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# ADMIRALTY FLEET ORDER

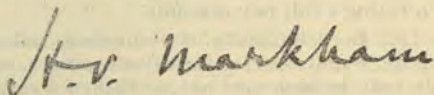
**COMPLEMENTS OF WRITER AND SUPPLY RATINGS IN NAVAL SHORE ESTABLISHMENTS AT HOME AND ABROAD (EXCLUDING NAVAL AIR STATIONS AND R.M. ESTABLISHMENTS)—DILUTION BY W.R.N.S. PERSONNEL—REPORTS**

ADMIRALTY, S.W.1,

6th May, 1943.

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

By Command of their Lordships,



**Distribution Limited**

*To all Commanders-in-Chief (excluding C.-in-C., H.F.), Flag Officers, Senior Naval Officers Ashore, and Superintendents or Officers in Charge of H.M. Naval Establishments concerned.*

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

Head of "P" Branch

**2102.—Complements of Writer and Supply Ratings in Naval Shore Establishments at Home and Abroad (excluding Naval Air Stations and Royal Marine Establishments)—Scales for Assessing, and Measure of Substitution by W.R.N.S. Personnel—REPORTS.**

(N./D.P.S. 257/43/M.—6.5.1943.)

The following instructions serve to consolidate and amend orders promulgated in Admiralty Letters P.M. 7975/40 of 25th October, 1940, and errata of 8th November, 1940, and 27th March, 1941, N/P.M. 7975/40 of 28th November, 1940, and errata of 27th March, 1941, N.12732/41 of 4th August, 1941, N. 30396/41 of 2nd January, 1942, N. 29261/41 of 3rd January, 1942, and N. 17231/42 of 10th August, 1942, and A.F.O. 904/43. These Admiralty Letters (except N. 29261/41 of 3rd January, 1942) and A.F.O. 904/43 are cancelled.

**SECTION A—SCALES FOR COMPLEMENTS**

2. The complements of Writer and Supply staffs in shore establishments at home and abroad (including Combined Operations Bases but excluding Naval air stations and Royal Marine establishments) are to be regulated according to the scales set out in the following Tables I to IV. Specific Admiralty authority is required to any exception. Additions to staff over and above the numbers allowed by scale which have been approved for individual establishments may be retained.

3. The staffs for pay offices are calculated to allow for all duties in connection with pay accounts, including cash account duties, travelling expenses, correspondence, etc.

4. (a) In calculating the numbers allowed under Table I for pay office staffs, an officer's full pay account may be reckoned as five-thirds of a rating's account, and each officer and rating borne for victuals only may be reckoned as one quarter of a rating's full pay account.

(b) In calculating the numbers allowed under Table I for Commodore's, Captain's and Service Certificate offices, each officer and rating borne for victuals only may be reckoned as one half of a rating's full pay account.

5. In some cases the full numbers allowed by these scales will not be found necessary, and in some cases a note to this effect is to be included in the return referred to in paragraphs 9 and 16.

6. Complements assessed on these scales may be used for the award of difference of pay in accordance with K.R. & A.L., Article 1591 (as amended by K.R. 1/43), and A.F.O. 3113/40 and (for W.R.N.S. personnel) A.F.O. 3034/41.

7. The tables, which are printed at the end of this Order, cover:—

*Writer Staffs* (including R.N. barracks).

Pay offices	...	...	...	} Table I.
Commodore's offices	...	...	...	
Captain's offices	...	...	...	
Service Certificate offices	...	...	...	

*Supply Staffs* (excluding R.N. barracks).

Naval bases (excluding staff for tenders)	...	Table II.
Staff for large tenders at Naval bases	...	Table III.
Staff for small tenders at Naval bases	...	Table IV.

*Note.*—Supply staffs for R.N. barracks will be dealt with separately.

