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ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,
7th May, 1942.

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 revised Admiralty Fleet Order Volume Instructions—A.F.O. 4544/41, paragraph 10.

Head of "P" Branch

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ADMIRALTY FLEET ORDERS

No. Subject.

7th May, 1942.

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2191. B.R. 359—Establishment of Naval Stores for Electrical and Torpedo Purposes and Form D. 128D, List of Particulars—Errata No. 10.
2192. O.U. 6118 (1)—B.R. 119 Series and B.R. 120 Series—Issue to Merchant Vessels.
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2196. Civil Defence Duties (Compulsory Enrolment)—Night Workers, etc.
2197. Promotion of Clerical Assistants (Treasury and Departmental) and Members of the Established Typing Grades.
2198. Subordinate Officers—Scheme of Gratuities for Extra Attendance on Good Friday, 1942.
2199. Compensation for Injury—Relief for Income Tax.
2200. Lodging Allowance and Removal Expenses—Civilian Non-Industrial Staff Permanently Transferred or Returned to Normal Headquarters.
2201. Number and Types of Boats Required for Ships.
2202. Requisitioned Property—Removal of Railings, etc. for Scrap.
2203. Marking of Packages containing Naval and Naval Aircraft Stores for Shipment.
2204. Durban Naval Store Depot—Separate Cost Accounts.

*(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.

2114.—Enemy Aircraft Shot Down or Damaged by Ships' Gunfire and Naval Aircraft

(G.D. 383/42.—7.5.1942.)

The following *amendments* are to be made to A.F.O. 1733/42 paragraph 1, sub-heading—"Brief details of the successes credited to H.M. ships and merchant vessels (one in each case unless otherwise stated) obtained from reports received during March, 1942, are as follows"—:

H.M. Ships

Under heading "Confirmed"—*Amend* present details to read as follows:—

H.M. M.G.B. "43"
H.M. M.G.Bs. "41" and "43"
H.M.S. "Goatfell"
H.M.T. "Negro"
H.M.T. "Stefa"
H.M.S. "Balmoral"

Escorts and merchant ships in Convoy P.W. 128 (20th March, 1942).

(A.F.O. 1733/42.)

2115.—Consular Appointments

(M. 1416/42.—7.5.1942.)

The status of the consular post at Basra has been raised to that of a Consulate-General for the duration of the war. Mr. W. L. C. Knight assumed charge as H.M. Consul-General on 22nd January, 1942.

2. A British Vice-Consulate has been opened at Bolama, Portuguese Guinea, with Mr. Alfred Mortimer in charge.

The British Consular Offices in Syria, which were closed in May, 1941, have been reopened as from 29th September, 1941—

Beirut—Mr. L. F. L. Pyman in charge.
Damascus—Mr. Davies Williams in charge.
The position at Aleppo is still uncertain.

3. The British Vice-Consulate at Manzanillo, Mexico, has been closed.

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

*2116.—Honours and Awards—"London Gazette" Supplement of 28th April, 1942

(H. & A.—7.5.1942.)

CENTRAL CHANCERY OF THE ORDERS OF KNIGHTHOOD.

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

28th April, 1942.

The KING has been graciously pleased to give orders for the following appointments to the Most Excellent Order of the British Empire, for gallantry and undaunted devotion to duty:—

To be Additional Officers of the Military Division of the said Most Excellent Order:

Temporary Lieutenant James Plunkett, R.N.V.R.
Temporary Lieutenant Sidney Arthur Anderson, R.A.N.V.R.
Temporary Acting Lieutenant David Sidney Apps, R.N.V.R.

The KING has been graciously pleased to approve the following awards for gallantry and undaunted devotion to duty:—

Bar to the George Medal

Temporary Lieutenant Herbert Edgar Wadsley, G.M., R.N.V.R.

The George Medal

Temporary Lieutenant-Commander Charles Walter Albert Chapple, D.S.O., R.N.V.R.

Temporary Lieutenant Hugh Verschoyle Cronyn, R.N.V.R.

Temporary Lieutenant David Law, R.N.V.R.

Lieutenant John Stuart Mould, R.A.N.V.R.

The KING has been graciously pleased to approve the award of the British Empire Medal (Military Division) for gallantry and devotion to duty to:
Able Seaman Herbert George Smith, C/SSX.28861.

ADMIRALTY.

Whitehall.

28th April, 1942.

The KING has been graciously pleased to approve the following Awards:—

For bravery and tireless devotion in saving life:

The Albert Medal (Posthumous)

The Reverend Christopher Champain Tanner, Temporary Chaplain, R.N.V.R., H.M.S. "Fiji",

who, when H.M.S. "Fiji" was sunk in the Battle of Crete, stayed to save the wounded men from the sick bay, and was one of the last to leave the ship. While in the water he spent himself in helping men to rafts and floats, and, when the rescuing ship came up, in bringing over to her disabled men and such as could not swim.

At length only one man remained to be brought across. Despite his exhaustion, Mr. Tanner made a last effort to save him. He brought him across and saw him safely on board. But when hauled up himself he died within a few minutes.

For bravery and skill in successful submarine patrols:

Bar to the Distinguished Service Order:

Lieutenant-Commander Cecil Bernard Crouch, D.S.O., R.N.

The Distinguished Service Cross

Lieutenant Bruce John Bevis Andrew, R.N.

Mr. John Watkins Northwood, Commissioned Engineer, R.N.

The Distinguished Service Medal

Chief Petty Officer Harold Percy Walters, P/J.98724.

Petty Officer George Frederick Maughan, C/J.46161.

Stoker Petty Officer William Joshua Chipperfield, P/K.66733.

Acting Stoker Petty Officer Thomas Aldous Boulton, D/KX.81414.

Engine Room Artificer Third Class George Edwin Baker, C/MX.51377.

Able Seaman Eric Webb, P/SSX.23254.

Mention in Despatches

Lieutenant Martin Douglas Hutley, R.N.R.

Chief Petty Officer Charles Stanley Jones, D.S.M., P/J.101241.

Chief Petty Officer John Kinnersley Webster, D.S.M., C/J.99533.

Chief Engine Room Artificer George William Curtis, D.S.M., P/M.39537.

Leading Seaman Kenneth Gordon Coates, C/J.94731.

Leading Stoker Fred Lowe, D/KX.82007.

Able Seaman William James Galloway, C/JX.136132.

Able Seaman Terence George Morgan, D/JX.127471.

For sustained courage, skill and enterprise in many air operations by night and day, against the enemy in the Mediterranean.

The Distinguished Service Cross

Lieutenant (A) Henry Mosely Ellis, D.F.C., R.N.

Acting Lieutenant Michael Mercer Dunlop, R.N.

Acting Lieutenant John Desmond Jackson, R.N.

Lieutenant Vaughan Ninian Startin Davies, R.N.R.
 Sub-Lieutenant (A) Oswald Withington Tattersall, R.N.
 Acting Sub-Lieutenant (A) Richard Edward Bradshaw, R.N.
 Acting Sub-Lieutenant (A) Arthur Derek Maher, R.N.
 Acting Sub-Lieutenant (A) John Maund Brown, R.N.V.R.
 Temporary Sub-Lieutenant (A) Peter Scott Wellington, R.N.V.R.
 Temporary Acting Sub-Lieutenant (A) Basil Frank Sutton, R.N.V.R.

The Distinguished Service Medal

Leading Airman Robert Boddy, FAA/FX.77515.
 Leading Air Fitter (O) John Connolly, FAA/FX.78739.

Mention in Despatches

Acting Sub-Lieutenant (A) Richard Jolly, R.N.
 Acting Sub-Lieutenant (A) Jeffery William Powell, R.N.
 Leading Airman Alan Terence Collings, FAA/FX.77179.
 Temporary Leading Airman Edward Kennelly, FAA/FX.77277.
 Leading Air Fitter Denis William Frank Pryce, FAA/FX.75415.

For skill and bravery in the protection of a merchantman :

The Distinguished Service Medal

Acting Able Seaman Harry Herbert George Farley, D/JX.194893.

For good services and devotion to duty in rescue work, while serving in H.M.S. "Havock" :

Mention in Despatches

Leading Cook Vincent Cauchi, D.S.M., E/LX.20755.
 Cook (S) George William Smith, C/MX.60820.

For skill in action against enemy aircraft, while serving in H.M.T. "Cornelian" :

Mention in Despatches

Lieutenant Sydney Gorrell, R.N.R.
 Ordinary Seaman James Joseph Sweeney, LT/JX.221028.

For skill in action against the enemy, while serving in H.M.S. "Wallace" :

Mention in Despatches

Lieutenant-Commander Edward Gavin Heywood Lonsdale, D.S.C., R.N.

For bravery in an air raid :

Commendation

Marine Eric Reginald Simms, Ch.X.100565.

For coolness and devotion to duty :

Commendation

Temporary Electrical Lieutenant Albert Stanley Fox, R.N.V.R.
 Chief Petty Officer Charles Frederick Walker, C/J.115581.
 Petty Officer Henry James Cooper Pollett, G.M., C/J.8749.

The KING has been graciously pleased to grant unrestricted permission to wear the Insignia of the Honours which have been conferred by the Queen of the Netherlands upon the following Officers of the Royal Navy in recognition of their services in the cause of the Allies :—

Commander of the Order of Orange Nassau

Captain James Gregson Roper, R.N.
 Captain George Arthur Wallis Voelcker, R.N.

Chevalier of the Order of Orange Nassau

Temporary Lieutenant William Clifford Duits, R.N.V.R.

The KING has been graciously pleased to grant unrestricted permission for the wearing of the decoration shown below, which has been conferred by the King of the Hellenes in recognition of services in the Battle of Crete :

Military Cross, Second Class

Acting Vice-Admiral The Lord Louis Francis Albert Victor Nicholas Mountbatten, G.C.V.O., D.S.O.

***2117—Honours and Awards—Officers of the Royal Netherlands Navy Mentioned in Despatches**

(H. & A. 194/42.—7.5.1942.)

The King has been graciously pleased to approve the mention of the names of the following in Despatches for courage and good services in an encounter with enemy E-boats :—

Sub-Lieutenant Hubert Pontier, R. Neth. N. H.M.S. "Beehive."
 Sub-Lieutenant Kees de Way, R. Neth. N. M.G.B. "64."

2. These awards will not be gazetted.

2118.—H.M. Ships Lost—Procedure for Paying Off and Disposal of Survivors

(M. 05900/42.—7.5.1942.)

The following procedure is to be followed when one of H.M. ships or vessels in commission is lost.

2. Where the date of the loss is definitely known, orders for formally paying off the ship from that date are to be issued by the Commander-in-Chief under whom the vessel was operating. Copies of the Order should be forwarded to the Admiralty and to the Commander-in-Chief of the manning port.

3. Where the date of loss is not definitely known, the date of loss will be decided and the paying off orders issued by the Admiralty. The Naval Authority under whom the vessel was operating should, however, forward his recommendations as to the date on which the vessel should be regarded as formally paid off.

4. Action to pay off H.M. ships lost should be taken as soon as possible after the loss, but the orders should be issued confidentially.

5. *Disposal of Survivors.*—The Senior Naval Officer of the port to which the survivors are taken, should forward to the Secretary of the Admiralty (C.W. Branch) as soon as possible a duplicate list of the addresses to which the officers proceed and the officers should be instructed to report direct to Admiralty any changes.

6. Naval ratings should be sent to their depôts with the least possible delay with a view to fresh kits being issued, etc.

7. T.124 personnel should be sent to their homes and a list of the personnel with their addresses forwarded to the Admiralty (for D. of S.T.) by the Naval Authority at the port where they are landed.

(A.F.Os. 647/40, 302/41 and 1366/41 are cancelled.)

2119.—Accelerated Promotion

(C.W. 16398/42.—7.5.1942.)

With reference to A.F.O. 425/42 the following Sub-Lieutenants have been promoted from the dates shown :—

Executive :—

Coulton, B. T.	"Petunia"	1st February.
Southcott, J. S.	"Forward"	1st February.
Renshaw, M. W.	"Duke of York"	1st February.
Haskett-Smith, A.	"Marne"	1st February.
Bell, R. G.	"Vernon"	2nd February.
Spring-Rice, S. E.	"Ursula"	1st March.
Dand, R. W. S.	"Derby County"	1st March.
Tillie, A. B. K.	"St. Christopher"	1st March.
	For M.L.268.	
Rodier, M. F.	"Britannia III"	1st March.
	M.L.177 in cd.	
Fowke, F. H. V.	"Brilliant"	1st March.
Mackenzie, M. M.	"Marshal Soult"	1st March.
Broom, J. R. T.	"Badger"	1st March.
	For "Sword Dance."	
Moller, J. A. R.	"Bedouin"	1st March.
Smith, F. H. B. (G.C.)	"Lancaster"	1st March.

Executive—contd.

Herbert-Smith, R. M.	"Excellent"	1st March.
Dow, J. A.	"Veteran"	1st March.
Shaw, R. G.	"Ludlow"	1st March.
Mills, D. J.	"Alcantara"	1st March.
Philpott, Francis Leo	"Tulip"	1st March.
Ford, J. M.	"Lochinvar"	1st April.
	For M.A.S.B. 35 in cd.	
Williams, P. M. C.	"Forward"	1st April.
Thorpe, G. J. Y.	"Caroline"	1st April.
	For "Lady Elsa."	

(A.F.O. 425/42.)

2120.—Naval Observers—Appointment on Qualifying—REPORTS

(C.W. 9188/42.—7.5.1942.)

With reference to K.R. & A.I., Article 334 (as amended by K.R. 4/39), officers who qualify in Air W/T, on satisfactorily completing the Observers' Course, are no longer to be appointed in an acting capacity.

