipper.

See AFO 5913

*First Lieutenant's Allowance* at 1s. 6d. a day to Lieutenant, Sub-Lieutenant or Skipper, subject to the provisions of Article 1565, clause 2, K.R. and A.I., and A.F.O. 4279/40, but not payable to Skipper class officers prior to 1st June, 1943.

*Machinery Allowance* (Article 1573, K.R. and A.I.) at 2s. 0d. a day to Lieutenant (E), or Sub-Lieutenant (E) (if fully qualified in (E)).

*Store Allowance* at 6d. a day for combined charge of Naval and Naval Armament Stores, subject to the provisions of Appendix VIII, clause 17 (a, b and c), Vol. II, K.R. and A.I.

2. Schedules of Allowances for individual ships will not be issued.
3. During periods of refit, payment of Command Money and First Lieutenant's Allowance is subject to the provisions of A.F.O. 3252/41 and A.F.O. 851/42, and Machinery Allowance may be continued provided that the Engineer Officer remains in charge of the ship's propelling machinery. Rates of Store Allowances payable during refit will be notified by the Director of Navy Accounts.
4. Officers serving under T.124 or variant agreement are not eligible for the above allowances.
5. Service while the vessels are in full commission will count as "Ship of War at Sea".
6. Any cases of doubt should be referred to the Director of Navy Accounts, Branch 4 (Schedules).

(K.R. and A.I. Articles 1559, 1560, 1565, 1573, Appendix VIII.)

(A.F.Os. 4279/40, 3252/41, and 851/42.)

#### 141.—R.N.V.R. Officers Volunteering for Full "S" Course—Qualifications

(C.W. 37711/43.—13 Jan. 1944.)

In order to widen the field of selection of R.N.V.R. officers from whom officers to undergo the Full Navy "S" Course will be chosen, it has been decided that officers who volunteer for future courses need not necessarily be "qualified officers" but that 2 years' sea service and the possession of a W/K Certificate shall be deemed to be sufficient qualification.

2. A.F.O. 5443/43 is to be amended as follows:—

Paragraph 8 (b)—

Amend to read "Officers with 2 years' sea service and a watchkeeping certificate who volunteer".

Paragraph 10—

Amend to read "The names of officers qualified as in paragraph 8 (b) who are recommended.....are to be included".

Insert new paragraph 10 (a)—

"R.N.V.R. officers who are selected to undergo the long "S" course will be appointed, 6 weeks before the course is due to commence, to H.M.S. "Mercury", where they will undergo training as a preliminary to the course itself."

A.F.O. 5443/43

#### 142.—Radio Officers and Radio Cadets serving on T.124X, T.124T and Cable Ship Agreements—Invalidating Procedure

(M.D.G. 52788/43.—13 Jan. 1944.)

Radio officers and radio cadets serving on the above agreements when brought forward for survey with a view to invalidating are to be dealt with as officers (i.e. forms M.88, etc., are to be completed).

2. The forms should be disposed of as follows:—

Two copies of the invalidating reports, etc., should be sent to The Secretary, Admiralty (C.W. for T.124X and T.124T and C.E.II for cable ship officers), and one copy to M.D.G.

(A.F.O. 1893/41.)

#### 143.—Naval and Marine Officers—Grant of Acting Higher Rank Whilst Holding Present Appointment

See AFO 5805/45.

(C.W. 49683/43.—13 Jan. 1944.)

By the opening phrase of paragraph 1 of A.F.O. 3898/43, the Admiralty reserve the right to withhold the concessions set out in that A.F.O.; it is not, however, the intention that officers who, during the interim period between 7th November, 1942 (the effective date of the Order) and 26th August, 1943 (the date of its promulgation), have been formally ordered in the C.W. Lists of Appointments to revert to their substantive ranks, should be deprived of the benefit of the A.F.O. merely by reason of the terms of those orders, which were worded before the promulgation of the A.F.O. and without reference to it.

2. It is impracticable to issue amended appointments to officers reverted during that interim period, and Accountant Officers should therefore adjust the accounts of all officers who, merely on the strength of the wording of C.W. Lists issued during the interim period, have been denied the advantage of A.F.O. 3898/43. Cases of doubt should be referred to the Admiralty.

3. Officers reverted to their substantive rank during the interim period, whose accounts have not already been adjusted on the strength of A.F.O. 3898/43, are advised to apply to their Accountant Officers or to the Director of Navy Accounts, Branch 4, quoting this Order.

(A.F.O. 3898/43.)

#### 144.—R.N.Z.N.V.R. Officers Discharged to Leave—Confidential Reports

(C.W. 55252/43.—13 Jan. 1944.)

In order that consideration may be given by the New Zealand Naval Board to the promotion of R.N.Z.N.V.R. officers who are returned to New Zealand under the provisions of A.F.O. 4546/43, a confidential report on form S.206 is to be rendered on all such officers at the time of their discharge. The report should state specifically whether the officer is recommended for promotion at the present time, irrespective of whether he is due for promotion at that date or later and should also mention whether he is qualified for the award of a Watchkeeping certificate where appropriate.

(A.F.O. 4546/43.)

#### 145.—R.N. Personnel on Loan to R.C. Navy—Pay on Return to R.N.

(N.22802/43.—13 Jan. 1944.)

The following reprint of Canadian Naval Order 2972, dated 14th August 1943, as amended by Canadian Naval Order 3142 dated 23rd October, 1943, is promulgated for information in connection with A.F.O. 2998/35, Section C, Part III:—

"R.N. Officers and ratings returning to the R.N. on completion of period of loan to Royal Canadian Navy.

R.N. Officers and ratings lent to the R.C.N. by request or on permanent loan returning to England to rejoin the Royal Navy, including those invalided from the R.C.N., are to be paid up to date of expiration of accumulated leave. For this purpose they are to be discharged to H.M.C.S. "Niobe".

2. Travelling expenses, including rail fare and subsistence, may be claimed for the journey from H.M.C.S. "Niobe" to R.N. Depot as charge to Canadian funds.

3. Leave allowance at the authorised rate is to be paid for the period of leave.

4. A separate Transfer List is to be prepared and must accompany each individual discharged. The date of commencement of period of loan and number of days long leave granted during period of loan are to be noted on the Transfer List.

5. Pay to the expiration of leave is to be issued by H.M.C.S. "Niobe" on receipt of Transfer List. Allotments are to be charged for the full period borne for pay and Stop Notice forwarded. Ratings are to be advised to start R.N. allotments effective from the date of return to the Royal Navy.



6. H.M.C.S. "Niobe" is to prepare separate Transfer List for each individual. The following notations are to be made on Transfer Lists :—

Date to which paid ... ..	} The date will be the same in each case.
Date of expiration of service under Canadian Government ... ..	
Date of expiration of leave ... ..	
Address whilst on leave ... ..	

7. Except in cases where personnel are unfit for duty at the expiration of period of loan, when individual instructions will be issued, all the Transfer Lists together with men's Parchment Certificates, Conduct Sheets, Medical History Sheets, etc., are to be forwarded to the Commanding Officer, H.M.S. "Victory", Portsmouth, with a covering letter asking that they may be sent to their respective depots.

8. A report with regard to officers only, is to be forwarded to the Secretary of the Admiralty giving the date on which the officers cease to receive pay from Canadian funds, and their addresses in England.

9. When an officer is discharged for return to the Royal Navy a complete extract of his account from the current ledger, up to date of discharge, including victualling and checks, is to be forwarded to Naval Service Headquarters. The officer's address in England is to be noted on the extract.

10. Should an officer be discharged to unemployed or half-pay, detailed instructions regarding pay account will be issued.

11. Canadian Naval Regulations, Article 401, Paragraphs 4 to 10 inclusive are in abeyance for duration of hostilities."

The personnel covered by the above C.N.O. 2972 are those specified in A.F.O. 4164/43, section (a), and the Canadian authorities have notified that R.N. personnel as detailed below, who have been on loan to the R.C.N., are to be paid on R.C.N. ledgers to the expiration of authorised Canadian leave in England :—

- (i) Personnel who have signed the 2 years' loan agreement,
- (ii) Personnel who have not signed agreements but have served at least one year on loan.

Personnel who have been on temporary loan for less than one year will be paid from Canadian funds only to the date of ceasing duty on discharge to await passage overseas. The actual date will be determined by the Canadian authorities.

(C.N.Os. 2972, 14.8.43 and 3142, 23.10.43.)

(A.F.Os. 2998/35 and 4164/43.)

**\*146.—Promotions from Lower Deck to Permanent Commissions (Executive and Air Branches)**

(C.W. 56150/43.—13 Jan. 1944.)

The undermentioned promotions to the rank of Acting Sub-Lieutenant, R.N., have been made, to date 1st January, 1944 :—

Duncombe, Albert George ... ..	P.O. (Ty.) ... ..	C/JX.155097
Gumbleton, Stanley Kenneth ... ..	P.O. (Ty.) ... ..	P/JX.154306
Lamb, Lawrence ... ..	P.O. (Ty.) ... ..	D/JX.145980
Lancaster, Ronald Leonard William	P.O. ... ..	P/JX.150589
Luff, Geoffrey Donovan ... ..	A./P.O. (Ty.) ... ..	P/JX.155969
Mackenzie, Alastair George ... ..	P.O. ... ..	P/JX.151098
Maitland, Stephen Robin ... ..	L/Sea. ... ..	C/JX.390030
Stearns, Eric Gascoyne ... ..	L/Sea. ... ..	P/JX.163505
Webber, Albert ... ..	P.O. (Ty.) ... ..	C/JX.155758
Wilson, Douglas Walter ... ..	P.O. ... ..	C/JX.146933

2. The undermentioned promotions to the rank of Acting Sub-Lieutenant, R.C.N., have been made, to date 1st January, 1944 :—

Hunt, K. E. ... ..	C.P.O. (Ty.) ... ..	RCN.3401
Pettit, Frederick C. ... ..	P.O. (Ty.) ... ..	RCN.3446
Saxon, Donald Roy ... ..	P.O. ... ..	RCN.3080

3. The undermentioned promotions to the rank of Acting Sub-Lieutenant (A) have been made, to date 1st January, 1944 :—

De Frias, Frederick James Leonard ...	P.O. (A) (Ty.) ... ..	FX.80801
Johnson, Arthur George ... ..	C.P.O. (A) ... ..	FX.76492
Marshall, Ronald ... ..	P.O. Air Mech. ... ..	FX.75823
Phillips, Harry ... ..	P.O. (A) (Ty.) ... ..	FX.77462
Smitheringale, Eric ... ..	A./P.O. (A) (Ty.) ... ..	FX.608226
Wines, Charles Herbert ... ..	C.P.O. (A) ... ..	FX.81345

(A.F.Os. 848/40, 3289/40 and 1638/42.)

SEE AFO 5254/44

\*147.—Promotion from Lower Deck to Permanent Commissions (Executive Branch)

Acting Sub-Lieutenant, R.N.—REPORTS

(C.W. 26915/43.—13 Jan. 1944.)

The following instructions amend and consolidate all previous Orders issued concerning the present arrangements for the training of candidates from the Lower Deck for permanent commissions in the Executive Branch of the Royal Navy, under a modified scheme of training, as a temporary war measure, in order to enable candidates to become Sub-Lieutenants, R.N., and be sent to sea at the earliest possible date.

N.B.—These regulations are applicable only to active service ratings serving on "C.S." or "S.S." engagements, but the latter must transfer to continuous service engagements (see paragraph 3).

The corresponding scheme for the promotion and training of Reserve and H.O. ratings for temporary commissioned rank is detailed in A.F.O. 1163/43.

**I.—Eligibility for Recommendation**

1. Special steps are to be taken in shore training establishments, in all ships of the Fleet, and in Depots, to bring to the notice of boys and eligible ratings the system of promotion to commissioned rank, and to explain its details to them.

2. Ratings both married and unmarried are eligible for selection for commissioned rank.

3. Ratings who are entered for special service are ineligible for training and advancement outlined below, unless they transfer to a continuous service engagement as soon as a White Paper is started (C.A.F.O. 460/42 refers).

(i) *Seaman Ratings*

4. Ratings are to be selected as possible candidates for promotion for commissioned rank either in the training establishments or in their early years in the Fleet.

5. To give Divisional Officers as much information as possible about young seamen, the "boys' divisional cards" started in the training establishments are to be retained with their service documents afloat until they are rated A.B.

6. For all ratings selected as possible candidates a Form C.W.1 is to be started and periodical reports rendered to the depot and the Admiralty on Form C.W.1a, and a copy retained in the rating's Service Documents. Commencement of Form C.W.1 is to be reported to the Secretary of the Admiralty (C.W. Branch) as soon as possible. C.W. candidates are in general to be kept in sea service ships in which they can be given the experience required and whenever possible drafted to ships in which a schoolmaster is carried. This is not, however, to prejudice their qualification for a non-substantive rating.

7. To ensure that Commanding Officers know when a candidate for a Permanent Commission joins a ship, the following action is to be taken by Drafting Officers or Station Drafting Pools :—

(a) Depots to inform ships or appropriate Drafting Authorities in the case of men sent to Pools abroad when candidates for permanent commissions are sent to them.

(b) Immediately the card of a candidate for a permanent commission appears amongst a list of survivors, new ship or Drafting Pool on the station concerned to be informed by Basegram of any survivor who is such a candidate.

8. Commanding Officers are to arrange for additional school instruction to be given to those outstanding ratings who apply for it and who are considered specially suitable, up to H.E.T. Standard in English, Mathematics and Mechanics, and as far as practicable in Electricity and History. Training and encouragement in officer-like qualities is also to be given. Preliminary Seamanship Instruction is to be arranged, and in particular training in the duties of an Officer of the Watch at sea and in harbour. Such school instruction is not to be at the expense of technical instruction, or of their training as Seamen.

9. Selected ratings are eligible to appear before a Fleet Selection Board provided :—

- (a) They are still recommended by their Commanding Officer ;
- (b) they are Continuous Service ratings ;
- (c) they have passed E.T.II ;
- (d) they have passed for Leading Seaman ;
- (e) they have served 12 months as A.B. by 1st July of the year in which the Fleet Selection Boards are held and are under the age of 23½ years on that date.

(ii) *Signal and Telegraphist Ratings*

10. In the event of a rating of the Signal or Telegraphist Branch becoming a candidate for commissioned rank, he is to be allowed to relinquish his specialist rating in order that he may obtain opportunity for further experience in seamanship.

11. In order that Commanding Officers may have an opportunity of judging the fitness of potential candidates from the Signal and Telegraphist Branches as regards their seamanlike qualities prior to transfer to the Seaman Branch, such candidates are to be employed in a ship for six months as a Seaman rating before being permitted to relinquish their specialist rating. Candidates who prove satisfactory are to be transferred to the Seaman Branch and continue as laid down hereafter ; those who prove unsatisfactory are to return to Signal or Telegraphist Branch duties. Any candidate holding Leading or Petty Officer Rate is to retain his specialist rating during the probationary period of six months, and on transfer to the Seaman Branch at the end of this period he is to be transferred to the rating of Leading Seaman or Petty Officer.

Whilst employed for the probationary period of six months, or on transfer to the Seaman Branch at the end of this period, such ratings will be borne supernumerary to complement for the time they remain C.W. candidates.

12. Signal and Telegraphist ratings are eligible to come before Fleet Selection Boards provided :—

- (a) They are still recommended by their Commanding Officer ;
- (b) they have passed E.T. II ;
- (c) they have passed for A.B. ;
- (d) they have served 12 months as A.B. or equivalent rate, have been employed for six months as a Seaman rating under paragraph 11, and are under the age of 23½ on 1st July of the year in which the Fleet Selection Boards are held.

13. Ordinary Signalmen and Ordinary Telegraphists may be advanced to Able Seamen immediately they have passed all the examinations referred to in Appendix XVII, Part I, 4 (C) K.R. & A.I.

14. Procedure in the event of failure :—

- (a) A candidate who fails to be selected by a Fleet Selection Board is to have the option of remaining in the Seaman Branch or reverting to the Communications Branch. In the former case he is to be governed by the usual regulations for Seaman Branch ratings. In the latter case he is to be given special facilities to qualify professionally for Leading Signalman or Leading Telegraphist. On qualifying he is to be given the acting leading rate and will be eligible for confirmation after one year if recommended.
- (b) Should a Leading or Petty Officer rating of the Communications Branch fail to be selected by a Fleet Selection Board, and elect to remain in the Seaman Branch, he will be required to pass professionally for the rating held, but if he should revert to the Communications Branch he will retain his former rating in that Branch and his service as a Communication rating would be regarded as unbroken.

- (c) A candidate who fails to be selected after the period of special training referred to in paragraph 24 is not normally to be eligible to revert to the Communications Branch, but special cases will be considered on their merits.

(iii) *Medical Examination*

15. All candidates are to be medically examined before they appear before a Selection Board. Those who are not in all respects medically fit for commissioned rank are to be regarded as ineligible, and their names are not to be put forward for consideration by a Selection Board.

16. Candidates must possess the following standard of vision as tested by Snellen's types :—

Distant 6-9 and 6-12 without glasses. Near, D=0.6 without glasses.

Colour vision, grade one.

Form S.1304 is to contain a statement that the candidate has been medically examined and found to be up to the standard necessary.

17. Candidates may apply for a preliminary medical examination. Such examination will not, however, take the place of that required before they appear before the Selection Board.

**II.—Fleet Selection Boards**

18. Until further notice, Fleet Selection Boards are to be held twice a year, *i.e.* early in June to provide candidates for the following September and January courses, and early in December to provide candidates for the following May and September courses.

19. *Service Documents.*—All Service Documents, *e.g.*, Service Certificates, C.W. Forms, Conduct Sheets, Medical Certificates, are to be sent to the President of each Board with the Candidate, or, if possible, before the Board sits, for scrutiny by members of the Boards.

20. Failure to pass the Fleet Selection Board does not debar a candidate appearing before a Fleet Selection Board again provided he is still eligible and is recommended by his Commanding Officer.

**III.—Allocation to Courses and Arrangements for Joining**

21. The names of all candidates who are successful at the Fleet Selection Boards should be reported to the Admiralty (C.W. Branch), in order of merit immediately the results are known and not later than 30th June and 31st December, since early information as to the number of candidates selected is essential for the arrangements for the courses to be made.

The names of successful candidates serving abroad should be reported by signal, and they should be discharged to their depots at the first convenient opportunity, passage arrangements being reported. Those serving at home should remain in their ships until instructions are received for them to be discharged to the course.

Candidates who are successful at the Fleet Selection Boards will be allocated to courses of eight months duration in H.M.S. "Collingwood" as convenient

22. *Arrival in time for the Course.*—Great inconvenience has been experienced in the past by candidates arriving at H.M.S. "Collingwood" after the course has commenced. It is essential in the interests of the candidates themselves, and for these important courses to be of full value, that all candidates should arrive in good time for the commencement of the course, and to be given a short period of leave beforehand. Commodores of Depots at home are responsible for assembling the candidates who belong to their respective depots at least one week before the course commences. They are also to arrange for the candidates to arrive at the course by 1600 on the Sunday before it begins. If it is more convenient, candidates on leave are to be given written instructions to report to the course by that time, a copy of these instructions being forwarded to the Commodore, H.M.S. "Collingwood".

23. On joining the course candidates are to be rated Acting Leading Seaman. In all cases where ratings are not already Acting Leading Seamen the date of awarding this rating will be the first of the month in which the course starts (*vide* paragraph 24).

#### IV.—Special Course—Arrangements and Outline

24. Special courses will be held in H.M.S. "Collingwood" every four months commencing in January, May and September each year, and will be combined with the course for candidates for promotion to Acting Sub-Lieutenant (A), R.N., referred to in A.F.O. 148/44. Ratings of the Seaman Branch selected to undergo the Special Course will be known as Upper Yardmen.

25. The accommodation and instructional staff for these courses is limited, and it will, therefore, be necessary to restrict the size of each course.

26. Specially selected active service Executive Officers and Instructor Officers will be appointed to H.M.S. "Collingwood" to give candidates their special course.

27. *Aim of the Course.*—The general aim of the special course is to afford outstanding ratings special facilities for obtaining the necessary professional and educational standards required for Acting Sub-Lieutenant, and at the same time to develop their power of command and to broaden their general education and outlook so as to fit them to take their places as officers.

28. *Special Arrangements.*—In view of the special nature of the course it is desirable that the ratings undergoing it should be segregated to the utmost extent compatible with the disciplinary well-being of the establishment as a whole. They should form a separate mess and should not be regarded as available for inclusion in the general organisation of the establishment, except where necessary in the case of those who, in Part I of the course (*see* paragraph 32) are employed as Instructors to classes under training in order to gain experience in "Power of Command".

29. Owing to the intensive mental effort which the syllabus demands of the candidates, especially now that the time allowed for it has been reduced, it is essential that these ratings should pursue their studies without interruption and under conditions as settled and normal as the present state of national emergency will permit. This applies particularly to their routine, recreation and leave.

30. *Status of Upper Yardmen and Upper Yardmen (Air).*—As far as the Course and the Upper Yardmen's Section are concerned, no distinction will be made between the Rates held by candidates no matter of what Branch or Seniority they are. All will be considered as Upper Yardmen or Upper Yardmen (Air) from the date the Course begins. In connection with this it is pointed out that all successful Upper Yardmen and Upper Yardmen (Air), no matter what their age may be, will all have the same seniority as officers after the Course.

31. *Advancement during the Course.*—Whilst undergoing the Course, ratings becoming eligible for progressive pay, good conduct badges, advancement, etc., under the normal regulations will receive such pay, badges or advancement, etc., but no change in uniform will be permitted until the end of the Course.

#### OUTLINE OF THE COURSE

##### PART I. (Duration 15 weeks).

32. This will consist of general educational instruction and experience in taking charge, covering approximately equal periods. Seamanship lectures will be held during the dog watches. At the conclusion of this part of the Course educational examinations on the syllabus carried out are to be set by the Instructor Officers appointed for duty with the candidates. The Commodore, H.M.S. "Collingwood", is then to render a report to the Commander-in-Chief, Portsmouth, giving details of any of the candidates who it is anticipated will not attain the standard necessary for warrant rank either due to lack of personality or due to their lack of educational ability.

33. The Commander-in-Chief, Portsmouth, is authorised to remove any candidates from Part I or Part II of the Course who are unfavourably reported on, or whose conduct is unsatisfactory. They are then to be returned for general sea service in their existing rate, e.g. not in a lower rate than Acting Leading Seaman.

##### PART II. (Duration 19 weeks).

34. During Part II, all candidates will receive instruction in Navigation, Seamanship and Signals, arranged on the basis of half-time Seamanship and Signals and half-time Navigation. They will also obtain experience as Officers of the Watch and Navigators in a locally based ship.

Lectures on the life of an Officer, Mess etiquette and Ward Room procedure will also be given.

35. Candidates who fail or are removed from the Course will not be eligible to appear again before a Fleet Selection Board, unless the failure or removal be due to sickness when the matter will receive special consideration.