**SECTION B—SUBSTITUTION BY W.R.N.S. PERSONNEL IN SHORE ESTABLISHMENTS AT HOME**

8. The complements assessed in accordance with scale, and complements of establishments specifically authorised, are subject to the following substitution of Naval ratings by W.R.N.S. personnel in all establishments at home. The measure of substitution shown is a minimum. Fifty per cent. of an odd number may be calculated in favour of allowing a male rating.

(a) Writers—100 per cent. to be replaced by Wrens.

(b) Leading Writers—75 per cent. to be replaced by Leading Wrens.

(c) C.P.O. and P.O. Writers—50 per cent. to be replaced by Chief Wrens and P.O. Wrens.

*Note.*—If desired, a proportion of Wrens of the Typist (or Writer (general)) category may be borne in lieu of an equivalent number of Writer (Pay) or Writer (General) ratings allowed by scale.

(d) Supply Assistants—all those employed on clothing and implement duties and 50 per cent. of the total of those employed on Naval stores and victualling duties to be replaced by Wrens.

(e) Leading Supply Assistants—all those employed on clothing and implement duties (but see *Note*) and 50 per cent. of the total of those employed on Naval stores and victualling duties to be replaced by Leading Wrens.

(f) Supply C.P.Os. and Supply P.Os.—all those employed on clothing and implement duties (but see *Note*) and 25 per cent. of the total of those employed on Naval stores and victualling duties to be replaced by Chief Wrens or P.O. Wrens.

*Note.*—Where four or more Leading Supply Assistants are allowed for clothing and implement duties, one may be retained for charge of working parties and similar duties. Where four or more Supply Chief or Petty Officers are allowed for clothing and implement duties, one may be retained for general charge. In bases and establishments with less than four such ratings, applications for the retention of one Supply C.P.O. or P.O. will be considered in exceptional circumstances where the turnover of cash clothing justifies it. Where the employment of a working party to handle heavy bales, etc., is justified and cannot be arranged from existing resources, applications may be submitted for the addition of civilians or seamen, preferably the former, for this purpose with consequent reduction in the number of W.R.N.S. Supply ratings allowed.

9. Complements calculated on the above scales and substitution by W.R.N.S. personnel are to be automatically adjusted by depots (working in conjunction with Superintendents, W.R.N.S.) on receipt of a report which is to be rendered by each establishment to its manning port on the penultimate Friday of each month commencing May, 1943. The report is to be made in the form shown in the Appendix to this Order and a copy is to be sent to the Superintendent, W.R.N.S., of the Command in which the establishment is situated. Any necessary adjustments in numbers of Naval and Wren ratings in an establishment with a fixed complement are also to be made by the depot in conjunction with the Superintendent, W.R.N.S., concerned.

10. Substitution on the above basis is also to be applied at home to Writers serving in offices of Flag and Naval Officers-in-Charge, drafting and other similar offices in Naval shore establishments, and should be carried out so far as is possible in staffs of Commanders-in-Chief and Flag Officers Commanding ashore, and in regulating staffs in depots and bases who are employed mainly on clerical work.

11. This increased substitution has been made possible by the larger number of experienced Wrens available and by the standardisation and centralisation of their training (except Writers, General) at the Accountant Ratings Training Establishment, Highgate.

12. No period of turnover is permissible for Highgate trained Wrens. In the case of Writers (General) a period of three weeks may be allowed if considered essential.

13. All substitution of Writer and Supply ratings by W.R.N.S. ratings is to be strictly on a head for head basis.

14. The extent of the substitution directed in paragraph 8 is not regarded as a maximum and replacement on a greater scale can probably be effected. The position in each establishment should be frequently reviewed and proposals forwarded as necessary. In this connection it must be pointed out that W.R.N.S. personnel, like Naval ratings, are to be regarded as available for work as and when required and should not be restricted to any special limitation of hours or to daytime work only.

## SECTION C.—SUBSTITUTION BY W.R.N.S. PERSONNEL IN ESTABLISHMENTS ABROAD

15. The employment of Wrens at bases abroad is under constant review at the Admiralty. Where approval for their employment exists, substitution is to be effected on similar conditions to those for establishments at home, as and when accommodation becomes available and W.R.N.S. personnel can be drafted.