2. In future, therefore, only those officers who do not attain the full standard in Air W/T will be appointed as Acting Observer and this appointment will signify that the officer is eligible for flying allowance at the lower rate of 4s. 0d. per diem only. In these cases when the officer subsequently passes the buzzer tests in accordance with K.R. & A.I., Appendix XII, Part 4, Section i (6) (as amended by K.R. 1/39), the date of passing the tests is to be reported to the Admiralty in order that confirmation as Observer may be promulgated.

3. Officers qualified as Acting Observer only will be distinguished in the Navy List by the symbol (o); confirmed Observers will be distinguished by the symbol (O) as at present.

4. All officers now appointed as Acting Observer qualified in Air W/T will be automatically confirmed under this Order.

5. In the case of officers still appointed as Acting Observer *not* qualified in Air W/T, who have qualified in Air W/T since appointment, the date of passing the buzzer tests is to be reported to the Admiralty forthwith.

6. K.R. & A.I. will be amended.

(K.R. & A.I., Article 334 and Appendix XII, Part 4, Section i (6).)

***2121.—Standard Required of C.W. Candidates**

(C.W. 13621/42.—7.5.1942.)

When a rating who is a candidate for a temporary executive commission is informed that a C.W.1(T) Form has been started for him he is to be given a copy of the following instructions:—

A C.W. candidate is required to have a thorough knowledge of at least the following technical subjects before appearing before an Admiralty Selection Board and he should have a good knowledge of them before appearing before a preliminary Selection Board.

1. Rigging

- (a) Bends and hitches.
- (b) Knotting and splicing hemp.
- (c) Throwing heaving lines, securing boats' falls, hawsers and painter and passing stoppers.
- (d) Tackles, reeving and use of.
- (e) Hemp and wire hawsers.
- (f) P.V. fittings.

2. Compass and Wheel

- (a) Graduation and points of gyro and magnetic compasses and practice in taking bearings.
- (b) Bow, beam and quarter bearing for look-out duties and how to report objects.
- (c) Precautions when near magnetic compasses.

3. Rule of the road

- (a) Good knowledge of regulations for preventing collisions at sea.
- (b) Sound signals.
- (c) Navigation lights.

4. Lead

- (a) Marking of lead lines.
- (b) Heaving the lead.

5. Anchors and Cables

- (a) Types of anchors, cables, shackles and gear.
- (b) Methods of letting go and weighing anchors.
- (c) Handling slips and cables.
- (d) Securing to a buoy.

6. Boat Work

- (a) Boats' gear.
- (b) Handling boats under oars.
- (c) Securing the sea-boat.
- (d) Methods of hoisting boats.

7. Signals

- (a) Colours of all naval flags and pendants (Naval Code).
- (b) Ability to make and read semaphore (six words per minute).
- (c) Ability to make and read morse (four words per minute).

8. Charts

To be able to read a chart.

9. Gunnery

To know simple squad drill and rifle drill movements.

10. Swimming

To have passed preliminary test.

The full syllabus of the Cadet ratings course is printed in A.F.O. 3970/40.

(A.F.O. 3970/40.)

2122.—Training of "Hostilities Only" Ratings as Aircraft Technical Officers

AFO 3714/45

(C.W. 5127/42.—7.5.1942.)

With reference to paragraph 2 of A.F.O. 1879/42 ratings already undergoing training in H.M.S. "King Alfred" are not to be regarded as eligible for training as aircraft technical officers. Action as laid down in paragraph 3 of A.F.O. 1879/42 should not therefore be taken in respect of these ratings.

2. A.F.O. 1897/42 is to be amended accordingly.

(A.F.O. 1879/42.)

2123.—National Health and Pensions Insurance—Officers of the Reserve Forces and Auxiliary Forces, Officers Re-employed, Persons granted Temporary Commissions and Warrants, etc.

(P.M. 673/42.—7.5.1942.)

It has come to notice that cases may occasionally arise, owing to various circumstances, where National Health and Pensions Insurance charges due in accordance with the provisions of A.F.O. 205/40, as amended by A.F.Os. 2109/40, 1392/41 and 30/42, have not been made against an officer's account until a very considerable time after the officer's liability for such charges commenced.

2. Accountant Officers are notified that if an officer in such circumstances, indicates that he is desirous that the arrears should not be recovered in one sum, arrangements may be made for the recovery to be spread over a period. The amount of the arrears should be charged in one sum on the ledger, and liquidated at a rate not exceeding £2 a month.

(A.F.Os. 205/40, 2109/40, 1392/41, and 30/42.)

2124.—Royal Naval Air Units—Complements—Amendments

(N. 14272/41 & N. 25476/41.—7.5.1942.)

The following amendments are to be made to A.F.O. 1021/41 :—

Table IV. Page 10.

Insert Leading Supply Assistant and Supply Assistant below A.B. or Ord. Seaman as follows :—

Rating	No. of aircraft						Remarks
	6	9	12	15	18	24	
Leading Supply Assistant ...	1	1	1	1	1	1	See Note V.
Supply Assistant ...	—	—	—	—	—	1	See Note V.

Table V. Page 11.

Insert Leading Supply Assistant below Pilot (Officer or Rating) as follows :—

Rank or Rating	No. of aircraft				Remarks
	2	4	6	8	
Leading Supply Assistant ...	—	—	1	1	See Note V.

Add Note V to Notes to Tables IV and V as follows :—

"A Leading Supply Assistant will be allowed when the number of aircraft in the unit is 6 or over.

When the number of aircraft is 24 add 1 S.A. and thereafter 1 S.A. for every additional 12 aircraft."

Table I. Page 3.

Type of Squadron.	Skua.		Fulmar.	
	9	12	9	12
No. of aircraft ...	9	12	9	12
<i>Reduce :</i>				
Naval Airman I ...	1	2	1	2
A.G.3 ...	1	2	1	2
<i>Add :</i>				
Lieutenant Commander ...	1	2	1	2
Lieutenant, ...				
Sub-Lieutenant (O) or (A) ...				
Marine (W.R.A.) ...	1	1	1	1

Note IV (ii). Page 5.

Amend columns relating to Skua and Fulmar aircraft to read as follows :—

Type of Squadron.	Skua.		Fulmar.	
	9	12	9	12
No of aircraft ...	9	12	9	12
<i>Reduce :—</i>				
Marine (W.R.A.) ...	5	6	5	6
<i>Add :—</i>				
Leading Steward ...	—	—	—	—
Steward or Assistant Steward ...	3	4	3	4
Net reduction ...	2	2	2	2

(A.F.O. 1021/41.)

2125.—Signal and Telegraphist Ratings—Training When on Passage

(N. 18405/41.—7.5.1942.)

In order that junior V/S and W/T ratings may keep in practice, particularly those who have recently been trained and are drafted abroad, instruction in branch duties is to be arranged in the transporting vessel when the length of voyage and the number of ratings of the appropriate branch (approximately nine) warrant this.

2. For practical instruction, outfits consisting of

- Buzzer board ;
- Keyboards ;
- Headphones ;
- Two pairs hand flags ;
- One flashing lamp ;

are available at ports of embarkation in the U.K. and the Officer Commanding the draft will make the best arrangements possible to improvise training on board.

3. Naval authorities at a port of destination abroad where communication ratings are disembarked, should ensure that outfits provided for instruction during passage are removed from the ship, and either retained at the port or despatched to the nearest H.M. dockyard or naval base, in either case with the view to early re-issue to similar homeward bound trooping services.

*2126.—Engine Room Artificers (Patternmaker and Moulder)—Roster and Drafting

Cancelled by
AFO 282/47

(N. 6410/42.—7.5.1942.)

Owing to the large increase in the numbers of E.R.As. (Patternmaker and Moulder) since the outbreak of hostilities, the rule laid down in B.R. 14/1938 (Drafting Regulations), Article 57, paragraph 4, is to be held in abeyance during the period of hostilities, and each Depôt is accordingly to keep its own roster of these ratings and draft them accordingly.

(B.R. 14/1938 (Drafting Regulations), Article 57, paragraph 4.)

*2127.—Re-advancement of Men Disrated from Second Hand (Patrol Service)

(N. 6530/42.—7.5.1942.)

The re-advancement of all men who were disrated from Second Hand (including Second Hand (S.C.O.)) prior to the 22nd January, 1942, is to be referred to the Commodore, Patrol Service Central Depôt, Lowestoft, for decision.

(A.F.Os. 337/42 and 339/42.)

*2128.—Sick Berth Petty Officers' Efficiency Medal

(N. 9456/42.—7.5.1942.)

The Sick Berth Petty Officers' Efficiency Medal for 1942, has been awarded to Sick Berth Petty Officer William Edgar John Burrige, Official Number D/MX. 47122.

2. Sick Berth Petty Officers of the Chatham port division may be recommended for the award of the medal for 1943 for their services during 1942.

3. The method of forwarding recommendations is published in the Appendix to the Navy List, page 167 of the December 1941, edition.

4. It is not practicable under present war conditions for the medal to be minted in gold. It has accordingly been decided to issue a bronze medal, with a certificate that the medal has been awarded, but cannot be minted in gold owing to the need for gold for war purposes.

2129.—Admiralty Surgeons and Agents

(C.E. 3787/42.—7.5.1942.)

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

Place.	Name.	Address.
Leamington Spa ...	Mr. D. V. O'Connor, L.R.C.P., F.R.C.S.	42, Beauchamp Avenue, Leamington Spa, Warwick. (Tel. : Leamington Spa 1255.)
Welwyn Garden City	Mr. A. Cecil Dick, M.R.C.S., L.R.C.P.	142, Broadwater Road, Welwyn Garden City, Herts. (Tel. : Welwyn Garden 659.)

2130.—Officiating Minister of Religion*

Manchester

(C.E. 53065/42.—7.5.1942.)

The Rev. Victor J. Sallnow, 1A, Newpark Road, Salford, Manchester, has been appointed Officiating Minister to Methodist personnel of the Royal Navy at Manchester and Salford Docks, *vice* the Rev. G. B. Salmon. The usual facilities are to be afforded.

***2131.—R.F.R. Ratings, Classes "B" and "D," and Non-Pensioner Ratings of the Royal Naval Supplementary Party—Promotion to Temporary Warrant Rank**

(C.W. 36689/41.—7.5.1942.)

With reference to A.F.Os. 4123/40 and 3910/41, promotion to Temporary Warrant Rank of Royal Fleet Reserve ratings, Class "B" and Class "D", and non-pensioner ratings of the Royal Naval Supplementary Party should be restricted to men with 18 years' combined R.N. and R.F.R. service, in order that these classes of ratings should be at no undue advantage in comparison with R.N. active service ratings.

(A.F.Os. 4123/40 and 3910/41.)

***2132.—New Zealand Ratings—Alteration to Official Numbers**

(N. 9905/42.—7.5.1942.)

The New Zealand Naval Board has represented that, consequent upon the change of designation of the New Zealand Naval Forces to the Royal New Zealand Navy, it has been approved for all official numbers of New Zealand ratings previously referred to as "N.Z.D." to be referred to in future as "N.Z."

2. It is not the intention that existing numbers should be amended, but that the "N.Z." should be used when referring to official numbers only and this procedure will be adopted in the issue of official numbers to all ratings entered after the 25th February, 1942.

***2133.—Newfoundland Ratings—Rendering of Forms S.537**

(N. 7592/42.—7.5.1942.)

All ships and establishments in which Newfoundland ratings are borne are to forward Forms S.537 for these ratings to their respective depôts.

2. Depôts are then to prepare lists, showing any changes in the present recorded next of kin, which are to be forwarded to the Officer-in-Charge, Dominion of Newfoundland, Combined Services Liaison Office, 58, Victoria Street, Westminster, S.W.1.

2134.—United States Citizens Serving in the Royal Navy—REPORTS

(N. 9331/42.—7.5.1942.)

With reference to A.F.O. 4928/41, the information required in respect of United States citizens accepted for entry into the Royal Navy is now also required in respect of United States citizens discharged from the Royal

Navy. The rating, branch, and official number of men discharged should be given in addition to the particulars on entry.

2. Similar particulars of entry in and where applicable discharge from the Royal Navy are now required by the United States Selective Service authorities in respect of any non-Americans who have registered for Selective Services in the United States, indicating the registrant's nationality and whether he has taken out American First papers.

3. Particulars are to be reported to the Admiralty.

(A.F.O. 4928/41.)

***2135.—Royal Navy (Section Belge)—Organisation**

(N. 1765/42.—7.5.1942.)

The following amendments are to be made to A.F.O. 4716/41:—

I. Training

(b) (i) Delete and substitute:—

Seamen to go to Royal Naval Barracks, Devonport.

II. Advancement

Delete whole section and substitute:—

(a) Advancement to A.B. and Stoker, 1st Class, may be made by the Commodore, H.M.S. "Royal Arthur," on completion of Part I training, or subsequently by the Commodore, R.N. Barracks, Devonport, or the Commanding Officer of the ship in which the rating is serving.

(b) Advancements to Leading Seaman and Petty Officer are, in each case, to be subject to the successful passing of the professional examination on the lines laid down for R.N. ratings in K.R. & A.I., Appendix XII, Part 22A; the standard required in Section I should conform to R.N. standards; the knowledge required in subjects of Section II may be left to the discretion of the Examining Board, but the aim should be to reach that laid down for the R.N.

The ratings should be examined by a board of British officers assisted by Belgian officers, and the examinations should be conducted on board their own ships or in the R.N. Barracks, Devonport.

Passing certificates (Forms S.441) should be forwarded to the Commodore, R.N. Barracks, Devonport, in order that the names of successful candidates can be placed on the roster and advancement to higher rating controlled.