#### GENERAL EDUCATION

36. In addition to duties and instruction during working hours, the Course will include the following items:—

- (i) Journals.—To be kept on the lines of those kept by Midshipmen.
- (ii) Lectures.—Each candidate will give at least two lectures of about fifteen minutes each on some non-service topic. Outside lecturers will also be invited to talk on a variety of subjects.
- (iii) Press reading.—Half an hour's press reading with one of the Instructing Officers will take place daily to help the candidates to take an interest in home and foreign affairs.
- (iv) Debates.—Periodical debates will be arranged.
- (v) Visits.—Occasional visits to places of interest will be arranged in order to broaden the outlook of the candidates both generally and towards the Service.
- (vi) Uniform.—Instruction in the purchase of uniform necessary for Acting Sub-Lieutenant.
- (vii) Physical Training.—In addition to instruction carried out at the P.T. School which should be included in the curriculum, daily P.T. will be carried out when practicable. As much of the instruction is sedentary, it is important that regular exercise should be taken.

#### DETAILED SEAMANSHIP SYLLABUS

37. The syllabus of the Seamanship examination referred to in paragraph 29 is as follows:—

<i>Subject</i>	<i>Possible Marks</i>
<b>I. OFFICER OF THE WATCH (K.R. &amp; A.I., Chapter XXXII, Sections I and II)</b>	
<i>Officer of the Watch at Sea</i> ... ..	80
(a) General duties, single ship and in company.	
(b) Handling ships. Effect of rudder and screw.	
(c) Station keeping.	
(d) Precautions when entering and when in fog.	
(e) Man overboard.	
(f) Instruments used by Officer of the Watch.	
(g) Practical experience at sea in a locally-based ship.	
<i>Officer of the Watch in Harbour</i> ... ..	70
(h) General duties.	
(i) Ceremonial.	
(j) Defaulters and drunken men.	
(k) Moving ships in harbour.	
<b>II. RULE OF THE ROAD (K.R. &amp; A.I., Chapter XVI and Navigation Manual, Vol. I) ... ..</b>	
(a) Thorough knowledge of the regulations for the prevention of collisions at sea.	75
(b) Lights and signals used by aircraft.	
(c) The uniform system of buoys and buoyage.	
<b>III. BOATWORK</b>	
(a) Practical boatwork during the course. To handle a boat under sail, oars and power and to take charge of and instruct a crew of new entries under oars and sail. Conning ship in preparation for instruction at sea ( <i>vide</i> paragraph 34). To pass out in handling boats.	50
(b) Thorough knowledge of all types of boats and their gear, the care and maintenance of boats and sails, and a knowledge of how to handle boats under special conditions of wind and weather.	50
(c) Evolutions in boats.	

Subject	Possible Marks
IV. ORGANISATION ... ..	100
(a) Internal organisation of a battleship from building and commissioning, through the commission to paying off. Differences to be made for size of ship as far as possible. Admiralty lectures on the lines of those sent with A.L. N.2046/39 and subsequent discussions of them. Organisation of a F.A.A. station and aircraft in an aircraft carrier. (Upper Yardmen (Air) only.)	
(b) Divisional Officer's duties (K.R. & A.I., Chapter XXXIII, Section 3), advancement, requests, punishments, etc. (Fleet Air Arm advancement—Upper Yardmen (Air) only).	
(c) The regulations and organisation for the marking and working of watertight doors. General principles of the stowage of stores and store rooms. The fire main system. The principles of damage control.	
V. ANCHOR WORK. A thorough knowledge of:— ... ..	100
(a) Anchors, cables, capstans, cable holders and gear connected with them. Survey of cable by ship's staff.	
(b) Working anchors and cables. Mooring and unmooring. Clearing hawse and foul anchor.	
(c) Laying out anchors of all descriptions.	
(d) Evolutions in anchor work.	
(e) Care and maintenance of anchors and cables, capstans and cable holders.	
(f) Oiling ships at sea.	
VI. RIGGING. A thorough knowledge of:— ... ..	76
(a) Rigging of masts and yards.	
(b) Hawsers, steel and hemp.	
(c) Tackles and boats' falls.	
(d) Fitting and working of paravanes.	
(e) Rigging of sheers and derricks.	
(f) Elementary rigging and towage of targets.	
VII. GENERAL KNOWLEDGE. A good knowledge of:— ... ..	50
(a) The Fleet, H.M. ships and officers' life in them.	
(b) Elementary tactics.	
(c) Strategic and tactical functions of ships, <i>vide</i> War Manual.	
(d) Care and maintenance of C.Bs. and S.Ps.	
(e) Ship and aircraft identification.	
(f) The principles of the organisation at the Admiralty.	
(g) Principles of staff organisation.	
(h) Officer-like qualities.	
(i) Entry and promotion of Executive Officers.	
(j) Life in a ward room. Mess etiquette.	
(k) Appointment of officers. C.W. and Navy Lists.	
(l) Officers' uniforms.	
(m) Letter writing.	
(n) How to write out a signal.	
(o) Acknowledgment of appointments.	
(p) Prizes for Sub-Lieutenants' Courses.	

Subject	Possible Marks
VIII. JOURNALS. To be assessed by the Commodore, H.M.S. "Col-lingwood" ... ..	50
IX. FORMER SERVICE. To be assessed by the Officer-in-Charge, Upper Yardmen.	200
X. SIGNALS ... ..	100
(a) Semaphore. To be able to read and send at 12 to 15 words a minute. (20 marks.)	
(b) Morse. To be able to read and send at 12 words a minute. (20 marks.)	
(c) Colours and meanings of flags. (10 marks.)	
(d) V/S:—	
(i) <i>Fleet work</i> .—Instructions for use of F.S.B. (F.S.B. 1-8), uses of flags, pendants, shapes. Uses of distinguishing signals and fleet numbers. Forming and disposing signals. Alter course signals (red, white and blue pendants). Forming and disposing signals. Stationing signals. Special signals for cable work and paravanes. Principle definitions (S.T.I. Appendix).	
(ii) <i>Procedure</i> .—Special morse signs and letter procedure signals. Construction of a message. Executive signals.	
(iii) <i>Miscellaneous</i> .—Contents of principle signal books. Care and custody of S.Ps. and C.Bs.	
(iv) <i>Coding</i> .—Simple coding from boat's signal book and F.S.B. manoeuvres. Mersigs. (30 marks.)	
(e) W/T:—	
(i) <i>Theory</i> .—Wave motion. Simple electronic theory. Units. Inductance capacity. Closed and open oscillatory circuits. Resonance. Valves. Simple transmitter. Types of waves. Reception, selectivity, detection, amplification. C.W. reception. Heterodyne principles. D/F-Elementary principles.	
(ii) <i>Technical</i> .—General knowledge of capabilities of W/T equipment fitted in ships.	
(iii) <i>Organisation</i> .—Principles of W/T organisation. External Fleet communication. Simple routing of messages. Principle wave lengths and their uses. Internal Fleet organisation. W/T personnel-organisation in ships. Duties of Signal Officer. Uses of recoding tables. Practical demonstrations. (20 marks.)	
Total ... ..	1,000

The following marks are required:—

For a first class certificate ... .. 85 per cent.

For a second class certificate ... .. 70 per cent.

For a third class certificate ... .. 60 per cent.

50 per cent. in each subject is required to pass.

#### DETAILED NAVIGATION SYLLABUS

##### I.—H/E.T. Syllabus

38. Use traverse table. Rhumb line. Departure, Mercator's chart. Correction of courses and bearings. Cross bearings. Running fixes. Keeping reckoning in a fideway. Exercises in plotting on chart. Admiralty chart abbreviations.

## II.—Astronomical Navigation

## (A) Theory

- (i) Celestial sphere ... .. Fixed stars and solar system.  
Figure showing:—H.A., Altitude,  
Z.D., Azimuth, Declination,  
Aries, R.A., ZPX triangle, G.P.
- (ii) Time ... .. G.M.T. + Long. = L.M.T.  
L.M.T. + E = H.A.  
L.M.T. + R = H.A. - R.A.  
Zone time. Date line.
- (iii) Position line.
- (iv) Solution of spherical triangle ... Haversine and  $\frac{1}{2}$  log haversine  
formulae without proofs.
- (v) Altitude correction.
- (vi) Sextant theory ... .. Errors, adjustments.
- (B) Practical Calculations
- (i) Sun sights, starsights, planet and  
moonsights. Large number of examples, in-  
cluding running fixes, mer. alt.,  
azimuth table. Weir's, fix by  
three or more stars. Use of  
single position line.
- (ii) Compass correction ... .. By time azimuth and transits.
- (iii) Time of sun's meridian passage.
- (iv) Sunrise and sunset ... .. From tables.  
Moonrise and moonset ... .. From tables.  
Time of twilight ... .. From tables.
- (v) Identification of stars.
- (vi) Tide Tables, Part I.
- (C) Practical Work
- (i) Use of Sextant.
- (ii) Compass error.

## EXAMINATIONS

39. Following Part II of the Course, a navigation examination will be set by the Director, Education Department, Admiralty.

An oral seamanship examination is to be carried out locally lasting not longer than three days. Arrangements for this examination are to be made by the Commodore, H.M.S. "Collingwood", but the examining officers should not include the officers who have had charge of the candidates' classes. First, second and third class certificates will be awarded for this examination.

## V.—Final Selection Boards

40. *Composition and Date.*—Immediately following the seamanship examination and as soon as the result of the navigation examination is known, candidates are to come before the Final Selection Board, consisting of a Flag Officer and two Captains detailed by Commander-in-Chief, Portsmouth. The officers specially appointed in charge of the candidates are to be present to advise if required. The Selection Board is to have before it the results of the seamanship and navigation examinations and of the educational examinations which were taken after Part I of the Course. This Board should be held about a fortnight before the next technical courses for Acting Sub-Lieutenant (ex-cadets entry) are due to start so that candidates who are selected will have time to obtain their uniform and have a week's leave prior to joining up for those courses.

## CATEGORIES FOR WHICH FINAL SELECTION BOARD CAN RECOMMEND CANDIDATES

41. The Selection Board is to recommend in each case whether the candidate should:—

- (a) be promoted to Acting Sub-Lieutenant ;
- (b) be rated Acting Petty Officer and placed on the roster for warrant rank, being sent to do the usual courses for that rank as soon as his turn on the roster is reached. Such candidates are to be regarded as qualified educationally and professionally for warrant rank. The failure of a candidate to pass in seamanship for Acting Sub-Lieutenant does not necessarily disqualify him for warrant rank but the Board must decide if the standard reached is high enough for Warrant rank ;

- (c) be rated Acting Petty Officer and sent back to sea, being eligible for confirmation after a year ; in these cases the Board will recommend whether the candidates should be regarded as qualified for warrant rank professionally and/or educationally (wholly or in part only).

## RECOMMENDATIONS OF FINAL SELECTION BOARD

42. The President of the Selection Board is to send a report in writing on the candidates to the Commander-in-Chief, Portsmouth. The Commander-in-Chief is authorised to approve the recommendations of the Selection Board so that candidates who are recommended for promotion to Acting Sub-Lieutenant may be informed with the minimum of delay. Candidates who are not so recommended, but who are recommended for Acting Petty Officers under (b) and (c) of paragraph 41, are, on the Commander-in-Chief's instructions to be informed accordingly by a commissioned officer specially deputed for that purpose by the Commodore of the Depot ; this officer is to be given sufficient information concerning the reasons for the non-selection of the candidates from the report of the Selection Board.

## COPY OF REPORT OF FINAL SELECTION BOARD

43. A copy of the report of the Selection Board is to be forwarded by the Commander-in-Chief, Portsmouth, to the Admiralty, giving full details of the action taken. In all cases of doubt or difficulty the matter should be referred to the Admiralty before a decision is given locally.

44. Candidates who are removed from the Course because of unsatisfactory progress, or unfavourable reports, or fail at the Final Selection Board are considered to be unsuitable for permanent commissions, and are not eligible again to appear before a Fleet Selection Board. A suitable notation is to be made at the foot of page 3 of the Service Certificate.

## VI.—Promotion to Acting Sub-Lieutenant

45. Candidates selected for Acting Sub-Lieutenant will be promoted to that rank with seniority of 1st of the month in which the Sub-Lieutenants' Courses commence. From this date they will come under identical regulations for promotion marks, etc., and for the same prizes as ex-cadet entry Acting Sub-Lieutenants. They will receive the same pay, gratuities, etc., except for uniform allowance (*vide* Appendix VI/K.R. & A.I.).

46. On completion of Acting Sub-Lieutenants' Courses officers will be sent to sea, where they are to join the wardroom messes. An early opportunity is, when possible, to be given to them of acquiring experience in destroyers.

## VII.—Detailed Arrangements for Special Cases

47. Leading Seamen, who, prior to the Special Course, have either passed professionally for Petty Officer before a Squadron Board or passed in Seamanship for Sub-Lieutenant, will receive their first progressive pay on becoming entitled by time.

48. Leading Seamen attaining one year's seniority during the Course and not having previously passed for Petty Officer will, if they attain a standard in the examination at the conclusion of the Course equivalent to that required for Petty Officer, be granted their first progressive pay retrospectively as from the date on which they reached one year as Leading Seaman. (A reference to this Regulation should be inserted in the "Remarks" column of the ledger in which the credit is made.)

49. Ratings due for confirmation as Petty Officer during the Special Course of training are to be confirmed, but are not to change their uniform until the completion of the Course.

50. Reports on candidates are to be forwarded on Forms C.W.1a at the end of Part II of the Course.

51. Candidates are not to be shown on Forms S.507 (half-yearly recommendations for advancement) until the results of the final course examinations are known.

52. It is most important that ratings undergoing the special Course referred to above should not be withdrawn from this Course except for reasons of the utmost urgency. In such cases a special report is to be made to the Admiralty immediately.

(C.A.F.Os. 930/41, 460/42 and A.F.O. 148/44.)

(A.F.Os. 3289/40, 3014/41, 1638/42, 3851/42, 5744/42 and 6112/42 are cancelled.)

See AFO 2694/45.  
See AFO 2695/45.  
SEE AFO 58544

See AFO. 4836/40. \*148.—Fleet Air Arm—Promotion from the Lower Deck to Permanent Commissioned Rank—Acting Sub-Lieutenant (A), R.N.—REPORTS

See AFO 4557/45. AFO 706/45 (C.W. 26915/43.—13 Jan. 1944.)  
" 120/45

The following instructions amend and consolidate all previous Orders concerning arrangements for the selection of Continuous Service ratings of the Air Artificer, Air Fitter, Air Mechanic and Flying branches, for promotion to permanent commissions in the Air Branch of the Royal Navy for employment as Pilots or Observers.

ELIGIBILITY FOR RECOMMENDATION

2. Ratings either married or unmarried are eligible for commissioned rank under these arrangements.

3. Fleet Air Arm ratings are to be selected as possible candidates for promotion to commissioned rank either in the training establishments or in their early years in the Fleet Air Arm, and the procedure for their recommendation on Form C.W.1 and selection is the same as that laid down in A.F.O. 147/44 for the recommendation No of order Promotion from Lower Deck to Permanent Commission and selection of candidates for permanent executive commissions.

4. Ratings who are entered for Special Service are ineligible for training and advancement detailed below unless they transfer to a Continuous Service engagement as soon as a White Paper is started (C.A.F.O. 460/42 refers).

5. Selected ratings are eligible to appear before a Fleet Selection Board provided:—

- (a) they are still recommended by their Commanding Officers.
- (b) they have passed E.T.2 (except ratings entered as Air Apprentices).
- (c) if serving under a Special Service engagement, they have transferred to a Continuous Service engagement.
- (d) they are certified after medical examination to be medically fit in accordance with the full physical standard required for officers of the Air Branch of the Royal Navy.
- \* (e) they have attained the age of 20 years 6 months but are under the age of 23 years 6 months on 1st July of the year in which the Fleet Selection Boards are held.

\* As a temporary measure any Rating Observers who are specially suitable may be recommended on C.W. Form, subject to their being under the age of 29 on the 1st May, 1943.

(f) *Flying Branch ratings.*—(i) Have served 12 months as Naval Airman, 1st Class, or above, by the 1st July of the year the Fleet Selection Boards are held.

(ii) Hold a confirmed non-substantive rate of Air Gunner, 3rd Class, or above (i.e. A.G.1, A.G.2, Rating Observer or Rating Pilot).

(iii) Have passed for Leading Airman.

*Air Artificer and Air Fitter ratings.*—(iv) Have served six months as Leading Air Fitter by the 1st July of the year the Fleet Selection Boards are held.

*Air Mechanic ratings.*—(v) Have served 12 months as Air Mechanic 1 by the 1st July of the year in which the Fleet Selection Boards are held.

(vi) Have passed for Leading Air Mechanic.

FLEET SELECTION BOARDS

6. Until further notice Fleet Selection Boards are to be held twice a year on each station for ratings serving in the Fleet, and by F.O.N.A.S. for ratings serving at Royal Naval Air Stations, i.e., early in June to provide candidates for the following September and January courses, and early in December to provide candidates for the following May and September courses.

7. All Service documents, e.g., Service Certificates, C.W. Form, Conduct Sheets, Medical Certificates, are to be sent to the President of each Board with the candidates or, if possible, before the Board sits, for scrutiny by members of the Boards.

8. Failure to pass the Fleet Selection Board does not debar a candidate appearing before a Fleet Selection Board again provided he is still eligible and is recommended by his Commanding Officer.

ALLOCATION TO COURSES AND ARRANGEMENTS FOR JOINING

9. The names of all candidates who are successful at the Fleet Selection Boards should be reported to the Admiralty (C.W. Branch) in order of merit immediately the results are known and not later than 30th June and 31st December, since early information as to the number of candidates selected is essential for their allocation by the Admiralty to the courses of eight months' duration in H.M.S. "Collingwood". Successful candidates from the Fleet Selection Boards will be allocated to these courses as convenient.

The names of successful candidates serving abroad should be reported by signal, and they should be discharged to R.N. Barracks, Lee-on-Solent, at the first convenient opportunity, passage arrangements being reported. Those serving at home should remain in their ships or establishments until instructions are received from the Admiralty for them to be discharged to R.N. Barracks, Lee-on-Solent, for the course.

10. Great inconvenience has been experienced in the past by candidates arriving at H.M.S. "Collingwood" after the course has commenced. It is essential in the interests of the candidates themselves, and for these important courses to be of full value, that all candidates should arrive in good time for the commencement of the course, and be given a short period of leave beforehand.

11. Commodore, R.N. Barracks, Lee-on-Solent, is responsible for assembling the candidates at least one week before the course commences. He is also to arrange for the candidates to arrive at the course by 1600 on the Sunday before it begins. If it is more convenient, candidates on leave are to be given written instructions to report to the Course by that time, a copy of these instructions being forwarded to the Commodore, H.M.S. "Collingwood".

SPECIAL COURSE—ARRANGEMENTS AND OUTLINE

12. Candidates selected to undergo these courses will be known as Upper Yardmen (Air) and they will undergo the same course and take the same examinations as Upper Yardmen, paragraphs 24–39 of A.F.O. 147/44. These courses as above will be held in H.M.S. "Collingwood" every four months, commencing in January, May and September each year. On commencement of this training candidates who do not already hold a leading or higher rating will be advanced to Acting Leading Rating in the branch to which they belong.

13. While undergoing the special course, ratings becoming eligible for progressive pay or advancement under the regulations will receive such pay or advancement but no change of uniform will be permitted until the end of the course.

14. The Commander-in-Chief, Portsmouth, is authorised to remove any candidates from the course who are unfavourably reported on after Part 1 of the course.

15. If removed after Part 1 of the course, Air Mechanics should be returned for service in the rate of Leading Air Mechanic.

FINAL SELECTION BOARD

16. The Final Selection Board, consisting of a Flag Officer and two Captains, one of whom is to be a Fleet Air Arm Officer, is to recommend in each case as follows:—

- (a) Whether the rating should be promoted to Acting Sub-Lieutenant (A).
- (b) Whether, if so recommended, he is more suitable for Pilot or Observer.

When candidates are not recommended for promotion to Acting Sub-Lieutenant (A), recommendations should be made whether the standard reached is high enough for the rating to be regarded as:—

- (i) *Ratings of the Flying Branch*
  - (a) Qualified educationally and in seamanship for Warrant Observer or Warrant Pilot.
  - (b) Qualified in seamanship for Warrant Observer or Warrant Pilot.
  - (c) Qualified educationally for Warrant rank.
- (ii) *Maintenance ratings: Air Artificers: Air Mechanics and Air Fitters*
  - (a) Qualified educationally for Warrant rank in the appropriate aircraft maintenance branch.
  - (b) For Air Fitters—qualified educationally for Petty Officer Air Fitter and recommended for next conversion course to Air Artificer.
  - (c) For Air Mechanics—recommended for early course for Petty Officer Air Mechanic.

The Commander-in-Chief, Portsmouth, is authorised to approve the recommendations of the Final Selection Board.

17. Candidates who are removed from the course because of unsatisfactory progress, or unfavourable reports, or fail at the Final Selection Board, are considered to be unsuitable for permanent commissions, and are not eligible again to appear before a Fleet Selection Board. A suitable notation is to be made at the foot of page 3 of the Service Certificate.

**PROMOTION TO ACTING SUB-LIEUTENANT (A)**

18. Candidates recommended by the Final Selection Board for promotion to Acting Sub-Lieutenant (A), R.N., will be promoted with the same seniority as the executive candidates of the course, after which they will be allocated to courses for Pilot or Observer training.

19. Before appointment as qualified Pilots or Observers, officers promoted under the above arrangements will undergo a short course in mess etiquette, etc., at the R.N. College, Greenwich.

(A.F.O. 147/44, C.A.F.Os. 930/41 and 460/42.)

(A.F.Os. 848/40, 1703/40, 3573/41, 684/43 and 5450/43 are cancelled.)

**\*149.—Advancement to Chief Shipwright—Qualifications**

(N.29077/43.—13 Jan. 1944.)

As a temporary measure it has been decided to reduce the qualifying service for advancement to Chief Shipwright (Temporary) from six to five years.

2. Further, as from the date of this Order, Chief Shipwrights are to be included in the list of ratings contained in A.F.O. 6376/42, under which local advancement may be made to Chief Shipwright (Temporary) as soon as the rating becomes qualified.

3. No advancement under this A.F.O. is to be antedated to a date prior to the date of this A.F.O.

(A.F.O. 6376/42.)

**150.—Allotments by Ratings to Dependants—Errors in Stoppages and Failures to Restore**

(N.25667/43.—13 Jan. 1944.)

Their Lordships are gravely concerned at the number of errors made in stopping allotments to wives and other dependants and at the delays in effecting restorations. Not only do these mistakes cause great hardship and distress to women and children, but they damage the faith which the British people have always had in the efficiency of the Royal Navy.

2. The following mistakes occur not infrequently:—

A man is reported as an absentee who is sick on shore and has sent certificates.

A man is reported as an absentee who has been drafted elsewhere or granted an extension of leave.

The allotment is stopped of a man with a similar name to that of the absentee.

There are sometimes long delays in re-declaring allotments after errors have been discovered or absentees have returned.

It may also happen that men drafted abroad are diverted en route and the original destination reports a man as an absentee because the diversion has either been improperly reported or not reported at all.