16. Reports of complements borne and allowed, calculated on the scales set out in Tables I—IV, and the substitution by W.R.N.S. personnel (if any) are to be rendered by each establishment to its manning port (in suitable form, similar to the Appendix to this Order) on 1st April and 1st October in each year, commencing October, 1943. If Wrens are borne, a copy is to be sent to the Director, W.R.N.S.

Table I  
Complements of Writer Ratings for Bases

Duty	Details	Ch. & P.Os.*	Ldg. Writer	Writer
Pay offices ...	Up to 400 full pay accounts ...	—	1	1
	Up to 800 full pay accounts ...	1	1	2
	Up to 1,200 full pay accounts ...	1	2	3
	Up to 1,600 full pay accounts ...	2	2	4
	Up to 2,000 full pay accounts ...	3	3	5
When a unit of 2,000 accounts has been formed, the scale should start again at the beginning.				
Commodore, Captain and Service Certificate offices ...	Under 300 full pay accounts ...	—	—	—
	301–500 full pay accounts ...	—	1	—
	501–1,000 full pay accounts ...	—	1	1
	1,001–1,500 full pay accounts ...	—	1	2
	1,501–2,000 full pay accounts ...	1	1	2
Sliding scale additional to the above to be at the rate of 1 Writer, 1 Ldg. Writer, 1 Writer, 1 P.O. Writer in that order for each 750 accounts.				

\* One half to be C.P.Os. and one half P.Os., an odd rating always being a P.O.

Table II  
Complements of Supply Ratings for Bases

Accounts carried : Large ships' accounts, i.e. S.83, Part I ; S.83, Part II ; S.1050, etc. ; also reserves of all kinds of stores.

Numbers Victualled	Victualling Duties			Clothing and Implement Duties			Naval Store Duties			Total		
	S.C.P.O. and S.P.O.	L.S.A.	S.A.	S.C.P.O. and S.P.O.	L.S.A.	S.A.	S.C.P.O. and S.P.O.	L.S.A.	S.A.	S.C.P.O. and S.P.O.	L.S.A.	S.A.
150–250 ...	—	—	1	1	—	—	—	—	—	1	—	2
251–500 ...	1	—	1	1	—	2	—	1	—	1	—	4
501–750 ...	1	—	2	2	1	2	—	1	—	2	—	6
751–1,000 ...	1	—	2	2	1	3	—	1	—	2	—	6
1,001–1,400 ...	1	1	3	3	1	3	1	1	2	3	—	7
1,401–1,700 ...	1	1	3	3	1	4	1	1	3	4	—	9
1,701–2,000 ...	2	1	3	3	1	4	1	1	4	5	—	10
2,001–2,400 ...	2	1	4	4	2	4	1	1	4	5	—	11
2,401–2,800 ...	2	1	4	4	2	4	1	1	4	5	—	11
2,801–3,200 ...	2	2	4	4	2	4	2	1	4	6	—	12
3,201–3,600 ...	2	2	4	4	2	4	2	1	4	6	—	12
3,601–4,000 ...	2	2	5	5	2	5	2	1	5	6	—	13
4,001–4,400 ...	2	2	5	5	3	5	2	1	5	6	—	14
4,401–4,800 ...	2	2	5	5	3	5	2	1	5	6	—	15
4,801–5,200 ...	3	2	5	5	3	6	2	1	5	6	—	16

Table III  
Large Tenders (Destroyers, etc.)