(c) Devonport Depôt may make advancements to Leading Seamen up to 10 per cent. and to Petty Officer also up to 10 per cent. of the total Seamen ratings borne. Chief Petty Officers may be advanced up to 5 per cent. of the total number of Seamen ratings borne. To be eligible for advancement to C.P.O., a man must have served for at least 12 months in the rate of P.O.

(d) Advancement of Stoker ratings should be subject to similar examination requirements as laid down in K.R. & A.I. for R.N. ratings; the knowledge required in the subjects involved is left to the discretion of the Examining Board as in the case of Seamen ratings.

(e) Devonport Depôt may make advancements to Leading Stoker up to 20 per cent. and to Stoker Petty Officer up to 20 per cent. of the total Stoker ratings borne. Chief Stokers may be advanced up to 3 per cent. of the total number of Stoker ratings borne.

(f) Advancements of Supply Assistants, Cooks and Stewards, to be made by Devonport Depôt.

(g) The ratings of Leading Signaller and Leading Telegraphist may be granted by Devonport Depôt on the recommendation of the Signal School.

The advancement to the Leading rate of one in every 30 Seamen or Stokers on completion of Part I training in H.M.S. "Royal Arthur" should now cease.

III. Drafting

Delete Naval Assistant (F) to Second Sea Lord and substitute Principal Naval Liaison Officer.

(A.F.O. 4716/41.)

***2136.—Seaman Buglers—Increase of Pay**

(N. 8545/41.—7.5.1942.)

As from the date of this order, the non-substantive pay of seaman buglers is to be raised from *1d.* to *3d.* a day.

2137.—D.E.M.S. Equipments—Care and Maintenance of

(T. 06417/41.—7.5.1942.)

Owing to the scale of defensive equipment now supplied to Defensively Equipped Merchant Ships, steps are being taken to allocate suitable Torpedo ratings to the Base Staffs of Ports at Home and Abroad solely for the care and maintenance of D.E.M.S. weapons.

2. Pending the provision of these ratings, Flag and Naval Officers-in-Charge are to arrange for the necessary assistance to be given to D.E.M.S. Staff Officers and F.O.G.Os. for the maintenance of depth charges and electrical fittings of the defensive equipment.

3. For this purpose, they should call upon any existing Naval Base Staffs or upon the commanding officers of H.M. ships undergoing repairs or refit at their port to supply suitable ratings.

2138.—H.M.S. "Barham"—Reconstruction of Accounts

(D.N.A. 7241/42.—7.5.1942.)

Ships and Establishments concerned are to forward the following information as soon as possible after receipt of this Order to:—

The Accountant Officer,
Reconstruction of Accounts Office,
Foxhill Hutments,
Admiralty, Bath.

(a) Duplicate Pay Documents for all officers and ratings discharged to H.M.S. "Barham" on or after 1st July, 1941.

(b) Copies of pay documents for all officers and ratings entered from H.M.S. "Barham" on or after 1st July, 1941.

N.B. Where this information has already been furnished to "Nile" no further action is needed.

2139.—Destroyers and Small Craft Building, Fitting Out and Undergoing Large Repairs—Accounts

(M. 04104/42.—7.5.1942.)

The following *amendments* are to be made to A.F.O. 3901/41:—
Paragraph 2.

(v) Vessels allocated to Nore Command:—

(a) Destroyers and sloops.

Delete "Accounts to be carried in Manning Depôts" and *Note*.

Substitute "Transfer to H.M.S. "Pembroke IV".

(vi) Destroyers and sloops allocated to Portsmouth Command.

Delete "Accounts to be carried in Manning Depôts."

Substitute Transfer to H.M.S. "Victory III".

2140.—North Russia—Accounting Arrangements

(M. 03737/42.—7.5.1942.)

Accounts of ratings serving on shore in North Russia are to be carried in H.M.S. "Proserpine".

2. The Accountant Officer, H.M.S. "Proserpine" will be responsible for accounting arrangements for naval and victualling stores in North Russia.

3. Officers serving in North Russia will be borne in H.M.S. "President I," their accounts being kept by D.N.A. 4A. A.P.L.

(A.F.O. 437/42 is cancelled.)

2141.—Burma—Cessation of Financial Adjustment

(W.G.F. 407/41.—7.5.1942.)

A financial agreement has been made with the Government of Burma under which that Government will bear all defence expenditure up to a fixed figure, and all defence expenditure in Burma above that figure will be borne by H.M. Government.

2. This agreement takes effect from the 1st April, 1941, and, as a corollary of this, all adjustments with the Government of Burma will cease as from that date. Accounts still outstanding relating to the period before the 1st April, 1941, will also cease to be adjusted; any outstanding claims against the Government of Burma will therefore be abandoned.

3. The foregoing arrangement does not apply to non-effective payments (i.e. pensions, etc.) or advances of cash, claims for which should continue to be raised or met as hitherto.

4. Expenditure on Vote 8 Supplies and Services to the Government of Burma from the beginning of the Financial Year 1942, should be charged in the Cost Accounts to Section A of Account 88; adjustment of expenditure prior to 1942 will be effected at headquarters.

2142.—W.R.N.S.—Compassionate Leave

(N. 4930/42.—7.5.1942.)

The authority granted by A.F.O. 349/42 to give unpaid leave to members of the W.R.N.S. is not intended to debar the grant of short periods of paid compassionate leave when circumstances render this appropriate in accordance with established practice.

(A.F.O. 349/42.)

2143.—Galley Firehearth—Care of

(V. 1620/42.—7.5.1942.)

The attention of all Cook Ratings is to be drawn to the need for care in the treatment of firehearths. This is necessary not only in the interests of economy and in view of the present difficulty in obtaining spare parts for firehearths, but also to prevent overheating of the galley spaces and neighbouring compartments.

2. Ventilation problems in ships are almost entirely due to uncontrolled sources of loose heat. It is impossible to devise a system of air ventilation that will deal adequately with large masses of red hot iron, so from the point of view of the ventilation of the ship in general, and the galley spaces in particular, it is essential to control the firehearths to ensure that they are not overheated.

3. The maximum quantity of coal is often piled into the firebox of coal-fired galleys, causing the cheek plates and hot plates to wear out rapidly due to the excessive heat.

4. It is not necessary to "bank" a fire to get the best results. Clean flues, funnels, and the economical use of coal (little and often) will ensure a good solid cooking heat with the minimum of wear and tear to the range. The fires of coal-fired ranges should be drawn as soon as the last meal of the day is clear of the galley.

5. The oil supply to oil-fired galleys is often opened up to the limit and the firehearth "forced", to the detriment of furnace-box, hot plates, rings, etc. Every oil burning firehearth is subjected to works trials before supply is made and cooking temperatures up to 500° F. are reached within two hours without hot plates reaching a red heat.

6. Oil-fired galleys should never be left unattended when the range is lit up.

2144.—Transfer of Neuropsychiatric Cases

(M.D.G. 21399/42.—7.5.1942.)

When neuropsychiatric cases are transferred from one establishment to another, they should, in future, be accompanied by a suitable escort—if necessary a Medical Officer.

***2145.—Navy, Army and Air Force Institutes—Lower Deck Representative for Mediterranean Fleet**

(V. 1906/42.—7.5.1942.)

Able Seaman Thomas H. Caddey, Official Number C/J.86425, H.M.S. "Hotspur", has been elected as Mediterranean Fleet Lower Deck Representative at the Mediterranean Headquarters of the Navy, Army and Air Force Institutes for the period of 18 months commencing 1st March, 1942, in succession to Petty Officer Kenneth C. Landcastle, Official Number C/J.105958.

(*C.-in-C., Mediterranean, 23.2.42, No. Med. 708/96/4.*)

2146.—Naval Hospitals, etc.—Free Issue of Soap

(V. 20371/42.—7.5.1942.)

In order to bring the practice in Naval Medical Establishments into line with that in the other two Services, approval has been given for the free issue to officers and men of all Services who are patients in R.N. Hospitals and Sick Quarters at home, of one tablet of "Soap Windsor" weekly.

2. The necessary soap for this purpose should be demanded by Medical Establishments from the nearest (Superintending) Naval Store Officer.

3. Free soap is being provided by the civil authorities for all Service patients accommodated in Civil Hospitals. Soap coupons should accordingly cease to be issued to any Naval personnel who may be sent as patients either to Naval, Military or Civil Hospitals at home. When the first free issue of soap is made to newly-arrived Service patients in Naval Hospitals and Sick Quarters, any soap coupons which they may have in their possession should be recovered from them.

4. When Naval personnel return to duty in Shore Establishments and Harbour Ships from a period of treatment in hospital they should, provided they are victualled from Service sources, be issued with sufficient soap coupons, on the basis of one coupon weekly, to enable them to provide themselves with soap until the next general issue of coupons to the ship's company at the fortnightly payment.

(*A.F.O. 638/42.*)

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

2147.—Gun Mountings—4.5-in. H.A. B.D./U.D. Twin Marks II and III—Loading Tray—Additional Support for Hood Plate

Ships concerned

(G.02885/42.—7.5.1942.)

A strengthening piece is to be added to rear bracket of the power operated loading tray. A plate 0.1875 in. thick should be welded to the hood plate and tie plate as shown on A.F.O. Diagram No. 109/42, part drawing No. 18198 G.B.

2. This work to be carried out by ship's staff.

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

2148.—Gun Mountings—4.5-in. H.A. B.D./U.D., Twin, Marks II and III—Additional Stop for Loading Tray—Guns, Q.F., 4.5-in., Marks I and III—Modification to Breech Rings.

(G. 014617/41.—7.5.1942.)

To prevent the tray becoming distorted when thrown over to the ramming position, an additional stop should be fitted to the breech ring as shown on A.F.O. Diagram 110/42 (Part Drg. No. 42550 G.B.). The stop should engage with the rubbing strip on the loading tray swinging bracket, simultaneously with the engagement of the existing stop.

2. It should be noted that the brackets are "handed" for Right and Left guns.

3. Ships concerned should include an item, classification "A", in their next list of As. and As. for the work of fitting the stops to be carried out by Dockyards.

4. Breech rings of Q.F., 4.5-in. Marks I-III guns in ships are to be drilled by R.N.A. Depôts when required and those in store as opportunity occurs.

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

2149.—Gun Mountings—Oerlikon—Excessive Vibrations—Additional Stiffening—A. and A.

Ships concerned, Dockyards and Overseers.

(G. 03724/42.—7.5.1942.)

It has been found at a number of recent gun trials that the platform on which Oerlikons are mounted are not correctly stiffened and that excessive vibration of the mounting is thus caused.

2. Wherever practicable, Oerlikon mountings should be supported by two stiffeners crossing at right angles below the mounting. If the plating of the existing deck or platform is less than 15 lb., a 15 lb. doubling plate should be fitted.

3. For any existing ship not already so fitted in which undue vibration of Oerlikon mountings is experienced, the Commanding Officer is to insert an item, Classification A, in his next list of As. and As. to cover the fitting of additional stiffening in accordance with the above.

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

2150.—Guns, Q.F., 5.25-in. Mark I—Modification to Actuating Shafts

(A.S./G. 08690/41.—7.5.1942.)

To enable an eyebolt to be used for lifting, a tapped hole is to be provided in the actuating shaft of Q.F. 5.25-in. Mark I guns as shown on Instructional Print N.O.D. 3112/59.

2. Component and spare shafts on board H.M. ships are to be modified by R.N. Armament Depôts as opportunities offer and those in store before issue.

3. Bolts, eye, Q.F. 5.25-in., Mark I and 4-in. Mark XVI* guns, Mark I, will be allowed to ships mounting 5.25-in. guns in the proportion of one per turret and should be demanded at the time the modification is carried out. The nomenclature of the existing eyebolt for 4-in. Mark XVI* guns has been extended to include 5.25-in. Mark I guns. Proportion book of N.A. stores will be amended.

2151.—Ammunition—Q.F., 2-pdr., Pom-Pom Equipment—Ready-Use Lockers*Dockyards, P.S.Os. and repair overseers*

(G. 2575/42.—7.5.1942.)

The following table showing the ready-use locker stowage normally to be provided for the 2-pdr. equipments mentioned is promulgated for information and guidance.

Equipments.	Mark of Mounting.	Ships with R.U. Magazines.	Ships without R.U. Magazines.	Standard Drawings.	
				Drawing Number.	To be obtained from
Eight barrels.	Marks V and VI.	One 80-belt locker.	Two 80-belt lockers.	P.O. M.C.D. 017509.	Admiral Superintendent, Portsmouth.
Four barrels.	Mark VII.	One 40-belt locker.	Two 40 or one 80-belt lockers.	P.O. M.C.D. 017508.	Admiral Superintendent, Portsmouth.
Single barrel.	Marks H.A.II*C, VIII*, XV, XVI.	One 10-belt locker.	One 20 or two 10-belt lockers.	P.O. M.C.D. 017667.	Director of Naval Construction, Admiralty.

Note.—Lockers are suitable for either L.V. or H.V. ammunition. For 80 or 40 belt lockers packing strips are provided for securing to the portable battens when stowing the shorter round (L.V. ammunition). In the case of the 20 and 10 belt lockers additional portable wood linings are supplied for this purpose. (A.F.O. 4277/41).

2. Lockers for multiple equipments are to be fitted on the gun deck and suitably positioned relative to loading ramps. For single mountings they should be fitted in the vicinity of the gun as most convenient.

3. It may occur in isolated cases that the R.U. magazine when on the gun deck is so situated that the provision of R.U. lockers is unnecessary.

4. For Coastal Force craft a special light locker containing 10 belts is provided. (Drawing D.N.C. 28A/1346.)

(A.F.O. 4277/41.)

(C.A.F.O. 997/39, A.F.Os. 4075/40 and 4772/40 are cancelled.)