3. Their Lordships have directed that enquiries are to be instituted into all such cases when they occur, in response to which a full report is to be rendered stating in detail how the error occurred, and whether any disciplinary action has been taken against the person or persons responsible. Their Lordships attach great importance to the attention of the officers and ratings concerned being drawn to the grave injury to the reputation of the Navy which is being caused by the mistakes now being made.

(A.F.Os. 5131/42, 2934/43, 4937/43.)

**151.—Command Money for Ratings—Authority for Payment**

(N. 12/44.—13 Jan. 1944.)

Authority for payment of Command Money to ratings has been delegated to Commanders-in-Chief, under the authority of A.L.N. 8241/42 of 5th June, 1942.

2. Applications for payment under K.R. and A.I., Appendix XVII, Part 3, No. 8, and for decisions on points arising on A.F.O.s 1873/42 or 16/44 should therefore be addressed to the local Commander-in-Chief.

(K.R. and A.I., Appendix XVII, Part 3, No. 8.)

(A.F.Os. 1873/42 and 16/44.)

**A.F.O. 6138/44\*152.—Diving Non-Substantive Ratings—Reorganisation**

(N. 17830/43.—13 Jan. 1944.)

Paragraph 4 of A.F.O. 4413/43 is to be amended as follows.

Delete from the list of ships concerned:—

H.M.S. "Medway II"

and substitute:—

R.N. Training Establishment Ras-el-Tin, Alexandria (H.M.S. "Canopus").

(A.F.O. 4413/43.)

**153.—Reversion to General Service of Submarine Ratings—Authority for**

(N. 29335/43.—13 Jan. 1944.)

A.F.O. 538/44.

For the duration of the war, Captains (S) may be authorised to reverse submarine ratings to General Service, subject to the approval of the Commander-in-Chief concerned.

2. When immediate reversion is desired, the Commander-in-Chief's approval may be obtained by signal.

3. Paragraph 12 of Appendix XVII, Part 4, K.R. and A.I. should be regarded as amended in the light of the above for the period of the war.

(K.R. & A.I., App. XVII, Part 4.)

**\*154.—Uniform, Ratings—Deviation from Standard Patterns**

(V. 8471/43.—13 Jan. 1944.)

It has come to notice that ratings buying Service clothing on shore are sometimes supplied with articles of uniform which deviate considerably from standard sealed patterns. Examples of this are jumpers cut in "U" shape and much too low, cap ribbons which have been cut and ends sewn together and the bow attached separately, and trousers tailored to produce an exaggerated bell-bottom effect.

2. When certificates are given to ratings to enable them to purchase uniform clothing from private outfitters, an addition is to be made on Form S.110 that the clothing is to be in accordance with the latest Admiralty sealed patterns, which can be seen at the R.N. barracks and other kitting-up establishments at home, the principal victualling yards at home and abroad and the Admiralty pattern rooms. Form S.110 will be suitably amended on reprint.

3. In view of the shortage of wool, allocations of cloth and diagonal serge have since April, 1942, ceased to be made to naval outfitters for the manufacture of double-breasted cloth and diagonal serge suits, and certificates issued in accordance with A.F.O. 5817/43, Part II, for the purchase of Classes I and III suits are to specify that they are in respect of single breasted serge suits.

4. Ratings are liable to disciplinary action for breach or non-observance of current dress regulations.

(C.-in-C., Nore, No. 4859/6221, 12 Oct. 1943.)

(A.F.Os. 4613/42, 2306/43 and 5817/43.)

**\*155.—Wiremen (L.C.)—Introduction of Professional Examination for Ratings Qualifying as Leading or Petty Officer Wiremen (L.C.)**

(N./D.C.O.M. 0525/43.—13 Jan. 1934.)

Wiremen (L.C.) eligible for advancement to higher rating under the provisions of A.F.O. 5632/42 are, as from the date of this Order, to be subject to a qualifying examination to be held at H.M.S. "Stopford" for ratings serving in major landing

craft, and attached to major landing craft bases and at H.M.S. "Quebec" for ratings attached to minor landing craft flotillas, landing barges and minor L.C. bases.

2. The provisions of paragraph 4 of A.F.O. 5632/42 whereby ratings may be granted acting higher rating by Commanding Officers of L.C. bases at home, are cancelled, and the following arrangements are to come into force forthwith:—

(a) *Wiremen (L.C.) serving in major landing craft and major landing craft bases.*—Wiremen (L.C.) who have attained six months' seniority and completed six months' V.G. conduct, when recommended by their Commanding Officers, are to be returned at the first convenient opportunity to H.M.S. "Stopford," where they will undergo a short advanced electrical course and examination prior to being sent to R.N. Barracks, Devonport, for two weeks' disciplinary and leadership course. On successful completion of the examination, Form S.442 is to be forwarded by the C.O., H.M.S. "Stopford," to the Commodore, R.N. Barracks, Devonport (copy to D.C.O.M., Admiralty). Advancement will then be made by the Commodore, R.N. Barracks, Devonport.

(b) *Wiremen (L.C.) serving with minor landing craft, landing barges and in minor landing craft bases.*—Similar arrangements as in paragraph 2 (a) are to be made, except that men recommended are to be returned to H.M.S. "Quebec" for course and examination.

3. *Advancement of Leading Wiremen (L.C.) to Petty Officer Wiremen (L.C.).*—Candidates for advancement to Petty Officer Wiremen (L.C.) must have served 18 months as a Wireman or Leading Wireman (any category), six months of which must have been in the leading rating. Leading Wiremen who obtained 80 per cent. marks in the qualifying examination for the leading rating need not be subjected to further examination, but may be granted the acting rating of Petty Officer Wireman (L.C.) by the administrative authority on the recommendation of the Flotilla Officer or (for ratings serving in bases) by the Commanding Officer of the base, and may be confirmed by the Commodore, R.N. Barracks, Devonport, on satisfactory completion of the disciplinary course for Petty Officer Wiremen (L.C.).

4. Ratings serving at home who have not passed out with 80 per cent. marks are to be returned to the appropriate base for re-examination.

5. Ratings serving abroad, when eligible, may continue to be rated Leading Wiremen (L.C.) or Acting Petty Officer Wiremen (L.C.) by Commanding Officers if certified as professionally competent by the Base Electrical Officer.

(A.F.O. 5632/42.)

(A.F.O. 5326/43 is cancelled.)

### 156.—Aircraft Ordnance Personnel—Duties

(N./G. 3801/43.—13 Jan. 1944.)

The duties and responsibilities of aircraft ordnance personnel are as shown in the following tables.

TABLE I

*Responsibilities of Ordnance Ratings for Maintenance of Aircraft Armament*

Item	Air Mechanics Ordnance	Air Fitters Ordnance	Air Artificers Ordnance
I. Guns ... ..	(a) Maintenance operations A, B, C, D, E, G and F under the supervision of an artificer or fitter. (b) Installation and removal from aircraft. (c) Re-arming.	Maintenance operations A to G. Installation in and removal from aircraft. Re-arming.	As for fitters but including authorised repairs and modifications.
II. Gun mountings (removable components).	All maintenance operations up to and including a minor.	All maintenance operations up to and including majors. Minor repairs and modifications. Installation and removal of mountings.	As for fitters and including major repairs and authorised modifications.

Item	Air Mechanics Ordnance	Air Fitters Ordnance	Air Artificers Ordnance
III. Gun ancillary equipment (tanks, chutes, manual re-cocking gear).	All maintenance operations up to and including a minor.	As for mechanics and major maintenance operations, minor repairs and modifications.	As for fitters and including major repairs and authorised modifications.
IV. Gun firing mechanism and power operated re-cocking.	Group A daily maintenance operations.	All maintenance operations. Installation, minor repairs and modifications.	As for fitters and including major repairs and authorised modifications.
V. Gunsights and torpedo sights (excluding Type F).	Groups A and B maintenance operations and installation.	Groups A, B, C and D maintenance operations, minor repairs and modifications.	As for fitters and including major repairs and authorised modifications.
VI. Signal pistols ...	Groups A, B and C maintenance operations.	All maintenance operations, minor repairs and modifications.	As for fitters and including major repairs and authorised modifications.
VII. Pyrotechnic stowages and launching chutes.	Examinations for security of stowage and serviceability of chutes.	Examinations and minor repairs affecting security and serviceability.	As for fitters and including major repairs and authorised modifications.
VIII. Bomb and torpedo carriers and release systems.	Groups A to H maintenance operations, but groups F and G under the supervision of a fitter or artificer.	As for mechanics and minor repairs and modifications.	As for fitters and including major repairs and authorised modifications.
IX. Bomb distributors	Daily functioning tests.	As for mechanics and to include timing checks.	As for fitters.
X. Bomb cell doors ...	Daily functioning tests.	As for mechanics. Adjustment of mechanical bomb release safety gear.	As for fitters. Repair of mechanical bomb release safety gear.
XI. Torpedo and depth charge equipment.	Daily maintenance and functioning tests.	As for mechanics and minor repairs.	As for fitters.
XII. Turrets ... ..	Functioning tests and re-arming.	Electrical turrets as for air mechanics.	Electrical turrets, as for air fitters (in case of Artificer LO see Note (1)).
XIII. Cine camera guns	Installation and external cleanliness. Alignment.	As for mechanics ...	As for fitters.

#### Notes to Table I

1. The details of duties of Air Artificers Ordnance refer to those duties which they perform as (O) ratings unless otherwise stated. Ultimately these Artificers will perform either (L) or (O) duties as required.

2. The detail of work to be carried out on firing circuits and release circuits refers to the mechanical parts and functioning tests; the electrical work is carried out by the electrical ratings.

3. When referring to guns in the Naval Service the term "inspection" is reserved for work done by Inspectors of Naval Ordnance. (Vide A.F.O. 5527/42.)

4. Artificers are capable of carrying out repairs within the facilities available of the ship or station in which they are serving.

5. All armament equipment to be fitted in an aircraft is to be examined by a Fitter or Artificer before it is fitted.



TABLE II

Knowledge and/or Duties of Ordnance Ratings in connection with Explosive Stores and Ground Equipment

Item	Air Mechanics Ordnance	Air Fitters Ordnance	Air Artificers Ordnance
I. Bombs and components, pyrotechnics and ammunition. Depth charges used on aircraft.	Stowage in ships and at air stations, preparation for use, loading on aircraft.	As for mechanics and authorised modifications to non-explosive components. Tests of depth charge pistols.	As for fitters.
II. Bomb loading and transporting equipment.	Method of use of types peculiar to Naval service.	Minor repairs and servicing.	Modifications and repair.
III. Belt filling and positioning machines.	Operation and maintenance operations, Groups A and B.	All maintenance operations.	Maintenance operations, authorised modifications and repair.
IV. S.C.I. equipment...	Filling for use and loading.	As for air mechanics, maintenance operations before filling and minor repairs.	Modifications and repair.
V. Demolition ...	Preparation of equipment. Safety precautions.	As for mechanics ...	As for mechanics.
VI. Defence weapons	Maintenance and mountings of ground defence weapons in use in accordance with Naval instructions, <i>vide</i> Naval Air Stations Temporary Memorandum 3023.	As for mechanics ...	As for mechanics.
VII. Signal mortar ...	Method of operation ...	As for mechanics and examinations.	As for fitters.
VIII. Alignment ...	Method of aligning aircraft guns and sights, and other installations.	As for mechanics ...	As for mechanics.
IX. Administration and regulations.	Knowledge of Naval magazine and explosive regulations in ships and ashore Naval Air Stations Magazine and Explosive Regulations shortly to supersede A.P. 1245). Regulations for firings on ranges and stop butts. Knowledge of air publications system and relevant Admiralty Fleet Orders and Naval Air Stations Memoranda. Stores procedure in the Naval Service as it affects armament stores.	As for mechanics ...	As for mechanics.

(A.F.O. 5527/42.)

## 157.—Complement Adjustments—Warrant Stewards for Catering Duties

(N. 28604/43.—13 Jan. 1944.)

With reference to A.F.O. 4925/43, paragraph 2, when a Warrant Steward is appointed for catering duties, the following adjustments are to be made to schemes of complement:—

(a) *Ward Room Staff.*—The senior Steward rating allowed (either a C.P.O. Steward or P.O. Steward) is to be reduced from complement and a Leading Steward added in lieu. In addition, as a temporary measure, one Leading Steward is to be diluted by a Steward.

(This dilution is *not* a reduction in complement and the Steward carrying out Leading Steward's duties will be eligible for difference of pay under the terms of K.R. & A.I., Article 1591.)

(b) *Gun Room Staff.*—The P.O. Steward allowed is to be employed as the Warrant Steward's assistant.

2. The above instructions do not apply to the ships allowed a Warrant Steward permanently by complement.

(A.F.O. 4925/43.)

## 158.—Complement of Writer and Supply Ratings—Scales for Assessing, and Measure of Substitution by W.R.N.S. Personnel

Naval Shore Establishments at Home and Abroad (excluding Naval Air Stations and Royal Marine Establishments)

(N. 28454/43.—13 Jan. 1944.)

The staffs of Captain's offices and pay offices should be considered separately when applying substitution under A.F.O. 2102/43.

(A.F.O. 2102/43.)

## 159.—W.R.N.S.—Accountant Branch and Communication Branch Categories—Irregular Employment

(N. 28677/43.—13 Jan. 1944.)

Despite the instructions contained in A.F.O. 2128/43, paragraph 16, a number of instances have been brought to notice in which W.R.N.S. ratings of one Accountant branch category have been irregularly employed on the duties of another category. Similar irregular employment is also reported of ratings of certain Communications branch categories. *This practice is to cease.*

2. Commanding Officers are accordingly to investigate the cases of all Accountant branch and Communication branch W.R.N.S. ratings in their establishments, and are to report to the Command Superintendent W.R.N.S. the names of any who are being employed on duties outside those of their correct category. The Command Superintendent is to arrange for the drafting of reliefs of the correct category required, and is to ensure that the ratings so withdrawn are re-drafted for employment on their proper duties.

3. Numerous cases have also occurred where applicants for change of category have been prematurely employed on their proposed new duties for long periods before application is forwarded for approval. A.F.O. 4940/43 provides for a short period of preliminary training in the case of ratings considered suitable for transfer to Quarters Assistant, Administrative or Mess Caterer categories. This period is to be strictly limited. If the transfer is recommended, the formal request for approval is to be made not later than at the expiration of one month. If transfer is not recommended, or approval is refused, the rating concerned is to revert immediately to her correct duties.

(A.F.Os. 2128/43 and 4940/43.)

## 160.—W.R.N.S. Writers (R.M.)—Training

(N. 30168/43.—13 Jan. 1944.)

Future entrants to the Writer (R.M.) category will be required to undergo a 4 weeks' course of training at the Plymouth Division, R.M., following the usual initial training at a W.R.N.S. Central Training Establishment, before they commence duty. Although Writers (R.M.) already employed will not generally be required to

undergo the course, exceptions may be made in individual cases in which it is considered that the special training would be of value.

2. A syllabus of training has been arranged with the object of ensuring that all recruits are given instruction in the organisation of R.M. headquarters and the functions and working methods of the following departments:—Remote Pay. Allotment and Marriage Allowance. Commandant's. Drafting. 1st and 2nd Quartermaster's. Barrackmaster's. Orderly Room.

3. *Pay.*—In accordance with A.F.O. 5838/43, paragraph 5 (a), Wrens in future allocated or transferred to the Writer (R.M.) category will, after enrolment or transfer, continue on the lower unspecialised rate of pay until they have satisfactorily completed the new course, when they are to be awarded the lower specialised rate.

4. Immobiles may in future be accepted for Writer (R.M.) only if they are prepared to undergo the training course at Plymouth.

5. Paragraph 6 of A.F.O. 2947/43 is cancelled and the following is to be added to the list of specialised categories in the appendix to A.F.O. 1901/43:—

Column 1.	Writer (R.M.).
"	2. Either.
"	3. No.
"	4. 4 weeks.
"	5. Plymouth.

(A.F.Os. 1901/43, 2947/43 and 5838/43.)

#### 161.—W.R.N.S.—Hospitals Available for Treatment of Gynaecological Cases

(M.D.G. 13320/43.—13 Jan. 1944.)

The following hospital is now available for treatment of gynaecological cases and should be added to the list shown in A.F.O. 2021/43.

Warneford, Leamington and South Warwick General Hospital, Radford Road, Leamington Spa.

(A.F.O. 2021/43.)

#### 162.—W.R.N.S.—New Entries Affected with Pediculosis Capitis

(M.D.G. 58407/43.—13 Jan. 1944.)

Title of A.F.O. 24/44 should be amended to read as above.

(A.F.O. 24/44.)

#### 163.—Admiralty Surgeons and Agents

(C.E. 18579/43.—13 Jan. 1944.)

The undermentioned appointments as Admiralty Surgeons and Agents have been approved:—

Place	Name	Address
Llangennech...	Mr. R. A. Rolfe, M.R.C.S., L.R.C.P.	Plasderw, Llangennech, Carmarthenshire. (Tel. No. Llangennech 210.)
R.N. Torpedo Depot, Antrim.	Mr. W. Graham, M.B., B.Ch.	Redwing, Antrim, Co. Antrim. (Tel. No. Antrim 33.)

#### 164.—Officiating Ministers of Religion

(C.E. 59633/43.—13 Jan. 1944.)

The following appointments have been approved:—

*Church of England.*

R.N. Base, Gareloch	...	...	Rev. D. Daly (Honorary), Missions to Seamen, 4 York Street, Glasgow.
R.N. Base, Brightlingsea	...	...	Rev. R. H. Oliphant, A.K.C., 14 Upper Park Road, Brightlingsea, Essex.

The appointment of the Rev. A. T. Bolton to the W.R.N.S. Depot, Crosby Hall, Chelsea (A.F.O. 2368/43) terminates as from 31st December, 1943.

*Methodist.*

Colombo ... .. Rev. D. F. Lansdown.

The usual facilities are to be afforded.

(A.F.O. 2368/43)

#### *Cancelled* 165.—Uniform—Wearing of Mourning Bands at Service Funerals *by AFO 5225/46*

(N.L. 19943/43.—13 Jan. 1944.)

His Majesty has been pleased to approve, as a temporary measure for the duration of the war, that the wearing of mourning bands at service funerals should be discontinued.

#### 166.—Inoculation—Completion of Courses

(M.D.G. 316/44.—13 Jan. 1944.)

If for any reason courses of inoculation of any type cannot be completed prior to drafting or embarkation, a notation is to be made so that completion can be carried out at the first opportunity. The date when the next inoculation is due must be stated.

(a) For ratings, details are to be entered in the Medical History Sheets when these are available, and the particulars together with the dates are to be stamped on page 15 of Form S.43A (Sailors Pay Book and Identity Card.)

(b) For Officers, notations are to be made in the Pay Book S.43A.

(c) For Civilian employees notations are to be made on a certificate to keep with the Identity Card.

2. The attention of the medical officers is drawn to the importance of a scrutiny of the pay books of Naval personnel when the Medical History Sheets are not available.

(A.F.Os. 3917/43 and 3918/43.)

#### 167.—Clothing Rationing

(V. 8226/43.—13 Jan. 1944.)

The following amendment is to be made to A.F.O. 5817/43:—  
Appendix B. *Cancel whole Appendix and substitute:—*

#### APPENDIX B

#### Coupon Values of Items of Uniform

#### Part I.—Officers R.N., R.N.R., R.N.V.R. and R.M.

Article	Coupon value
Boots, ankle ... ..	pair 9
(a) { Boots, gum ... ..	pair 6
{ Boots, sea, rubber ... ..	pair 6
Belts, cholera ... ..	each 3
Cardigan or cardigan waistcoat (weighing 10 oz. or more)	each 8
Cardigan or cardigan waistcoat (weighing less than 10 oz.)	each 5
Coat, duffel ... ..	each 13
Coat, waterproof ... ..	each 18
Collars ... ..	each 1
Comforters (Seamens' pattern) ... ..	each 1
Drawers, short:—	
Cellular, net cotton or cotton ... ..	pair 3
Knitted (Seamens' pattern)	} ... .. pair 5
Wool or cotton and wool	
Drawers, long:—	
Wool or cotton and wool	} ... .. pair 6
Knitted (Seamens' pattern)	
Cotton ... ..	pair 4

## Part I.—Officers R.N., R.N.R., R.N.V.R. and R.M.—contd.

Article	Coupon value
Dressing gown ... .. each	8
Drill ... .. per yard	1 <sup>3</sup> / <sub>8</sub>
Duck ... .. per yard	1 <sup>3</sup> / <sub>8</sub>
(b) Dungaree ... .. per yard	1 <sup>3</sup> / <sub>8</sub>
Fearnought ... .. per yard	2
Frocks, woollen, for submarine service ... .. each	16
Gaiters ... .. pair	1
Gloves, brown cape or white kid ... .. pair	2
Gloves, woollen ... .. pair	1
Handkerchiefs ... .. each	1 <sup>1</sup> / <sub>2</sub>
Jersey ... .. each	8
Mitts ... .. pair	1
Oilskin coat ... .. each	9
Oilskin leggings ... .. pair	5
Overall suit, combination, one-piece ... .. each	11
Pullover ... .. each	8
Pyjamas ... .. pair	8
Scarf—over 5 <sup>1</sup> / <sub>4</sub> sq. ft. ... .. each	2
Scarf—not over 5 <sup>1</sup> / <sub>4</sub> sq. ft. ... .. each	1
Serge, 30-in. wide ... .. per yard	2 <sup>1</sup> / <sub>2</sub>
Serge, 60-in. wide ... .. per yard	4 <sup>1</sup> / <sub>2</sub>
Shirt, white or khaki ... .. each	5
Shoes, leather ... .. pair	9
Shoes, canvas, leather soles ... .. pair	5
Shoes, gymnasium ... .. pair	4
Singlet, cotton, sleeveless ... .. each	3
Slippers ... .. pair	5
Socks or stockings ... .. pair	2
Sweater ... .. each	8
Tie ... .. each	1
Trunks, net cotton ... .. pair	2
Vests, cellular, cotton or net cotton (sleeveless) ... .. each	3
Vests, cellular, cotton or net cotton (with sleeves of any length) ... .. each	4
Vests, wool or cotton and wool (long or short sleeves) ... .. each	6
Wool, knitting, in Service colours ... .. per 2-oz.	1
<i>Khaki uniform :—</i>	
Greatcoat ... .. each	25
Jacket ... .. each	16
Trousers ... .. pair	8

(a) Issues are restricted as shown in A.F.O. 2093/42.

(b) Gratuitous issues of brown jean under the arrangements authorised in Manual of Victualling, B.R. 93, Chapter XI (9), may be made without surrender of coupons.

Note.—Where no separate coupon value is shown for items of seamen's clothing, such items have the same coupon value as corresponding items of officers' clothing.