No. of Ships	Approximate No. Victualled	Victualling Accounts			Loan Clothing and Mess Trap Accounts			Total		
		S.C.P.O. and S.P.O.	L.S.A.	S.A.	S.C.P.O. and S.P.O.	L.S.A.	S.A.	S.C.P.O. and S.P.O.	L.S.A.	S.A.
10	1,500	1	—	1	—	1	1	1	1	2
15	2,250	1	—	2	—	1	1	1	1	3
20	3,000	1	—	2	1	1	1	2	1	3
30	4,500	1	—	2	1	1	2	2	1	4
40	6,000	1	1	2	1	1	2	2	2	4
50	7,500	1	1	2	1	1	3	2	2	5
60	9,000	1	1	3	1	1	3	2	2	6
70	10,500	1	1	3	1	1	4	2	2	7
Muster Staff	Above 20 Tenders	—	—	—	—	—	—	1	—	—
	40 Tenders and above	—	—	—	—	—	—	2	—	—

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Table IV  
Small Tenders (Trawlers, etc.)

No. of Tenders	Victualling Duties			Clothing and Implement Duties			Naval Store Duties			Totals		
	S.C.P.O. and Sy. P.O.	L.S.A.	S.A.	S.C.P.O. and Sy. P.O.	L.S.A.	S.A.	S.C.P.O. and Sy. P.O.	L.S.A.	S.A.	S.C.P.O. and Sy. P.O.	L.S.A.	S.A.
10- 20 ...	1	—	2	—	—	*	1	—	1	2	—	3
21- 30 ...	1	—	2	1	—	1	1	1	1	3	1	4
31- 50 ...	1	1	2	1	—	1	1	1	2	3	2	5
51- 70 ...	1	1	2	1	—	2	1	1	3	3	2	7
71- 90 ...	1	1	3	1	—	2	1	2	3	3	3	8
91-110 ...	1	2	3	1	—	2	1	2	4	3	4	9
111-130 ...	1	2	3	1	1	2	1	2	5	3	5	10
131-150 ...	1	2	4	1	1	2	1	3	5	3	6	11

\* Clothing and Implement Duties to be carried out by Victualling Staff.

Note.—The total numbers of S.C.P.O. and Sy. P.Os. allowed in Tables II, III and IV may be filled on the basis of 50 per cent. S.C.P.Os. and 50 per cent. Sy. P.Os., an odd rating always being a Sy. P.O.

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APPENDIX

H.M.S. " 194 } Monthly Report of Writers and Supply Ratings Borne (A.F.O. 2102/43)

- (a) No. of Open Accounts (i) Officers borne for full pay .....
- (ii) Ratings borne for full pay.....
- (iii) Officers and ratings borne for victuals only .....
- (b) Numbers victualled in the Base excluding tenders.....
- (c) No. of tenders of large type of complement of 40 or more.....
- (d) No. of tenders with small complements i.e., under 40.....
- (e) No. of Writer and Supply Branch ratings allowed and borne.....

	<i>Pay Office</i>		<i>Captain's and S.O. Office</i>	
	<i>Allowed</i>	<i>Borne</i>	<i>Allowed</i>	<i>Borne</i>
C.P.O. Writer ... ..				
Ch. Wren Writer ... ..				
P.O. Writer ... ..				
P.O. Wren Writer ... ..				
Ldg. Writer ... ..				
Ldg. Wren Writer ... ..				
Writer ... ..				
Wren Writer ... ..				

	<i>Victualling</i>		<i>Naval Stores</i>		<i>Clothing</i>	
	<i>Allowed</i>	<i>Borne</i>	<i>Allowed</i>	<i>Borne</i>	<i>Allowed</i>	<i>Borne</i>
S.C.P.O. ... ..						
Ch. Wren Supply ... ..						
Supply P.O. ... ..						
P.O. Wren Supply ... ..						
L.S.A. ... ..						
Ldg. Wren Supply ... ..						
S.A. ... ..						
Wren Supply ... ..						

(f) Numbers allowed additional to scale (vide paragraph 2 of A.F.O. 2102/43) are included in the numbers shown as allowed in (e) above, and the authorities for such additions are as follows :—

Commanding Officer.

The Commodore, R.N. Barracks,  
The Superintendent, W.R.N.S.

(A.F.O. 3113/40.)  
(A.F.O. 3034/41—not in annual volume.)  
(A.F.O. 904/43 is cancelled.)