2152.—Q.F., 2-pdr. Ammunition—Ready-Use Lockers—Modifications, etc.—Standard Drawings

(G. 2575/42.—7.5.1942.)

A.F.O. 4277/41, is to be amended as follows:—

Paragraph 3. Delete "A.F.O. 4772/40" and substitute "A.F.O. 2151/42".

(A.F.Os. 4277/41 and 2151/42.)

2153.—Guns—20-mm. Oerlikon, Marks IIA and IIIA ("Fixed Trunnion" Type)*Ships, Dockyards, Principal Ship Overseers, E.R.Os., G.M.Os. and F.O.G.M.Os.*

(G. 02387/42.—7.5.1942.)

20-mm. Oerlikon equipments will continue to be fitted generally in warships completing or coming in hand for refit or repairs, and in merchant ships converted to auxiliary naval service.

2. Investigation is being made into the numbers and positions of mountings in each class of ship affected.

3. Drawings showing the positions tentatively selected will be provided to the Commanding Officers of ships affected, but final positions should be settled at the ship by ship's officers and refitting authorities.

4. In the case of ships coming in hand before the drawings referred to above are available on board, immediate application for the drawings should be made direct to the Director of Naval Construction, Admiralty, Bath.

5. A stepped ramp, constructed in accordance with A.F.O. Diagram 113/42 is to be fitted by the shipbuilder.

As a general rule, this will require to be supplied by the shipbuilder, but arrangements are now being made to purchase fabricated ramps in bulk quantities for supply to shipbuilders by Admiralty. These ramps will be generally as indicated in A.F.O. Diagram 113/42, but will be made in three segments to admit of nesting for easy transport. The vertical angle legs shown on the diagram will be supplied separately in lengths that will allow for cutting to suit the varying heights due to camber and sheer of deck. The three segments will comprise the whole circle which may need cutting to suit conditions at the ship. It is unlikely, however, that these will be available in sufficient numbers to cover requirements for some time. Demands should therefore be forwarded as soon as possible to the Director of Stores, Pulteney Hotel, Admiralty, Bath, after approval, to fit Mark IIA or IIIA equipments is given, in order that, if ramps cannot be provided within a specified time, no delay will be caused in arranging local manufacture. Where time does not permit of the fitting of the fabricated arrangement shown, a temporary wood structure may be fitted. As a rule the ramp should enclose the mounting, but, where the arcs of fire will be improved by so doing, the gun should be positioned at a distance of 3 ft. from the outboard edge of deck or platform as shown on A.F.O. Diagram 113/42 and in special cases this distance may be reduced to 2 ft. if the advantage gained over-rides the disadvantage that reloading cannot then be carried out on all bearings. Ships supplied with Oerlikon mountings with the telescopic column, i.e. mountings manufactured in Switzerland or America, can dispense with the stepped ramp.

6. Protective screens or guard rails should be fitted at a minimum distance of 4 ft. 7 in. from the centre of the mounting (except that this minimum may be reduced where necessary in accordance with paragraph 5 above) and should be restricted in height so as to allow of 2½ inch clearance between top of screen or guard-rail and centre line of gun. At the minimum distance (4 ft. 7 in. from centre of mounting) and with maximum depression (5°) on the gun the screen must therefore not exceed 4 ft. 3 in. in height.

7. *Ammunition Stowage.*—Oerlikon ammunition manufactured in U.K. and U.S.A. is Classification Group VI for storage and the balance of outfit and practice which is not stowed in ready use stowages can be accommodated in S.A. or Q.F. magazines. In ships not fitted with these magazines, stowage should be arranged in accordance with N.M.E.R., Appendix III.

Ready Use Stowages.—Standard type lockers are provided as follows:—

(a) *Magazine Locker*, for replenishment of Oerlikon magazine drums at gun positions.(b) *Ready Use Locker*, for stowage of Oerlikon magazine drums.

8. Details of the magazine and R.U. lockers are as follows:—

Magazine Lockers :—

(a) Length 4 ft. 6 in., width 2 ft. 1½ in., height 3 ft.

(b) Empty weight, 5 cwts.

(c) Capacity, four boxes of ammunition.

(d) Allowance, one per equipment, generally.

Ready Use Locker :—

(a) Length 2 ft. 6 in., width 1 ft. 6 in., height 2 ft. 6 in.

(b) Empty weight, 2 cwts.

(c) Capacity, four magazines (240 rounds, total).

(d) Allowance, two R.U. lockers per equipment.

Note.—For motor boats, a special light pattern of the standard R.U. locker, weighing 150 lbs. empty (design D.N.C. 2/A.574A) will be supplied.

9. (a) In cases where two or more Oerlikon guns are to be mounted in reasonably adjacent positions, and satisfactory stowage in magazines below exists, one magazine locker between each two guns should be sufficient for replenishing magazine drums—thus saving deck space and economising in lockers.

(b) Conversely, in cases where no magazine is available for stowing the balance of outfit, such as in certain D.E.M.S. and auxiliaries, two magazine lockers will be required to stow the full outfit of 2,400 rounds.

(c) In other cases, particularly in small ships, lack of sufficient deck space may prohibit fitting any magazine lockers—in which case reliance must be placed on R.U. lockers only and arrangements made for rapid replenishments from below.

10. Therefore, in each case, the number of magazine lockers and R.U. lockers actually required should be demanded—the demand stating the number of Oerlikon guns mounted—direct from the Director of Stores, Pulteney Hotel, Admiralty, Bath.

11. If the lockers are not immediately available in any particular case, lockers should be manufactured by the shipyard to drawings:—

D.N.C.2/A 574—Arrangement and details of R.U. locker.

Po.M.C.D.016598 (Sheet 1)—Arrangement and details of magazine locker.

Copies of these may be obtained on application to the Director of Naval Construction, Admiralty, Bath.

Alternatively, where time does not permit of the construction of the necessary lockers, magazines and outfit should be stowed in washdeck lockers, or other suitable weather-deck stowage provided, as a temporary measure until the standard lockers can be supplied.

12. Ammunition lockers should be fitted clear of the working radius, but close to and quickly accessible from the gun position. In cases where two magazine lockers per gun are required the relative positions of these lockers should be staggered as convenient, to obviate sympathetic detonation.

13. Two magazine loading frames and two loading handles per gun will be supplied. The loading frames should be secured to stools, or to folding brackets fixed to convenient bulkheads, the stools or brackets being about 2 ft. square and 2 ft. 6 in. above the deck.

Alternatively, where space is limited or it is more convenient to the lay-out, suitable studs to take the loading frames should be welded to the top of magazine lockers.

14. The deck ring for Mk. IIA and IIIA mountings should in general be of steel $\frac{1}{2}$ inch in thickness at the point of highest deck camber, and is to be of the following dimensions:—

Extreme diameter: 2 ft. 5 $\frac{1}{2}$ in.

Internal diameter: 1 ft. 11 $\frac{1}{2}$ in.

Ten holes are to be drilled on a pitch circle diameter of 2 ft. 3 $\frac{1}{2}$ in. for $\frac{7}{8}$ in. diameter holding-down bolts.

15. In some cases the deck camber or sheer may be so considerable as to preclude the economical fitting of the steel deck ring. In these circumstances the fabricated arrangement of gun support and false floor shown on the A.F.O. Diagram 113/42, should be substituted.

16. Where the mounting is to be fitted on a wood-covered deck, the planking need be removed in wake of the seating only, the ramp being connected to the wood and steel deck by angle lugs. The bolts securing the angle lugs to the deck should be tapped through the steel plating and well grommeted and washered to ensure water-tightness. If the steel deck is of sufficient thickness to warrant plug tapping for these bolts, arrangements are to be made accordingly.

Wherever practicable, Oerlikon mountings should be supported by two stiffeners crossing at right angles below the mounting. If the plating of the existing deck or platform is less than 15 lb., a 15 lb. doubling plate should be fitted. The deck firing forces are 2.5 tons downwards at the rear and 1.26 tons upwards at the front of the mounting.

17. The mounting of guns on wood decks or wooden deck houses is the subject of separate instructions to the authorities concerned.

(C.A.F.Os. 1722/41, 2030/41 and 2449/41 are cancelled.)

2154.—20-mm. Oerlikon Equipments—Magazine Lockers—Defects

Ships concerned

(G. 01867/42.—7.5.1942.)

Clips fitted to Oerlikon magazine lockers tend to slip off the clip plates when tightened.

2. C.Os. of ships affected should arrange to insert an item in the next defect list for the fitting of clip plates, in accordance with A.F.O. Diagram 114/42.

2155.—Cartridges, S.A., 0.303-in. Tracer G, Mark I—Withdrawal

(A.S./G.D. 0338/41.—7.5.1942.)

All cartridges, S.A., 0.303-in. tracer G, Mark I, at present on board H.M. ships and vessels, are to be exchanged for tracer G, Mark II.

2. H.M. ships and vessels concerned are to return all G, Mark I ammunition to the nearest naval armament dépôt and demand a similar quantity of G, Mark II, in lieu.

3. Existing stocks of G, Mark I, at naval armament dépôts and any landed under this Order are to be issued to gunnery schools, practice ranges, and shore establishments.

2156.—Cordite—Landing—Destruction

(A.S. 297/41.—7.5.1942.)

All cartridges containing cordite of the following lots on board sea-going ships are to be landed before 30th June, 1942, viz. :—

Lot No.	Size	Lot No.	Size
RN.2731	37 M.C.	RN.2855 R.	7 $\frac{1}{2}$ Mk. I.
RN.2734	37 M.C.	RN.2857 R.	7 $\frac{1}{2}$ Mk. I.
RN.2735	37 M.C.	RN.2858 R.	7 $\frac{1}{2}$ Mk. I.
RN.2762	37 M.C.	RN.2859 R.	7 $\frac{1}{2}$ Mk. I.
RN.2854 R.	7 $\frac{1}{2}$ Mk. I.		

2. At dépôts abroad, cordite in all cartridges so received, together with any in store, is to be destroyed forthwith.

3. At home dépôts, any cartridges or bulk cordite of the above lots required for trials, experiments or gunnery school firings, may be retained for a further period of six months from date of withdrawal.

4. In regard to lots quoted above bearing the suffix "R" particular care is to be taken that any cordite of the same lots but with the "R" omitted is landed at the same time.

5. Care is also to be taken that any cartridges of the lots shown in paragraph 1, but marked "R.U." are also landed and similarly dealt with.

2157.—Sights—Verifying Reflector Sights for Close Range Weapons and Static Aiming Teachers

(G. 2054/42.—7.5.1942.)

A simple design of verifying sight, suitable for fitting to the backsight of the eyeshooting sights of most close range weapons, or to static aiming teachers, Pattern No. 10630, is shown in A.F.O. Diagram No. 108/42. This is capable of manufacture by ships' staffs.

2. The purpose of this sight is to enable the aim taken during aiming practice to be verified by the instructor. It can be fitted to either one-man or two-man weapons, and in the latter case eliminates the need for a third sight for use by the instructor for verifying.

3. The sight is fixed to the backsight of the weapon or teacher by the screws which secure the eyepiece. The design shown was originally intended for use with static aiming teachers. Suitable modifications must be made in the position of the holes to suit the position of the screws securing the backsight of the particular weapon for which the sight is being made. In some cases holes will have to be tapped into the backsight.

4. The bead should be $1\frac{1}{2}$ inches farther from the centre of the glass than the centre of the glass is from the backsight. Care must be taken that the rod to which the bead is attached does not become bent. The rod must remain at right angles to the gunner's line of sight and the bead must be at the same height as the centre of the backsight.

5. The instructor stands away from the gun to one side and uses the verifying sight as a normal bead sight, i.e., he moves his head so that the bead appears to be on the nose of the aircraft and then verifies the position of the aircraft with relation to the eyeshooting sight. (The whole picture will be reversed. This does not affect the verification.)

2158.—Minesweeping—Turntables for use with Sweep Ropes

(T. 1179/42.—7.5.1942.)

With reference to O.U. 6350, paragraphs 452-461, two types of turntable which have been developed for use when winding sweep ropes on to the minesweeping winch drums are shown in A.F.O. Diagram 112/42. Turntables in accordance with this diagram should be made up by minesweeping bases as required.

2. The type marked "A" is easily constructed from local resources and is suitable for use either at bases or on board ship.

3. The type marked "B" is of more elaborate construction and is only suitable for use at bases.

4. Attention is drawn to the total weight to be suspended and the working load of derricks or davits is not to be exceeded. If space permits both minesweeping davits should be trained to suitable positions and the weight distributed between them.

2159.—Electrically Driven Self Priming Portable Pumps—Temporary Cable Connections—REPORTS

(T. 909/42.—7.5.1942.)

A number of electrically driven Self Priming Portable Pump equipments of Messrs. Worthington Simpson's make arranged with temporary cable connections to the starters will be delivered to some of H.M. ships pending delivery of the Niphan type plugs and sockets.

2. The Commanding Officers of ships receiving the pump equipments connected as described above are to report to the Admiralty as soon as possible, in order that arrangements may be made for the proper plugs and sockets to be supplied direct to the ships as soon as they become available.

3. The fitting of the plugs and sockets is to be carried out by ships' staffs.

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

2160.—Group Change-over Switches—Flooding of Cross Connecting Cables and Method of Connecting of Emergency Supplies

Ships concerned

(T. 61/42.—7.5.1942.)

In view of the difficulties which will be encountered if the ring main breaker spaces of ships fitted with group change-over switches are flooded, the fuses supplying the cross connecting cables are not normally to be in position. Circumstances may arise when it may be advantageous to replace the fuses in order to supply a group of branch breakers on the opposite side of the ship, but whenever this is done the consequences of subsequent flooding must be borne in mind. This rule does not apply to those group change-over switches in cruisers where both sides of the ring main are in the same compartment.