## Tropical Clothing

Article	Coupon value
White or khaki tunics ... .. each	9
White or khaki trousers ... .. pair	8
Tropical shirts, white or khaki ... .. each	4
Tropical shorts, white or khaki ... .. pair	5
Shoes, white buckskin ... .. pair	9
Socks, white ... .. pair	2
Stockings, white or khaki ... .. pair	2
Cummerbund ... .. each	2
Shirts, with collar attached ... .. each	4
Vests, thin, without sleeves ... .. each	3
Vests, thin, with sleeves ... .. each	4
Drawers, thin (with short legs) ... .. pair	3

## Part II.—Sisters, Q.A.R.N.N.S. and Officers, W.R.N.S.

Article	Coupon value
Belt, corset or roll-on, elastic ... .. each	1
Blouse ... .. each	4
Brassiere ... .. each	1
Collars ... .. each	1
Corsets ... .. each	3
Corselettes ... .. each	4
Cardigan ... .. each	8
Dressing gown ... .. each	8
Gloves, leather ... .. pair	2
Gloves, woollen ... .. pair	1
Handkerchiefs ... .. each	1 <sup>1</sup> / <sub>2</sub>
Jersey, navy, woollen ... .. each	8
Knickers ... .. pair	3
Pyjamas ... .. pair	8
Raincoat ... .. each	18
Scarf ... .. each	1
Shirt or shirt blouse ... .. each	5
Shoes ... .. pair	7
Socks, ankle white ... .. pair	1
Slips ... .. each	4
Slippers ... .. pair	5
Stockings ... .. pair	3
Tie ... .. each	1
Vests ... .. each	3
Wool, knitting, in Service colours ... .. per 2-oz.	1
<i>Officers, W.R.N.S. :—</i>	
Uniform jacket ... .. each	16
Uniform skirt ... .. each	6
Overcoat ... .. each	16
<i>Sisters, Q.A.R.N.N.S. :—</i>	
Uniform jacket ... .. each	12
Uniform skirt ... .. each	6
Afternoon dress, woollen ... .. each	11
Cap, muslin head square ... .. each	2
Cape, short ... .. each	2
Cape, long ... .. each	18
Dress, blue, cotton ... .. each	8
Dress, navy blue, serge ... .. each	11
Overcoat ... .. each	18

## Part III.—Items for which Coupons are not required

Blankets	Cap badges	Pillows
Belts, waist	Cap covers	Pillow cases
Braces	Hats	(c) { Sheets
Caps	Helmets, sun	Sou'wester, oilskin
	Helmets, covers for	

(c) Issues are restricted as shown in A.F.O. 5832/42.)

(A.F.Os. 2093/42, 5832/42 and 5817/43.)

## \*168.—Kit Bedding (Bed, Bed Covers and Blanket)

(V. 5601/43.—13 Jan. 1944.)

All ratings who are in receipt of kit upkeep allowance at the full rates are to meet the cost of replacement of kit bedding, when replacement is necessary, out of their kit upkeep allowance which includes an amount for the maintenance of the bedding included in the regulation kit.

2. The bed, blanket and 2 bed covers supplied to all general service ratings (including general service pensioners and reservists) are in future to be regarded as personal kit, irrespective of whether they were originally actually issued as kit items, or on personal loan, and unless otherwise directed need not be withdrawn on the discharge of the rating from the service.

## 169.—Travel Warrants to Ireland—Destination to be Clearly Shown

See AFO 646/46.

(N. 66/44.—13 Jan. 1944.)

The railway companies are experiencing difficulties with warrants covering journeys of members of H.M. Forces travelling to Ireland which are frequently made out to destinations at which there is no railway station.

2. In other cases it is not clear whether the passenger is actually travelling to Ireland in view of the fact that there are stations in Britain bearing similar names.

3. Where travel to Ireland is required the destination railway station and county should be shown, followed by Eire or N. Ireland.

## 170—Customs Privileges for Shore Establishments

(N.L. 20826/43.—13 Jan. 1944.)

Naval Victualling Yard stocks of rum, tobacco and certain items of groceries are purchased duty-free and, in order to avoid loss of revenue through the consumption of these stores by unauthorised individuals, the Board of Customs and Excise require that no Naval shore Establishments may receive supplies of these stores duty-free without the express covering authority of Their Lordships, who will obtain the concurrence of the Board of Customs and Excise. Applications for such covering authority should be made as early as possible before the first delivery of stores is actually required.

2. With a view to expediting the grant of Customs privileges to newly formed Naval establishments, H.M. Customs and Excise have agreed that the Customs inspection of such establishments, which does not normally take place until after application for the inclusion of the establishment in the privilege lists mentioned below has been made to Customs by the Admiralty, shall be carried out on receipt by the local Collector of Customs of an intimation from the local Naval Administrative Authority that he is about to make application for approval to the Admiralty. On receipt of such an intimation the local Collector of Customs will make the necessary arrangements for the establishment to be visited and inspected and to furnish a report to H.M. Customs upon its suitability in the light of Customs requirements, which are mentioned below. In this connection, all relevant information should be supplied by the establishment to the visiting Customs Officer. The Collector's report, together with a copy of the Commander-in-Chief's application, will be forwarded by him direct to Custom House, London.

3. In exceptional cases where establishments may be taken over and occupied in circumstances of urgency which may preclude application for privileges before the supplies are required, Customs are prepared to authorise their local officers to allow duty-free Service groceries and rum only on the strict understanding that application for approval of the establishment will be made by the Naval authority concerned simultaneously with the local authorisation of the interim supply of duty-free Service groceries and rum. If the establishment is subsequently not approved for inclusion in the Privilege List, all the dutiable stores consumed under this arrangement will be liable for duty.

4. In no circumstances should duty-free tobacco be issued in the absence of the prior approval of the inclusion of the receiving establishment in either Privilege List I or II.

5. Considerable delay and unnecessary correspondence are being caused in some cases where Customs privileges are required for Shore Establishments, because the particulars required are either not supplied or are incomplete. In order to avoid such delay the attention of all officers concerned is directed to the following points relating to applications for Customs privileges for Shore Establishments. It is not possible to consider applications where the requisite information is not supplied.

6. (a) Privilege List I is a list of Shore Establishments which are service victualled from Naval sources and privileged to be supplied with Naval victualling yard groceries, service tobacco and rum, duty-free. (Royal Naval Hospitals and sick quarters are not entitled to receive rum duty-free.)

(b) Privilege List II is a list of groups of Naval personnel borne on ships' books, and working in guarded establishments, who receive compensation for victualling and are privileged to receive the standard allowance of service tobacco only. Such personnel usually reside outside the guarded establishment concerned.

(c) Privilege List III is a list of Royal Marine Establishments which are service victualled from Naval sources and are privileged to receive duty-free supplies of victualling yard groceries only.

(d) W.R.N.S. Establishments which are service victualled from Naval sources may be approved to receive duty-free supplies of victualling yard groceries. W.R.N.S. personnel are not entitled to receive service tobacco or rum.

Before personnel in receipt of compensation for victualling who are accommodated in an establishment already approved for Privilege List II can be transferred to Naval service victualling, application must be made for the grant of Privilege List I facilities.

All applications for Customs privileges should indicate which of the above lists is appropriate and must include particulars under the headings (a) to (e) of paragraph 7 and if appropriate, (1)—(4) of paragraph 9, together with the full name of the establishment and of the ship to which it is attached.

7. The general conditions which must be complied with by all Shore Establishments for inclusion in the above privilege lists are that the establishment must :—

- (a) be self-contained ;
- (b) be walled or fenced off ;
- (c) have all exits guarded ;
- (d) not be occupied by civilians ; and
- (e) the personnel must be borne on ships' books.

The conditions laid down for entitlement ensure :—

- (1) that there is no possibility of loss occurring to the revenue by leakage out of the establishment of duty-free stores. In this connection attention is directed to the quantities of tobacco which personnel are allowed to land under K.R. and A.I., Article 919.
- (2) that unauthorised persons, civilian or otherwise, shall not have access to the storage place in which duty-free stores are kept.

It is, therefore, essential that suitable arrangements must be made for the safe custody of such stores.

It must be understood that each separate set of premises in which it is desired to store or use service stores duty-free, whether the premises house an entire establishment or part of a dispersed establishment, must be separately approved.

Under no circumstances can hardship be considered a ground for allowing the privilege.

8. Their Lordships have no power to grant duty-free privileges in the case of establishment which do not comply with the above conditions, but in some cases (e.g. Naval Hospitals, or other establishments where it is not possible to provide sentries for guarding) the privileges may sometimes be allowed, provided the Customs Authorities can be satisfied that the facilities exist which provide satisfactory alternative conditions. In cases where it is not possible to comply with all of the conditions, the privilege may be restricted to duty-free service groceries only.

9. The presence of unentitled personnel (Civilians, Army, R.A.F.) as a rule disqualifies establishments from receiving Customs privileges, but, where the proportion is small, consideration will be given to these cases. In all such cases, the following information should be supplied, in addition to that mentioned above :—

- (1) The numbers of Naval personnel, and numbers of other occupants who are not entitled to Customs privileges (the numbers of Army and R.A.F. personnel and civilians should each be stated separately).
- (2) Whether, in the case of Army and R.A.F. personnel—
  - (a) they are separately messed and accommodated,
  - (b) they are serving with the Navy for duty,
  - (c) they are subject to the Naval Discipline Act.
- (3) What access unentitled personnel have to the quarters occupied by the Naval personnel, and
- (4) What arrangements can be provided to prevent trafficking between entitled and unentitled personnel, and to ensure that K.R. and A.I., Article 919, is complied with.

Care should be taken that the information given is accurate as far as possible, and no issue of duty-free stores should be made before the privilege is granted except as authorised in paragraphs 2 and 3 above. If the establishment complies with the required conditions, approval will normally be given following a visit by the local Customs Officer, who will satisfy himself that the arrangements for the safe custody of duty-free stores, and for preventing any possible loss to the revenue, are satisfactory.

In cases where Shore Establishments which are already included in the privilege lists are enlarged or altered in any way, care should be taken that the establishment complies with the conditions under which the privilege was originally granted (which are stated in the letter of approval notifying the entitlement of the establishment).

10. In cases where an establishment which has been approved for inclusion in the privilege lists above is closed, or for any reason does not require the continuance of the privilege, notification should be sent to the Secretary of the Admiralty, N.L. Branch, and to Section 14, H.M. Customs and Excise, that the privilege is no longer required and that the name of the establishment may be deleted from the appropriate privilege list.

(A.F.Os. 3277/43 and 5212/43 are cancelled.)

#### 171.—General Service (Grade "C") and Civilian Duty (Grade "B") Respirators— Inspection of

(M. 3291/43.—13 Jan. 1944.)

Attention is drawn to the recent statement issued by the Ministry of Home Security on the suspension during January and February, 1944, of the charges for repairs to civilian respirators.

2. In order to ensure that all General Service and Civilian Duty respirators on personal issue to naval personnel are in a state of complete efficiency, Commanding Officers, etc., should arrange for a special inspection of all respirators to be carried out during the week 6th to 12th February, 1944.

#### \*172.—H.M.N.Z.S. "Monowai"—Disposal of Ship's Fund

(V. 8471/43.—13 Jan. 1944.)

(Included in Notice Boards Issue only.)

#### \*173.—National Savings—Certificates (7th Issue), Stamps and Groups

(D.N.A. 21741/43.—13 Jan. 1944.)

##### NATIONAL SAVINGS CERTIFICATES

###### TERMS OF ISSUE

(1) National Savings Certificates, unlike Stocks and Shares, do not go down in money value. The only change is upwards. The least that is repaid is the original purchase price, viz., 15s. per unit certificate. The certificates bear interest as follows:—At the end of the first year a unit certificate will become worth 15s. 3d. Thereafter interest will be added at the rate of  $\frac{1}{2}$ d. at the end of each completed month. In addition a bonus of 3d. will be given at the end of the fifth year and a bonus of 6d. will be given at the end of the tenth year, making 20s. 6d. in all. This equals £3 3s. 5d. per cent. per annum compound interest on a certificate held for the full period.

(2) The interest on National Savings Certificates is free of Income Tax, and is not required to be included in any Income Tax return.

(3) It is important that Savings Certificates purchased should be kept in a safe place, and also that a list of the serial numbers should be kept in some place separate from that in which the certificates themselves are stored.

(4) No individual may buy more than 500 certificates in his own name. He may, however, buy up to that limit for each member of his family.

(5) Certificates are issued in the following denominations:—

	£	s.	d.
1 unit, purchase price	...	...	15 0
2 units, " "	...	...	1 10 0
3 " " "	...	...	2 5 0
4 " " "	...	...	3 0 0
5 " " "	...	...	3 15 0
10 " " "	...	...	7 10 0
25 " " "	...	...	18 15 0
50 " " "	...	...	37 10 0
100 " " "	...	...	75 0 0

###### PURCHASE BY REMITTANCE

(6) Remittances for the purchase of National Savings Certificates should be made through the Accountant Officer or, for civilians employed in establishments abroad, the Cashier and the Admiralty in the same way as remittances to relatives, etc.

(7) On a station where payment in Foreign, Dominion or Colonial currency is made at rates of exchange fixed from time to time by His Majesty's Government, payment for purchase of National Savings Certificates by remittance may be accepted in local currency from an individual during one month within a limit of the gross amount of his full pay and allowances for the month; but if a purchaser of National Savings Certificates should also make an ordinary remittance or deposit any sum in the Post Office Savings Bank within the same month, the aggregate sum accepted from him in local currency must not exceed the limit mentioned above. Any sum in excess must be tendered in sterling money or by means of a banker's draft made payable in sterling in London to the Director of Navy Accounts. (See also K.R. & A.I., Article 17.3, clause 10a, Article 1782, Article 178, clause 1a, Article 1784, and Appendix XXXIII, Section C, paragraph 11a.)

(8) The date of the Remittance List in which the payment appears will be taken as the date of purchase in each case. Special care should, therefore, be taken to note the exact date (and not the month only) in the certificate on each Remittance List.

(9) Until further notice, National Savings Certificates purchased under this Order will be retained in the custody of the Postmaster-General unless an application for their disposal otherwise is received from the purchaser.

(10) In the event of the death of the purchaser, the certificates will be sent to his legal representative on application to the Postmaster-General. Steps will be taken in due course to effect a settlement in any such case in which an application has not been received.

(11) All amounts remitted under this Order will be paid over to the General Post Office immediately on receipt of the Remittance Lists at the Admiralty. Any enquiries or communications which may be necessary with regard to the remittance from this point onwards should be addressed to the General Post Office and not to the Admiralty; that is, questions as to the acknowledgment of Remittance Lists should be addressed to—

The Controller,  
Money Order Department,  
General Post Office,  
Manor Gardens,  
Holloway,  
London, N.7,

and enquiries or instructions as to individual investments made by Remittance or Allotment should be addressed likewise. Such correspondence is to be forwarded through the Commanding Officer by Naval personnel, and care is to be taken that full particulars of the identity of the officer or man concerned, and of the transaction referred to, are clearly stated.

(12) It is important that correspondence shall be restricted to what is really necessary.

(13) Individual remittances will not be acknowledged otherwise than by the remittance receipt given by the Accountant Officer or Cashier, but the Post

Office will forward to the Ship or Establishment in respect of each Remittance List a notification of the receipt for investment of the total amount of the list.

(14) All remittances must be made in amounts of 15s. or a multiple thereof. Purchase cannot be made by the remittance of instalments.

(15) As indicated in paragraph 5, single documents representing a number of unit certificates are available. These are called multiple certificates.

The smallest number of certificates covered by a remittance will be allocated unless the purchaser expresses a contrary desire on the Remittance List.

#### PREPARATION OF REMITTANCE LISTS

(16) Remittance receipts are to be given and Remittance Lists (S.66) to be signed as usual.

(17) Full Christian names, Official Numbers, Ranks and Grades, together with Registered Holder's No. (if known) are to be stated in addition to the particulars ordinarily noted.

(18) It is essential that the remitter's own signature shall appear on the Remittance List; otherwise the remittance will be rejected.

(19) "National Savings Certificates—7th Issue" is to be substituted on the forms for the name and address of a remittee.

(20) In the case of these remittances sums exceeding £10 may be included in the same lists as sums of £10 and under.

(21) Remittances to "National Savings Certificates" are not in any circumstances to appear on the same list as ordinary remittances.

(22) The special Remittance Lists are to be plainly marked on the front "National Savings."

#### PURCHASE BY MONTHLY ALLOTMENT OF 15s. PER MONTH OR A MULTIPLE THEREOF

(23) Allotment declarations should in all cases be signed by the allotter in duplicate on Form S.63B, whatever the branch of the service to which the officer or rating may belong, the allottee being shown as "National Savings Certificates 7th Issue."

(24) Permission to declare allotments for the purchase of National Savings Certificates may be granted to civilians employed in Naval Establishments abroad. On receipt of the allotment forms in duplicate at the Admiralty, one copy will be transmitted to the Postmaster-General as his authority for purchase.

(25) An acknowledgment that he is an investor, showing the monthly amount allotted, will be furnished to each allotter by the Postmaster-General as soon as possible after receipt of the first payment.

(26) Purchases will be effected as on the first day of the month following that for which the allotment commences, and monthly thereafter until notice of stoppage on the usual Form S.54B is received. Interest will accrue as from the date of purchase.

(27) Other arrangements in connection with this method of purchase will correspond with those indicated above under the heading "Purchase by Remittance."

#### PURCHASE BY INSTALMENTS—BY MONTHLY ALLOTMENT OF 2s. 6d. OR MULTIPLES THEREOF TO 12s. 6d.

(28) Naval personnel may purchase certificates by instalments (in circumstances where the formation of a National Savings Group is not possible) by means of a monthly allotment under the following procedure:—

- (i) Allotments declared to be 2s. 6d. or a multiple thereof up to 12s. 6d.
- (ii) The allotment to be made out in favour of the Controller, Post Office Savings Bank, West Kensington, W.14.
- (iii) A notation is to be made on the declaration of the address to which certificates when issued are to be sent, if not to be retained by the Postmaster-General.
- (iv) It is to be stated on the declaration whether the allotter is already in possession of National Savings Certificates: if so, the holder's number is to be given.

(v) A signed additional copy of the declaration form, containing the above particulars, is to be forwarded to D.N.A.; this will be transmitted to the Controller, Post Office Savings Bank, West Kensington, London, W.14, as his authority for purchase.

(29) Certificates will be issued to the allotter as his contributions aggregate to 15s. Interest will accrue as from the date of purchase of the certificate by the Post Office authorities: in some cases this will be earlier than date of issue to the allotter, but in no case will it be later.

(30) The restrictions as to lower limit of allotment laid down in Article 1756, clause 3 (a) of K.R. & A.I. will not apply in the case of allotments declared under this Order.

#### REPAYMENT OF NATIONAL SAVINGS CERTIFICATES

(31) As a special concession to men serving in the Royal Navy it has been arranged that repayment of Savings Certificates, in cases where the actual certificates are held (see paragraphs 9 and 33), may be made by the Accountant Officer without reference to the Money Order Department, London. Any man desiring repayment should fill in a Form No. 576 and surrender the certificates which he wishes to be repaid. The Accountant Officer must satisfy himself that the certificates are date-stamped as duly issued, and that the applicant is the person named on the certificates (or the cover of the Certificate Book) as the registered holder, and may then pay the value of the certificates, including any interest which has accrued. Tables showing the interest due at date of repayment may be obtained on application to—

The Comptroller and Accountant-General

(A.G.D. 1318),

General Post Office,

London, E.C.1.

A receipt should be taken on the back of the Form No. 576 in the following terms:—

Received the sum of \_\_\_\_\_ being the value, including interest, of the Savings Certificates described on the other side, which are hereby surrendered.

Signature.....

Date.....

(32) On a station where payment in Foreign, Dominion or Colonial currency is made at rates of exchange fixed from time to time by His Majesty's Government, repayment of National Savings Certificates may be made in local currency within a limit of the gross amount of the holder's full pay and allowances for the month, provided that the aggregate sum paid to an individual in local currency during any one month on account of National Savings Certificates, withdrawals from the Post Office Savings Bank, and any remittance, does not exceed the limit mentioned above. Amounts in excess of this limit are to be paid by Navy Bill to be issued by the Accountant Officer. The Accountant Officer is to debit himself with the amount of the Bill, and take credit under the heading "National Savings Certificates repaid", or as appropriate. (See also K.R. & A.I., Article 1778, clause 24, Article 1782, Article 1787, clause 1a, and Appendix XXXIII, Section D, paragraph 18a.)

(33) These arrangements for repayment by Accountant Officers do not apply to certificates purchased by remittance or allotment and held in the custody of the Postmaster-General; but repayment warrants issued by the General Post Office in respect of such certificates may be cashed by Naval Accountant Officers provided they are satisfied that the person presenting the warrant is the rightful owner.

The paid warrants should be dealt with like cheques—i.e. paid into service banking account, if available, or forwarded to the Director of Navy Accounts for collection.

#### DIRECT SALE OF NATIONAL SAVINGS CERTIFICATES IN CERTAIN NAVAL ESTABLISHMENTS AT HOME

(34) Naval Establishments at home, where reasonable facilities for the direct purchase by personnel from Post Offices do not exist, may apply for permission to sell National Savings Certificates for cash.

(35) Application should be made to the Director of Navy Accounts (Branch 5A), Bath, Somerset, and should include a brief report as to the absence of local facilities. Particulars of initial requirements of certificates, giving denominations and numbers for each value, should be included in the report.

(36) When permission to apply this arrangement is given, instructions for the supply and issue of, and accounting for, the Certificates will be forwarded by the Director of Navy Accounts to the establishment concerned.

#### NATIONAL SAVINGS GROUPS

(37) It may be desired in some ships and establishments to form voluntary National Savings Groups. Suitable schemes for this purpose have been prepared by the Joint Advisory Savings Committee for the Fighting Forces; particulars can be obtained on application to:—

The Secretary,  
Joint Advisory Committee for Saving in His Majesty's Forces,  
Sanctuary Buildings, 20, Great Smith Street,  
Westminster, S.W.1.

#### NATIONAL SAVINGS STAMPS

(38) National Savings stamps are on sale at N.A.A.F.I. canteens in shore establishments and in ships in Home Waters.

National Savings stamps may be accepted, in multiples of one shilling, as deposits in the Post Office Savings Bank, where bank facilities are available.

The value of the stamps so accepted should be:—

- (i) included in the amount taken on charge as "Deposits" (Form S.476);
- (ii) credited in the Cash Account under the description "National Savings stamps cashed".

The stamps should be forwarded into Office with the Cash Account in support of the relative credit voucher.

(A.F.Os. 206/40, 2563/40, 3207/40, 121/41, 2720/41—4850/41 (not in annual volume)—4850/41 and 4278/43 are cancelled.)

#### \*174.—Sports—R.N. and R.M. Sports Control Board—Donation

(N.—13 Jan. 1944.)

(Included in Notice Boards Issue only.)

### Section 3.—G., T., N., E., etc., & STORES; HULL, EQUIPMENT & FITTINGS

#### 175.—Guns—2-pdr., Mark VIII, H.V. and L.V.—Series between Inspections

(C.I.N.O./G. 4839/43.—13 Jan. 1944.)

A.F.O. 6111/43 is to be amended as follows:—

Paragraph 3. lines 3 and 4—

For "A.F.O. 3510/42, paragraph 4"

Read "A.F.O. 2101/43, Section II, paragraph 4 (d) . . ."

(A.F.O. 6111/43.)