2. The removal of the fuses from the cross connecting cables will leave important services without an alternative supply and the question of providing alternative supplies to such services is under consideration. Meanwhile alternative supplies

should be afforded by means of emergency runs and ships' staffs must therefore anticipate requirements for this in order that emergency runs may be quickly effected when necessary.

3. If it is necessary to take an emergency supply from the group change-over switches in excess of the capacity of the emergency switch and fuses provided for this purpose in the change-over switch, the emergency supply may be connected to the cross connecting fuses as described below in order to provide protection against damage to the emergency cables.

4. The doors of the group change-over switch should be secured in an open position by a metal clamping strap as shown on A.F.O. Diagram No. 111/42. This strap should be made by ships' staffs.

5. The emergency cables should first be connected to the position it is intended to supply and then bolted to the cross connecting fuses already removed from the change-over switch. The fuses should then be replaced and secured in position with the upper end of the fuses and the attached cables, clear of the connections to the cross connecting cables as shown in A.F.O. Diagram No. 111/42. The cables should rest against the strap referred to in 3 above.

6. A clamping strap should be provided in each ring main compartment. Any necessary extra spanners and bolts required should be demanded from store, quoting this A.F.O. as authority.

2161.—Adaptor, Pattern 17055 for Resilient Mounting of Lighting Fittings

(T. 612/42.—7.5.1942.)

The following precautions are to be taken when fitting adaptors, Pattern 17055, introduced in A.F.O. 3822/41:—

- (a) An ample length of flexible cable is to be left inside the adaptor to allow for the considerable elongation of the rubber tube which may occur under excessive shock.
- (b) Lamp locking rings, Pattern 8000, should be used for locking the lamps in the lamp-holders to prevent the lamps jumping out when severe shocks cause the fittings to whip excessively.

(A.F.O. 3822/41.)

2162.—Spring Balances, Pattern 6408—Allowances

R.N. Air Stations and Coastal Force Bases

(N.S. 14209/42.—7.5.1942.)

With reference to A.F.O. 4408/40, it has been decided that two spring balances, Pattern 6408, should be allowed to R.N. Air Stations with torpedo facilities, and Coastal Force Bases, both at home and abroad.

2. Such R.N. Air Stations and Coastal Force Bases not already supplied with two balances should forward demands to storing yards as necessary to complete to this allowance.

(A.F.O. 4408/40.)

2163.—Magnetic Compasses—Adjustment by Civilian Compass Adjusters

H.M. Ships

(C.D. 325/42.—7.5.1942.)

The following amendment is to be made in paragraph 3 of A.F.O. 237/41:—

For "Royal Victoria Yard, Deptford," read "The Naval Store Officer, R.N. Store Depôt, 307, Elveden Road, Park Royal, London, N.W.10."

(A.F.O. 237/41.)

2164.—Gyro-compass Equipment—Repair at Ports in the United Kingdom

(C.D. 329/42.—7.5.1942.)

Representatives of the Admiralty Compass Department are established at the following ports in the United Kingdom and H.M. ships requiring assistance in connexion with the gyro-compass should, on arrival at these ports, communicate their requirements to the gyro-compass officer concerned.

Port.	Gyro-compass Officer's Address.	Telephone No.
Portsmouth ...	c/o E.E.M., H.M. Dockyard, Portsmouth ...	Portsmouth Dockyard 2238
Southampton ...		
Cowes ...		
Devonport ...	c/o E.E.M., H.M. Dockyard, Devonport ...	Devonport 740 (ext. 779)
Liverpool ...	c/o F.O. i/c Royal Liver Building, Liverpool	Advance 8221 (ext. 77)
Glasgow ...	c/o F.O. i/c St. Enoch Hotel, Glasgow ...	Central 870 (ext. 123)
Greenock ...		
Rosyth ...		
Leith ...	H.M. Dockyard, Rosyth ...	Dunfermline 1201 (ext. 527)
Dundee ...		
Aberdeen ...		
Newcastle ...	Room 45, Central Exchange Hotel, Grey Street, Newcastle.	Newcastle 25111
Belfast ...	c/o F.O. i/c, Belfast ...	Belfast 27411 (ext. 56)
Londonderry ...		

2. At ports other than those mentioned above, requirements in connexion with the repair of gyro-compasses should be communicated to the Director, Admiralty Compass Observatory, Slough (Telephone: Slough 20345).

3. Requests for assistance should in all cases include the following details:—

- (a) Type of gyro-compass fitted.
- (b) Nature of defect.

2165.—Sextants*Armed Merchant Cruisers and Ocean Boarding Vessels*

(N.S. 16612/42.—7.5.1942.)

To enable practical training in the use of the sextant to be given to junior officers in armed merchant cruisers and ocean boarding vessels, a Pattern 701V or Pattern 702M sextant will be allowed and ships should forward demands to storing yards.

2. This sextant is additional to the Pattern 491 instrument already allowed as "ship's sextant".

2166.—Submarine Main Motors—Cover Plates and Joints to Air Trunking

(D. 1026/42.—7.5.1942.)

Accessible cover plate joints and joints to air trunking for submarine main motors are to be examined at the first available opportunity and periodically thereafter, and steps taken to render the joints as tight as possible with a view to preventing the ingress of oil or oily vapour to the interior of the machines.

2. On machines not fitted with watertight cover plates, e.g. in "O", "P", "R", minelayer, river and early "S" class submarines, it may not be possible to render all joints oiltight owing to the nature of the jointing surfaces and the narrowness of the landings on which the cover plates rest but improvement may be effected as follows:—

- (a) By inserting suitable jointing material.
- (b) By increasing the number of securing screws.
- (c) By building up the landing area by welding metal strips to the magnet frames and end brackets in positions only where distortion of machined surfaces is unlikely to result.
- (d) By welding bosses to thin cover plates, where necessary, to take the securing screws.

3. Inaccessible joints should be attended to whenever main motors are lifted or magnet frames rotated.

(A.S. Portsmouth, 21/1/42, No. 676.)

2167.—Exhaust Tank Muffler Valve Operating Gear*H.M. Submarines on Service*

(D. 5236/42.—7.5.1942.)

A muffler valve in one of H.M. submarines has been rendered inoperative by an underwater explosion, which, by causing the fracture of the set screw which secured the flange to the lower spindle, allowed the latter to disengage from the flange.

2. This gear is to be examined in all submarines and, unless adequate security has been provided, a taper pin at right-angles to the existing key is to be fitted by depot ship's staff, the work being treated as a defect.

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

2168.—Flags Flown from Truck—Modified Fitting

(N.S. 15227/42.—7.5.1942.)

The incorporation of the modified fitting is to be suspended for the duration of the war.

2. A.F.O. 647/36 and A.F.O. Diagram 31/36, are to be amended accordingly.

(A.F.O. 647/36—not in annual volume.)

2169.—A.B.R. Aircraft (Walrus and Sea Otter)—Use of Dual Control

(N.L. 5076/42.—7.5.1942.)

It is considered that a recent accident to a Walrus aircraft resulted from an attempt to fit the dual control column and rudder pedals whilst the aircraft was in flight, but it is realised that such secondary control is a useful item of equipment for use in emergency or for practice flying.

2. To avoid further accidents the following restrictions in the use of dual control in A.B.R. aircraft are to be adopted forthwith:—

- (a) Dual rudder pedals are to be fitted permanently.
- (b) Dual control column for authorised "ab initio" instruction is always to be fitted on the ground prior to taking off and is not to be removed during training flights.
- (c) Dual control column is never to be fitted in the air when the aircraft is below 2,000 ft. except in an emergency.

(A.F.O. 669/42 is cancelled.)

2170.—Treatment of Aero Engine Radiators and Oil Coolers

(N.S./A.M.R. 2199/42.—7.5.1942.)

Improper handling has been the cause of many defects in radiators and oil coolers. The defects are not always immediately discernible, and may only become apparent through leakage during flight.

2. In spite of their robust appearance, radiators and oil coolers are of fragile construction, and care must be exercised in their handling, removal and fitting. In particular:—

- (a) They are not to be placed directly on the ground where they can pick up mud and dirt.
- (b) Mounting straps must not be over-tightened, or the case or matrix will be crushed.
- (c) Soft wood clearing rods only are to be used for clearing a choked tube. Pierced tubes have resulted from the use of sharp pointed tools for this purpose.

3. Radiators and oil coolers are not, in any circumstances, to be stored one on top of another. If the proper packing cases are not available, radiators should be filled within 24 hours of receipt with a thirty per cent. ethylene glycol mixture, and oil coolers with D.T.D. 109 oil, and their inlet and outlet branches sealed. They should then be stored in racks.

4. For transport purposes the appropriate packing cases, if available, are to be used. If not available, radiators and oil coolers are to be protected against shock, the components being separated and effectually secured against movement. Wood wool or other suitable material is to be used for packing and the requirements of A.P. 830, Vol. II, leaflet B1, are to be observed generally.

5. A.P. 1464 will be amended.

2171.—Method of Fitting Sea Valves—A. and A.

105 ft. Motor Minesweepers

(D./P. 5511/42.—7.5.1942.)

In some cases the sea valves in 105 ft. M.M.Ss. are fitted on top of a 6-in. bearer which is fitted across the top of the two adjacent frames, and secured by wood screws with a mild steel tube fitted between the seacock and the bottom planking.

2. This method of fitting sea valves is unacceptable, as in the event of the mild steel tube being damaged or corroded through, there is nothing to prevent the ship flooding.

3. To overcome this objection the bearer fitted across the top of the frames must be removed and a wood chock must be fitted and caulked between the frames tightly around the mild steel tube in such a manner that the risk of damage to the tube will be reduced to a minimum, and the valve secured by through-bolts.

4. Commanding Officers of all 105 ft. M.M.Ss. in commission are to examine the seacocks in their vessels to see if the unacceptable arrangements described above have been introduced in their vessels, and if so, an item, Classified A*, to cover the alterations described, is to be inserted in their list of As. and As.

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

2172.—Cancelled.

2173.—Mock-up Spares for Barracuda Aircraft

(N.S. Air 683/42.—7.5.1942.)

The following is to be added to paragraph 1 of A.F.O. 3183/41:—

.Barracuda.....spares held at Clyde and Perth.

(A.F.O. 3183/41.)

2174.—Naval Aircraft—Steel Chests—Supply to Squadrons

(N.S. 0416/42.—7.5.1942.)

Steel chests (Naval Pattern 1476) are to be allowed as items of Squadron Mobile Equipment to all first line Naval aircraft squadrons.

2. Allowances will be as under:—

O.U. 6328. General

1	2	3	4	5	6	7	8	9	20	
	Section 21C Chest, steel	N.P. 1476†	No.	(a)	(a)	(a)	(a)	(a)	A	(a) one per squadron.

Chests, to meet demands for initial supplies, will be distributed as follows:—

Portsmouth	11
Rosyth	10
Alexandria	7
Gibraltar	4
Simonstown	1
Trincomalee	12

3. Demands should be forwarded to the respective storing Yards, quoting this Order as the authority for supply.

4. Aircraft Stores Establishment (O.U. 6328) will be amended in due course; meanwhile all existing establishments should be altered in manuscript.

2175.—Switches, Change-over, for Low Power Services

(N.S. 15080/42.—7.5.1942.)

Requirements have arisen which necessitate the provision of an additional No. 3 gland on switches, Patterns 17914 and 17915, and the extension of the present range of switches by the addition of the following:—

Pattern 17932—4 line, 2 position and " off "
17933—4 line, 2 position
17934—4 line, 3 position

2. Switches which include the additional gland have been assigned Pattern Nos. 17914A and 17915A, and switches, Pattern 17914 and 17915 will become obsolete when existing stocks are used.

3. The authorised list of Naval stores, schedule 710, subhead F.2B, will be amended.

(A.F.O. 1437/42.)

2176.—Planisphere, Mark 1B and Mark 1C—Introduction

(N.S. Air 147/42.—7.5.1942.)

Planispheres, Mark 1A, 1B and 1C, which are being introduced, will be allowed to ships and services in accordance with the following scales:—

O.U. 6328

1	2	3	4	5	6	7	8	9	20	21
	Section 6B									
178	Planisphere, Mark 1B ...	—	No.	1	2	3	4	6	A	
201	Planisphere, Mark 1B Transit Case ...	—	"	1	2	3	4	6	A	
189	Planisphere, Mark 1C ...	—	"	1	2	3	4	6	A	
202	Planisphere, Mark 1C Transit Case ...	—	"	1	2	3	4	6	A	

Shore Establishments :

R.N. Air Station, Arbroath	Ref. 6B/153	Planisphere Mark 1A	4	} For main store.
	6B/154	Planisphere Mark 1A transit cases ...	4	
R.N. Air Station, Piarco, Trinidad.	6B/178	Planisphere, Mark 1B	4	} For main store.
	6B/201	Planisphere Mark 1B transit cases ...	4	

2. Delivery of the following quantities has been arranged to yards abroad to meet initial requirements and stock:—

	Ref. No. 6B/178	Ref. No. 6B/201	Ref. No. 6B/789	Ref. No. 6B/202
Alexandria	3	3	3	3
Gibraltar	3	3	3	3
Simonstown	2	2	2	2
Durban	9	9	9	9

3. Supply will be made to R.N. Air Station, Piarco (Trinidad), from R.N. Store Depôt (Midland Area), Stafford, without demand. Aircraft carriers and R.N. Air Station, Arbroath, are to forward demands to their respective storing yards abroad or R.N. Store Depôts at home to complete to the above allowances, quoting this order as the authority for supply. New ships or ships reconditioning will be supplied with the initial outfit of stores.

4. The Aircraft Stores Establishment (O.U.6328) will be amended in due course; meanwhile all establishments held by H.M. Ships, Stations, R.N. Store Depôts, H.M. Dockyards, etc., should be amended in manuscript.

*Cancelled by
AFO 6266/46.*

2177.—Acoustic Booths

Battleships, Aircraft Carriers, Cruisers and Destroyers.

(C.P. 8/85808/42.—7.5.1942.)

In all new construction, where no delay in completion or interference with work already carried out is involved, acoustic booths as supplied by Messrs. Burgess Products Co., are to be fitted to improve telephonic communication in the following positions:—

Battleships, aircraft carriers and cruisers	}	Engine rooms.
		Boiler rooms.
		Generator rooms.
		Steering compartments and engine room steering positions (where fitted). (Separate instructions will be issued to shipbuilders with reference to the silencing of machinery control compartments.)
Destroyers	}	Engine room (starting platform).
		Gearing room.
		Steering compartment.

2. The booths should be generally of standard wall type except in positions where silent cabinets are already specified or floor type may be more suitable.

3. Outline drawings of booth will be supplied by Messrs. Burgess on application.

4. Where silent cabinets have been constructed but not yet lined, they are to be lined by shipbuilders with Burgess acoustic material, Messrs. Burgess being provided with necessary templates, etc., to enable the required material to be supplied. Where silent cabinets have been specified but not yet constructed, floor type booths are to be fitted in lieu.

5. Where the standard type is applicable, arrangements for supply should be made direct by shipbuilders concerned with Messrs. Burgess Products Co., Ltd., Brookfield Road, Hincley, Leicester, the guidance of the manufacturers in installing the booths being obtained where necessary.

6. A guidance pamphlet is in preparation which will be promulgated by A.F.O.

7. Where the floor type is applicable, Messrs. Burgess should be consulted with regard to size and shape of the cabinet required, and the dimensions of the parts to enable these to be shipped.

8. Contractors leading in the design of each Class are to forward proposals showing position of the booths in relation to surrounding fittings, the direction in which the opening faces, and the type of booth recommended.

9. In order to ensure delivery of the booths in good time, shipbuilders should advise manufacturers of their requirements as soon as known.

10. The Principal Ship Overseers and Admiralty Engineer Overseers concerned are to see that these requirements are brought to the notice of all shipbuilders and main machinery contractors.

Section 4

OTHER STORES—NAVAL STORES, VICTUALLING STORES, MEDICAL STORES, CONTRACTS

2178.—North Russia—Accounting Arrangements

(M. 03737/42.—7.5.1942.)

See A.F.O. 2140/42, in Section 2 of this issue.

(A.F.O. 2140/42.)

2179.—Victualling Store Accounts of Destroyers and Certain Smaller Ships—REPORTS

(V. 1597/42.—7.5.1942.)

To reduce clerical work in parent ships and depôts the arrangement is to cease under which provisions, soap and tobacco, and loan clothing on board destroyers and certain other vessels are on charge in the accounts of the parent ship or depôt. The accounts for these vessels on Forms S.461 and S.462, Parts I and II, will continue to be rendered to the parent ship or depôt which will be responsible for seeing that the accounts are properly rendered, for checking and correcting where necessary, and ensuring that all necessary supporting vouchers and references to cash vouchers are furnished. The accounts will then be forwarded to the Director of Victualling.

2. In the first instance the arrangements will apply to destroyers, corvettes and minesweepers in which the victualling store accounts are kept by Supply Ratings, but the extension of the system to other ships carrying Supply Ratings will be considered, and parent ships and depôts should report particulars of any ships to which it is recommended the arrangements should be applied.

3. The changes in procedure involved are as follows:—

(a) Victualling stores supplied to ships concerned, either from Victualling Yards, H.M. Ships or Naval Bases, will not be taken on charge in the parent ship's accounts. Supply and receipt notes for such supplies should be sent to the ship and duplicate copies of the supply notes to the parent ship. The ship will return the receipt duly signed by the Commanding Officer (or a Commissioned Officer on his behalf) to the Victualling Yard, H.M. Ship or Base. The parent ship will file the duplicate copies of supply notes and verify, on receipt of the ship's accounts, that the stores have been correctly taken on charge. No alteration will be made in the present arrangements as regards receipts of fresh provisions from Admiralty contractors except that these need not be taken on charge in the parent ship's accounts where the quantities for individual ships are distinguished on the receipts given to the contractor.

(b) The accounts (Forms S.461 and S.462, Part I or II) will be forwarded by the Accountant Officer of the parent ship to the Director of Victualling in batches as they become available, accompanied by a list of accounts forwarded and a statement of accounts outstanding, with an explanation, where necessary, of the cause of the delay and the action which has been taken. Each account should bear a certificate by the Accountant Officer of the parent ship that it has been checked and corrected as necessary, and that vouchers are complete and that references to cash vouchers for payments for purchases of provisions and settlement of victualling allowance and receipts of cash for sales of clothing, soap and tobacco have been inserted.

(c) The Accountant Officer of the parent ship or depôt will be responsible for seeing that the accounts of all the "tenders" are duly rendered.

(d) A statement should be forwarded with the provision account of the parent ship showing the number of days victualling claimed in each "tender" and the total for all "tenders" for comparison with the total victualling figures in the ledger.

(e) Forms S.73 (Cash Account Voucher for Payments of Victualling Allowance, etc.) should show particulars for each of the ships concerned separately.

4. The arrangement under which the parent ship inserts the top line for the new month in the original account of the "tender" will be continued.

5. The foregoing arrangements should be brought into operation as soon as possible and the quantities which will be on charge in the separate accounts of the ships concerned should be written off charge in the parent ship's account, particulars being given either in the account itself or in a separate voucher of the quantities in each ship. Accountant Officers of parent ships and depôts concerned should report to the Director of Victualling the date from which the arrangements are being commenced and the names of the "tenders" concerned.

2180.—W.R.N.S.—Uniform Kit for Despatch Riders

(V. 3229/41.—7.5.1942.)

It has been approved to issue goggles as an additional item of loan clothing to W.R.N.S. despatch riders and A.F.O. 4443/41 is to be amended as follows:—

Paragraph 1. *Add* :—

* 1 pair goggles.

(A.F.O. 4443/41.)

2181.—Biscuit in Unlined Cases

(V. 5231/41.—7.5.1942.)

Attention is drawn to A.F.O. 5677/41 concerning the availability of stocks of American Naval biscuit in unlined cases.

2. H.M. ships and establishments at home are to demand this biscuit from H.M. victualling yards and depôts to the fullest extent practicable.

(A.F.O. 5677/41.)

2182.—Bedding of Boom Defence Ratings Discharged Dead

(V. 2005/42.—7.5.1942.)

Scrutiny of Forms S.46 has revealed that in some cases the loan bedding of Boom Defence ratings discharged dead has been sold with the men's kit.

2. This bedding should be taken on charge, vide A.F.O. 1449/40, paragraph 2

(A.F.O. 1449/40.)

2183.—Shortage of Abrasive Materials—Economy in the Use of Emery Cloth, etc.

(P. 6097/42.—7.5.1942.)

Attention is drawn to the present shortage of emery and also of cotton cloth, and the necessity for the utmost economy in the use of emery cloth which should be treated as a medium for finishing machinery parts and not used for general cleaning of rusty or greasy surfaces.

2. For these latter purposes consideration should be given to the use of alternative materials, in the form of powder or liquid, in lieu of emery cloth, to suit the nature and material of the surfaces being cleaned.

3. Demands for emery cloth and abrasive substances should be carefully scrutinised, as regards quantities, by the officers concerned in the using departments, until such time that the situation becomes more favourable.

2184.—Burs—Dental

(M.D.G. 19654/42.—7.5.1942.)

Owing to manufacturing difficulties the supply of cross-cut fissure burs will be strictly limited. Future demands for burs should so far as possible be restricted to plain cut varieties of the scheduled patterns and sizes.

Section 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

2185.—Amendments to Books

(E.F.O.—7.5.1942.)

The undermentioned amendments to B.R. and O.U. books are available for issue from the R.N. Store Depôt, Elveden Road, Park Royal, N.W.10, in accordance with A.F.O. 1268/39, paragraph 3.

The total numbers required by Store Establishments at home and abroad are, however, to be demanded by the establishments concerned direct from the R.N. Store Depôt, Elveden Road, Park Royal, N.W.10.

A.F.O. P.211/42.—O.U. 5450—Regulations for Maintenance of 21-in., Mark IV* S. and S.O. Torpedoes, and 21-in., Mark II, S.O. Torpedoes in Submarines—Amendment.

P.212/42.—O.U. 5504—Regulations for Maintenance of 21-in., Mark IX—IX** and IX** N.A.B. Torpedoes—Amendment No. 39.

P.213/42.—O.U. 5531—Regulations for Maintenance of 21-in., Mark VIII and VIII** Torpedoes—Amendment No. 23.

P.214/42.—O.U. 6259—Regulations for Maintenance of 18-in., Mark VIII* F.A.A., M.T.B.T. and M.T.B. and VIII* S. Torpedoes—Amendment No. 35.

P.215/42.—O.U. 6305 (38)—Emergency Instructions for Completion of H.M. Ships Building by Contract, Including Procedure for the use of Job Numbers—Amendment No. 7.

P.216/42.—O.U. 6341(2)—Regulations for Maintenance of 21-in. L.C., Marks I, II and II*, Vosper L.C. Torpedo Tubes (Cordite Impulse) in M.T.Bs. and S.G.Bs.—Amendment No. 7.

P.217/42.—O.U. 6377—Description, Adjustment and Maintenance of 21-in. U.S.A. Torpedoes—Amendment No. 19.

P.218/42.—O.U. 6384—Manual of Degaussing—Amendment No. 1.

P.219/42.—O.U. 6385—Drill Book for Mines "A", Mark I—IV—Amendment No. 9.

(A.F.O. 2098/42.)

2186.—Corrections to O.U. Books and B.Rs. on Torpedo Subjects

(T. 1152/42.—7.5.1942.)

Several cases have arisen of newly commissioned ships receiving O.U. books and B.Rs. on torpedo subjects incompletely corrected. Uncorrected books are a danger and have, on at least one occasion, been the cause of the loss of torpedoes.

2. As stated in paragraph 12 of A.F.O. 586/42, all books should be issued corrected to date or with a copy of all back amendments for insertion by ships' officers.

3. A list of all amendments issued is published in the quarterly A.F.O. Index, Section VII, and an A.F.O. is issued monthly giving a list of all amendments issued during the past month.

4. On receipt of O.U. books or B.Rs., ships' officers should check from the last quarterly index and subsequent monthly lists that all the necessary amendments have been made. Ships in commission should also carry out this check if it has not already been done.

5. If any amendment is found to be missing, the relevant A.F.O. "P" series should be demanded from N.S.O., Park Royal.

(A.F.O. 586/42.)

2187.—British Aeroplanes—Distribution of Sheet G.1

(Sta. 18080/41.—7.5.1942.)

A further Recognition Sheet G.1.—British Aeroplanes—is now available, and will be distributed, without demand, to all concerned, from the R.N. Store Depôt, Park Royal, on the same basis as similar recognition charts have previously been distributed.

(A.F.O. 182/42.)

2188.—Typewriters—Official Repair Agents

(Sta. 14097/42.—7.5.1942.)

The following should be added to the list of Official Repair Agents promulgated in A.F.O. 5205/41:—

Barlock Typewriter Co.

Pembroke area. Mr. James Hall, 10 Bush Street, Pembroke Dock.

(A.F.O. 5205/41.)

2189.—B.R. 157 (3)—Addendum No. 3 to Naval Electrical Pocket Book—Issue

(T. 459/42.—7.5.1942.)

Copies of the above addendum are now in print and will shortly be issued without demand, by the Naval Store Officer, R.N. Store Depôt, Elveden Road, Park Royal, N.W.10., in accordance with the establishment of B.R.157.

2. Chapter XIV of B.R. 157 (2) is superseded by the issue of B.R. 157 (3).

2190.—B.R. 297—Drill for 4.7-in., Q.F., Mark XI Guns on Twin Mark XX Mountings, 1942—Issue

(G. 1570/42.—7.5.1942.)

The above-mentioned drill book is now in the press and copies will be issued, without demand, by the Naval Store Officer, R.N. Store Depôt, Elveden Road, Park Royal, N.W.10. in accordance with the following establishment viz:—

	<i>Copies.</i>
Flotilla Leaders	6*
Destroyers	4*
H.M.S. "Excellent"	20
Captain (G), R.N. Gunnery School, Devonport	15
Captain (G), R.N. Gunnery School, Chatham	30
Adjutant-General, Royal Marines	15
R.N. College, Greenwich	1
R.A. College, Woolwich	1
Naval Staff Library Admiralty... ..	2
Loan Libraries	2

* Ships fitted with 4.7-in. Q.F. Mark XI guns on twin Mark XX mountings only.

2191.—B.R. 359—Establishment of Naval Stores for Electrical and Torpedo Purposes and Form D.128D, List of Particulars—Errata No. 10

(N.S. 10616/41.—7.5.1942.)

Lists of Errata No. 10 to the Establishment of Naval Stores for Electrical and Torpedo Purposes (B.R. 359) and to the List of Particulars (Form D. 128D) have been prepared and copies will be distributed from R.N. Store Depôt, Park Royal, on the usual basis.

2. Three copies of the list of errata to Form D. 128D will be required to complete each copy of the "List of Particulars" already supplied to ships under construction, and these should be supplied without demand by the appropriate Warrant Yard. Ship's officers, etc., concerned with preparing the lists should *not* demand the lists of errata from R.N. Store Depôt, Park Royal.

3. *One* copy of each of Lists of Errata Nos. 6 to 10 will be supplied with each copy of this Establishment issued from Park Royal. (The amendments promulgated by Lists of Errata Nos. 1 to 5 have been incorporated in reprinted Establishment pages.)