#### 176.—Guns—20 mm.—Oerlikon, Mark II—Allowance of Hammers Cross Pein

(A.S. 17892/43.—13 Jan. 1944.)

The supply of one Hammer cross pein per 20 mm. Oerlikon, Mark II, gun is to be discontinued, except for guns mounted in Hazzard mobile mountings.

2. Stocks held by R.N. Armament Depots should be retained.
3. Naval Proportion Book will be amended.

#### 177.—Guns—0.303-in.—Browning—Possibility of Failure to Eject the Last Round of a Belt

*Ships and Aircraft*

(G. 5020/43.—13 Jan. 1944.)

It has been found that the modified ejector of the 0.303-in. Browning gun may not always give positive ejection of the last empty case of a belt, in which case the ejector will probably jam between the empty case and the projection of the barrel extension.

2. To clear such a stoppage before re-loading with a fresh belt, raise the breech cover, pull and hold the breech block fully to the rear, raise the transporter clear of the empty case, which should then fall through the ejection opening; if it fails to do so, push it down with the forefinger. Control the breech block forward and load in normal way. Where such failures occur the cartridge rim guides should be examined at the first available opportunity for rust and dirt.

#### 178.—Gun Mountings—4-in. H.A., Marks III, III\*, III\*\* and IV—Landing of Interceptors and Safety Firing Switches

*Ships, Dockyards and Overseers concerned*

(G. 6183/43.—13 Jan. 1944.)

Interceptors and safety firing switches fitted to the above mountings are required only where the mounting is used in conjunction with a director.

2. Ships equipped with these mountings and not provided with a director should arrange, at the first available opportunity, for the interceptors and safety firing switches to be removed from their mountings and, together with any which may be carried in the "C" sets of spares, returned to the G.M.O., Ordnance Works, Smith Street, Coventry.

(This order is to be retained until complied with.)

#### 179.—Ammunition—Fuzes, Primers and Tubes—Primers E and P and Electric—Varnish on Contact Piece Causing Liability to Misfire

(G. 010724/43.—13 Jan. 1944.)

Following the issue of A.F.O. 3928/43, instances have been found, with primers E and P and electric, of contact pieces being discoloured by corrosion and/or coated with lacquer so colourless as to be difficult to detect except in a strong light.

2. Examination is therefore to be made of No. 14 and all electric primers. Any found discoloured or lacquered over should have the contact pieces very lightly scraped to ensure good electrical contact.

(A.F.O. 3928/43.)

#### 180.—Ammunition—General—Shell, H.E.—Alteration in Markings

(G/A.S. 04389/43.—13 Jan. 1944.)

A.F.O. 5598/43 is to be amended as follows:—

After line 2, "viz:—" add "White band above the shoulder; this denotes S.A.P. shell."

(A.F.O. 5598/43.)

#### 181.—Ammunition—Q.F., 2-pdr., H.V.—Use of H.E. Ammunition for Practice

(G. 015370/43.—13 Jan. 1944.)

Separation of 2-pdr., Mark VIII, H.V. ammunition in the feed blocks of guns continues.

2. All possible steps to overcome this trouble by improving the indenting of the cartridge case are being taken, but there is no doubt that separations are aggravated by excessive and rough handling of belted ammunition.

3. Handling on board can be reduced by using the H.E. ammunition on the gun for practice purposes. It has therefore been decided that this should be done whenever possible at all 2-pdr. H.V. guns afloat, and that all practices other than from guns used primarily for training purposes, e.g. in Gunnery School firing tenders, should be carried out with H.E. ammunition taken from outfit.

4. One box (30 rounds), per single or multiple equipment, of practice ammunition should be retained on board for use when muzzle covers are fitted, *vide* A.F.O. 1024/43, Section IV, paragraph 19, and in addition the approved allowance of H.V. practice *reduced* charge ammunition should also be retained. The remaining practice ammunition should be landed at the nearest R.N.A. Depot at the first opportunity.

5. After firings of all kinds (other than from guns used primarily for training purposes) the feed rails should be reloaded with ammunition from the ready-use loaders (and not direct from the magazine), bearing in mind the provisions of A.F.O. 1024/43, Section IV, paragraph 19. This system provides a turn-over for the ammunition in the locker.

(A.F.O. 1024/43.)

(A.F.O. 5482/43 is cancelled.)

#### 182.—Ammunition—Mortars—Projectiles, Hedgehog—Plugs Sealing Tail Tube

(A.S. 14500/43.—13 Jan. 1944.)

Arrangements are to be made to ensure that Hedgehog projectiles returned from H.M. Ships have the Plug, Sealing Tail Tube in position before the ammunition is landed. Plugs removed from projectiles which have been fired are to be returned to the nearest N.A. Depot or O.C.A.S.

#### 183.—Ammunition—20 mm., 40 mm. and 2-pdr.—20 mm. Oerlikon H.E., lot T.P.C.714—Requirement for Trials—REPORT

(A.S. 14307/43.—13 Jan. 1944.)

A quantity of 20 mm. Oerlikon H.E. ammunition of lot T.P.C.714 is required for trials.

2. If any ammunition of this lot is held on board ships or in store up to 360 rounds should be set aside and details reported to Director of Armament Supply (B.107), for disposal instructions. Nil reports are not required.

3. D.E.M.S. Staff Officers should arrange for up to 360 rounds to be withdrawn from any merchant ship and the ammunition returned to the nearest naval armament depot or Officer-in-Charge of Armament Supply. The ammunition withdrawn should be replaced by ammunition of another lot number.

#### 184.—Ammunition Supply—Naval Armament Depots, Supply, Tests and Returns of Ammunition—REPORT

(A.S. 265/44.—13 Jan. 1944.)

All ammunition containing N.C. propellant of the following indexes is to be landed at the nearest Naval Armament Depot as early as practicable, *viz.* :—

Index	Cartridges into which filled
S.P.D.1537	Q.F., 1-pdr. gun
S.P.D.1588	Q.F., 4-in., 50-calibre
S.P.D.2217	Q.F., 3-in., 23-calibre
S.P.D.2225	Q.F., 3-in., 23-calibre
S.P.D.2395	Q.F., 4-in., 50-calibre
S.P.D.B.2423	Q.F., 4-in., 50-calibre

2. On receipt of the ammunition at Naval Armament Depots, the following action is to be taken :—

(a) All cartridges are to be opened up and a 100 per cent. examination carried out of the charges, an 8-oz. sample from the serviceable propellant of each index being forwarded to D.I.N.O., Holton Heath, any of the charges containing corroded grains being destroyed.

(b) Cartridges with propellant in a serviceable condition are to have shells replaced and the rounds held for issue as required.

(c) Guidance in regard to visual examination is given in Appendix IV—Naval Cordite Regulations.

3. Similar action is to be taken in regard to any ammunition of the above indexes held in store.

4. On completion of the examination, a report is to be forwarded to D.A.S. (Branch B), Bath, giving the quantities of cartridges found serviceable and unserviceable.

#### 185.—Ammunition Supply—4.7-in. Shell Lockers—Defects

(G. 018199/43.—13 Jan. 1944.)

Where 4.7-in. lockers, A.P. 7141, are fitted in positions exposed to considerable blast or heavy weather, Commanding Officers of ships concerned should arrange, if necessary, to weld 1-in. ×  $\frac{1}{16}$ -in. M.S. strips diagonally across the lid.

2. An item is to be included in the defect list.

#### 186.—Aircraft—Ammunition—Pyrotechnics—Examination of Stores Stowed in Exposed Positions

*Air Stations and Aircraft Carriers*

(G. 08009/43.—13 Jan. 1944.)

Frequent examination of aircraft pyrotechnics stowed in exposed positions or under tarpaulin in the open should be made. Samples of all the various types should be returned for examination at an Armament Depot at least once every three months. If any are found to be in a deteriorated or damp condition they should be destroyed at once and the remaining pyrotechnics of that type should be placed under suspicion and closely watched. A sharp odour given off by any pyrotechnic is a sign of deterioration.

2. It follows that stowage in the open should only be permitted either as an emergency measure or because suitable magazine accommodation cannot be made available. Pyrotechnics which have been stored in the open should continue to be segregated even if subsequently stowed in a magazine, and a percentage examined at three monthly intervals until used up.

3. Special care is necessary in the case of pyrotechnics carried in aircraft, particularly such stores as signal cartridges, which are not in themselves watertight, to ensure that they remain serviceable. When in doubt the worst samples should be expended for purposes of testing.

#### 187.—Binoculars—Pattern 2112—Use for Look-out Purposes, and Investigation into Causes of Alleged Eye-strain

(G. 015428/43.—13 Jan., 1944.)

Many valuable reports have been received as a result of C.A.F.O. 279/42. Sea opinions were required on the general suitability of this type of binocular for look-out purposes compared with Pattern 1900 type. In view of the numbers which have been received, no further reports are required, and C.A.F.O. 279/42 was cancelled by A.F.O. 5094/43.

2. A summary of the opinions expressed shows that in the majority of cases the Pattern 2112 binoculars (10-power) are preferred when examining or identifying an object, but when searching and carrying out a normal look-out routine, the Pattern 1900 (7-power) is preferable. In almost every case, the reason given for this is that prolonged use of the Pattern 2112 binoculars produces eye-strain and a feeling of discomfort.

*Considerations governing Optical Characteristics of Look-out Binoculars*

3. Within limits an increase of power in a binocular will always increase its efficiency as a look-out instrument even at night. On a stable platform not subjected



to violent movements or vibration a 10-power binocular would always produce better results than a 7-power; a further increase in power should, in theory, again increase its ability to detect and identify an object. But at sea, whether the binocular is hand-held or is clamped into a sight, vibration is always present and has a greater effect as power is increased. This imposes a practical limit on the magnification. Another practical limit is that of size, since, in order to maintain the size of the exit pupil, the objective diameter must be increased in the same proportion as the power.

4. Again, as magnification is increased, it becomes more and more difficult to maintain a large real field, although in new design an apparent field of about 70° is becoming possible. This will allow a real field of about 7° in a 10-power instrument. The real field of Pattern 1900 is 7°, as compared with 5° in Pattern 2112; this may account for the preference expressed for the Pattern 1900 when searching.

5. An anti-vibration mounting for Pattern 2112 binoculars has been designed and constructed, and trials have been carried out in a sea-going ship; the results obtained have not been satisfactory, and investigations are continuing. An alternative to having the whole binocular vibration-free, which is the more simple method of solving the problem, is to have an internal anti-vibration device incorporated in the instrument. This, however, requires considerable investigation, and it is unlikely that any early results in this direction will be obtained.

6. At the present time it is considered that 10 is the maximum power of binocular which can be used in sights and directors, and an increase will not be made until a completely satisfactory anti-vibration device has been designed. A limited number of 20-power binoculars are being constructed for night use on the bridges of battleships and cruisers, upon specially-designed anti-vibration mountings. The instrument and mounting will, however, be large; this will preclude the fitting of more than one per ship.

#### *Eye-strain with Pattern 2112 Binoculars*

7. As a result of sea opinions stating that eye-strain resulted from prolonged use of Pattern 2112 binoculars, the Admiralty Research Laboratory have conducted investigations to decide whether evidence could be found to uphold this contention. The results showed that *correctly adjusted* Pattern 2112 binoculars do not give rise to eye-strain, either in searching for or examining an object. Eye-strain can, however, be caused as follows:—

8. Great care should be taken when focussing the binoculars to ensure that the setting is not excessively negative. This causes severe eye-strain, especially when the excess is of the order of 1 dioptré or more. It is recommended that when a satisfactory focus appears to have been obtained, the eye-piece should be screwed *outwards* by 1 dioptré, and if the focus still appears clear, that setting should be used. This avoids an excessive negative focus. (But see paragraph 12 below.)

9. Eye-strain is also caused by using an interocular distance which is in error by  $\pm$  2mms. or more, and it is again emphasised that all users of binoculars should know their own interocular distance and be taught how to set it upon the binoculars. It was also found during the investigations that if the hinge spindle of the binocular is not sufficiently stiff, vibrations of the sight may cause changes in the interocular setting without the user being immediately aware of the fact.

10. Vibration is not a direct factor in eye-strain, but it may increase the tendency to stare into the eye-pieces; and this staring, in that it slows down the rate of blinking, may cause eye-strain.

11. Errors in the adjustment of binoculars may cause eye-strain, particularly if the parallelism of the component telescopes has been disturbed due to the instrument being dropped or receiving a blow. Very often there will be no obvious sign of damage, and it is recommended that in all cases where damage may have occurred or where there is reason to suspect the instrument, its parallelism should be checked. Collimator, Pattern 12109, is supplied to all optical repair bases and ships where O.As. (O) are borne, and the additional parts necessary for the collimating of Pattern 2112 binoculars are now being supplied. Further steps are now being taken to supply an improved type of collimator intended to cover a greater range of Service instruments. Tests upon binoculars returned from service at sea, which were not obviously defective, have shown that they had suffered sufficient damage to cause eye-strain.

#### *Focussing Binoculars at Night*

12. Full instructions are being made out regarding the focussing of binoculars at night, but it is relevant to state here that the chances of a wrong focus and consequent eye-strain are far greater at night than by day. Investigations have shown that focussing upon a star is not reliable, and it is well known that look-outs in general experience great difficulty in remembering their own individual focus setting. The results of haphazard methods of focussing, particularly with regard to eye-strain and loss of efficiency, are only too obvious, and an endeavour is being made to decide upon a standard "fixed focus" which will be suitable for the great majority of all users of binoculars. The results will be incorporated in two separate orders which will be issued shortly.

(C.A.F.O. 279/42 and A.F.O. 5094/43 are cancelled.)

#### 188.—Diving—Training of Divers and Ordnance Artificers in Surface and Underwater Electric Arc Welding

(G. 017948/43.—13 Jan. 1944.)

A welding training section will shortly be opened in H.M.S. "Excellent" for training in surface and underwater welding. Each course will last ten weeks consisting of seven weeks instruction in surface welding and three weeks in underwater welding; this should enable the trainees to attain a high standard of efficiency in electric arc welding.

2. The following will be eligible to undergo the course:—

- (i) Ratings holding the non-substantive rating of Deep Diver, Diver 1st Class (N.S.) and existing Artificer Divers.
- (ii) Ordnance Artificers 4th Class and above (for surface welding only).
- (iii) Salvage Divers attached to the Admiralty Salvage Department.

Instruction in underwater welding will be given to qualified divers only. Courses will therefore be held at intervals of ten weeks for divers and seven weeks for Ordnance Artificers.

3. On receipt of this order the names of ratings recommended for the course are to be reported (on Form S.1303), which should be forwarded to the Commodore of the rating's Port Division through the Captain, H.M.S. "Excellent". Only ratings of outstanding ability and intelligence should be recommended.

4. It is anticipated that when training is commenced, and subject to drafting commitments, each course will include:—

<i>10-week course</i>	<i>7-week course</i>
13 Service Divers.	3 Ordnance Artificers.
4 Salvage Department Divers.	

5. The Captain, H.M.S. "Excellent" will inform the Commodores of the respective Port Divisions of the dates of commencement of courses and the names of ratings who have been selected to attend. Selected ratings who are available should be drafted so as to arrive in H.M.S. "Excellent" not later than the day prior to the commencement of the courses.

The Director of Salvage will also be notified and he will nominate salvage divers for each course.

6. It is intended that welding training shall ultimately be included in the qualifications of all Deep Divers, Divers 1st Class (N.S.), and existing Artificer Divers, but the non-substantive rating of Welder Diver will not be introduced.

#### 189.—Mortars—B.L., 4-in., Mark I—Allowance of Gauges, Straightness of Bore

(M/A.S.11360/43.—13 Jan. 1944.)

Gauges, straightness of bore, B.L. 4-in., Mark I, Mortars, are being introduced into Naval service for detection of any distortion of the mortar barrel.

2. Gauges will be issued as follows:—

L.S.T. (I) ...	... ..	1 per ship
L.S.I. (L) ...	... ..	} ... .. 1 per ship for use with mortars on craft carried.
" (M) ...	... ..	
" (S) ...	... ..	
" (H) ...	... ..	

Bases operating or maintaining craft mounting B.L.:—

4 in. mortars ...	... ..	2 per base.
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3. H.M. ships concerned should demand gauges from the nearest Royal Naval Armament Depot, who should forward demands to Director of Armament Supply (Branch A).

4. Gauges, straightness of bore, should be passed through the bore on all occasions of preparing mortars for firing, and as soon as possible after any firing has taken place.

5. Should the gauge, straightness of bore, fail to pass, the mortar should be exchanged.

#### 190.—1-ton Chain Pulley Blocks for Torpedo Arrangements—Supply

*Escort Carriers of "Tracker" and "Smiler" Classes*

(T. 030/44.—13 Jan. 1944.)

A number of 1-ton hand-operated travelling pulley blocks for handling torpedoes in escort carriers of "Tracker" and "Smiler" classes for delivery to ships when A. and A. Item 17 in C.A.F.O. 1264/43 and Item 75 in C.A.F.O. 2455/43 are carried out, have been deposited with N.S.O., Preston.

2. These blocks are Admiralty supply and should be demanded by the fitting-out yard from the N.S.O., Preston, so that they will be available on board for the torpedo equipment trials.

3. The allowance of blocks is five in number per ship (four for torpedo stowage racks and one for torpedo parting space) and are known as 1-ton hand-operated travelling pulley blocks (Minimax type) which should be stated on the demand note as well as quoting this Order for authority.

4. The American blocks supplied may be found suitable, in which case a number of Minimax type to complete to five in number should only be demanded.

5. The following vessels have already been supplied on this basis:—

"Tracker", "Fencer", "Chaser", "Searcher", "Striker", "Slinger" and "Emperor".

"Stalker" has been supplied with Felco blocks in lieu.

6. N.S.O., Preston, only.—The blocks have been purchased from Messrs. Wharton Crane Co. on Orders dated 29th June, 1943, and 19th July, 1943, C.P. 7B/82080/43.

(C.A.F.Os. 1264/43 and 2455/43.)

(A.F.O. 3830/43 is cancelled.)

#### 191.—Torpedoes, 18-in.—Ribbon Strops for—Withdrawal of Allowance

*Flotilla Leaders and Destroyers*

(N.S. 37030/43.—13 Jan. 1944.)

The allowance to flotilla leaders and destroyers of one ribbon strop, Pattern 4982, for the recovery of 18-in. aircraft torpedoes is withdrawn for the duration of the war.

2. Ships concerned, in commission, should return this item to the nearest Dockyard or Naval Store Depot.

3. Lists of Naval stores to be supplied by shipbuilders for vessels under construction should be amended accordingly.

4. The establishments of Naval stores concerned (B.R. 332A and B.R. 373) will be amended.

#### 192.—Torpedoes—18-in., Marks XII and XV, and 22·4-in., U.S.A., Mark 13—Recovery Hooks

(A.S. 15153/43.—13 Jan. 1944.)

The dimensions in A.F.O., Diagram 343/43, for the catch lever of the recovery hook referred to in A.F.O. 5489/43 are to be corrected as follows:—

(1) For ".25" read ".3125".

(2) For ".25 RAD" read ".125 RAD".

(A.F.O. 5489/43 and A.F.O. Diagram 343/43.)

#### 193.—Torpedoes—18-in., Marks XII and XV—Addition of Locking Grub Screw to A/B and B/C Relief Valve

(A.S. 3/44.—13 Jan. 1944.)

In the present designs of valves, relief, St. No. 5682 and St. No. 5683 the valve body is merely sweated into the screwed socket. This has been found an insufficiently secure method of holding these two parts together and, in future manufacture, a grub screw is being provided as an additional safeguard. Existing valves will not be modified.

2. Care should be taken not to shear, by undue force when removing relief valves, this small grub screw.

#### 194.—Torpedo Stores—Allowances to Coastal Force Craft Armed with 18 in., Marks XII and XV Type Torpedoes

(A.S. 01050/43.—13 Jan. 1944.)

A.F.O. 4722/43 is to be amended as follows, viz. :—

Paragraph 2, lines 6 and 7

Delete :—

Spanners, box, adjusting reducer valve St. No. 161B ... .. 1

Paragraph 2, line 12

Insert :—

Tools, operating, depth setting gear St. No. T.88 ... .. 1

(A.F.O. 4722/43.)

#### 195.—Torpedo Stores—Chests, Running Tools, 18-in., Marks XI-XII\*\*\* and XV—Withdrawal of Spanners St. No. 161B

(A.S. 01050/43.—13 Jan. 1944.)

The following item is to be withdrawn from the contents of "Chests, running tools, 18-in., Marks XI-XII\*\*\* and XV," viz. :—

Spanners, box, adjusting reducer valve St. No. 161B ... .. 1

2. Fleet, light fleet and escort carriers, etc., concerned are to return spanners St. No. 161B removed from chests running tools on board to the nearest Torpedo Depot.

3. Labels of chests and torpedo store accounts are to be amended as necessary.

#### 196.—Depth and Roll Recorders in Aircraft Torpedoes—Anchorage of Starting Lanyard on "Barracuda" Aircraft

(T. 09614/43.—13 Jan. 1944.)

Experience has shown that recorders rigged in accordance with B.R. 635, paragraph 255, Note 2 (ii) and (iii) do not always start correctly on leaving the aircraft when the lanyard is secured to the anchorage provided.

2. Better results are obtained if the lanyard is secured direct to the front crutch of the aircraft.

3. The lead should be taken straight aft and about 2-in. of slack allowed.

#### 197.—Bow Protector Paravanes—Shackles, Pattern 8863A

*H.M. Ships*

(T. 3150/43.—13 Jan. 1944.)

Instances continue to occur of shackle, Pattern 8863, being used in lieu of Pattern 8863A for connecting the roller cutter to the span bar.

2. Shackle, Pattern 8863, is liable to failure due to fatigue when towing paravanes at high speed for a long period. Shackle, Pattern 8863A, was therefore introduced; it is strengthened in the eye, but otherwise identical with Pattern 8863. The pattern number is stamped on the face of the double eye.

3. Ships concerned are to examine immediately all towing shackles on board and any shackles, Pattern 8863, found are to be returned to the nearest S.N.S.O. for issue to D.E.M.S. and destroyers fitted with T.S.D.S., Pattern 8863A, being demanded in lieu.

(C.A.F.O. 987/41 is cancelled.)

#### 198.—126-ft. Motor Minesweepers—Additional Lights—As. and As.

(T. 2908/43.—13 Jan. 1944)

It has been approved to fit the following additional permanent electric lights in the above vessels:—

- (a) 1 in No. under the "LL" switchboard and circuit breaker platform at the after end of the engine room to illuminate the shaft bulkhead gland.
- (b) 1 in No. in the shaft space under the battery room and after accommodation.

2. Watertight fittings A.P. 4216 are to be used for this purpose, each fitting being controlled by a switch A.P. 4082A situated above the access to the space concerned. Supply is to be taken from one of the engine room lighting circuits.

3. This is an approved A. and A. item, Classification "A", for vessels of the class concerned.

(This Order is to be retained until complied with.)

#### 199.—American Compasses

Landing Craft

(N.S. 34686/43.—13 Jan. 1944.)

Landing craft being delivered from U.S.A. are now usually fitted with U.S. mounted compasses in lieu of pioneers.

2. These former compasses are not affected by salt water and are not therefore to be removed under A.F.O. 4319/43.

3.  $\frac{7}{8} \times \frac{1}{16}$  magnets (Pattern 76) suitable for correcting these compasses can be obtained from N.S.O., A.C.O., Slough.

(A.F.O. 4319/43.)

#### 200.—Methyl Chloride Refrigerating Plants—Detecting Leaks

(N.S. 33656/43.—13 Jan. 1944.)

Demands are frequently received from H.M. ships for gas detector lamps for use with refrigerating plants in which the refrigerant is methyl chloride. This gas when mixed with air in certain concentration forms an explosive mixture, and the use of a naked light for detecting gas leakages of plants on board ship is prohibited. Gas leaks should be traced by the application of a soap and water mixture to the suspected fitting.

(A.F.O. 961/43.)

#### 201.—Aircraft Radio—Transmitter—Receivers T.R.1196 and T.R.1196A—Failure to Oscillate

(A.C.R.D. 1460/43.—13 Jan. 1944.)

In certain of the above transmitter units it has been found that when switching from receive to transmit the valve type VR.91 fails to oscillate, resulting either in no transmission or the power amplifier valve self oscillating at a frequency slightly different from that of the crystal.

2. This occurs only with transmitter units Type 22 bearing serial numbers previous to 936 and from serial numbers 1161 to 1460.

3. This can be overcome by connecting a resistance in each side of the band pass coupling coil.

4. The modification is to be carried out in all transmitter units Type 22 bearing serial numbers as above.

5. The following equipment is required (A.P. 1186, Section 2, Chapter 8, and the diagram on the base of the instrument, refer):—

Stores Ref.	Nomenclature	Qty.
5E/1780	Wire, copper, tinned, 20 S.W.G. ...	About 6 in.
5F/2121	Tubing, insulating, Grade E, 1 mm. ...	About 6 in.
10C/6354	Resistance, Type 6354, 470 ohms, $\frac{1}{2}$ watt ...	2

6. The sequence of operations is as follows:—

- (i) Remove the instrument from the chassis.
- (ii) Remove the base plate.
- (iii) Disconnect and discard the lead connecting the coil L.2 to the valve V.1 and solder in its place a 470 ohms resistance.
- (iv) Disconnect and discard the lead connecting the coil L.3 to the valve V.2 and solder in its place a 470 ohms resistance.
- (v) Identify the resistance R.4 and unsolder the lead which connects it to the chassis, leaving condenser C.6 connected.
- (vi) Connect the end of R.4 unsoldered in paragraph (v) to the free spill of valve V.2.
- (vii) By means of a length of 18 S.W.G. tinned copper wire connect this same spill of Valve V.2 to the cathode spill of valve V.3. This spill can be identified by a red/white lead connecting to C.10 and is to the right hand side of the two tags which are connected together.
- (viii) Replace the base plate.
- (ix) Replace the transmitter.

#### 202.—W/T Transceiver, Type CNY.1—Fitting in L.C.T.(5)

(S.D. 094/43.—13 Jan. 1944.)

When the 12 volt model of the transceiver, Type CNY.1, is fitted in L.C.T.(5), *vide* C.A.F.O. 93/43, the provision of A.F.O. 5377/43, paragraph 13, will not apply to the battery charging arrangements which in this case will be supplied and maintained by the Admiralty.

2. The following battery charging arrangements are to be made:—

- (a) The charging is to be taken from the 120 volt supply at a 6 amp. rate through 17.6 ohm. resistance and two coupled charge-discharge switches with "off" position, fitted in the vicinity of the batteries. Electrical connections are shown diagrammatically in A.F.O. Diagram No. 9/44 (DEE 11412).
- (b) The equipment will be despatched to L.C.M.S.O., Staines, and is to be demanded from that officer when required for fittings.

(C.A.F.O. 93/43 and A.F.O. 5377/43.)

#### 203.—W/T Transceivers, Types TV.5 and HT.11—Fitting of 4-in. Aerial Trunk Outfit TF

(S.D. 1055/43.—13 Jan. 1944.)

In order to obtain the best performance from low power transceivers fitted in offices below decks, a 4-in. aerial trunk has been introduced.

2. Commanding Officers of ships fitted with transceivers, Types TV.5 or HT.11, in W/T offices below decks which have not already been provided with an aerial trunk, are to insert an item, classification "A", in their next list of As. and As., "To fit a 4-in. Aerial Trunk Outfit TF," quoting this order as authority.

3. Fitting-out specification for the 4-in. aerial trunk outfit TF is being prepared and will be promulgated shortly.

4. An establishment list for the 4-in. aerial outfit TF will be available shortly.

5. The provisions of this Order are applicable to new construction and P.S.Os. and W.E.Ss. concerned should arrange for the work involved to be carried out in accordance with the specification detailed above, where this is possible without disturbing existing work and without delaying completion.

**204.—Asdic Apparatus—Waxed Pulp Containers, Pattern A866, for Paper Rolls**  
(N.S. 021747/43.—13 Jan. 1944.)

The practice of returning waxed pulp containers, Pattern A866, for paper rolls to the manufacturers for redipping and packing new rolls has proved uneconomical.

2. In future, they are to be returned to the nearest storing yard where they should be used for general packing purposes.

3. The ebonite formers should continue to be returned to R.N. Store Depot, Bath, for subsequent return to the paper roll manufacturers.

**205.—Asdic Oscillators—Return for Survey and Repair**

(N.S. 022633/43.—13 Jan. 1944.)

Many defective oscillators are being returned to the wrong survey and repair depot, resulting in additional transport and loss of time.

2. The addresses to which oscillators and oscillator units should be returned are as follows:—

Pattern 1147  
Pattern 1158  
Pattern 1200  
Pattern A.2196  
Pattern A.2197  
Pattern 3109

To:—The Officer-in-Charge,  
Blackwell's Joinery Works,  
Lynch Road,  
Weymouth, Dorset.

Pattern A.702  
Pattern A.734  
Pattern A.735  
Pattern A.1705  
Pattern A.2163  
Pattern A.2166  
Pattern A.2167  
Pattern A.2215  
Pattern A.2317

To:—The Officer-in-Charge,  
Archdeacon Street Schools,  
Gloucester.

3. Care is to be taken that any Pattern or Serial Numbers not applicable to the contents are erased from the outside transport box before despatch.

**206.—Echo Sounding Sets, Types 762, 763 and 763A—Provision of Spare Gear Boxes for Recorders**

(N.S. 022548/43.—13 Jan. 1944.)

Experience in service with the above sets has shown that the gear box (which is common to all the recorders concerned) has now become a weak feature, following the fitting of fly wheel motors introduced to obtain more even governing. The provision of a more robust gear box in these recorders is not practicable owing to lack of space but, provided that care is taken not to "crash" the gears when changing speed, the existing gear box should have a reasonable life. In this connection the following warning notice is being fitted below the gear control on new production recorders, and a similar notice is to be affixed to earlier recorders by ship or base staffs.

**IMPORTANT**

When changing speed from "Fathoms" to "Feet" or "Feet" to "Fathoms" the control must be held at "off" position until motor comes to rest.

2. It has also been decided to patternise gear boxes with a view to their provision as spares. Pattern A1993 "Gear Box, for Recorder" will accordingly be allowed as a spare as follows:—

(a) With Base spares for Types 762, 763 and 763A sets (*vide* Establishment List A/S 67)—2 in number.

(b) With special spares for type 762 sets fitted in boats on survey or other detached service (*vide* column 5 of Establishment List A/S 65)—2 in number.

3. Holders of Base Spares to Establishment List A/S 67 and others affected by paragraph 2 above are to forward demands to Superintending Naval Store Officer, R.N. Store Depot, Copenacre, Hawthorn, Wilts, for the quantities required to complete to the above allowances, quoting this order, but *not* before March, 1944, when bulk deliveries are expected to commence. In the meanwhile, only demands for specific replacement requirements should be forwarded and these will be satisfied as far as possible from a very limited emergency reserve.

4. Special attention is drawn to the need for prompt return of defective gear boxes to Naval Store Depot, Walcot Street, Bath, for survey and repair, unless (in the case of vessels abroad) an efficient repair can be effected locally.

5. Establishment Lists Nos. A/S 65 and 67 will be amended.

**207.—Aircraft Aero Engines—Inspection of Dummy Sparking Plugs—(Stores Ref. 331-14 mm.)**

(A.M.R. 3238/43.—13 Jan. 1944.)

A number of the above-mentioned items have been issued to the Service with the length of the threaded portion manufactured in excess of that specified.

2. In view of the possible damage that may be caused when engines are turned with these plugs fitted, all stocks of dummy sparking plugs held (Ref. 37B/331), either as spares or fitted to aero engines, are to be inspected immediately, and where necessary the length of the threaded portion reduced to 0.52-in. These plugs are centrally bored and a reduction in length will result in exposing an open end. Defective plugs, therefore, should be suitably plugged.

3. Plugs held by Naval Store Department should be examined and defective plugs rectified by a representative from the nearest Workshop or Repair Yard.

(A.F.O. 3309/43.)

**208.—Pratt & Whitney, Double Wasp Engines—Magnetos, Scintilla DF.18 R.N.**

(A.M.R. 20012/44.—13 Jan. 1944.)

The magneto ground terminal, Part No. 10-2621, has recently been superseded by a shorter terminal, Part No. 10-3383, and the magneto has been modified to suit. This modification will not be embodied retrospectively, and magnetos issued from store in future may be either modified or unmodified. If an unmodified magneto is installed in an aircraft fitted with short ground terminals, they will not make contact with the magneto coils and the magneto will consequently remain "alive" even when the ignition switch is in the "off" position.

2. Units are to inspect all magnetos fitted to Hellcat and Corsair aircraft at the next daily inspection and are to ensure that the correct ground terminals are fitted whenever a magneto and engine change is made. The following inspection is to be carried out on all aircraft fitted with short ground terminals.

3. Insert the ground terminal in the primary terminal bushing of the magneto and feel for the compression of the connected terminal spring. The spring should bottom on the coil housing before the terminal seats in the bushing. If no compression can be felt, the magneto is not modified to suit the short terminal. If the terminal is tight in the bushing so that the compression cannot be felt, insert a narrow steel scale into the bushing and note how far it enters. The distance should be 1½-in. for the short terminal.

4. When it is found that a replacement magneto does not suit the existing ground terminals on the aircraft, the terminals are to be changed for the correct ones.

5. Details of terminals are as follows:—

Stores Ref.	Description.
137A/285	Ground terminal, long.
137A/21138	Ground terminal, short.

Record in log card under S.T.I./Miscellaneous/2A.

**209.—Walrus Aircraft—Use of the Hot or Cold Air Intake Shutter**

(A.M.R./A.A. 1263/43.—13 Jan. 1944.)

Experience has shown that if the air intake shutter on Walrus aircraft is placed in an intermediate position, or if the control is out of adjustment, the fuel metering characteristics of the carburettor may be sufficiently disturbed to cause an engine cut.

2. It is important to ensure that when the cockpit control lever is in the "Hot" position the shutter is completely closed, otherwise there will be a tendency to flutter. Care should be taken, therefore, to ensure correct functioning of the intake shutter in accordance with A.P. 1515, A & B, Vol. II, Part II Operations, Pp.15 and Co.5.

3. Moving the control from one position to the other should be done as quickly as possible in order to reduce the time during which an intermediate position is operative.

4. Mod. Walrus/394, Class 2, has been introduced to improve the air intake control and delete the intermediate teeth on the control quadrant. An Advance Technical Leaflet will be issued when sets of parts become available.

**210.—Allowance of Operating Tables***Fast Minelayers*

(N.S. 34849/43.—13 Jan. 1944.)

The following additional items of permanent Naval stores are to be allowed to each Fast Minelayer, viz. :—

Pattern 1294	Table, operating	...	...	...	1 No.
Pattern 1293	Table, metal, for trays	...	...	...	1 No.
Pattern 1292A	Frame, metal, for basins	...	...	...	1 No.

2. Fast minelayers in commission should forward demands to their storing yard as necessary.

3. The Sea Store Establishment will be amended.

*(C.in-C., H.F. No. 1709/HF.832/12, 15 Nov. 1943.)**(C.O., H.M.S. "Ariadne" No. 265/62, 7 Nov. 1943.)***211.—Barracuda Aircraft—Flaring Tool—Modification**

(A.M.R. 1167/43.—13 Jan. 1944.)

Flaring tools, Part No. A.I.R.12904, are supplied to all Services operating Barracuda aircraft.

2. These tools should be modified as shown in A.F.O. Diagram 8/44, to enable  $\frac{3}{16}$ -in. dia. hydraulic pipes to be flared.

**212.—Binoculars for Night Look-out Teacher—Allowance***Coastal Force Bases*

(N.S. 32591/43.—13 Jan. 1944.)

Two pairs of 7-power binoculars, Army or American type, are to be allowed to each Coastal Force base equipped with a night look-out teacher.

2. Coastal Force bases concerned should forward demands to their storing yards accordingly.

*(C.in-C., Levant, No. 2839/652/P.O., 13 Oct. 1943.)**(C.A.F.O.s 94/43 and 1885/43.)***213.—Camera F.46—Instructions for Fitting New Type Motor Coupling**

(A.C.R.D. 1678/43.—13 Jan. 1944.)

The list of parts comprising modification set for new type of motor coupling, shown in paragraph 9 of A.F.O. 3596/43, is to be amended to read :—

" Coupling, Ref. 14AA/417	...	...	...	1 in number
Dog., Ref. 14AA/416	...	...	...	2 in number
Taper pin, Ref. 28B/1278	...	...	...	2 in number "

2. Ships and services should demand to complete to the above scale, as necessary.

*(A.F.O. 3596/43.)***214.—Corsair (F4U and F3A) Aircraft—Interchangeability of Spare Parts**

(N.S. Air/A.M.R. 2600/43.—13 Jan. 1944.)

Corsair I (F4U-1 with low hood) and Corsair II (F4U-1 with raised hood) are manufactured by Chance-Vought (United Aircraft Corporation), and Corsair III (F3A-1 with raised hood) by Brewster Aeronautical Corporation.

2. The airframe spares for Corsair I and II are interchangeable, except as to the hood fittings (*see* paragraph 1 above) and certain other modifications, but there is little or no interchangeability between the Corsair II and III although both manufacturers apply the same part numbers to spares performing equivalent functions.

3. All major airframe components will be identifiable by a plate marked "F4U" when produced by Chance-Vought, and "F3A" when produced by Brewster.

4. As the products of the two manufacturers are not interchangeable the composition of individual Corsair squadrons is confined to either Mark II (F4U) or Mark III (F3A). The Mark I (F4U-1) with low hood is being used solely for training purposes.

5. On receipt from America of spares for these types into store depots in the United Kingdom and abroad, care must be exercised to identify the parts by the type symbol (F4U or F3A) shown on the invoice (Form 600) and the manufacturer's tab attached to each part, and in the case of major airframe components by the change plate referred to in paragraph 3 above. Spares for the two types must be stowed and accounted for separately.

6. All demands on store depots for Corsair airframe spares must indicate the Mark Number and maker of the aircraft for which the spares are required, in order to avoid the possibility of supply of spares which may prove to be unsuitable. It should be noted, however, that although the majority of the spares are not "interchangeable", many will be found to be "replaceable", that is, capable of being fitted, with some adjustment by drilling or reaming, to the aircraft produced by the other manufacturer. Consequently, store depots in dealing with demands for spares of one type which are unavailable in stock should advise the availability (if this should be the case) of the corresponding spares of the other type.

**215.—Fenders—Supply***LCT and Associated Craft.*

(N.S./D.R.O./C.O. 028/43.—13 Jan. 1944.)

LCT, Marks 1 to 5, and converted LCT(LCF, ICT(R), LCG(L)), are to be supplied with two hazel rod fenders, Pattern 311.

2. In addition, LCT, Marks 1 to 4, and converted LCT are to carry two coir fenders made up on board, or at base from old cordage. The sennit fenders on board LCT(5) should be retained in lieu and coir fenders made up only if the American type fender is not available.

3. Hazel rod fenders should be supplied by storing yards to craft under construction or conversion. Bases should arrange supply to craft in commission.

4. The Establishment of Stores will be amended.

*(C.in-C. Rosyth's 3288/00968 XD.V, 18 Sep. 1943.)*

**216.—Fire Fighting in H.M. Ships—Foam Compound Units, Types A, B and C**  
(N.S. 31518/43.—13 Jan. 1944.)

The Foam Compound Units, Types A, B and C, originally supplied by contractors were fitted with A.S.B.J. couplings, but supplies are now being made to yards and depots of units fitted with 2½-in. instantaneous couplings, to meet the requirements of new construction.

2. It is essential, therefore, that demands for these units should indicate clearly the type of coupling required and overseers are requested to include a note to this effect when preparing the demands.

3. In instances where Foam Compound Units fitted with A.S.B.J. couplings instead of the instantaneous type have been supplied to ships fitted with instantaneous connections, these units should be retained and the following equipment demanded from the storing yard:—

Pattern No.	Description	Denom.	Quantity	Remarks
1532	Adaptor, 2½-in., male, instantaneous one end to No. 3 A.S.B.J. the other.	No. 1	1 for each unit	For the emergency water supply connection.
1533	2½-in., female, instantaneous one end, No. 3 A.S.B.J. the other.	No. 1	1 for each Type A unit.	For outlet connection.
		No. 1	1 for each Type B unit.	
		No. 2	2 for each Type C unit.	
	Canvas delivery hoses fitted with instantaneous couplings.	No. }	(A)	As necessary to replace hoses and branchpipes with A.S.B.J. couplings.
	Foam branchpipes with instantaneous couplings.	No. }		

2. On receipt of the above, hoses and branchpipes with A.S.B.J. couplings should be returned to store.

(W.P.S., Northern Ireland No. Stores/T.161, 6 Oct. 1943.)

**217.—Fire Fighting—CO<sub>2</sub> Cylinders—Spares**

*H.M. Ships, Overseers.*

(N.S. 19751/43.—13 Jan. 1944.)

Twenty-six 50-lb. CO<sub>2</sub> cylinders, suitable for CO<sub>2</sub> fire extinguishing systems, are available at Chatham for issue on demand to H.M. ships which may require replacement of discharged cylinders of this size. The cylinders are 7 in. external diameter and approximately 6 ft. 6 in. in height (including protective caps.)

2. Twenty-four of the cylinders are fitted with valves of Messrs. Pyrenes design and the remaining two with valves of Messrs. Walter Kidde design.

3. The design of valves and fittings is such that the cylinders are unsuitable for purposes other than fire-fighting.

**218.—Fitting of Firehearths**

*H.D.M.Ls.*

(D. 8455/43.—13 Jan. 1944.)

With reference to A.F.O. 5814/42, it has been decided to fit coal ranges in all H.D.M.Ls. in service at home and abroad. Alteration and Addition item No. 9 has been issued to cover this work. This item provides for the fitting of "New Anchor" ranges, but firehearths, Admiralty Pattern 3160, have been provided and will be supplied in lieu to all vessels except as shown in paragraph 4 below.

2. The fitting of the firehearths should be carried out in accordance with A.F.O. Diagram No. 10/44.

3. Shipment of the firehearths to meet requirements of boats abroad is being arranged by the S.N.S.O., Park Royal, to the following flotillas, in the order shown:—

106th Flotilla.  
101st and 102nd Flotillas.  
119th and 143rd Flotillas.  
139th, 140th, 141st and 142nd Flotillas.  
134th Flotilla.  
117th Flotilla.  
115th Flotilla.  
113th Flotilla.  
110th Flotilla.  
111th Flotilla.  
112th Flotilla.  
135th Flotilla.

4. Arrangements have already been made to supply "New Anchor" ranges to vessels on home service and to those of the 104th, 108th and 123rd Flotillas. All craft under construction will be fitted with "New Anchor" ranges.

(A.F.O. 5814/42.)

**219.—Leaks and Excessive Condensation in Forward Messdecks—As. and As.**

*Admiralty Design A/S—M/S Trawlers of "Tree", "Dance", "Shakespearean", "Isles" and "Western Isles" Classes, Controlled Minelayers "Blackbird" and "Dabchick"*

(D/P. 23030/43.—13 Jan. 1944.)

Complaints have been received from several vessels of the above classes regarding excessive dampness causing unhealthy conditions in the forward mess deck.

2. Investigation showed that this dampness was due to the following:—

- (i) Condensation on the bare steel surfaces especially when at sea and under blackout conditions.
- (ii) Leaks from the washplaces between the boundary angle and the deck plating overhead.
- (iii) Leaks from joints of the fresh water filling pipes and drain pipes behind the ship's side lining.

3. The Commanding Officers of vessels concerned, where excessive dampness occurs in the forward messdeck, should insert an item, classification "A", in their lists of As. and As. for the following work to be carried out:

- (a) Ship's sides in the forward mess space to be lagged with 1-in. cement-faced block asbestos sheeting or alternatively sprayed limpet asbestos, similar to that fitted in destroyers when proceeding on Arctic service *vide* C.A.F.O. 1778/43. The existing plywood lining is not to be replaced after lagging has been fitted.
- (b) In vessels where the underside of the upper deck is already lagged the exposed portions of the beams are to be insulated by either fitting precast reinforced sprayed limpet asbestos sections or by applying sprayed limpet asbestos with hardened surface, whichever method is most convenient. This item will not be applicable to vessels where the upper deck is wood sheathed.

4. Leaks (if any) enumerated in paragraph 2 (ii) and (iii) of this Order are to be made good. This item is to be treated as a defect.

5. The Commanding Officers of vessels concerned should ensure that the existing ventilation systems are being used, especially when at sea and/or under darkened ship conditions.

(C.A.F.O. 1778/43.)

220.—Lubricating Oil—Use of Detergent Type SAE 30 HD—In Lieu of Admiralty I.C.E. Oil—REPORTS

*Coastal Forces and Combined Operations Craft*

(E.-in-C./N.S. 06006/43.—13 Jan. 1944.)

With reference to the instructions contained in A.F.O. 2170/43, relative to the use of certain grades of lubricating oil containing detergent additives, it has been decided, with a view to reducing the number of grades of oil required to be supplied in connection with future operations, that detergent oil is to be used in future instead of I.C.E. oil for all engines in Coastal Forces and Combined Operations craft which at present operate on I.C.E. oil.

2. The change should be effected at the earliest opportunity consistent with allowing sufficient time to eliminate any difficulties that may occur as a result of using detergent oil in engines which have been operating for prolonged periods with I.C.E. oil, and in any case at least seven days before craft are required for operational service.

3. Stocks of detergent oil SAE 30 HD (U.S. Navy Symbol 9250 and U.S. Army Specification 2-104A) are available and in order that supply may be arranged, all bases in United Kingdom from which Coastal Forces and/or Combined Operations craft operate, are to forward immediate reports, addressed to Director of Stores, Admiralty, giving the following particulars:—

- Stocks of detergent oil SAE 30 HD now held and source of supply.
- Total number of 40-gallon drums which can conveniently be stored.
- Estimated monthly expenditure.

(A.F.O. 2170/43.)

221.—Steel Wire Hawsers—Revised Allowance

*Cruisers of "Kent", "London", "Norfolk", "Minotaur" and "Tiger" classes*

(N.S. 17187/43.—13 Jan. 1944.)

The existing allowances of steel wire hawsers to ships of the above classes are as follows:—

Hawsers, steel wire fitted, complete 150-fms. × 6½-in. ...	...	1
Hawsers, steel wire fitted, complete 150-fms. × 5½-in. ...	...	1
Hawsers, steel wire fitted, complete 150-fms. × 4½-in. ...	...	1
Hawsers, steel wire fitted, complete 150-fms. × 3½-in. ...	...	2
Hawsers, steel wire fitted, complete 150-fms. × 2½-in. ...	...	1

It has been represented, however, that in certain cruisers the steel wire hawser, 5½-in. by 150-fms., is difficult to handle and could conveniently be replaced by a smaller and lighter wire. An *extra special* flexible steel wire towing hawser, 4½-in. × 150-fms., with reel pattern 5, is therefore to be allowed to each cruiser of the above classes in lieu of the 5½-in. steel wire hawser and reel, Pattern 4.

2. Ships concerned in commission should forward the necessary demand to the appropriate storing yard or naval store depot and, on receipt of the smaller wire and reel, arrangements should be made, with dockyard assistance if necessary, for the reel, pattern 5, to be fitted in lieu of the reel, pattern 4. The redundant hawser and reel should then be returned to the nearest dockyard.

3. For "Minotaur" and "Tiger" class cruisers, Overseers' demands on the warrant yards should be adjusted accordingly.

4. The following 4½-in., E.S.F.S.W. hawsers have been requisitioned for purchase for delivery as shown:—

Chatham, Portsmouth, Devonport, West Riding and Carfin	2 each
Rosyth, Mersey Area, and Severn Area	... .. 5 each

Delivery from contractors is not expected to commence under three months; meanwhile, ships in commission should not hasten supply.

For new construction requirements, yard manufacture should be arranged.

5. B.R. 358—Establishment of Naval Stores for Executive Purposes—will be amended.

(R.A.C., 1st C.S., 4 Aug. 1943, No. 295/K.395,  
13 Nov. 1943, No. 409/K.395.)

222.—Ships' Dynamos Provided with Motor Operated Shunt Field Regulators

(P. 13803/43.—13 Jan. 1944.)

It has been reported recently from one of H.M. ships fitted with dynamos having motor controlled shunt field regulators that it was possible with the auxiliary generator field opposing the main field and all windings hot, to reach a condition in which the generated voltage was reduced to such an extent as to stall the regulator motor, thereby preventing the generator voltage from being subsequently raised.

2. In order to ensure that this trouble will not be experienced in future, a tally plate is to be fitted in a prominent position near the motor control switch and marked "Volts not to be reduced below 210 by operation of the shunt field regulator".

3. Switchboard watchkeepers should be warned that during the warming up period, the voltage will tend to fall considerably and must be maintained by frequent operation of the field regulator.

223.—Storing Arrangements

*"Captains" Class Frigates*

(N.S. 014656/43.—13 Jan. 1944.)

The stock of common consumable naval stores to be maintained on board each "Captains" Class Frigate in commission is to be sufficient for four months' service.

2. Replenishment demands prepared by ships concerned are to be regulated accordingly.

3. The Instructions contained in A.F.Os. 2766/43 and 4353/43, concerning the replacement, where practicable, of American by British patterns, and demands for items which cannot be supplied from the United Kingdom, are to be observed.

(C-in-C., *Western Approaches*, 21 Sept. 1943, No. W.A. 3232/4682M.)

(A.F.Os. 2766/43 and 4353/43.)

224.—French Naval Forces—Central Organisation for Provision of Replacements and Spares

(M/D. 01739/43.—13 Jan. 1944.)

Attention is drawn to A.F.O. 133/44 in Section 1 of this issue.

Section 4

OTHER STORES—NAVAL STORES, VICTUALLING STORES, MEDICAL STORES, CONTRACTS

225.—Waistcoats, Life Saving—Modification by Attachment of Torch Pocket

(V. 1/5705/43.—13 Jan. 1944.)

Future issues of waistcoats, life-saving yellow (Ref. Nos. 22C/447 and 22C/448), will incorporate a specially constructed gabardine patch pocket for the stowage of a floating torch and battery (Ref. Nos. 5A/2728 and 5J/2378 respectively).

2. Demands for gabardine pockets (Ref. 22C/956) for attachment to waistcoats already in use should be forwarded to Victualling Depots in accordance with A.F.O. 231/43.

3. The pockets are to be attached to the waistcoats under local arrangements by securely sewing all round the outside edges of the back panel of the pocket to the right hand side of the waistcoat immediately under the arm hole and fitted on the body straps so that one edge adjoins the stole container. The pocket must not be sewn on to the stole container. Strong cotton or linen sewing thread is to be used so that the pocket is not torn away from the waistcoat when the top flap or hood of the pocket is opened by means of the strap provided.

4. The relevant Air Publications will be amended.

(A.F.O. 231/43.)

## 226.—Unserviceable Clothing and Textiles—Disposal

(V.7/8193/43.—13 Jan. 1944.)

The sale of unserviceable or surplus clothing and textiles for which the Admiralty has no further use is not permissible under the Board of Trade Reconditioned Service Clothing Order, 1942, and the following are the arrangements made with the Director of Textiles and Clothing Disposals, Ministry of Supply, for the disposal of such arisings at Dockyards, Victualling Yards and Royal Marine, Naval Store and Armament Depots. Ships and Fleet Establishments should continue to return surplus and unserviceable stores to the appropriate yard or depot as hitherto, except that the temporary naval bases which were given authority under A.F.O. 1055/42 to dispose locally of Vote 8 scrap should forward arisings of any unserviceable Vote 8 textiles covered by this order direct to the Ministry of Supply depots and not to storing yards.

2. A list is given in the Appendix to this order of the Directorate of Textiles and Clothing Disposals depots which deal with the various types of arisings. Except for leather footwear, cotton waste and oily rags, arisings should be consigned to the nearest appropriate Ministry of Supply depot when a convenient load is available. Form D.80 should be used for this purpose. It is not necessary to advise the depot in advance. Bundles should, so far as possible, be of a size which can be conveniently handled by one man and large quantities of arisings should be kept in their separate categories, viz. cotton, woollen, waterproof goods, etc., but grading is not required. Ropes should as far as possible be coiled before despatch, but cordage suitable for manufacture of rope fenders should *not* be disposed of without Admiralty approval. Supply vouchers in duplicate, showing weight only, should be sent in respect of each consignment, and receipt will be acknowledged on one of the copies.

3. Personal clothing discarded by ratings may be returned to a victualling yard for disposal as above, if desired, but the Reconditioned Service Clothing Order does not preclude the sale of such garments by naval ratings.

4. The total quantities of unserviceable *leather* footwear available for disposal on the last day of each month should be reported to the Director of Service Footwear Ministry of Supply, 16, Headlands, Kettering, by the 4th of the following month so far as possible. The information should be given in pairs and types. The Director of Service Footwear will then issue disposal instructions and the stores should be consigned as directed. Form D.80 should be used for this purpose.

5. The arrangements for the disposal of oily rags and cotton waste given in A.F.Os. 4451/42 and 3341/43 remain unaltered.

## APPENDIX

## List of Directorate of Textile and Clothing Disposals Depots as at 1 Dec., 1943

	Address	Tel. No.	Appropriate Stores
London ...	231, Hammersmith Road, W.6.	Riverside 4293	Outer clothing, cotton or woollen.
Leeds ...	Westlock Avenue, Leeds, 9.	Leeds 26763	
London ...	Royal Agricultural Hall, Islington, N.1.	Canonbury 2454	Underclothing, cotton or woollen, and all knitted wear.
Glasgow ...	57, Campbellfield Street, Bridgeton.	Bridgeton 4495	Overalls of all types ex- cept waterproofs.
Bradford ...	West Bowling Dyeworks	Bradford 6350	Ropes and cordage.
Margate ...	Northdown Road	Margate 141	Camouflage nets.
Dundee ...	Rashiewell Works, Dens Road.	Dundee 3165	Canvasses, cuttings, sail- cloths, etc.
London ...	6/8, The Highway, E.1...	Royal 3712	} Oilskin and rubberised clothing, fire hose, ham- mocks, kapok, rubber boots, table linen, jute, hessian, woollen rags and other items not in- cluded above.
Bristol ...	493, Bath Road	Bristol 77421	
Dewsbury	Wellington Mill	Dewsbury 1904	

(A.F.Os. 1055/42, 4451/42 and 3341/43.)

(A.F.Os. 1131/43, 3215/43 and 3623/43 are cancelled.)

## 227.—Pork Legs and Boneless Hams

(V. 14/7181/43.—13 Jan. 1944.)

With reference to A.F.O. 5281/43, limited stocks of *boneless* hams are also now available for issue to H.M. ships and establishments at home, and requirements of this form of pork should be demanded in the usual way.

2. The issuing price is 1s. 5d. per lb.

(A.F.O. 5281/43.)

## Section 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

## 228.—Amendments to Books

(E.F.O.—13 Jan. 1944.)

The undermentioned amendments (A.F.Os. P.19-32/44) to B.R. and O.U. books are available for issue from the R.N. Store Depot, Elveden Road, Park Royal, N.W.10, in accordance with A.F.O. Volume, 1941, Instructions, paragraph 9. Distribution is limited to holders of the relative publication(s) affected.

*Demands from shore establishments in the Portsmouth Command should be sent to the Portsmouth Book Office, 54, Bedford Street, Leamington Spa, Warwickshire, and from those in the Plymouth Command to the Devonport Book Office, R.N. Port Library, Devonport. Demands from other shore establishments at home should be sent to R.N. Store Depot, Park Royal, London, N.W.10.*

*Amendments required for personal copies of the main books should be obtained from Distributing Authorities abroad, and from Park Royal when the Officer or rating is serving at home.*

**A.F.Os. P.19/44.**—B.R. 635—Regulations for Maintenance of 18-in. XI, XII and XV Type Torpedoes—Amendment No. 14.

**P.20/44.**—B.R. 256/42—Handbook and Drill for 6-pdr. Hotchkiss Gun on HA/LA, Mark VI Mounting—Amendment No. 1.

**P.21/44.**—B.R. 968—Handbook for 4-in. Q.F., Mark XII Gun on S.I. Mounting—1925—Amendment No. 3.

**P.22/44.**—B.R. 270/41—Maintenance of Torpedo Tubes in Submarines with Low Pressure Firing Gear—Amendment No. 6.

**P.23/44.**—B.R. 772—Maintenance of Torpedo Tubes in Submarines fitted with H.P. Firing Gear—Amendment No. 4.

**P.24/44.**—B.R. 669—Instructions for the Conduct of Cash Duties—Amendment.

**P.25/44.**—B.R. 980 (Y)—R.T. No. 570 for 14-in. Guns—Amendment.

**\*P.26/44.**—B.R. 380/G Martlet S.C.L.—Amendment No. 1.

**P.27/44.**—B.R. 274/43—Handbook and Drill for 20-mm. Oerlikon Machine Gun, Marks II, II U.S.N. and IV U.S.N. on Marks I, IIA, IIIA, IV U.S., V U.S., VIIA and VIIIA Mountings—Amendment No. 2.

**P.28/44.**—B.R. 287—Turret Gun Drill for 5.25-in. Q.F. Guns, Mark I on Twin HA/LA, Mark II Mounting, 1942—Amendment No. 5.

**\*P.29/44.**—B.R. 378 (C)—Firefly—A.S.E.—Amendment No. 5.

**\*P.30/44.**—B.R. 378 (F)—Fulmar—A.S.E.—Amendment No. 5.

**\*P.31/44.**—B.R. 378 (H)—Sea Hurricane—A.S.E.—Amendment No. 5.

**\*P.32/44.**—B.R. 378 (J)—Seafire—A.S.E.—Amendment No. 12.

*\*Exceptionally A.F.Os. P.26, 29, 30, 31 and 32 will be distributed without demand by the Superintending Naval Store Officer, R.N. Store Depot, 191a, Askew Road, Shepherd's Bush, W., who holds the stock of the parent book.*

(A.F.O. 97/44.)



## 229.—A. M. S. Is.

(E.F.O.—13 Jan. 1944.)

Contrary to the usual practice a reprint of Admiralty Merchant Shipping Instructions extant at 31st December, 1943, revised and renumbered in the 1944 Series, will not be issued.

2. Admiralty Merchant Shipping Instructions issued during 1943 remain in force and should be retained.

3. Naval Control Service Officers and other distributing authorities whose stocks of this publication are at a low level in anticipation of the reprint, should forward demands for supply to Admiralty (E.F.O. c/o H.M.S.O. Press, Wealdstone, Middlesex.)

4. Admiralty Merchant Shipping Instructions, Nos. 1 and 2, 1944, together with Admiralty Merchant Shipping Instructions Index Nos. 1-308/43, are distributed concurrently with this issue of Admiralty Fleet Orders.

(A.F.O. 98/44.)

## 230.—Air Publications, etc., Distributed During November, 1943

(N.S. Air 9397/43.—13 Jan. 1944.)

A.F.O. 6042/43 is to be amended as shown below:—

A.P. No.	Vol.	Part	Description	As printed	Should read
1517	III	1 (3rd edn.)	Swordfish aircraft	Initial Distribution	A/L. 10.
1275A	I		Instrument Manual	A.P. 1275, Vol. I	A.P. 1275A, Vol. I.

(A.F.O. 6042/43.)

## 231.—Air Publications for R.N. Air Stations, etc., in North American Continent

(N.S. Air 8430/44.—13 Jan. 1944.)

A small stock of air publications, O.U.s. and B.R.s., as detailed in A.P.(N) 1, including airframe and engine publications for types of aircraft to be operated in the area, will be held by the—

Naval Distributing Authority,  
Department of National Defence,  
201, Robinson Building,  
72, Queen Street,  
Ottawa, Canada,

for the purpose of effecting replacements and meeting casual demands from R.N. Air Stations, Sections or Squadrons in the North American Continent.

2. Subsequent amendment lists, etc., for these publications will be issued by the N.D.A. without demand to the Services concerned.

3. Initial outfits in accordance with the allowances shown in A.P.(N) 1 will continue to be made to new Services from the R.N. Store Depot, Shepherd's Bush, London.

## 232.—O.N.L.220M—Issue of, as B.R.145 (43)

(Sta./M. 2513/43.—13 Jan. 1944.)

The current edition of B.R.145—Enemy Submarines in Question and Answer—is obsolete, and an issue of O.N.L.220M—Axis Submarine Manual—a publication of the Navy Department, Washington, will be made to all concerned in lieu.

The latter is to be accounted for as B.R.145 (43).

## 233.—O.U. Books—Declassification

(Sta. 21180/43.—13 Jan. 1944.)

The B.R. numbers allotted to O.U. 6214 (1) and 6214 (2) on declassification are B.R. 959 (1) and 959 (2) and not B.R. 929 (1) and 929 (2).

2. A.F.O. 4640/43 is to be amended accordingly.

(A.F.O. 4640/43.)

## 234.—O.U. and B.R. Publications—Distribution During December, 1943

(N.S. 196/43.—13 Jan. 1944.)

B.R. 70—September Supplement, Signal Letters of British Ships.

B.R. 115—Diving Manual (Revised).

B.R. 222—Additional Pages, Notes on W/T Sets.

B.R. 274—Handbook for the 20-mm. Oerlikon Machine Gun, Marks I and II on Marks I, 11A and IIIA Mountings, 1943.

B.R. 299A—Handbook for Signalling Equipment (other than V/S) Fitted in Requisitioned Ships, 1943 (With Amendments 1, 2 and 3).

B.R. 323—Errata No. 10—Establishment of Naval Stores for Gunnery Purposes.

D. 1281—Errata No. 10—List of Particulars.

B.R. 359—Errata No. 13—Establishment of Naval Stores for Electrical and Torpedo Purposes.

D. 128D—Errata No. 13—List of Particulars.

B.R. 363—Errata No. 5—Establishment of Naval Stores for "O" and Later Class Submarines.

D. 126—Errata No. 2—List of Particulars.

B.R. 379—Errata No. 3—Establishment of Naval Stores for "105-ft." Wooden Motor Minesweepers.

B.R. 695—Annexe No. 42, Parts I and II—List of International Telegraph Offices.

B.R. 836—Handbook for Training of Coincidence Range Takers at Sea.

B.R. 847—Preliminary Pamphlet for 2-pdr. Mounting, Mark VII\*P (Power Operated).

B.R. 858—Inter-Service Instructions for Ground/Air Recognition and Identification.

B.R. 880 (1)—New Cards 8D and 17-28—Block Sketch Cards of Foreign War Vessels—Germany.

B.R. 980 (B)—Revised page 8 to R.T. 313 for B.L. 4.7-in., Mark I.

Revised page 9 to R.T. 254

Revised page 9 to R.T. 392

Revised page 13 to R.T. 405

Revised page 13 to R.T. 405A

Revised page 17 to R.T. 547

} For Q.F., 4.7-in., Marks IX, IX\*, IX\*\* and XII.

B.R. 980 (G)—(Revised page 1 and additional pages 5, 6 and 7)—To R.T. 555 for Q.F., 5.25-in., Guns, Mark I.

B.R. 991 (Restricted)—Procedure for Transfer of Depth Charges at Sea.

B.R. 997—English Translation of the French Torpedo Handbook, 550-mm. Torpedo.

B.R. 1000 (O.P. 820A)—40-mm., A.A. Gun—Description and Operation.

B.R. 1001 (O.D. 3782)—40-mm., A.A. Gun Mount, Mark 1 Twin, Description and Operation (Preliminary).

B.R. 1002 (O.D. 4391)—40-mm., A.A. Gun Mount, Mark 2, Quad Description (Preliminary).

B.R. 1003 (O.D. 4212)—Gun Director, Mark 49—Mods 1-6, Instruction Book.

B.R. 1004 (O.D. 4424)—Gun Director, Mark 51—Mod. I, Operating Instructions.

O.U. 5365A—Errata No. 13—Priced Vocabulary of Naval Armament Stores, Part I.

O.U. 5365B—Errata No. 28—Priced Vocabulary of Naval Armament Stores, Part II.

O.U. 5365C—Errata No. 13—Priced Vocabulary of Naval Armament Stores, Part III.

O.U. 5365D—Errata No. 40—Priced Vocabulary of Naval Armament Stores, Part IV.

O.U. 5365E—Errata No. 1—Priced Vocabulary of Naval Armament Stores, Part V.

O.U. 5513 (10) 43—Navy List (October).

## Corrections to O.U. and B.R. Publications

A.F.O. "P" 653 to "P" 661 inclusive—see A.F.O. 5529/43.

A.F.O. "P" 667 to "P" 676 inclusive—see A.F.O. 5657/43.

A.F.O. "P" 677 to "P" 688 inclusive—see A.F.O. 5786/43.

A.F.O. "P" 689 to "P" 690 inclusive

A.F.O. "P" 692 to "P" 699 inclusive } see A.F.O. 5913/43.

*Corrections to Signal Publications—O.U. and B.R. Series*

- C.A.F.O. "S.C." 51—Amendments No. 4-8 to B.R. 299A/43.  
 C.A.F.O. "S.C." 52—Correction No. 20 to B.R. 619.  
 C.A.F.O. "S.C." 53—Correction No. 1 to B.R. 640 (14B).  
 C.A.F.O. "S.C." 54—Correction No. 1 to B.R. 232.

*Miscellaneous.*

- A.P. 1480F—Amendment No. 17—Silhouettes of Japanese Aircraft.  
 Army Orders Nos. 192-204.  
 Large Wall Silhouettes (6 Additional).  
 Aircraft Recognition Journal, Vol. 2, No. 4.  
 Signal Letters of U.S. Merchant Ships—Supplement No. 3.  
 Illustrations of Combined Operations Landing Craft and Ships (Special Distribution).  
 Science from Shipboard.  
 Photographic Wall Charts—Addendum Slips.  
 Poster—Anti-Personnel Bomb.  
 Tablet Diaries—1944.

(A.F.O. 6175/43.)

**235.—Form S.73—Monthly Victualling, Spirit and Repayment Voucher (Voucher to Provision Account)—Issue in Two Sizes**

(V. 3/6020/43.—13 Jan. 1944.)

- Form S.73 will be printed in two sizes, viz. :—  
 Size I for about 70 messes.  
 Size II for about 27 messes.

2. Demands on the R.N. Store Depot, Park Royal, should show the size of form required.

(A.F.O. 4212/42.)

**236.—Form S.308—Report of Torpedoes Fired by H.M. Ships in Action—Amendment**

(T.3129/43.—13 Jan. 1944.)

The following *amendment* is to be made to Form S.308.

- (i) The references under the heading should be revised to read :—  
 " (C.A.F.Os. 1870/41, 2627/42 and 2608/43) ".  
 (ii) For existing section (k), *substitute* :—  
 (k) Minimum depth of water between firing position and target, and any other remarks, particularly with regard to the tactical situation, use and setting of sight, firing interval, spread used, swing on firing, point of aim, range fouled by friendly ship, failures in drill and any suspected premature explosion of warhead, etc.

2. Form S.308 will be amended accordingly on reprint.

**237.—Engine Room Registers for Diesel and Diesel-electric Machinery***(H.M. Ships concerned.)*

(E.-in-C./Sta. 19112/43.—13 Jan. 1944)

Two new rough engine-room registers have been introduced for escorts, and other small vessels with Diesel-electric propelling machinery, S.1472 (a) for use in the main motor room and S.1472 (b) for use in the Diesel rooms. S.1472 (b) is also suitable as a rough engine-room register for small vessels with direct drive Diesel machinery. A record of the movements of main engines should be kept in S.467 (c) and S.1472 should be used for the fair copy of the register.

2. The above registers will be supplied on demand from the Superintending Naval Store Officer, R.N. Store Depot, Park Royal, London, N.W.10. Three covers S.353 (f) should be demanded for use with the rough registers.

3. The engine record sheets supplied to lease lend vessels may be used until the stock is exhausted.

**238.—Landing Ships, Tank (Class 2)—Manning**

(M. 012183/43.—13 Jan. 1944.)

- The address of H.M.S. "Drake IV" is R.N. Port Library, Devonport.  
 2. A.F.O. 6201/43, paragraph 2(b) is to be amended accordingly.  
 (A.F.O. 6201/43.)

**239.—Telegraphic Addresses for Naval Authorities Abroad—REPORTS**

(E.F.O./M. 013618/43.—13 Jan. 1944.)

- The following *amendment* is to be made to A.F.O. 6296/43 :—  
 Delete A.F.O. 2995/40 in references at foot of Order.  
 (A.F.O. 6296/43.)

**240.—Admiralty Machinery Depot, Erith**

(E.-in-C.—13 Jan. 1944.)

Engineer Captain Ellis, R.N., has been appointed Officer-in-Charge at the Admiralty Machinery Depot, Erith, Kent.

2. Correspondence should be addressed to :—

The Officer-in-Charge,  
 Admiralty Machinery Depot,  
 North Kent Works,  
 Maxim Road,  
 Erith,  
 Kent.

Telegraphic address :—AMDEK—Erith, Kent.

Telephone :—Erith 3778 direct line to Officer-in-Charge  
 Erith 3466-7. (exchange lines.)

**241.—H.M.S. "Aries" and H.M.S. "Ariel"—Similarity in Names**

(M. 3080/43.—13 Jan. 1944.)

In order to avoid any possible confusion between H.M.S. "Aries" and H.M.S. "Ariel," attention is to be directed to the necessity for special care being taken in the addressing of correspondence to these two ships.

**242.—H.M.S. "Unicorn"—Confusion With Ships of Similar Names**

(M./P. 014452/43.—13 Jan. 1944.)

The Commanding Officer, H.M.S. "Unicorn" has reported that correspondence intended for the following ships is continually being received in H.M.S. "Unicorn"—H.M.C.S. "Unicorn", H.M.S. "Cressy" (late "Unicorn II") and H.M.S. "Unison".

2. Attention is to be directed to the need for care in addressing correspondence to these ships.

**Section 6.—SHORE ESTABLISHMENTS****243.—Balance of Civil Pay—Civil Servants Serving with H.M. Forces who are Missing in the Far East**

(C.E. 18272/43.—13 Jan. 1944.)

A.F.O. 4025/43, authorised certain extensions of the periods for payment of balance of civil pay to the appropriate nominees of civil servants missing in the Far East, excluding Hong Kong. Instructions for cessation of payment of balance of civil pay to such nominees of civil servants missing at Hong Kong were given in A.F.O. 2217/43. Further extensions of the periods for which it is payable in the case of civil servants missing in other theatres of war in the Far East are now authorised as follows :—

- (1) *Malaya and Burma.*—Those posted missing before 1st November, 1942. The previous period (95 weeks, or until 31st January, 1944) is extended to a total of 121 weeks from the date the relatives were notified, or until 31st July, 1944, whichever is the earlier.

- (2) *Java and the Netherlands East Indies.*—Those posted missing from the 1st February, 1943.—The previous period (43 weeks, or until 31st January, 1944) is extended to a total of 69 weeks from the date the relatives were notified or until 31st July, 1944, whichever is the earlier.
- (3) *India and Burma.*—Those posted missing on or after 1st November, 1942, and before 1st June, 1943. The previous period (52 weeks) is extended to a total of 78 weeks from the date the relatives were notified or until 31st July, 1944, whichever is the earlier.
- (4) *India and Burma.*—Those posted missing on or after 1st June, 1943, and before 31st October, 1943.—A period of 52 weeks from the date the relatives were notified or until 31st July, 1944, whichever is the earlier.
- (5) *The Far East, including India and Burma.*—Those posted missing on or after 1st November, 1943. A period of 26 weeks—i.e., the normal period of payment for men reported missing in theatres of war other than the Far East.

2. Payment of balance of civil pay to nominees of the degrees of relationship described in A.F.O. 502/41 may be continued for these maximum periods provided that the man concerned remains posted as missing during these times.

3. Further instructions will be issued when necessary.

(A.F.Os. 502/41, 1847/42, 5226/42, 323/43, 2217/43 and 4025/43.)

#### 244.—Irregular Payments of Wages—Necessity for Precautions

(C.E. 18585/43.—13 Jan. 1944.)

A case has occurred at an out-station in which (a) fraudulent claims to overtime payments were made on behalf of employees who were absent from duty during the periods covered by the claims, and (b) certain arrears of wages actually due for payment were misappropriated, by the person to whom responsibility for payment had been delegated by the Officer-in-Charge of the establishment.

2. The employees in question were borne for pay on the books of the Cashier of another establishment and the overtime claims were forwarded to the Cashier on Forms D.27 which were prepared and certified by a junior officer on behalf of the Officer-in-Charge. In the case of a member of the clerical staff the absences were not reported on the relevant Forms D.100. The attention of heads of departments is drawn to A.F.O. 5487/42, in which it is laid down that responsibility for the accuracy of Forms D.100 rests with the head of the employing department. Heads of departments are also responsible for ensuring that Forms D.27 rendered to Cashiers and other Paying Officers in respect of workpeople, and such other forms as may be rendered in connection with claims to payment of overtime on behalf of members of the non-industrial staff, are in agreement with the actual records of attendance.

3. The arrears of wages referred to in paragraph 1 above arose from the pay-up of an increase in rate granted with retrospective effect and discovery of the fact that the full amounts issued by the Cashier had not been paid to the employees was delayed by the non-return of the relevant Forms D.247a to the Cashier. When Forms D.247a are issued by Cashiers or other Paying Officers for the purpose of obtaining receipts for wages payments, Officers-in-Charge of establishments at which the payees are employed are to ensure that the Forms are returned to the issuing officer at the earliest possible date. It is also the duty of the issuing officer to see that all the forms are returned to him properly completed and in the event of any undue delay enquiries should be made as to the disposal of the forms.

4. As stated in paragraph 1 above, responsibility for the actual payment of wages had been delegated by the Officer-in-Charge to a member of his staff and in this connection attention is drawn to the requirements of A.F.O. 4656/43.

(A.F.Os. 5487/42 and 4656/43.)

#### 245.—Adult Civilian Electricians in Scotland—War Bonus

(L. 23/44.—13 Jan. 1944.)

In accordance with an agreement recently announced by the Electrical Contractors' Association of Scotland, arrangements should be made forthwith to ensure that as from 1st January, 1944, any adult civilian electricians who are employed in Admiralty establishments (e.g., Naval Air Stations) in

Scotland and who, under specific Admiralty authority, are paid the rates agreed by the Association mentioned, are granted an increase of  $\frac{1}{2}d.$  an hour (i.e., from  $3\frac{1}{2}d.$  to  $4d.$  an hour) in the rate of war bonus, which is payable in addition to the standard national rate of  $1s. 8d.$  an hour.

2. This decision does not effect the position of civilian electrical fitters and electricians in Scotland who are in receipt of Admiralty Industrial Bonus.

3. In any case of doubt, adjustment should not be made without prior reference to the Secretary of the Admiralty (L. Branch).

(A.F.O. 2096/43.)

#### 246.—Industrial Staffs—Educational Facilities for Juveniles of 14 and 15 years

(L.11412/43.—13 Jan. 1944.)

The provisions of paragraphs 8 and 9 of Treasury Memorandum E.O.C.634 as quoted in A.F.O. 2445/43 (vide also A.F.O. 4027/43, paragraphs 2-5), regarding non-industrial juveniles may, at the discretion of Heads of Establishments, be extended also to industrial juveniles.

2. The normal working week of industrial juveniles for the purposes of the last sentence of paragraph 3 of A.F.O. 4027/43, continues to be forty-four hours.

(A.F.Os. 2445/43 and 4027/43.)

#### 247.—Clothes Rationing—Industrial Workers—"Industrial Ten" Supplement for 1943-44—Surrender of Coupons for Loaned Protective Clothing

(L. 12698/43.—13 Jan. 1944.)

With reference to paragraph 1 of A.F.O. 6192/43, the Board of Trade leaflet I.T.44, was inadvertently omitted from the Order as promulgated, and is reproduced below for information. Further copies of this leaflet may be obtained from local offices of the Ministry of Labour and National Service.

A Notice Board edition of this Order and A.F.O. 6192/43 will be distributed to civil establishments only for exhibition on Notice Boards.

#### I.T.44.—Board of Trade—Clothes Rationing—The "Industrial Ten" Supplementary Coupons for 1943-44

This leaflet must be read by all workers who wish to apply for the supplement and by their employers. Employers must make sure that copies are accessible to all workers, e.g., by exhibition on factory notice boards, so that they can study the schedule overleaf.

##### 1. Is there an "Industrial Ten" This Year?

Yes. The Board of Trade have decided after consultation with the Trades Union Congress and the British Employers' Confederation to repeat during the 1943-44 rationing period the issue of ten additional coupons made for many workers during the last period.

##### 2. What Kind of Workers Will Get Them?

The coupons will be available to the same types of workers as before, and these are listed in the schedule overleaf. You will see that this is almost identical with last year's.

##### 3. Where are the Coupons Obtainable and What do they Look Like?

They will be issued through Local Offices of the Ministry of Labour and National Service as before, to employers and self employed workers, and are in the form of Supplementary Coupon Sheets S.C.5B. Each sheet contains 10 blue coupons and a special panel. This panel must be retained by the worker.

##### 4. What is the Procedure for Obtaining the Coupons?

Employed workers must not apply to the Local Office of the Ministry of Labour and National Service. They must first study the schedule carefully to see whether they are eligible. If so, they must get Form E.D.292 from their employer or trade union branch, fill it in and return it to their employer without delay. Employers and trade union branches may obtain these forms from their Local Office of the Ministry of Labour and National Service.

Employers must obtain from their Local Office of the Ministry of Labour and National Service a supply of individual Forms E.D.292 to distribute to their workers, and also a collective Form E.D.294, on which to apply for the extra coupons for them. When applying for Forms E.D.292, employers should state the approximate number of their workers covered by the schedule.

Self employed workers must obtain Form E.D.293 from the Local Office of the Ministry of Labour and National Service nearest to their place of work.

All application Forms E.D.293 and E.D.294 should be completed and in the hands of the Local Offices of the Ministry of Labour and National Service as soon as possible and must be received by mid-day on Saturday, 26th February, 1944, at the latest.

Employers must hold all Forms E.D.292 sent in to them by their workers in order that they may be referred to in case of doubt. These Forms E.D.292 must not be sent to the Local Office. (The Forms E.D.277 held by employers in respect of the 1942-43 issues should now be sent for salvage.)

If a worker admits on Form E.D.292 that he has previously applied for the "Industrial Ten", the employer should exclude the worker's name from the Schedule E.D.295, but should hand him the Form E.D.300 which is obtainable from the Local Office of the Ministry of Labour and National Service.

#### 5. Must the Application Forms be Obtained Personally by the Employer from the Local Office of the Ministry of Labour and National Service ?

As far as possible, employers should call in or send a representative for the application forms, but farmers, and other employers who cannot easily get to the Local Office, may apply by post, stating their name, address, nature of business and the number of workers involved. They may also return the completed Forms E.D.293 or E.D.294 by post. Applications must not be made by telephone.

#### 6. Must Unemployment Insurance Books be Sent in with Applications to the Ministry of Labour and National Service ?

No. In the past, unemployment insurance books have been stamped at the time of issue of the coupons, but this requirement is now withdrawn. It imposed much extra work on employers' administrative staffs. Employers and workers must therefore see that all the instructions printed on the application forms are carried out. Employers are especially responsible for returning receipted schedules E.D.295 to the Local Offices of the Ministry of Labour and National Service **within 21 days of receipt.**

#### 7. Who Decides Whether a Worker is Entitled to the Coupons ?

In the case of most manual occupations, the employer can judge from the schedule whether the worker is eligible. There are instructions on Form E.D.294 for employers to enter separately the names and occupations of workers of whose eligibility they are uncertain. If employer and worker disagree about eligibility, the worker's name should be entered under the "uncertain" heading.

#### 8. Is there any Appeal for a Worker who is Refused Coupons ?

Generally no worker will get coupons this year if he was in the same job last year and did not qualify then. The Board of Trade have reviewed, in consultation with the Trades Union Congress, the needs of all types of workers and have decided not to extend the schedule to cover new trades. Appeals against this decision, or where coupons are refused for a job which earned them last year, may not be made to the Ministry of Labour and National Service. Such appeals must be made as follows :—

Workers should immediately submit their case to their trade union, who will take it up through the Trades Union Congress with the Board of Trade. If the workers have no trade union, the employer may put their case through the appropriate Employers' Federation. Only if the workers have no union and there is no appropriate Employers' Federation may the case be submitted by the employer directly to the Board of Trade. All such appeals must be made in writing to Raleigh House, Dolphin Square, Grosvenor Road, London, S.W.1, and must bear the reference "I.T.44" on the top left-hand corner of the letter and envelope.

This procedure must be followed for all queries about the "Industrial Ten". If it is not, considerable delay in replying will be unavoidable.

#### 9. Can Workers Get the Coupons if they Start Work after the Closing Date ?

Yes. Workers entering an occupation listed in the schedule for the first time at any stage of the rationing period may make application in the way described in this leaflet. In such cases, the employer must state clearly on Form E.D.295 the reason why application was not made earlier and the form must be completed and returned to the Local Office of the Ministry of Labour and National Service within two months of the date when the worker started eligible employment.

#### 10. How Can Workers Obtain their Coupons if they were Absent from Work at the Time of Issue ?

If application was made to the Local Office of the Ministry of Labour and National Service before a worker was absent, the employer, if he has returned the coupons, may regain them on enquiry at that office. Otherwise application should be made as in Question 9 above within two months of return to work.

#### 11. Can Workers Get the Coupons if they Move from One Firm to Another Before the Issue ?

They may make application through their new employer, if their new employment is covered by the schedule I.T.44. But applications will not be accepted without proof that coupons were not issued through the old employer. For this purpose, Form E.D.300 must be obtained by the new employer from the Local Office of the Ministry of Labour and National Service. It must be countersigned by the old employer and by his Local Office of the Ministry of Labour and National Service and must be submitted with Forms E.D.294 and 295 within two months of changing employment.

### SCHEDULE I.T.44

I.—Many types of labour impose greater wear and tear on clothing than does sedentary or light work. The Board of Trade have therefore arranged that 10 supplementary clothing coupons shall be available for workers of either sex regularly engaged on such types of labour for an average of not less than 22 hours a week in a trade or occupation listed below.

II.—Workers engaged in sedentary work, including workers of such types as clerks, photographers, designers, telephone operators, watchmen, timekeepers, and the like, are not entitled to the supplement. Nor are workers who are full-time wearers of a uniform which the Board of Trade accept as essential (e.g., policemen, fire brigade personnel, bus drivers, etc.) because they already get the equivalent of a supplement by having the uniform issued and replaced coupon-free and surrendering annually a reduced number of coupons.

III.—Administrative and supervisory workers, including foremen, chargehands, draughtsmen, etc., are not entitled to the supplement unless they are wholly or mainly employed on actual physical or manual labour or unless they are subject to special conditions which impose heavy wear on their clothing.

IV.—The Board of Trade ask the co-operation of both workers and employers in ensuring that the supplement is claimed only in cases which are within the scope of the definitions given. Unjustifiable claims will waste the country's resources and will result in the diversion of labour, raw materials and shipping space from direct war needs. Offenders will be liable to penalties under the Defence Regulations.

#### List of Trades and Occupations

- (1) Agriculture, horticulture, forestry, land drainage and timber production.
- (2) Mining and quarrying and the treatment of all non-metalliferous mine and quarry products including coal, coke, and their products; tar distillation.
- (3) Production of salt.
- (4) Production and treatment of building materials and manufacture of refractories.
- (5) Manufacture and treatment of pottery, earthenware and glass.
- (6) Production, refining and bulk distribution of oil.
- (7) Production and manipulation of the following or of goods incorporating them : heavy and fine chemicals, gases, luminous compounds, plastics, abrasives, gelatines, oils, fats, greases, animal gut, bone and other animal by-products.
- (8) Production of the following : matches, fertilisers, dyestuffs, pigment colours, paints, varnishes, inks, polishes, glues, and tanning extracts.
- (9) Production and treatment of metals.

- (10) Manufacture of metal products and of goods wholly or mainly of metal.
- (11) General, marine, and constructional engineering.
- (12) Electrical engineering, wiring, contracting and installation.
- (13) Manufacture and maintenance of electrical goods and equipment, including radio.
- (14) Manufacture of rubber and rubber goods, and synthetic rubber and synthetic rubber goods.
- (15) Manufacture of textiles and textile yarns including bleaching, dyeing and printing and allied processes; the making up of cloth into clothing or other textile made-up goods, and of hats and hoods, but only where these occupations are carried on in factories exclusively devoted to them, provided with mechanical power, and employing more than ten workers.
- (16) Manufacture of yarn or sheeting of cellulose acetate, cuprammonium casein and viscose.
- (17) Manufacture and processing of cables, rope, cordage, nets and netting.
- (18) Manufacture of felt, carpets, asbestos, leathercloth, linoleum, hard-surfaced floor coverings; the laying of linoleum.
- (19) Preparation of leather and other skins (including hairwashing), and manufacture of leather and fibre goods, including boots and shoes and the repair of boots and shoes.
- (20) Manufacture, coating and enamelling of paper and paper board, and manufacture of paper and cardboard goods, stationery and stationery requisites.
- (21) Printing and allied trades.
- (22) Manufacture of photographic apparatus and materials, and photographic processes involving the use of chemicals.
- (23) Handling and slaughtering of livestock for human and animal consumption.
- (24) Manufacture of food and drink products, including milling of cereals and of animal feeding stuffs.
- (25) Manufacture and preparation of tobacco, cigars, cigarettes and snuff.
- (26) Building and contracting, including construction, maintenance, repair, painting, decoration, alteration and demolition of buildings, roads, trolleybus routes, tramways, railways, inland waterways, docks, harbours, aerodromes and other works; well sinking, boring and tunnelling.
- (27) Camouflage and the production of camouflage materials.
- (28) Operation of locomotives, trains, buses, coaches, trolleybuses, trams, and road goods vehicles, and of wheeled and track-laying agricultural and industrial tractors, trailers and stationary engines.
- (29) Dock, wharf, harbour, river and canal service.
- (30) Construction, repair, scrapping and maintenance (including cleaning) of locomotives, trains, buses, coaches, trolleybuses, trams and road goods vehicles, ships and other water craft, aircraft, and of wheeled and track-laying agricultural and industrial tractors, trailers and stationary engines.
- (31) Sawmilling and woodworking (including repairing, spraying, painting, finishing and polishing); upholstering and the manufacture of bedding, wicker and basket work.
- (32) Treatment of bristles, bass, fibre and horsehair and manufacture of brushes.
- (33) Gas, water, electricity and hydraulic power supply, sewerage and telecommunications.
- (34) Reclamation of waste materials (including scrap metal) and collection and disposal of refuse.
- (35) Wholesale and retail distribution of coal and coke, and of food (not being chocolate and sugar confectionery); cold storage.
- (36) Cooking, preparation and service of foods, including incidental kitchen work, where such foods are offered for sale or consumed in other than private residences, but NOT the serving of drinks.
- (37) Laundry work, job dyeing and dry cleaning.
- (38) Works and plant and laboratory chemists and their assistants; laboratory workers.
- (39) Cemetery and crematorium workers.
- (40) Boiler firemen, ashmen, stokers, cleaners and sealers.
- (41) Roundsmen and roundswomen.
- (42) Chimney sweeps, window cleaners, and billposters.
- (43) Office and factory cleaners.
- (44) Workers engaged in shifting, loading and unloading heavy, dirty or corrosive goods.
- (45) Workers engaged on installation, maintenance or dismantling of electrical installations and industrial or agricultural plant or machinery.

- (46) Fishermen and other seamen holding civilian identity cards.
- (47) Shipping and engineering surveyors and draughtsmen engaged outside drawing offices on repair, construction and surveying.
- (48) Garage workers.
- (49) Cinema projectionists.
- (50) Workers not covered by the previous sections but engaged on essential manual operations and services in connection with any of the trades listed above.

*Note.*—Special arrangements will be announced, to employers and workers concerned, for the distribution of this supplement or its equivalent to workers in the explosives industry, hospital staffs and the Merchant Navy.

(A.F.O. 6192/43.)

#### 248.—Admiralty Industrial Establishments—Means of Escape from Fire—Factories Act, 1937, Section 34

(L. 13124/43.—13 Jan. 1944.)

By Section 34 of the Factories Act, 1937, every factory to which the Section applies (*see* Sub-section 13 of the Section), must be certified by the district council (i.e. council of a borough or county district), as being provided with such means of escape in case of fire, for the persons employed therein as may reasonably be required in the circumstances of each case. It is the duty of the council to examine every such factory and to give a certificate if the means of escape are approved.

2. Most Admiralty industrial establishments are factories within the meaning of the Factories Act, 1937, and should, therefore, have been examined and certified by the district council in pursuance of Section 34 of the Act.

3. Where no such certificate has been received, heads of establishments are to request the appropriate district council to examine the means of escape provided in the establishment and, if satisfied, to issue the necessary certificate. Any works' requirements arising from such examination, and necessary to comply with the provisions of the Act in this respect, should be reported for approval in the usual manner.

4. The Fire Officers in the various Commands, on visiting requisitioned premises, are to make recommendations with regard to the means of escape in case of fire, in compliance with the Factories Act, 1937. A representative of the local council should be present if practicable. Heads of establishments should normally ensure that any such recommendations are or will be approved by the district council before forwarding resulting works' requirements for approval. In view, however, of the pressure of work on district councils at the present time, some delay may occur in obtaining the approval of the district council. Where such delay is anticipated, the necessary Works requirements, resulting from the Fire Officer's recommendations, should be forwarded to Admiralty for approval, and the district council informed simultaneously, the district council being requested to indicate any disagreement with the proposed works as soon as possible. When the works have been completed, the district council should be requested to issue a certificate as provided for above.

5. Fire Officers may also be consulted by Officers-in-Charge of Admiralty-owned premises with regard to the adequacy of means of escape from fire, if there is reason to doubt the adequacy of the means of escape and difficulty is experienced in securing an early examination by the district council; also in establishments to which the provisions of the Factories Act do not apply. (If there is any doubt as to whether the Factories Act applies to a particular establishment, e.g. a storehouse, the Factory Inspector should be consulted.)

(A.L. L.619/38 of 27 Jun. 1938, Home Dockyard Regulations, art. 20.)

#### 249.—R.N. Fire Force—Provision of Towing Vehicles

(M./L.D.(PD) 01/43.—13 Jan. 1944.)

Fordson W.O.T. 3 Units are being supplied from Air Ministry sources for towing purposes, in lieu of Austin 2-ton, Home Office Type, standard towing units for fire appliances, to certain Admiralty establishments.

2. The fitting of a towing attachment and modification to carry the equipment as for the standard N.F.S. towing vehicle are to be arranged locally.

3. Towing vehicles are only provided in certain large establishments where distances or the man-power situation make them essential. First allocations have been made by the Admiralty and promulgated in Admiralty Letter M./L.D./P.D. 01/43, dated 23rd October, 1943.

4. Towing vehicles, where provided, are to be instantly available by day and night for towing fire appliances.

5. R.N. Fire Force personnel will drive the vehicles, and should be given the requisite training, where necessary.

6. These towing vehicles are chargeable to Vote 8 III and are to be maintained by the Manager, Engineering Dept., at the Dockyards and adjacent establishments. At the more remote establishments the maintenance is to be undertaken by the transport pool under the appropriate Naval Store Officer.

7. Until the arrangements for the provision of spare parts in Royal Dockyards have been made, spares for these units can be obtained from the following R.A.F. Maintenance Units :—

No. 3 M.U. Hermitage, Nr. Milton, Hants.

No. 14 M.U. Carlisle.

No. 16 M.U. Stafford.

No. 69 M.U. Sandy Tyke, Cumberland.

No. 70 M.U. Woodcote, Reading..

*(A.F.O. 3020/43 is cancelled.)*