4. Similarly each copy of Forms D. 128D, List of Particulars (1939 Reprint) when supplied from Park Royal (normally to Warrant Yards only), will be accompanied by *three* copies of Lists of Errata Nos. 8, 9 and 10 to that form. (The amendments promulgated by Lists of Errata Nos. 1 to 7 are incorporated in the 1939 Reprint of the form.)

2192.—O.U. 6118(1)—B.R. 119 Series and B.R. 120 Series—Issue to Merchant Vessels

(T.D. 535/42.—7.5.1942.)

O.U. 6118 (1) (War Vessels Silhouette Identification Book—British Empire), B.R. 119 (1) to (9) (Silhouettes of British and Foreign Merchant Vessels) and B.R. 120 and (2) to (9) (War Vessels Silhouette Identification Book—Foreign Countries)—are in future to be issued only to British and Allied ocean-going merchant ships sailing independently. Copies held by other merchant ships are to be withdrawn at the first opportunity.

2. Copies of B.R. 119 (3) to (9) for issue to merchant ships, which have not yet been supplied to N.S.Os., will be distributed by the Naval Store Officer, Park Royal, N.W.10.

(A.F.O. 1466/42.)

(C.A.F.Os. 3998/39 and 420/40 are cancelled.)

2193.—Form S.285f, Magazine Log—Rendering*H.M. Corvettes*

(G. 2711/42.—7.5.1942.)

A considerable number of Corvettes have not rendered magazine logs in accordance with Article 82 (8) Naval Magazine and Explosives Regulations.

2. Some doubt may exist as to the necessity for rendering these logs, as corvettes are not specifically mentioned in Article 82 (2), Naval Magazine and Explosives Regulations. The regulations will be amended in this respect.

3. Ships having copies of Form S.285f. on board, or Form S.285b. in lieu, are to take them into use on receipt of this Order. Ships in Home Waters having no forms on board are to demand them from the R.N. Store Depôt, Elveden Road, Park Royal, N.W.10, whilst those on Foreign Stations are to demand them from the appropriate Dockyard, etc. in accordance with A.F.O. 1454/42.

(A.F.O. 1454/42.)

2194.—Form S.1246Y for A/S Harbour Defence Operator—History Sheet Institution

(N/Sta. 13290/42.—7.5.1942.)

The following has been added to Forms S.1 and 1a, List, and Establishments, of Ships' Forms:—

S. 1246Y.—History Sheet for A/S Harbour Defence Operator.

2. The stock of these forms is being maintained in H.M.S. "Osprey".

Section 6.—SHORE ESTABLISHMENTS**2195.—Fire Prevention—Joint Arrangements**

(C.E. 51943/42.—7.5.1942.)

A. PROCEDURE FOR MAKING JOINT ARRANGEMENTS.

The question of facilitating the making of joint arrangements for fire prevention in cases in which one or more Government departments are concerned has been under consideration and it has been agreed that in all suitable cases departments should co-operate:—

(i) with one another, in organising joint arrangements for adjoining Government premises;

(ii) with one another and with the local authority in mixed cases involving combinations of:—

(a) business premises for which a Government department (or a Regional Commissioner) is the appropriate authority under the Business Premises Order;

(b) business premises for which the local authority is the appropriate authority under the Business Premises Order;

(c) Government premises.

2. Officers in administrative charge of Admiralty premises should co-operate without delay in the organising of these joint arrangements. In particular they should play their full part in the preliminary discussion leading up to the preparation of plans for such joint arrangements. They may incur any reasonable expenditure either on clerical assistance or in travelling, etc., which may be necessary where, in order to secure agreement, it appears desirable to organise the joint arrangements.

3. In order to avoid the delays and difficulties which would otherwise be inevitable, establishments which possess no local fire prevention staffs should either:—

- (i) agree to the exercise of their duties relating to the organising of joint (or other) fire prevention arrangements for the Admiralty premises in question, by another department which possesses the necessary technical staff and regional organisation.
- (ii) arrange that the technical duties relating to the organisation of joint (or other) fire prevention arrangements for the Admiralty premises in question should be performed on their behalf by some other department, being either an appropriate authority under the Business Premises Order or a department with a large regional organisation, it being understood that in exceptional cases the approval of fire prevention arrangements organised under such agency schemes will be reserved to the headquarters department; or
- (iii) invite the Regional Commissioner to act in like manner on their behalf through his Regional Fire Prevention Staff.

4. Officers responsible for organising or participating in the organisation of joint arrangements are free to agree on behalf of the Admiralty that the Admiralty will contribute in like manner as private occupiers of business premises included in the joint arrangements and to agree to share the cost involved in:—

- (i) the provision and maintenance of the fire prevention equipment prescribed in the joint arrangements, after allowance has been made for the supplies provided, or the maintenance undertaken by the Admiralty establishment, e.g., through the Ministry of Works and Buildings or the Ministry of Home Security.
- (ii) the provision (subject to the same allowance as that indicated in (i) above) of the amenities (sleeping accommodation, bedding, sanitary conveniences and facilities for washing) prescribed in the Business Premises Order and to be prescribed in the Government Premises Order;
- (iii) the reimbursement of additional travelling expenses reasonably incurred by the fire prevention personnel in consequence of the joint arrangements for fire prevention purposes;
- (iv) the payment of subsistence allowances on the scale prescribed in the Business Premises Order and to be prescribed in the Government Premises Order and, where the joint arrangements comprise premises at which allowances in excess of those rates were prior to 22nd September, 1941, being paid by arrangement between the occupier and his workers, the payment of such allowances, where this is necessary to secure agreement;
- (v) the employment, when unavoidable, of whole-time watchers, including, in the case of large blocks of premises, of whole-time fire-watchers.

Note.—Where, after the introduction of joint arrangements a whole-time paid fire watcher is engaged for the purpose of these arrangements, it is only authorised to contribute towards the cost of the fire watcher's wages on the basis of such wages not exceeding £3 14s. 0d. a week, namely the minimum rate of pay for a whole-time Civil Defence volunteer.

- (vi) the cost of heating and lighting arrangements reasonably incurred outside working hours for the purpose of the joint arrangements, including heating required for the preparation of beverages, such as tea and coffee, but not more elaborate canteen arrangements;

(vii) the provision of such reasonable facilities for the recreation of the Fire Guards as may be agreed.

5. Heads of establishments should co-operate with the Regional Commissioner in every way to secure joint arrangements in all suitable cases and seek the assistance of the Regional Commissioner when in such cases any local difficulties may arise.

B. PROCEDURE FOR MEETING EXPENSES OF JOINT ARRANGEMENTS.

6. Where only Government departments are concerned in a joint arrangement, it should be arranged for all the expenses to be met in the first instance by any method mutually convenient and to be finally charged in equitable proportions to Navy Votes and the Votes of the other department(s) concerned. Provided that adequate arrangements for control of expenditure and avoidance of double payment are made precise division of charge is not necessary—e.g. if one partner has only a very small share in the premises there is no objection if a largely predominant partner makes the whole payment without recovery.

7. Where non-Government occupiers are included in joint arrangements, it should be borne in mind that they are entitled to recover subsistence allowances (not exceeding the scale laid down in the Business Premises No. 2 Order) from the appropriate authority, but that all other expenses, such as travelling allowances, cost of equipment, cost of providing washing and sleeping facilities, etc., are a final charge on the occupier.

8. As regards these "irrecoverable" items, heads of establishments should agree with the non-Government occupiers the proportion of the total expenses involved which represents the proper share of the Admiralty.

9. (a) As regards subsistence allowances the position will differ according to the method of payment adopted. One occupier having been mutually selected as "paymaster", the three main methods are:—

- (i) the "paymaster" pays all allowances and recovers from the appropriate authority.
- (ii) the "paymaster" pays all allowances, but recovers their shares from the other occupiers, then recovers from the appropriate authority on behalf of all occupiers and is responsible for distributing their shares to the other occupiers;
- (iii) each occupier pays his share of the allowances, and prepares an individual claim. The "paymaster" collects these claims and forwards them together to the appropriate authority; the appropriate authority then repays each occupier direct.

(b) Where the Admiralty is itself acting as appropriate authority in respect of the joint scheme (whether under the provisions relating to appropriate authorities in the Business Premises Order or under the "analogous" provisions of Treasury Circular 2/41, (A.F.O. 705/41)), then clearly method (ii) is inappropriate. Whether method (i) or method (iii) is adopted, the subsistence expenses for the whole scheme will be borne as a final charge to Navy Votes.

(c) Where however, the local authority, or a Government department not sharing in the occupation, is acting as appropriate authority in respect of the joint scheme, the Admiralty establishment should participate in whatever arrangements regarding subsistence are mutually agreed with the other occupiers, as if it were a private occupier. Under method (i), if the Admiralty establishment is not the "paymaster", no action about payment or recovery of subsistence allowances by the Admiralty establishment will be necessary. In all other cases, under method (i), (ii) or (iii), the Admiralty establishment will make the appropriate payment (its own share, or the total for the scheme as the case may be), charging to a suspense account, and recover from the appropriate authority (either direct or through the "paymaster" as the case may be).

10. All proposals for joint arrangements in accordance with the above provisions, and for meeting the expenses connected therewith, should be reported to the Admiralty (C.E. Branch 1, London), for approval before being carried into effect. Any question of doubt or difficulty should be reported to the same authority.

C. FIRE GUARDS ENROLLED BY A LOCAL AUTHORITY.

11. Where Fire Guards enrolled by the local authority, either voluntarily or under the Compulsory Enrolment Order, do duty in Admiralty premises owing to shortage of available staff employed on the premises, they are the responsibility of the local authority as regards subsistence and travelling expenses. Heads of establishments should therefore not pay any allowances to such local authority personnel even on a recoverable basis. Similarly where "local authority" Fire Guards are reinforcing joint arrangements which include an Admiralty establishment, the Admiralty establishment should ensure that the payments made by the joint occupiers do not include any payments to local authority Fire Guards even on a recoverable basis.

D. FIRE PREVENTION EQUIPMENT.

12. With reference to paragraph 5 of Treasury Circular 2/41 (A.F.O. 705/41), it should be noted that, while the responsibility for ensuring that the fire prevention arrangements are adequate rests with the Admiralty establishment, the Ministry of Works and Buildings will continue to inspect premises with a view to recommending and supplying all fire fighting apparatus. Arrangements have been made for the Ministry's Fire Inspectors to visit each building every six months, or more frequently at the request of the Admiralty establishment, to ensure that the fire equipment is properly maintained and to advise generally on the replacement of existing or the supply of further equipment. If heads of establishments feel that their equipment is inadequate or unserviceable they should approach the Ministry of Works and Buildings' local district engineer, and *not* the National Fire Service or the local authority.

There is only a limited quantity of equipment available for all requirements, including those of vital war services, and every endeavour is made to distribute it to the best advantage.

(A.F.O. 705/41.)

2196.—Civil Defence Duties (Compulsory Enrolment)—Night Workers, etc.

(C.E. 51943/42.—7.5.1942.)

A. OBLIGATIONS OF NIGHT WORKERS AND SHIFT WORKERS.

A scheme has now been introduced for determining the obligation of night and shift workers to perform fire prevention duties under the Business Premises Order and the Compulsory Enrolment Order.

2. Under this scheme night workers are granted remission of liability to perform fire prevention duties outside working hours either under the Business Premises Order or the Compulsory Enrolment Order upon the basis shown in the following table:—

Amount of night work performed during the prescribed 4-weekly period.		Reduction in number of hours of fire prevention duty on account of night work (hours).
Where night work is normally performed on weekly shifts (weeks).	Where night work is not performed on regular weekly shifts (nights).	
(a) Less than 1	Less than 5	Nil
(b) 1 in 4	5 to 7	12
(c) 1 in 3	8 to 14	24
2 in 5		
2 in 4	15 to 20	36
(d) 3 in 5		
2 in 3		
3 in 4	20 or more	total exemption
(e) every week		

Where the amount of exemption is calculated by reference to the number of nights on which a man works in a prescribed period of 4 weeks, it will be for the Head of Establishment to make an estimate of the number of such nights.

3. A man is deemed for the purpose of the scheme to have performed a night's work on any occasion when, between the hours of 10 p.m. and 6 a.m. he has performed at least 4 hours of work, exclusive of any breaks for food or rest in the course of a shift.

4. A week's night work is deemed to have been performed where a man normally does night work for not less than 5 nights a week, even though in practice the number of nights on which he works may fluctuate slightly above or below that number.

5. If a night worker works on a night shift of (say) one week in three, he is to be treated as a one-week-in-three man even though in some 4-weekly periods he will only do one week's night work, while in others he will do two.

6. The liability of a night worker who performs fire prevention duties at his place of work to perform fire prevention duties in the area of the local authority in whose area he resides will be determined by adding to the number of hours shown in the certificate issuable under Article 4 (7) of the Compulsory Enrolment Order (see A.F.O. 599/42) the number of hours for which he is entitled to exemption under paragraph 3 above in virtue of being a night worker. A special form of certificate (Form C.2.(N)) will be available for this purpose. The liabilities of night workers on this basis work out as follows:—

Rebate for night work (hours).	Figure shown on Form "C," Item 8 (number of hours of fire prevention duty every male person at the premises is deemed to perform in each 4-weekly period). (hours)	Figure to be entered in Form "C.2" (N), Item 8, for night workers, columns (A + B) (hours)	Liability to be enrolled as a Fire Guard by local authority unless other-exempt. (hours)
A	B	C	D
12	Nil (where no fire prevention duties are performed at the business premises outside his working hours by the man in question).	12	36
12	Not exceeding 6.	More than 12 but not exceeding 18.	24
12	Exceeding 6 but not exceeding 18.	Exceeding 18 but not exceeding 30.	12
12	Exceeding 18.	Exceeding 30.	Nil
24	Nil (where no fire prevention duties are performed at the business premises outside his working hours by the man in question).	24	24
24	Not exceeding 6.	Exceeding 24 but not exceeding 30.	12
24	Exceeding 6.	Exceeding 30.	Nil
36	Nil (where no fire prevention duties are performed at the business premises outside his working hours by the man in question).	36	12
36	Not exceeding 6.	Exceeding 36.	Nil
48	Either nil or any amount.	Exceeding 36.	Nil

It will be seen from the above table that in most cases a night worker who does some fire prevention duties outside his working hours at his place of work will be wholly exempt from liability under the Compulsory Enrolment Order.

7. Copies of Form C.2.(N) may be obtained by Establishments from the local Authority.

8. Any question of doubt or difficulty should be referred to the Admiralty (C.E. Branch I, London).

B. EXEMPT ON FROM FIRE PREVENTION DUTY UNDER THE LOCAL AUTHORITY.

With reference to A.F.O. 599/42, it has now been decided that if during the period of validity of a certificate granted under Article 4 (7) of the Civil Defence Duties (Compulsory Enrolment) Order, 1941, as amended by the Civil Defence Duties (Compulsory Enrolment) (No. 3) Order, 1941, a change occurs in the circumstances affecting the fire prevention arrangements at the premises concerned which is such that, if the number of hours stated in the certificate were recalculated, there would be a reduction (or an increase) in the number of hours of Fire Guard duty which the men concerned would be liable to perform for the local authority in whose area they reside, Heads of Establishments should inform the local authorities concerned that a change has taken place and should state what, as a result of that change, the number of hours of fire prevention duties shown against item 8 of the certificate (on Forms C.2 or C.3 as the case may be) would be if it were recalculated in the light of these changes. Where such a change has taken place the figure notified to the local authority should be inserted in any subsequent certificate or endorsement which relates to a man performing fire prevention duties under the same arrangements and which will expire at the same time; the second sentence of paragraph 7 of A.F.O. 599/42 is to this extent amended.

(A.F.Os. 4094/41, 4341/41, 5222/41 and 599/42.)

2197.—Promotion of Clerical Assistants (Treasury and Departmental) and Members of the Established Typing Grades

(C.E. 52269/41.—7.5.1942.)

Heads of Establishments are reminded that recommendations for promotion of Departmental Clerical Assistants, Grade I, in accordance with A.F.O. 3099/41 should reach the Admiralty, C.E. Branch II, Bath, by the 15th May, 1942. Those selected as a result of this review will normally be placed on trial on the 1st July, 1942, which date will be taken as the qualifying date for age and service.

2. At this review all Departmental Clerical Assistants, Grade I, aged 18 and over who are considered suitable may be recommended. Departmental Clerical Assistants, Grade I, who have been retained on marriage in a temporary capacity are also eligible for consideration.

(A.F.O. 3099/41.)

2198.—Subordinate Officers—Scheme of Gratuities for Extra Attendance on Good Friday, 1942

(C.E. 5584/42.—7.5.1942.)

In determining the amount of gratuity payable to Subordinate Officers under A.F.O. 3952/40 or A.F.O. 4455/40 for the period of assessment that includes Good Friday, 1942, the number of hours (excluding meal times) actually worked on Good Friday may be counted as hours in excess of the normal working week, viz. : 47 hours (excluding meal times).

(A.F.Os. 3952/40 and 4455/40.)

2199.—Compensation for Injury—Relief for Income Tax

(C.E./D.N.A. 18884/41.—7.5.1942.)

Payments under the Workmen's Compensation Acts and Government schemes framed thereunder are not assessable to income tax.

2. Similarly where sick pay is issued as inclusive of compensation under the provisions of Article 281 of Cash Duties Instructions (B.R. 669), relief from tax can be granted in respect of that part of the sick pay which represents compensation.

3. Payments in respect of compensation should therefore be excluded from returns of assessable remuneration.

Paragraph 2 (b) of A.F.O. 1014/41 should be regarded as modified accordingly so far as hurt pay is concerned.

(A.F.O. 1014/41.)

2200.—Lodging Allowance and Removal Expenses—Civilian Non-Industrial Staff Permanently Transferred or Returned to Normal Headquarters

(C.E. 4421/42.—7.5.1942.)

Following agreement with the Staff Side of the National Whitley Council the rules contained in Appendix IVA to Home Dockyard Regulations governing the payment of lodging allowance to officers on permanent transfer have been modified as a temporary wartime measure and the following arrangements will apply with effect from the 30th March, 1942.

2. (a) Lodging allowance within the revised maxima rates and classifications laid down in A.F.Os. 2884/41 and 5467/41 may be paid to officers permanently transferred while they maintain their families at the old station, whether or not they are seeking unfurnished accommodation at the new station.

(b) Payment may also be made while the officer's commitments in respect of unfurnished accommodation at the old station continue if the officer had previously evacuated his family but continued himself to use the accommodation. Except, however, as provided in paragraph 8 no allowance should be paid where an officer had evacuated his family before transfer and had disposed of his rent commitment and resided in lodgings at the old station.

(c) Excess daily travelling expenses on the basis prescribed in paragraph 3 (c) of Appendix IVA, Home Dockyard Regulations, may be paid within the maximum of the lodging allowance for which the officer would otherwise be eligible if the cost of removal to the new station would normally be refunded, but the officer elects not to move his home.

3. The maximum rate of lodging allowance payable to permanent transferees is normally reduced by one half after six months and ceases at the end of twelve months from the date of transfer. During the war these conditions may be waived in the above-mentioned cases. In other cases (e.g., where the officer takes his family to furnished accommodation at the new permanent station), application may be made through the usual channels to the Director of Navy Accounts, Branch 2, for relaxation of the normal limitations, but such application should be accompanied by a report showing that serious and continued efforts have been made to secure unfurnished accommodation at the new station.

4. The provisions of paragraph 2 (a) above may be applied also to evacuated or temporarily transferred officers, who, having moved their families to the temporary station in accordance with the limited removal terms laid down in A.F.Os. 820/41 and 821/41, are permanently returned to their normal headquarters, or permanently transferred to another station but do not move their families to the permanent station, provided in the case of permanent return to normal headquarters that the officers can certify that their former accommodation is not available for use, i.e., it has been disposed of, sublet, or is empty of furniture. Where lodging allowance is payable in such cases any cash allowances drawn while at the temporary station cease.

5. Officers permanently returned to the normal headquarters accompanied by their families may if they have disposed of their former unfurnished accommodation be paid lodging allowance on the basis laid down in paragraph 3 (a) of Appendix IVA to Home Dockyard Regulations while seeking unfurnished accommodation. Where the officer's house is sublet furnished the excess cost of furnished accommodation for himself and family over the amount received for sub-letting may be paid within lodging allowance limits for a short period, until his house is available for re-occupation.

6. Officers permanently returned to their normal headquarters may continue to be allowed the travel concessions under the provisions of A.F.O. 2886/41 while their families remain at the temporary station and officers permanently transferred to another station may similarly be allowed these concessions while their families remain at the temporary station, i.e. travel concession journeys as provided for in

A.F.O. 2886/41 may be allowed from the permanent to the previous temporary station. Officers permanently transferred from one station to another in the U.K. may also be allowed the free or partly free travel concessions on the occasions provided for in A.F.O. 2886/41, while they are in receipt of lodging allowance and separated from their families. The provisions of Home Dockyard Regulations, Appendix IVA, Clause 3 (b), second sub-paragraph, are suspended during the war.

7. Officers covered by the provisions of paragraph 4 above who move their families to the permanent station may receive:—

- (a) Fares of the family and the actual cost of removing furniture to the permanent station.
- (b) In cases where unfurnished accommodation was taken in the reception town or temporary station, the allowance for miscellaneous expenses as laid down in A.F.O. 3440/41 when the furniture is moved into unfurnished accommodation at the permanent station. This allowance may be also paid to officers who have stored their furniture, during evacuation or temporary transfer, when they occupy unfurnished accommodation at the new permanent station to which transferred or where on return to the normal headquarters town they occupy unfurnished accommodation other than that which they formerly occupied.
- (c) Payment of unavoidable and continuing liabilities for rent in the reception town or at the temporary station within lodging allowance limits for a period not exceeding three months from the date on which the family joins the officer at the new station. Having regard to the new concession approved above, officers are expected to avoid claims under this sub-paragraph so far as possible.

8. Paragraphs 21 and 23 of A.F.O. 820/41, Part II, are accordingly cancelled, but any officer who, prior to 30th March, 1942, had been permanently transferred to a vulnerable area and was in receipt of an allowance within a maximum of £1 ls. a week, whilst maintaining his family elsewhere than at his old station may continue to receive such an allowance.

9. Paragraph 24 of A.F.O. 820/41, Part II, concerning transfers to towns on the East and South East Coasts is also cancelled. All permanent transfers to those towns should in future be dealt with under ordinary removal regulations, subject to the provisions of paragraph 2 of this order.

(Appendix IVA to Home Dockyard Regulations.)

(A.F.Os. 820/41, 821/41, 2884/41, 2886/41, 3440/41 and 5467/41.)

2201.—Number and Types of Boats required for Ships

(C.E. 52702/42.—7.5.1942.)

A special organisation is to be set up temporarily as part of the Naval equipment department to review the types of boats supplied to ships.

2. This organisation will be known as the Boat Committee and will be accommodated in the Fernley Hotel, Bath.

3. It will

- (i) Recommend the number of types of boats to be carried in each class of ship, with due consideration to ships' lifting capacity and to the types of boats available.
- (ii) Recommend as separate proposals any new types of boats considered necessary.

4. The necessary facilities are to be afforded to the organisation for the conduct of their investigations.

2202.—Requisitioned Property—Removal of Railings, etc., for Scrap

(M/C.E. in C. 5002/61/3A.—7.5.1942.)

The instructions in A.F.O. 1216/42 apply to railings and gates of leased or requisitioned property except as follows:—

- (i) Such railings, etc., are not to be offered to the Ministry of Works and Buildings, but no objection is to be offered to their removal if they are asked for and can be spared.

- (ii) The Regional Authority should be informed that payment of compensation must be arranged direct with the owners of the property.
- (iii) A report giving particulars of the railings, etc., removed should be sent to the Chief Surveyor of Lands, 2, Portland Place, Bath, who will notify owners and inform them as regards compensation.

(A.F.O. 1216/42.)

2203.—Marking of Packages containing Naval and Naval Aircraft Stores for Shipment

(N.S. 09984/41.—7.5.1942.)

Packages containing Naval (including Naval aircraft) Stores, shipped by the methods indicated are to be marked as follows:—

(a) In commercial ships:—

- (i) Port of destination to be marked "en clair".
- (ii) The freightship's name is *not* to be shown on the package but *must* be shown on the consignment notes (D.80).

(b) In Requisitioned Freightships.—Markings should be in accordance with Movements Instructions (Stores) No. 1356 of 1st November, 1941. Extracts from these instructions, as they apply to Naval stores, are quoted below.

"The markings required by movement control, which must be on every package, except in the case of 'rush' shipments when only one case in ten need be marked, are as follows:—

- (i) Stores shipment index number and the case number or shipment mark within a cage.
- (ii) Destination in clear.
- (iii) Standard service colour marking, i.e. blue diamond".

(c) In H.M. ships.—Instructions are contained in A.F.O. 3528/40, amplified by A.F.O. 174/41.

2. General.—The following markings should appear on all packages containing Naval stores:—

- (1) Yellow band.
- (2) Special markings, when appropriate in accordance with C.A.F.O. 2285/41. (R.D.F. including gunnery communication material), A.F.O. 2982/41. (Naval aircraft stores), C.A.F.O. 785/42 (packages for Submarines), and A.F.O. 577/42 (packages intended for a ship or specific service).

(A.F.Os. 3528/40, 174/41, 2982/41 and 577/42; C.A.F.Os. 2285/41 and 785/42.)

2204.—Durban Naval Store Depot—Separate Cost Accounts

(D.A. 341/42.—7.5.1942.)

The cost accounts for Naval stores at Durban are now to be separated from those at Simonstown.

2. As from the date of receipt of this Order, all D.66 invoices for stores addressed to Durban should be headed "Durban" instead of "Simonstown for Durban" as directed in A.F.O. 817/41, and a separate heading for Durban should be opened under account No. 88 Section D in the cost accounts of sending Yards, Area Bases, etc.

3. Durban should in due course inform Home Yards etc., of the register number, value, etc., of Forms D.66 taken direct into Durban cost accounts, which may have been headed by the sending yard or base as "Simonstown for Durban" in order that the necessary correction may be made in the accounts of the sending yards.

4. Stocks transferred in bulk from Simonstown ledgers to Durban ledgers need not be valued.

5. The depot is no longer an extension of the N.S. Department, Simonstown. A Naval Store Officer is in charge.

(A.F.O. 817/41 is cancelled.)

The National Authority should be advised by means of the payment of postage stamps on the receipt of the order of the recipient.

The National Authority should be advised by means of the payment of postage stamps on the receipt of the order of the recipient.

2002 - Mailing of Packages containing Fertilizer and Naval Airplane Stores

(L. A. 2002-11-15-100)

Postage stamps should be placed on the outside of the package in the upper right-hand corner of the front panel of the package.

The following instructions apply to the mailing of packages containing fertilizer and naval airplane stores:

1. Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(a) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(b) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(c) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(d) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(e) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(f) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(g) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(h) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(i) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(j) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(k) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions:

(l) Packages containing fertilizer and naval airplane stores should be mailed in accordance with the following instructions: