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# ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,  
4th June, 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.

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Head of "P" Branch

## ADMIRALTY FLEET ORDERS

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2680. Repairs by Contract and Purchases of Replace Machinery Parts—Procedure for Payment.
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2700. Permanent R.N.R. Officers' Certificate Books R.V.O.2.  
2701. Conduct Sheet (Form S.239a)—Disposal.  
2702. B.R.150B.—Naval Manual of Aircraft Recognition—Introduction.  
2703. Book D.73.—Abolition.  
2704. Form D.162 (Abstract Sheet)—Abolition.  
2705. Form O.6—Ammunition Labels—Additions.  
2706. O.U.6090 (J)—Range Table No. 534, Range and Elevation Scales, Table No. 535 and Range and Time Scales, Table No. 536, dated March, 1942, for B.L., 6-in., Mark XII and XII B Guns—Issue.

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(Orders marked \* have been reprinted for posting on Notice Boards; marked † may be communicated to the Press.)

Section 1

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

2587.—Board of Admiralty—Appointment

(C.W. 5865/42.—4.6.1942.)

Vice-Admiral W. F. Wake-Walker, C.B., C.B.E., has been appointed a Lord Commissioner of the Admiralty and Controller, in succession to Vice-Admiral Sir Bruce A. Fraser, K.B.E., C.B., as from the 22nd May, 1942.

2588.—Naval Air Ratings—Northern Sub-Drafting Office

(A. 78/42.—4.6.1942.)

A sub-drafting office for Naval Air ratings is now in operation in the North, the postal address being:—

Fleet Air Arm Northern Sub-Drafting Office,  
"Corriemar",  
Aberdour, Fife.

2. Signals should be addressed "N.D.O., Donibristle," and will be handled by R.N. Air Station, Donibristle, to which the office is connected by telephone.

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

\*2589.—Honours and Awards—"London Gazette" Supplement of 21st May, 1942

(H. & A.—4.6.1942.)

ADMIRALTY,  
Whitehall,  
21st May, 1942.

The KING has been graciously pleased to approve the award of the VICTORIA CROSS for daring and valour in the attack on the German naval base at St. Nazaire, to:

Commander Robert Edward Dudley Ryder, R.N.

For great gallantry in the attack on St. Nazaire. He commanded a force of small unprotected ships in an attack on a heavily defended port and led H.M.S. "Campbeltown" in under intense fire from short range weapons at point blank range. Though the main object of the expedition had been accomplished in the beaching of the "Campbeltown", he remained on the spot conducting operations, evacuating men from the "Campbeltown" and dealing with strong points and close range weapons while exposed to heavy fire for one hour and sixteen minutes, and did not withdraw till it was certain that his ship could be of no use in rescuing any of the Commando Troops who were still ashore. That his motor gun boat, now full of dead and wounded, should have survived and should have been able to withdraw through an intense barrage of close range fire was almost a miracle.

Lieutenant-Commander Stephen Halden Beattie, R.N., H.M.S. "Campbeltown".

For great gallantry and determination in the attack on St. Nazaire in command of H.M.S. "Campbeltown". Under intense fire directed at the bridge from point blank range of about 100 yards, and in the face of the blinding glare of many searchlights, he steamed her into the lock-gates and beached and scuttled her in the correct position.

This Victoria Cross is awarded to Lieutenant-Commander Beattie in recognition not only of his own valour but also of that of the unnamed officers and men of a very gallant ship's company, many of whom have not returned.

Able Seaman William Alfred Savage, C/JX.173910.

For great gallantry, skill and devotion to duty as gunlayer of the pom-pom in a motor gun-boat in the St. Nazaire raid. Completely exposed, and under heavy fire he engaged positions ashore with cool and steady accuracy. On the way out of the harbour he kept up the same vigorous and accurate fire against the attacking ships, until he was killed at his gun.

This Victoria Cross is awarded in recognition not only of the gallantry and devotion to duty of Able Seaman Savage, but also of the valour shown by many others, unnamed, in motor launches, motor gun-boats and motor torpedo-boats, who gallantly carried out their duty in entirely exposed positions against enemy fire at very close range.

His Majesty has been graciously pleased to give orders for the following appointments to the Distinguished Service Order, and to approve the following awards for great gallantry, daring and skill in the attack on the German Naval Base at St. Nazaire :

*To be Companions of the Distinguished Service Order :*

Temporary Lieutenant Thomas Douglas Laverick Platt, R.N.R.

For great gallantry in command of a motor launch flotilla. In the face of steady fire at point blank range, and bombardment by grenades from the jetty above, Lieutenant Platt tried to run his craft alongside, and when, ten feet from the jetty, it became a blazing wreck, he did all he could, under heavy fire, to save survivors.

Temporary Lieutenant Thomas Wilson Boyd, R.N.V.R.

For great gallantry and skill in bombarding enemy positions on shore at point blank range ; and in taking his own craft, in the full light of searchlights, and in the face of concentrated enemy fire from a range of less than 100 yards, to the rescue of the crew of a burning motor launch.

*The Distinguished Service Cross.*

Lieutenant-Commander Hugo Edward Forbes Tweedie, R.N.

Acting Lieutenant-Commander William Lawson Stephens, R.N.V.R.

Lieutenant Alick Reginald Green, R.N.

Lieutenant Nigel Thomas Bethune Tibbits, R.N.

Lieutenant Charles Stuart Bonshaw Irwin, R.N.R.

Temporary Lieutenant Dunstant Michael Carr Curtis, R.N.V.R.

Temporary Lieutenant Norman Bryan Hamilton Wallis, R.A.N.V.R.

Lieutenant Cecil William Wallach, R.A.N.V.R.

Probationary Temporary Surgeon Lieutenant Johnstone Dickie, M.B., B.Ch., R.N.V.R.

Temporary Sub-Lieutenant Hugh Wilson Arnold, R.N.V.R.

Temporary Sub-Lieutenant Leo Anthony Clegg, R.N.V.R.

Temporary Sub-Lieutenant James Adie Tait, R.N.V.R.

Temporary Sub-Lieutenant Robert Thomas Christopher Worsley, R.N.V.R.

Temporary Sub-Lieutenant Robert Charles Michael Vaughan Wynn, R.N.V.R.

*The Conspicuous Gallantry Medal.*

Acting Petty Officer Leonard Sidney Lamb, P/JX.141113.

For great bravery in rescuing many men from a blazing motor launch under intense fire at very short range, and for selfless devotion in tending the wounded on the way back from the raid.

Able Seaman Dennis Norman Lambert, C/JX.171403.

Though himself wounded and under heavy fire from the enemy, this Able Seaman remained on board a blazing motor launch after the order to abandon ship had been given, and with great bravery helped to carry a wounded shipmate across to another motor launch.

Ordinary Seaman Albert Walter Tew, D/JX.303154.

For great gallantry and in standing by his gun, though badly wounded, and in continuing to lay it, in an exposed position and under heavy fire from the enemy, until it was silenced by a direct hit.

*Bar to the Distinguished Service Medal.*

Yeoman of Signals Gordon Froud, D.S.M., P/JX.136915.

*The Distinguished Service Medal.*

Petty Officer Motor Mechanic Cowan Dunn Walker, C/FX.78743.

Petty Officer Motor Mechanic Frank Stuart Hemming, C/MX.76053.

Chief Engine Room Artificer Harry Howard, P/M.31976.

Stoker Petty Officer Reginald Francis Underhill, P/K.66657.

Leading Seaman Frederick Overton, P/J.99478.

Leading Seaman Patrick Brady, P/MV.37.

Acting Leading Seaman Frederick Herbert Charles Catton, C/JX.151796.

Acting Leading Seaman Fred McKee, C/SSX.28218.

Acting Leading Signaller Seymour Charles Pike, LDX.4732, R.N.V.R.

Leading Motor Mechanic Frederick Morris, C/MX.89993.

Able Seaman John Leslie Elliott, C/JX.193225.

Able Seaman Frederick Ormiston, C/SSX.32879.

Able Seaman Francis Albert Smith, D/JX.159400.

Stoker First Class Leslie Albert Holloway, C/KX.120309.

Motor Mechanic Harry Bracewell, C/MX.77574.

Ordinary Seaman John Stanley Roberts, C/JX.260208.

Ordinary Seaman Frederick William Joseph Woodward, P/JX.263654.

*Mention in Despatches (Posthumous).*

Temporary Lieutenant Herbert Stewart Chambers, R.N.V.R.

For dauntless devotion to duty at the forward gun of the motor launch which led the port column. Quite unprotected, in the face of intense fire at close range, he showed unshaken coolness until he was killed at his gun.

Temporary Sub-Lieutenant Graham McNaughton Baker, R.C.N.V.R.

For great bravery and unshaken devotion to duty in control of a gun in his motor launch, and afterwards in trying to take a rope on to a jetty heavily enfiladed by intense enemy fire.

Able Seaman Albert Richard Carver Stephens, D.S.M., P/JX.131369.

For great skill and dauntless devotion to duty as second coxswain of a motor gun boat. He was mortally wounded while helping at the pom-pom.

*Mention in Despatches.*

Lieutenant-Commander Robert Fergus Jenks, R.N.

Lieutenant John Merryn Atkinson Fairbank, R.N.

Temporary Lieutenant Peter Royal, R.N.V.R.

Temporary Lieutenant Eric Eber Murray Shields, R.N.V.R.

Temporary Sub-Lieutenant Edgar David Stogdon, R.N.V.R.

Temporary Sub-Lieutenant John Albert George Williamson, R.N.V.R.

Chief Petty Officer Angus Gordon Waddell Robb, D/J.103936.

Engine Room Artificer Fourth Class Horace John Reay, P/MX.58620.

Temporary Acting Petty Officer Laurence James O'Flaherty, D/JX.137515.

Stoker Petty Officer Daniel Charles Pyke, P/K.65048.

Petty Officer Telegraphist Dennis Robert Williams, P/JX.135604.

Leading Cook (O) Arthur William Ross, P/JX.80767.

Able Seaman Richard George Lewis, D/JX.145031.

Able Seaman Frederick Webber, D/SSX.26847.

Sick Berth Attendant Arthur Whitworth, D/MX.73238.

Ordinary Seaman Stanley Callaghan, P/JX.289094.

Canteen Manager Mr. James Bourné, N.A.A.F.I.

## \*2590.—Honours and Awards—"London Gazette" Supplement of 26th May, 1942

(H. &amp; A.—4.6.1942.)

## CENTRAL CHANCERY OF THE ORDERS OF KNIGHTHOOD.

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

26th May, 1942.

The KING has been graciously pleased to give orders for the following appointment to the Most Honourable Order of the Bath for great skill and enterprise in command of H.M.S. "Sikh" in a brilliant night action in the Central Mediterranean, in which, without hurt or loss to the Royal Navy, two Italian cruisers and an E-boat were destroyed, and a torpedo boat badly damaged:

*To be an Additional Member of the Military Division of the Third Class, or Companion, of the said Most Honourable Order:*

Commander Graham Henry Stokes, D.S.C., R.N.

## ADMIRALTY.

Whitehall,

26th May, 1942.

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

For coolness, skill and enterprise while serving in H.M. Ships "Maori", "Sikh" and "Legion", in a brilliant night action in the Central Mediterranean in which, without hurt or loss to the Royal Navy, two Italian cruisers and an E-boat were destroyed, and a torpedo boat badly damaged:

*Bar to the Distinguished Service Order.*

Commander Rafo Edward Courage, D.S.O., D.S.C., R.N.

*To be a Companion of the Distinguished Service Order.*

Commander Richard Frederick Jessel, D.S.C., R.N.

*Bar to the Distinguished Service Cross.*

Lieutenant David Edmund Cole-Hamilton, D.S.C., R.N.

*The Distinguished Service Cross.*

Lieutenant John Cecil Cartwright, R.N.

Lieutenant Bryan Geoffrey O'Neill, R.N.

Lieutenant James Edmund Sandford Fawcett, R.N.V.R.

Lieutenant Phillip Graham Sharp, R.N.V.R.

Mr. Henry Reginald Hey, Commissioned Gunner (T), R.N.

*The Distinguished Service Medal.*

Chief Engine Room Artificer Walter Atwater, C/M.38803.

Chief Engine Room Artificer Charles Leonard Hinks, D/MX.46940.

Petty Officer Ernest Percy Moseling, C/J.101594.

Petty Officer Alfred Edward Stevens, C/J.101306.

Acting Petty Officer George Cotton, C/JX.134857.

Acting Petty Officer Cyril Gordon Smith, D/JX.144836.

Acting Leading Seaman Leonard Higgs, C/SSX.17818.

Acting Leading Seaman Douglas Haig McKay, D/SSX.22665.

Able Seaman Allen Glen Branley, C/JX.144174.

*Mention in Despatches.*

Lieutenant Philip Robert Gilmer Smith, R.N.

Temporary Sub-Lieutenant David Sugden Thorp, R.N.V.R.

Chief Petty Officer Harry Alfred Machal Kemp, C/J.105769.

Chief Stoker Sydney Stephen Andrews, C/K.56934.

Ordnance Artificer First Class Vivian Edward Prickett, C/M.37615.

Petty Officer Baron Ronald Leslie Atkins, C/JX.134221.

Yeoman of Signals Charles George Bishop, C/J.77969.

Acting Leading Seaman William Ernest Tate, P/JX.213544.

Acting Leading Seaman William George Faulkner, C/JX.154251.

Leading Stoker William John Linaker, C/KX.85147.

Able Seaman Richard Henry Needham, C/JX.158969.

Able Seaman Raymond Gerald Richford, C/SSX.25958.

For skill and enterprise in action against enemy submarines, while serving in H.M. Ships "Kipling", "Legion", "Hasty" and "Hotspur":

*Bar to the Distinguished Service Order.*

Commander Aubrey St. Clair-Ford, D.S.O., R.N.

*To be a Companion of the Distinguished Service Order:*

Lieutenant-Commander Nigel Hubert George Austen, R.N.

*Bar to the Distinguished Service Cross.*

Lieutenant Godfrey Maxwell Chevenix-Trench, D.S.C., R.N.

Lieutenant Terence Desmond Herrick, D.S.C., R.N.

*The Distinguished Service Cross.*

Lieutenant Roger Patrick Pirie, R.N.

Lieutenant Niall Bryan Robinson, R.N.V.R.

*Bar to the Distinguished Service Medal.*

Able Seaman Eddie Jack Hutchings, D.S.M., D/JX.138677.

*The Distinguished Service Medal.*

Able Seaman Victor Donald Baldwin, C/JX.167255.

Able Seaman Clifford Huxley, P/SSX.28201.

*Mention in Despatches.*

Lieutenant Peter William Beckwith Ashmore, D.S.C., R.N.

Lieutenant Gordon Stanley Walker, R.N.R.

Mr. Henry Reginald Hey, Commissioned Gunner (T), R.N.

Mr. Jesse Philip Rathbone, Gunner (T), R.N.

Chief Petty Officer Alfred Joseph Cranwell, D/J.106454.

Leading Seaman Frank Hender, D/J.105356.

Leading Seaman William Mills, C/JX.149935.

Able Seaman James Keneally, C/JX.208414.

Able Seaman David Magee, D.S.M., C/SSX.15549.

Able Seaman Sidney Sayers, P/JX.195318.

Writer Alexander Gordon Stewart, C/MX.59929.

Ordinary Seaman Robert Hogg.

For skill, daring and resolution in command of H.M. Minesweepers in Northern waters:

*To be a Companion of the Distinguished Service Order:*

Captain John Harvey Forbes Crombie, R.N.

For daring, skill and endurance while minelaying in H.M.S. "Manxman":

*To be a Companion of the Distinguished Service Order:*

Captain Robert Kirk Dickson, R.N.

*The Distinguished Service Cross.*

Lieutenant-Commander Robert Sydney Hopper, R.N.

Lieutenant Francis Brian Price Brayne-Nicholls, R.N.

*The Distinguished Service Medal.*

Chief Engine Room Artificer James Marshall, C/M.32572.

Electrical Artificer Second Class Percival James Sidney Guntrip, C/M.39476.

Leading Seaman James Charles Howard, C/JX.130056.

For courage and skill in many air operations against the enemy:

*Bar to the Distinguished Service Cross.*

Temporary Lieutenant (A) William Francis Cuthbert Garthwaite, D.S.C., R.N.V.R.

*The Distinguished Service Cross.*

Temporary Sub-Lieutenant (A) William Anthony Gillingham, R.N.V.R.

*Mention in Despatches.*

Lieutenant (A) Michael Thorpe, R.N.

Temporary Sub-Lieutenant (A) Gordon James Kinghorn, R.N.V.R.

Temporary Sub-Lieutenant (A) Frederick John Willett, R.N.V.R.

Acting Sub-Lieutenant (A) Cedric Rowland John Coxon, R.N.

For bravery and devotion to duty :

*The Distinguished Service Cross.*

Lieutenant (E) Herbert James Percy Crousaz, R.N.

For courage and skill in successful actions against enemy aircraft in H.M.S. "Brocklesby" :

*The Distinguished Service Cross.*

Lieutenant Alan John McCulloch Miller, R.N.V.R.

*The Distinguished Service Medal.*

Able Seaman Albert Thomas Blake, P/J.32820.

Able Seaman William Henderson, P/J.79986.

*Mention in Despatches.*

Lieutenant Michael Neville Tufnell, D.S.C., R.N.

Mr. Walter Ernest Betts, Gunner, R.N.

Leading Stoker Robert William Brewerton, P/KX.75787.

Able Seaman Sidney Frank Neal, P/JX.198085.

Stoker First Class Albert Edward Robey, P/KX.107064.

For courage and resolution in action against enemy aircraft, while serving in H.M.S. "Beryl" :

*The Distinguished Service Medal.*

Leading Telegraphist Ezekiel Dilworth, D/J.76641.

Able Seaman John Fox Keighley, P/JX.196408.

*Mention in Despatches.*

Petty Officer John Frederick Ernest Tubb, C/J.101813.

For gallantry and devotion to duty in action against the enemy :

*Mention in Despatches (Posthumous).*

Acting Temporary Sub-Lieutenant (A) Robert Cunningham Kay, R.N.V.R.

Naval Airman First Class Douglas Ronald Stockman, FAA/FX.80745.

For skill and seamanship :

*Mention in Despatches.*

Lieutenant Adrian Charles Cuthbert Seligman, R.N.R.

For skill and daring :

*Mention in Despatches.*

Lieutenant John Charles Grattan, D.S.C., R.N.

Temporary Sub-Lieutenant Trevor John Mathias, R.N.V.R.

For good services and devotion to duty :

*Mention in Despatches.*

Acting Skipper Lieutenant Charles Dale, 2976 W.S., R.N.R.

Seaman Clive Kitching Pearce, LT/X.21761A, R.N.R.

For skill and resolution when H.M.S. "Abingdon" was attacked by enemy aircraft :

*Mention in Despatches.*

Lieutenant Graham Allen Simmers, R.N.R.

Probationary Temporary Sub-Lieutenant John Mauras Asphar, R.N.V.R.

Chief Petty Officer Charles William Morgan, P/J.102818.

Petty Officer Roy Herbert Tregenna Coker, P/J.108785.

Leading Stoker Victor Wyatt Barton, P/KX.85918.

Able Seaman George William Austin, P/SSX.15870.

Able Seaman Albert Victor Broderick, C/J.98177.

Able Seaman Arthur Edward Merrit, P/J.90888.

Able Seaman Roy James Morris, P/SSX.21104.

Able Seaman Albert Henry Page, P/J.104618.

The KING has been graciously pleased to grant unrestricted permission for the wearing of the Decoration shown below, which has been bestowed by the Queen of the Netherlands in recognition of services to a burning Dutch merchant ship :

*Cross of Merit.*

Commander James Edward Fenwick, O.B.E., R.N.R.

The KING has been graciously pleased to grant unrestricted permission to wear the Insignia of the Appointment by the Republic of Czecho-Slovakia of an Officer of the Royal Navy, as shown below, for services in the Allied Cause :

*Order of the White Lion, Third Class.*

Acting Captain Reginald Dillworth Howard, R.N. (Retd.).

**\*2591.—Honours and Decorations—Royal Navy and Royal Marines**

(H. & A. 305/42.—4.6.1942.)

The following should be substituted for the first paragraph A. of the Section of A.F.O. 1492/42 stating the present Admiralty practice in recommending awards :—

**A.—Gallantry and Distinguished Conduct—**

(a) In face of the enemy	...	...	...	V.C., C.B.
(b) In mine and bomb disposal at sea	...	...	...	D.S.O.
(c) When minesweeping	...	...	...	D.S.C., C.G.M.
(d) When minelaying	...	...	...	D.S.M.
(e) In bomb disposal ashore	...	...	...	G.C. C.B.E. (Military). O.B.E. (Military). M.B.E. (Military). G.M. B.E.M. (Military).

(A.F.O. 1492/42.)

**\*2592.—Honours and Awards**

(H. & A. 320/42.—4.6.1942.)

The King has been graciously pleased to approve the Honorary Appointment of Lieutenant Rolf Quernheim Rören, Royal Norwegian Navy, as Member of the Order of the British Empire.

2. This award will not be gazetted.

**2593.—Governor of Windward Islands—Appointment**

(M. 2321/42.—4.6.1942.)

Sir Arthur Grimble, K.C.M.G., has been appointed Governor and Commander-in-Chief of the Windward Islands as from 18th May, 1942.

**\*2594.—Accelerated Promotion**

(C.W. 19591/42.—4.6.1942.)

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

*Executive*

Marland, E. B. (D.S.C.)	...	"Achates"	...	...	1st February
Weeden, J.	...	"Beehive" for M.T.B. 31	...	...	1st March.
Revill, D. H.	...	"Wild Swan"	...	...	1st March.
Drake, J. E. B.	...	"Windsor"	...	...	1st March.
Morison, J.	...	"Drake," addl.	...	...	1st March.
Fraser, D. H.	...	"Icarus"	...	...	1st March.
Hale, C. W.	...	"Skirmisher II," addl. for	...	...	1st March.
		M.L. 164	...	...	

*Executive—contd.*

Isted, K. D.	...	"Rochester"	...	...	1st March.
Hamilton, T. W. B. P.	...	"Hydrangea"	...	...	1st April.
Mayhew, R.	...	"Cormorant," addl. for M.L. 174	...	...	1st April.
McLachlan, G.	...	"St. Christopher," addl.	...	...	1st April.
Wardle, J. D.	...	"Wasp," addl. for M.T.B. as Spare C.O.	...	...	1st May.
Lacey, H. D.	...	"Victory V" for "Impulsive"	...	...	1st June.
Varvill, R.	...	"Beehive," for M.T.B. 30	...	...	1st June.
Seeley, H.	...	"Quebec"	...	...	1st June.
Peacock, R. A.	...	"Cormorant," addl. for M.L. 132	...	...	1st June.
Bence, E. J.	...	"White Bear"	...	...	1st June.

*Air (Pilots and Observers)*

Simpson, W. C.	...	"Heron"	...	...	1st March.
Rowland, L.	...	"Argus"	...	...	1st April.
Kelsall, J. D.	...	"Vulture I"	...	...	1st May.

*Air (Technical)*

Andreoli, D. G.	...	"President" addl. for duty outside Admiralty B.A.C.	...	...	1st April.
Botterill, R. H.	...	"President," addl. Admiralty for duty with D.A.M.	...	...	1st May.
Saunders, V. E.	...	"Merlin"	...	...	1st May.

*Engineer*

Agate, J. S.	...	"Devonshire"	...	...	1st April.
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*Electrical*

Scampton, T. R.	...	"Calliope"	...	...	1st May.
Bailey, W.	...	"Cormorant"	...	...	1st May.
Naylor, F. D.	...	"Fortitude"	...	...	1st June.

*Special*

Laurence, R. F.	...	"Mercury II"	...	...	1st April.
Martinsen, A. K.	...	"Eaglet"	...	...	1st April.
Kellar, J. N.	...	"Mercury II"	...	...	1st May.
Nicholas, K. J.	...	"President," addl. for duty outside Admiralty with Fighter Cd.	...	...	1st May.

2. The above promotions appear in C.W. List of Appointments.

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

### 2595.—Air Gunnery Officers—Duties, etc.—REPORTS

(C.W. 15690/42.—4.6.1942.)

1. *General.*—(a) Executive R.N. and R.M. Officers and (A) Branch Officers R.N. and R.N.V.R. qualified as Pilot or Observer are eligible to specialise as Air Gunnery Officers provided they—

- (i) hold a rank equivalent to Lieutenant, R.N., and
- (ii) have completed about two years on general flying duties in the Naval Service.

(b) In exceptional circumstances Sub-Lieutenants and Sub-Lieutenants (A) may be selected for specialisation before reaching the rank of Lieutenant, if specially recommended.

*Note.*—(A) Branch Officers, R.N., who qualify successfully will be retained on the active list at least 15 years from date of entry, provided their services are satisfactory and, in general, till they qualify for retired pay. They will be eligible for promotion to Commander (A) and Captain (A).

2. *Courses.*—(a) *Officers qualified.*—Officers who have previously qualified as Armament Officers will, where considered necessary and when opportunity occurs, attend a short refresher course in H.M.S. "Excellent" to cover that part of the syllabus which was not included in their original training. On receipt of this order, Commanding Officers are to forward reports on qualified officers below the rank of Commander, stating whether a refresher course is desirable.

(b) *Officers selected for specialisation.*—Officers selected for specialisation will undergo a course of about six months in H.M.S. "Excellent".

3. *Principles for appointment and employment.*—The following are the general principles approved for the appointment and employment of Air Gunnery Officers.

- (a) When appointed to the air and ordnance departments of the Admiralty and on staff duties, Air Gunnery Officers are to be fully employed on their specialist duties.
- (b) The Air Gunnery Officers will be fully employed on their specialist duties, and the flying duties connected therewith, at large Naval Air Stations, at Aircraft Repair Yards, in Aircraft Carriers and repair ships, in Observer, Air Gunner and Fighter schools, in charge of A.G.O. Training and at Air Armament Technical Training schools.
- (c) The Air Gunnery Officers will be appointed to auxiliary carriers, catapult squadrons and small air stations for specialist duties and for such general service duties as do not interfere with their specialist duties. They will be employed on full flying duties, in addition to air gunnery duties, when appointed to a squadron.

4. *Duties.*—The duties of Air Gunnery Officer will be as follows:—

- (a) Organisation, in conjunction with unit commanders, of arrangements for the supply of bombs and ammunition for the arming of aircraft and for the serviceability of equipment used therewith.
- (b) Technical advice as necessary on the operational use of aircraft armament other than torpedoes.
- (c) Direction of the work of all armament maintenance personnel in ships' staffs (air), station armouries, workshops and storage sections. He will be responsible to the Air Engineer Officer for all armament work in connection with aircraft in the charge of the Air Engineer Officer. He will act in an advisory capacity to squadron commanders on the efficiency of their armament equipment.
- (d) In conjunction with squadron commanders he will organise the air armament training practices, be responsible that practices are correctly carried out and recorded: will assist squadron commanders with their analysis.
- (e) He will be responsible for the organisation of bombing and air firing and ground ranges.
- (f) He will organise the ground armament instruction of both flying and armament maintenance personnel and the annual weapon training of all personnel.
- (g) He will be responsible for stowage inspection, etc., of explosive stores in accordance with the appropriate instructions.
- (h) He will be responsible that naval armament stores accounting procedure is carried out, and, in conjunction with the stores accounting officer, that all armament material in store is efficiently stowed, maintained and kept modified.
- (i) At Naval Air Stations he will be generally responsible to the Commanding Officer of the station for the training of guards, sentries and defence parties made up of naval personnel, excluding aerodrome defence parties when an Aerodrome Defence Officer is borne. Where no Torpedo Officer is borne, he will also be responsible for aerodrome defence demolition work.
- (j) He will carry out the duties of Bomb Safety Officer in ships and at R.N. Air Stations where no such specialist officer is borne.
- (k) He will be required to carry out trial inspection and other flights connected with air armament as necessary.
- (l) In ships and at Naval Air Stations where no Torpedo Officer is borne, the responsibilities of the Torpedo Officer in regard to depth charges and aircraft mines carried by aircraft are to be undertaken by the Air Gunnery Officer. When a Torpedo Officer is borne, the Air Gunnery Officer is responsible for loading the depth charges and aircraft mines on to the aircraft and for adjusting the fusing mechanism.

5. *Recommendations for Air Gunnery Officers.*—(i) Recommendations for officers in squadrons attached to an aircraft carrier or at a Naval Air Station are to be forwarded by the Commanding Officer of the squadron through the Commanding Officer of the aircraft carrier or station concerned. For officers serving in catapult ships, recommendations are to be forwarded by the Commanding Officer of the ship in which the officer is serving but, whenever practicable, the Officer Commanding his flying unit should be consulted as to the professional ability of the officer concerned.

(ii) The following information is to be included when forwarding recommendations:—

- (a) General ability as an officer, also in the case of an (A) Officer, R.N., whether recommended for an extension of service.
- (b) Whether applicant shows aptitude for technical duties and administration.
- (c) Whether applicant shows the qualities necessary to direct the armament training of air and maintenance personnel.
- (d) Whether applicant shows the qualities necessary to direct the disciplinary weapon training and defence organisation of a Naval Air Station.
- (e) Total flying time at date of application and ability as a pilot or observer.
- (f) Form S.206 is to accompany the report.

*Note.*—An officer not selected for training at the time of first volunteering may renew his application for subsequent courses.

(A.F.Os. 632/41 and 5494/41 are cancelled.)

#### 2596.—Promotion to Lieutenant (A) R.N. of Officers Promoted from the Lower Deck to Permanent Air Branch Commissions

(C.W. 16377/42.—4.6.1942.)

The comparatively recent introduction of the scheme for the selection of continuous service ratings for permanent commissions in the Air Branch of the Royal Navy, has necessarily entailed ratings being selected and promoted to such commissions at considerably higher ages than those at which they would have been promoted had the scheme been in force earlier. To enable these officers to obtain promotion to Lieutenant (A) at ages more nearly approaching those intended when the scheme was introduced, it has been decided that, until further instructions are issued, ratings promoted to permanent commissions in the Air Branch under A.F.O. 848/40 shall be eligible for promotion to Lieutenant (A) after one and a half year's service in the rank of Acting Sub-Lieutenant and Sub-Lieutenant.

2. Attention is drawn to the fact that these officers are equally eligible for consideration for accelerated promotion to Lieutenant (A) under A.F.O. 424/42 along with other officers of the Air Branch.

(A.F.Os. 848/40 and 424/42.)

#### 2597.—Temporary Commissions and Warrants in Engineering Branch—Promotion from Lower Deck

(C.W. 19828/42.—4.6.1942.)

Large commitments have now arisen for Temporary Engineer Officers of both Commissioned and Warrant rank for manning new construction diesel-driven escort and smaller vessels.

To meet this situation it will be necessary to make full use of the provisions of A.F.O. 5028/41, and Administrative Authorities are, therefore, requested to initiate action for the nomination of suitable candidates from ratings serving as:—

Chief and E.R.A., R.N.R., R.N.V.R. or H.O.

Chief and Enginemen (Patrol Service) with not less than 1 year's service as Enginemen.

Chief and Motor Mechanics.

The possession of a Board of Trade or other recognised certificate is not a necessary qualification; candidates should be those who show promise of ability to bear engineering responsibilities applicable to Commissioned or Warrant ranks for service only in the vessels referred to above after undergoing a special course of instruction, mentioned below and a divisional course.

2. All candidates before recommendation must be interviewed by an Engineer Officer of not less than Commander's rank who is to provide a detailed statement of the technical knowledge and experience possessed by the candidate concerned. This should be forwarded with Form C.W.1 (T) to the Secretary of the Admiralty (C.W. Branch). Candidates considered suitable will then be called upon to appear before the Admiralty Selection Board.

3. All ratings selected by the Board will be medically examined and then drafted to undergo a special diesel course of 3 weeks' duration.

4. On satisfactory completion of this course and recommendation candidates will be promoted to Temporary Commissioned or Warrant rank according to the standard attained at the course.

5. Those appointed to Commissioned rank will be promoted to Temporary Sub-Lieutenant (E), R.N.V.R., provided they are over 21 years of age; if between 20 and 21 they will be appointed Temporary Acting Sub-Lieutenants (E), R.N.V.R.

Further advancement will be to the rank of Lieutenant (E), R.N.V.R., in accordance with A.F.O. 3237/41, paragraph 11.

6. Those appointed to Warrant rank will be promoted to Temporary Warrant Engineer, R.N.R.

Ratings so promoted will be eligible for consideration for advancement to the rank of Temporary Lieutenant (E), R.N.V.R., after a minimum of 1 year's service in Warrant rank. Vacancies in the higher rank will, however, be limited, and only outstanding and specially recommended officers will be so considered.

7. Candidates who fail to attain a sufficiently high standard at the end of the special course or who show they are unsuitable for promotion during the course will revert to their previous duties.

(A.F.Os. 3237/41 and 5028/41.)

#### 2598.—Amendment to Schemes of Complement

*Fleet Minesweepers and Corvettes*

(N. 11006/42.—4.6.1942.)

The following amendments are to be made to schemes of complement:—

*H.M. Ships of "Halcyon," "Hebe," and "Bramble" Classes (Admiralty Letter N./G.0800/41 of 7.7.41.)*

*As S.O's. Ship, Second S.O's. Ship and ordinary Minesweeper.*

*For "Wireman (M/S)" substitute "Leading Wireman (M/S)" in both the body of the complement and the appropriate footnote, viz. (g) or (h).*

*H.M. Ships of "Algerine" Class (Admiralty Letter N./P.M.8594/40 of 28.5.41.)*

*As S.O's. Ship, Second S.O's. Ship and ordinary Minesweeper.*

*Reduce:—1 Wireman (M/S).*

*Add:—1 Leading Wireman (M/S).*

*H.M. Corvettes of "River" and "Flower" Class (Admiralty Letter N./D.P.S.836/40/M of 2.4.41 and Admiralty Letter N./P.M.8686/40 of 2.5.41, respectively.)*

*For "Wireman (M/S)" substitute "Leading Wireman (M/S)" in both the body of the complement and the appropriate footnote, viz. (c) or (f).*

#### 2599.—Flying Accidents due to Negligence of Pilots

(N.L. 4207/42.—4.6.1942.)

In future where accidents to service aircraft are caused by negligence on the part of the pilot, but the circumstances are not so serious as to warrant trial by court-martial, the Commanding Officer of the ship or establishment concerned is, at his discretion, to cause a notation of the occurrence to be entered in the pilot's log book.



2. The entry in the pilot's log book is to show (a) the type of accident and (b) the assessment of blame, as follows:—

A.—Type of accident—

Taxying.  
Taking off.  
Landing.  
Faulty cockpit drill.  
Air collision.  
Forced landing (lost, fuel exhausted, etc.).  
Low aerobatics.  
Unauthorised low flying.

B.—Assessment of blame—

(a) Inexperience.  
(b) Error of judgment.  
(c) Carelessness.  
(d) Gross carelessness.  
(e) Disobedience.

3. Entries in the flying log should be as brief as possible. It will be appreciated that should the question of the trial of an officer by court-martial be under consideration an entry in the log should not be authorised.

4. Entries in pilot's log books are to be dealt with in precisely the same way as an entry in a ship's log (*vide* Article 509, K.R. & A.I.).

5. It should be impressed on all pilots that the present number of avoidable accidents is a serious and needless waste of national resources. The introduction of endorsements in flying log books will, it is hoped, bring about a reduction in the number of accidents for which the pilot is to blame, without causing loss of initiative and enterprise, and will provide a Commanding Officer with a record from which to estimate a new pilot's characteristics and progress. In its effect on an individual pilot's flying repute it should also afford to each pilot who maintains a "clean" log book a sense of pride, additional to that in his own positive war service, that no fault of his has detracted from the war effort of the nation as a whole.

6. In cases of damage to aircraft caused by flying accidents occasioned by negligence on the part of the pilot or other Naval personnel, abatements from pay under Article 1528, K.R. and A.I., by way of restitution for damage done to Government property, should not be made in future.

(K. R. & A. I. Article 1528.)

(C.A.F.Os. 493/41 and 1484/41 are cancelled.)

**2600.—Officiating Ministers of Religion**

(C.E. 53938/42.—4.6.1942.)

The undermentioned appointments of Officiating Ministers to personnel of the Royal Navy have been approved:—

*Methodist—*

Treligga—Rev. W. H. Huxtable, The Manse, Delahole, Cornwall.

*Baptist and Congregationalists—*

Ayr—Rev. Andrew W. Inglis, 38, Holmston Road, Ayr, Scotland.

Dover—Rev. T. S. Sharp, Congregational Church, High Street, Dover.

2. The usual facilities are to be afforded.

**†2601.—Admiralty Surgeon and Agent**

Burry Port (Carm.)

(C.E. 7082/42.—4.6.1942.)

Mr. J. Cook, M.C., M.R.C.S., L.R.C.P., of 14, Pemberton Avenue, Burry Port, Carm. (Telephone No. 16) has been appointed Admiralty Surgeon and Agent for Burry Port (Carm.).

**\*2602.—Advancement of Leading Seaman to Petty Officer (Patrol Service)**

(N. 11711/42.—4.6.1942.)

With the institution of the rating of Petty Officer (P.S.) in the Patrol Service (A.F.Os. 337/42 and 431/42), the following addition to A.F.O. 341/40 is necessary:—  
Paragraph 9:—After clause (b) (5) add new paragraphs as follows:—

Leading Seamen to Petty Officer (P.S.)—To qualify for advancement to Petty Officer (Patrol Service) a Leading Seaman must:—

- (i) Have not less than 6 months' sea service as Leading Seaman (P.S.).
- (ii) Have passed the professional examination outlined in A.F.O. 431/42, Appendix I.
- (iii) Have 6 months' continuous V.G. conduct immediately preceding advancement (A.F.O. 4374/40).
- (iv) Be recommended by the Commanding Officer of his vessel, and by the Group Officer under whom his vessel is serving, unless working independently.

Qualifications (i), (ii) and (iv), will be required before the man is withdrawn for the Divisional and Pilotage courses (A.F.O. 431/42, Appendices II and III). Qualification (iii) must be completed before the man is actually advanced to Petty Officer (P.S.).

(A.F.Os. 341/40, 4374/40, 337/42 and 431/42.)

**✓2603.—L.D.D. Ratings—Entry—Age Limits, etc.**

(N. 28974/41.—4.6.1942.)

In future, only men between the ages of 17 and 18½ years, and 41 and 60 years, are to be entered for local defence duties, men between the ages of 55 and 60 being entered for shore service only.

2. These limits will eventually become 17 to 18½ years and 51 to 60 years as men between 41 and 51 years will gradually register for military service.

3. Where men who exceed the upper age limit of 60 years are specially suitable, and fit for a particular duty, it is not intended that the limit should be rigidly applied; but the cases of individual men should be submitted to the Admiralty for consideration before entry.

4. The cases of men with previous service in the armed forces of the Crown who were discharged "Unsuitable" or "S.N.L.R." are to be submitted to the Admiralty for consideration before entry.

5. Men previously "Invalided" from the naval service may be accepted provided that they are classified as at least Grade II (National Service (Armed Forces) Acts), and that they were not invalided for tuberculosis.

(A.F.Os. 411/40, 1625/40, 936/41, 2475/41 and 3467/41.)

(A.F.O. 871/42 is cancelled.)

**✓2604.—Naval Ratings Detailed for Flights in Aircraft**

(N. 2346/42.—4.6.1942.)

A.F.O. 1882/42 is to be amended as follows:—

Paragraph 2. After the words "air duties." insert:—

"Photographer ratings in F.R.U. are eligible for 'Photographers' Air duty Allowance' under Appendix XVII, Part 3, No. 64, Vol. II, King's Regulations and Admiralty Instructions (K.R. 2/41)."

(A.F.O. 1882/42.)

AFO 4411/43

**\*2605.—Shortage of A.Gs. 2nd Class**

(N. 12030/42.—4.6.1942.)

There is a serious shortage of A.Gs. 2nd class and action is necessary to increase the numbers.

2. A lowering of the A.G. 2 standard cannot be accepted, but it is possible that a certain number of confirmed A.Gs. 3rd class, if encouraged and given local instruction, might take the A.G. 2 examination and pass at an earlier date than otherwise.

3. It is fully appreciated that stress of operations does not permit much spare time for extra instruction, but Commanding Officers should make every endeavour to encourage and assist suitable and recommended ratings to take the examination whenever it is reasonably possible.

**2606.—Professional Examinations for Seaman Petty Officer and for Leading Seaman—Returns of Percentages of Successful Candidates**

(N. 10537/42.—4.6.1942.)

With reference to A.F.O. 1877/42, the return showing the percentage of successful candidates in Squadron Board examinations for Seaman Petty Officer and for Leading Seaman, required under Appendix XII, Part 22A, paragraph 9, K.R. & A.I., is to be discontinued for the period of the war.

(K.R. &amp; A.I., Appendix XII, Part 22A, paragraph 9.)

(A.F.O. 1877/42.)

**2607.—Transfer of H.O. Ratings**

(N. 6885/42.—4.6.1942.)

The following amendments are to be made to A.F.O. 5627/41 :—

Paragraph 1. Delete "R.A., Malaya." Insert "R.A., West Africa."

Paragraph 3. Cancel section (a) and substitute :—

"(a) Subject to satisfactory trade test and provided he has served the necessary apprenticeship or time at his trade, a rating may be transferred to Engine Room Artificer, Electrical Artificer or Ordnance Artificer, except that no transfers to Engine Room Artificer (Pattern Maker) or Engine Room Artificer (Moulder) are immediately required. The names of men who pass the trade test for Engine Room Artificer (Pattern Maker) and Engine Room Artificer (Moulder) will, however, continue to be noted on Depôt rosters."

Paragraph 6. Cancel and substitute :—

"Shipwright and Artisan Branches.—There is a shortage of Shipwrights and Blacksmiths, and immediate transfers may be approved subject to satisfactory trade test. There is a sufficiency of Plumbers, and immediate transfer to this branch is not to be approved. Subject to 'V.G.' or 'Good' trade test, names may be forwarded to the Commodore of the man's depôt for entry on the roster to await vacancies, but men who only pass a 'Fair' trade test are not required and their names are not to be entered. The names of men who have not less than 3 years' experience as Plumbers and who pass a 'V.G.' trade test are to be brought to the notice of Depôts, with a view to the men undergoing a conversion course, for E.R.A. (Coppersmith), of from 4-6 months duration at the M.T.E. at Trevol or Rosyth, if considered to be suitable for such course by the examining officer. Attention is called to A.F.O. 2479/41 concerning transfer from Joiner to Shipwright. Transfers to Joiner and Painter are not required; and, as the rosters for such transfers are considerably overborne, volunteers are not to be accepted for trade test and their names are not to be reported to Depôts until transfers to these ratings are again allowed."

(Devonport No. 407/S/P. 153 P. of 24.3.42.)

(Portsmouth No. 456/S. 233/A. of 29.3.42.)

(A.F.Os. 2479/41 and 5627/41.)

**2608.—T.124X. Personnel—Assessment of Character**

(N.L. 6562/42.—4.6.1942.)

With reference to A.F.O. 1278/41, paragraph 3, and A.F.O. 3606/40, Section D paragraph 7, when assessing the characters of T. 124 X. personnel, the Commanding Officer is always to exercise his discretion within the following limits, namely :—

- (1) *Good*. A higher assessment than "Good" is not to be awarded if during the period of assessment, the man has been :—
  - (a) Disrated.
  - (b) Sentenced to cells, detention or imprisonment not exceeding 21 days in the aggregate.
- (2) "*Decline to Report*."—This marking is to be given if the man has been :—
  - (a) Reduced to the second class for conduct.
  - (b) Sentenced to cells, detention or imprisonment for 22 days or more in the aggregate.

2. The foregoing approximate to the standards under Naval regulations for "Good" and any lower assessment.

(A.F.Os. 3606/40 and 1278/41.)

**2609.—Special Leave Allowance for Fleet Air Arm and Submarine Service**

(C.W. 18617/41.—4.6.1942.)

Approval has been given for the payment of special leave allowance to certain personnel of operational squadrons and flotillas of the Fleet Air Arm and Submarine Service respectively, to enable them to meet the additional expenses necessarily incurred when they are granted short leave or patrol leave away from their place of duty to alleviate operational strain.

2. The rates of special leave allowance payable are :—

Sub Lieutenants	} and Naval Officers of	} 10s. a day up to 40
Acting Sub Lieutenants		
Midshipmen ... ..		
Proby. 2nd Lieutenant, R.M. ... ..		
Proby. Lieutenant, R.M. ... ..		
Lieutenant R.M. on 9s. basic pay ... ..		
Warrant Officers, R.N. and R.M. ... ..		
All ratings and R.M. other ranks ... ..		5s. a day up to 40 days a year.

3. Commanding Officers have discretion to grant the allowance within the annual maximum of 40 days, for long leave as well as short or patrol leave, if they are satisfied that the grant is necessary for maintenance of the health and efficiency of operational crews, and provided that the leave is spent away from the ship or station.

4. The purpose of these grants will be to a large extent defeated if they are not made available to the recipients at the time of their proceeding on leave. Arrangements are accordingly to be made for the grants to be issued by Accountant Officers on the dates of departure on leave.

5. Any other allowances in issue will continue to be paid, and provision or leave allowance will also be paid during the above periods of leave.

**2610.—Eyeshooting Training—Method of Instruction***Shore Establishments and Bases*

(G.D. 0501/42.—4.6.1942.)

The following is issued as a guide to the best method of using the various pamphlets and appliances for eyeshooting instruction.

2. Broadly speaking, these may be divided into two parts :—
  - (a) Principles of eyeshooting.
  - (b) Practical eyeshooting.

3. (a) (i) The principles of eyeshooting should be taught from the eyeshooting film, if it is available. The pamphlet, which accompanies the film, contains notes on the practical instruction, including Dome A.A. Teacher, which should be given during the course.

(ii) When the eyeshooting film is not available, pamphlets, such as the "Notes for Instruction in Eyeshooting" (B.R.264/41), must be used for instruction. These pamphlets also contain notes on the practical instruction, which should be given concurrently.

(iii) The pamphlets must be used to supplement the film on certain parts of eyeshooting, such as recognition, barrage fire, etc., which are not covered by the film. They may also be used by the instructor to amplify, if necessary, the instructions given by the film.

(b) (i) The principal practical eyeshooting appliance is the Dome A.A. Teacher. A pamphlet, shortly to be superseded by a bound handbook, accompanies the dome teacher. This pamphlet contains in Chapter II some notes for the instructor on how to use the teacher.

(ii) There are many other practical eyeshooting appliances, all of which are described in B.R.264/41 or in leaflets supplied with the appliance. These appliances all have their particular object in the scheme of instruction. The technical pamphlets contain notes on when each particular appliance should be used.

### 2611.—Punishment of D.E.M.S. Ratings

(N.L. 2967/42.—4.6.1942.)

Care should be taken to ensure that the charges preferred against D.E.M.S. ratings or R.M. ranks, constitute offences under the Naval Discipline Act and that the charges are correctly framed under the appropriate section of the Act.

2. It must be borne in mind that for the purposes of the Naval Discipline Act officers of the Merchant Navy are not the "superior officers" of the D.E.M.S. personnel embarked, and offences against such officers (e.g., striking, disobedience of orders, etc.) must, therefore, be charged under Section 43 of the Naval Discipline Act, *not* Sections 16 or 17.

3. On the rare occasions where an offence committed by a D.E.M.S. rating or R.M. rank cannot be dealt with under the Naval Discipline Act, action should be taken under the Merchant Shipping Acts.

(A.F.O. 505/40.)

(A.F.O. 4371/41 is cancelled.)

### \*2612.—Dependants' Allowance—Lower Deck and Women's Services

(N. 10035/42.—4.6.1942.)

As already announced, improvements in the dependants' allowance scheme have been authorised with effect from 2nd April, 1942. Those mentioned in this Order apply to members of the R.N. already eligible for dependants' allowance, with the exception of Maltese ratings, and to ratings in the Women's Services eligible for dependants' allowance. The scheme for dependants of Maltese ratings will be promulgated in a separate Order.

2. The changes are :—

- (i) The rates of dependants' allowance already in issue, except the 25s. a week rate for dependants who have no other income, are increased by 1s. a week.
- (ii) The rates of allotment necessary to qualify for dependants' allowance are reduced by 3s. 6d. a week, without loss to the dependant.
- (iii) A new (minimum) rate of dependants' allowance of 8s. 6d. a week is introduced with a corresponding new pre-entry rate of contribution.
- (iv) The overriding limits of household income are raised.

3. The scales now are :—

I	
<i>Net effective weekly contribution made by man to dependants' support before the war or date of joining, whichever is the later</i>	<i>Weekly rate of allowance including qualifying allotment</i>
Over 5s. and not exceeding 9s.	... 8s. 6d.
Over 9s. and not exceeding 15s.	... 14s. 0d.
Over 15s. and not exceeding 20s.	... 19s. 0d.
Over 20s.	... 22s. 6d.
24s. and over if the dependant's household has no income from other sources ... .. 25s. 0d.	

### II

Allotments necessary to qualify for Dependants' Allowance (Naval ratings and Royal Marines).

<i>Daily rate of pay and allowances (excluding war bonus)</i>	<i>Weekly rate of qualifying allotment</i>
From 2s. 0d. to 2s. 5d.	3s. 6d.
2s. 6d. to 2s. 11d.	5s. 3d.
3s. 0d. to 4s. 11d.	7s. 0d.
5s. 0d. to 7s. 0d.	8s. 9d.
7s. 1d. to 8s. 0d.	10s. 6d.
8s. 1d. to 10s. 0d.	14s. 0d.
10s. 1d. to 11s. 0d.	17s. 6d.
11s. 1d. upwards	24s. 6d.

### III

Allotment necessary to qualify for Dependants' Allowance (Women's Services).

<i>Daily rate of pay and allowances (excluding war bonus)</i>	<i>Weekly rate of qualifying allotment</i>
Less than 2s. 2d.	2s. 4d.
From 2s. 2d. to 2s. 7d.	3s. 6d.
2s. 8d. to 3s. 1d.	5s. 3d.
3s. 2d. to 5s. 1d.	7s. 0d.
5s. 2d. to 7s. 2d.	8s. 9d.

### IV

Overriding limits of income.

(a) for a dependant living alone ...	26s. a week
(b) for a dependant not living alone ...	21s. a week per dependant unit.

The limit of income, for which no addition to the rating's allotment can be granted, is raised from 16s. per dependant unit to 17s. a week.

4. The procedure to be followed in order to give effect to the changes shown in paragraph 2 (ii), (iii) and (iv) has been explained in Admiralty General Message 1406A/12/3.

5. The rules announced in this Order apply to war time only.

(A.F.Os. 3200/40, 4139/40, 2260/41 and 4272/41.)

### \*2613.—Marriage Allowance—Lower Deck

(N. 10035/41.—4.6.1942.)

As already announced, the rates of marriage allowance for the children of ratings, other than Maltese, have been increased, with effect from 2nd April, 1942, by 1s. a week for each child. These increases apply to children's allowances paid to unmarried dependants living as wives. From the date shown the scale is :—

1st child ... ..	8s. 6d. a week.
2nd child ... ..	6s. 6d. a week.
3rd and subsequent children ... ..	5s. 0d. a week.

2. For Maltese ratings, the rates of marriage allowance have been increased with effect from 5th March, 1942, so as to make the scale from that date as follows:—

Wife ... ..	12s. 0d. a week.
1st child ... ..	5s. 8d. a week.
2nd child ... ..	4s. 4d. a week.
3rd and subsequent children ... ..	3s. 4d. a week each.

The special rate of marriage allowance for widowers with children is increased to 8s. 8d. a week.

3. The rates of allotment necessary to qualify for marriage allowance have been reduced by 3s. 6d. a week, without loss to the family, with effect from 2nd April, 1942. Accordingly from that date the scale is:—

*Minimum Allotment necessary to qualify for Marriage Allowance, Allowance for Unmarried Dependants living as Wives, and Special Separation Grant:—*

Chief Mechanics, Chief Artificers, Chief Shipwrights, Sergeants-Major, Staff Clerks, Quartermaster-Sergeant Instructors and Company Sergeants-Major, R.M. ...	24s. 6d. a week.
All other Chief Petty Officers and Petty Officers, and all other Non-commissioned Officers, R.M., of and above rank of Sergeant ... ..	17s. 6d. a week.
All other Naval ratings, and all other Royal Marines of and below the rank of Corporal, in receipt of pay and allowances of or over 3s. 0d. a day (excluding war bonus)	10s. 6d. a week.
Naval ratings and Royal Marine ranks in receipt of pay of 2s. 6d. or more, but less than 3s. 0d. a day (excluding war bonus) ... ..	7s. 0d. a week.
Naval ratings and Royal Marine ranks in receipt of pay and allowances of less than 2s. 6d. a day (excluding war bonus) ... ..	3s. 6d. a week.

4. The difference of 3s. 6d. a week between the old and new rates is made good by payment from Naval funds, so that if the rating allots 3s. 6d. a week less than under the old scale the family suffers no loss and the rating has 3s. 6d. a week more for his own use; if he prefers to allot at the old rates the family gains 3s. 6d. a week. Any sum that a rating allots, as a charge against his pay, in excess of the new qualifying rate will be paid to the family in addition to the 3s. 6d.

5. Ratings entitled to special marriage allowance for children, i.e. where no allowance is payable for a wife, and the allotment necessary to qualify for the children's allowance is half the ordinary scale rate of qualifying allotment, will be entitled to only half the allotment concession of 3s. 6d., that is 1s. 9d. a week. Those who are required to allot for the children at less than half the ordinary qualifying rate for marriage allowance will not be entitled to any allotment concession.

6. A man whose marriage allowance is reduced by 17s. 0d. a week because his family occupies official quarters is entitled to the allotment concession whether or not a formal allotment is in force. If there is no allotment the 3s. 6d. a week should be credited on the ledger under the heading "allotment concession".

7. The procedure to be followed in order to give effect to the allotment concession has been explained in Admiralty general message 1406A/12/3, which is now cancelled.

8. The rules announced in this Order apply to war time only.

(A.F.Os. 4138/40 and 4309/40.)

**\*2614.—Position of Wives of Married Ratings under Various Compulsory Powers Possessed by the Government**

(N. 9227/42.—4.6.1942.)

From information received at the Admiralty it appears that married ratings are still in doubt about the position of their wives under the various compulsory powers possessed by the Government. The following statement may help to clear up some points that are causing anxiety.

(1) Married women (not legally separated from their husbands) are not liable to be conscripted for service in the women's forces. They are liable to

be directed to undertake any kind of work, apart from service in the forces, which the Government may decide, subject to what is stated below in paragraph 3.

- (2) Women who have a child or children of their own, or stepchildren, or children adopted before December, 1941, living with them are, if the child is under 14, in the same position as married women.
- (3) As regards directing women to work, Government policy is that the wife of a man serving in the forces or the Merchant Navy will not be called upon to work away from her home area; i.e. she will not be forced to break up the home; nor will she be ordered to take work that would prevent her from discharging her family obligations.
- (4) Where the wives of service men have been left in charge of shops or small family businesses previously carried on by the husband, it is not the policy of the Government to call upon them to take different work, unless the circumstances are quite exceptional. Even in such exceptional cases, the woman has the right of appealing against the direction to a local appeal board.
- (5) Where wives have taken up factory work, the question is sometimes asked whether they can get leave at the same time as their husbands. This was the subject of a statement in the Ministry of Labour Gazette for April, 1942, from which the following is quoted:—

"In the case of soldiers or airmen on leave from overseas and of naval and mercantile marine personnel whose leave periods are necessarily irregular, the wife is to be entitled to a minimum of fourteen days' leave without pay, in addition to any other leave or holidays to which she is entitled by the terms of her employment.

"Cases in which the husband is on embarkation leave or other compassionate leave are to be treated specially, and it is anticipated that all employers will deal sympathetically with such cases."

**2615.—W.R.N.S. Quarters**

(N. 12569/41.—4.6.1942.)

The following list contains further additions and corrections to the list promulgated in A.F.O. 1123/42.

Address of Quarters.	Type of Accommodation.	Fleet Establishment to which attached for Accounts.	Command.
<i>Averstoke, Hants.—</i>			
Monckton House (C) ... }	Q.	"Dolphin" ...	Portsmouth.
Paddock House (C) ... }			
<i>Blyth, Northumberland—</i>			
R.N. Quarters (A) ... ..	Q.	"Elfin" ... ..	Rosyth.
<i>Cowes, I.O.W.—</i>			
6, Osborne Court ... ..		Delete.	
<i>Dundee, Fife—</i>			
Tay Park Hotel (A) ... ..	Q.	"Condor" ... ..	Rosyth.
<i>Fareham, Hants.—</i>			
"Woodstock" (A) ... ..	Q.	"Victory III" ... ..	Portsmouth.
<i>Invergordon, Ross-shire—</i>			
2, Dockyard Terrace (A) ... ..	Q.	"Flora" ... ..	Rosyth.
<i>Kearsney, Kent—</i>			
Stalisfield Lodge (A) ... ..	Q.	"Wasp" ... ..	Dover.
Ripple Lodge (A) ... ..	Q.	"Wasp" ... ..	Dover.
<i>Largs, Ayrshire—</i>			
Queens Hotel (A) ... ..	Q.	"Fortitude" ... ..	Western Approaches.

Address of Quarters.	Type of Accommodation.	Fleet Establishment to which attached for Accounts.	Command.
<i>Liverpool, Lancs.—</i>			
16, 22, Alexandra Drive (A)	Q.	"Eaglet" ... ..	Western Approaches.
<i>London—</i>			
New College, Finchley Road, N.W.3. (C)	Tr. & Dr. Depôt & S.B.	"Pembroke III" ...	Nore.
<i>Newhaven, Sussex—</i>			
"Acacia," Denton Rise (A)	Q.	"Forward" ...	Portsmouth.
<i>Pembroke Dock, Pembrokeshire—</i>			
"Whitehall" (A) ... ..	Q.	"Skirmisher" ...	Western Approaches.
<i>Portsmouth, Hants.—</i>			
Strathearn Hotel, Southsea (A)	Q.	"Victory III" ...	Portsmouth.
<i>Seaview, I.O.W.—</i>			
Pier Hotel (A) ... ..	Q.	"Mercury I" ...	Portsmouth.
<i>Skipness, Argyll.—</i>			
W.R.N.S. Quarters (A) ...	Q.	"Landrail" ...	Western Approaches.
<i>Warsash, Hants.—</i>			
"Springfields," Willis Road (A)	Q.	"Victory III" ...	Portsmouth.

## Abbreviations—

- (A)—Addition.  
 (C)—Correction.  
 Q.—Quarters.  
 S.B.—Sick Bay.  
 Tr.—Training.  
 Dr.—Drafting.

(A.F.Os. 1123/42 and 1904/42.)

**2616.—W.R.N.S.—Communication with the Press**

(N.L./N. 8280/42.—4.6.1942.)

An invitation to Service women to forward letters dealing with their Service work has recently appeared in a certain newspaper.

2. The attention of all members of the W.R.N.S. is therefore called to Section 14 of the Disciplinary Regulations for the W.R.N.S. which forbids members of the W.R.N.S. from writing for publication, or publishing, or causing to be published, either directly or indirectly, any matter or information relating to the Naval Service without the prior permission of the Admiralty.

**2617.—Badge for V.A.D. Members**

(C.E. 4329/42.—4.6.1942.)

It has been decided to provide, without charge, each confirmed V.A.D. Member with a second badge, similar to that already issued. Arrangements for the supply of these badges will be made as on the occasion of the first issue.

2. Additional badges may be supplied, on repayment, to V.A.Ds. as may be necessary; the price will be announced in a later A.F.O.

(A.F.O. 5199/41.)

**\*†2618.—Royal Naval Benevolent Society**

(P.M. 1301/42.—4.6.1942.)

The following notice has been received from this society :—

During 1941 grants amounting to £3,842 16s. 0d. were made (maximum grant £50) in 92 cases, to members and to their relations.

Grants amounting to £750 were made (maximum grant £10) in 75 other cases; i.e., to Naval officers who are not members, and to their relations.

In addition, grants amounting to £300 were made to cases arising through casualties in the present war.

King George's Fund for Sailors gave the society £800 for the grants to "other cases" (non-member); and a further £800 to be added to the special fund ear-marked for cases arising through casualties in the present war.

The Committee of the "First of June Appeal for Naval Officers Charities" allocated £255 to the society from the results of the 1941 appeal.

The Admiralty granted £15 to the society from their Navy Weeks and Royal Tournament Fund residues.

All Naval Officers of and above Ward Room rank are eligible to join, the normal annual membership subscription being one guinea. Full particulars are obtainable from :—

The Secretary,  
 Royal Naval Benevolent Society,  
 18 Adam Street,  
 Adelphi,  
 London, W.C.2.

**2619.—Sports—R.N. and R.M. Sports Control Board—Donation**

(Included in Notice Boards Issue only.)

**Section 3.—G., T., N., E., etc., & STORES; HULL, EQUIPMENT & FITTINGS****2620.—Fire Control—Bombardment Spotting Disc**

(G. 017718/41.—4.6.1942.)

A.F.O. Diagram 141/42 illustrates a bombardment spotting disc, which may be used in lieu of the bombardment spotting box.

2. The instrument is generally similar to, but smaller than, the bombardment spotting box as used with clock code observation reports, and the squared background, but coloured sectors are added, giving an automatic and instant adjustment of the "distorted clock".

3. The advantages of this instrument over the bombardment spotting box are :—

- (i) It can be used not only in the T.S. but also in confined spaces such as a modern D.C.T.
- (ii) It is a hand instrument and can be used on the bridge if required without confining the officer using it to one position.
- (iii) The interpretation allowed for a fall of shot report in accordance with the "distorted clock" (i.e., over, over and right, right) can be seen at a glance.

4. Its advantages over the present distorted clock instrument are :—

- (i) The hours are automatically reset and kept up to date when the line of fire is set.
- (ii) The instrument provides the officer using it with a pictorial record of his reported fall of shot.

## 5. The method of use is:—

- (i) As a salvo is fired, set the celluloid disc, by means of its knob, so that the line of fire (true or grid) on the compass ring is over the red line of fire arrow on the brass plate. The true line of fire may be read off the L.S.T. compass repeat in a modern D.C.T., line of sight giving sufficient accuracy.
- (ii) When a fall of shot report is received, write the number of the salvo on the celluloid in the appropriate position with a china graphic pencil (which may be kept in the hollow handle when not in use); deduce the interpretation allowed by noting in which coloured sector this position lies; order the appropriate correction(s); and in firing the next salvo repeat (i) and (ii).
- (iii) At the end of a bombardment approximate results can be seen from a glance at the salvo numbers written on the celluloid. If a large number of salvos is fired only ranging and "corrected" salvos should be recorded.
- (iv) If desired a plan of the target or target area can be drawn on the celluloid disc, with the reference point selected for fall of shot observations at the centre, before a pre-arranged bombardment is carried out.

## 2621.—Gun Mountings 2-pdr., Mark VIII\*—Modifications to Binocular Sight Attachment and Shield

*Ships concerned, Dockyards and Repair Establishments*

(G. 03784/42.—4.6.1942.)

When 300-knot sights are fitted to 2-pdr., Mark VIII\* mountings in accordance with C.A.F.O. 1900/41, the binocular bracket, referred to in A.F.O. 5646/41, should be extended by 2 inches and the aperture in the shield increased, as shown in A.F.O. Diagram 13.8.42 (G.R. 6002).

2. The work should be carried out by ships' staffs assisted as necessary, by Repair Establishments.

(C.A.F.O. 1900/41 and A.F.O. 5646/41.)

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

## 2622.—Guns, B.L., 14-in., Mark VII—Pinions Rack—Modification

(A.S. 16254/41.—4.6.1942.)

<i>Gun</i> ... ..	B.L., 14-in., Mark VII.
<i>Part affected</i> ... ..	Pinions, rack.
<i>Nature of modification</i> ... ..	Fitting of "B" bronze or phosphor bronze bush.
<i>Purpose</i> ... ..	To prevent seizure of the rack pinion and clutch spindle.
<i>Instructional print</i> ... ..	N.O.D. 3107/85.
<i>By whom to be done</i> ... ..	R.N. Armament Depôts.
<i>Degree of urgency</i> ... ..	Component and spare pinions in service, at the first opportunity; those in store before issue.

## 2623.—Guns, Q.F. U.S., 4-in., Mark IX—Breech Mechanism, Mark VIII—Firing Gear—Modification

(A.S. 05664/42.—4.6.1942.)

<i>Gun</i> ... ..	O.Q.F. U.S., 4-in., Mark IX. Breech Mechanisms, Mark VIII.
<i>Part affected</i> ... ..	Firing gear.
<i>Nature of modification</i> ... ..	A spring toe to be fitted to engage the firing lever.
<i>Purpose</i> ... ..	To prevent gun firing automatically when breech is being closed.
<i>Instructional print</i> ... ..	N.O.D. 3134/1.
<i>By whom to be done</i> ... ..	R.N.A. depôts and Os.C.A.S. Sets of parts are being manufactured and intermediate demands for the quantities required should be sent to Admiralty (D.A.S. Branch A), Bath.
<i>Degree of urgency</i> ... ..	At first convenient opportunity.

## 2624.—Guns, Machine, Oerlikon 20 mm., Marks I and II—Magazine Failures

(G. 017013/40.—4.6.1942.)

A.F.O. 1538/42 is to be amended as follows:—

Paragraph 5. *Delete and substitute*:—

"When the magazine is fully loaded with 60 rounds, it should be fully tensioned by rotating the magazine loading lever as far as possible.

Should the magazine be partly loaded, e.g. 30 rounds, it is to be tensioned until the indicator reads 30 followed by two further clicks on the ratchet.

Provided the initial tension is adjusted as stated in paragraph 2, correct functioning should be obtained."

(A.F.O. 1538/42.)

## 2625.—Guns and Breech Mechanisms—Lubrication—Preservation of Bores

(G. 018426/41.—4.6.1942.)

Columns 1 to 4 of the Table in A.F.O. 1916/42 are to be amended as follows, and the Note inserted at the bottom of the Table.

V	O.Q.F. 5·25-in. to 4-in.	Colloidal graphited Oil Z.A. (a) or Oil Graph ( <i>see note</i> ).	50/50 Colloidal graphited Oil ZA/Oil, mineral non-freezing, or Oil Graph.
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*Note*.—In very hot weather, one of the colloidal graphited greases in Section I may be used.

(A.F.O. 1916/42.)

## 2626.—Shell Rooms—Additional Ventilation—Supply to Ships Fitted with Mechanical Hoists—A. and A.

"Tribals" and Later Destroyers, Completed and Under Construction. P.S.Os., Dockyards and Repair Establishments concerned.

(G. 02648/42.—4.6.1942.)

In all the above destroyers in which the access scuttles have been modified in accordance with A.F.O. 573/41, the following additional ventilation supply is to be fitted to each shell room:—

A 3½-in. diameter watertight supply trunk is to be led from the nearest ventilation supply and fitted with 2 in No. Punkah Louvres arranged to distribute the air evenly in the compartment.

The trunk is to be fitted with a watertight slide valve just above the lower deck level.

The ventilation hoses now supplied for ventilating shell rooms are to be landed and returned to the nearest store depôt.

2. Commanding Officers of completed vessels are to insert an item, Classification "A," in their lists of As. and As. to cover the work involved.

(A.F.O. 573/41.)

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

## 2627.—Cordite—Landing—Destruction

(A.S. 6792/42.—4.6.1942.)

All cartridges containing cordite of the following lots on board sea-going ships are to be landed before 31st July, 1942:—

Lot No.	Size.
R.N. 2860 R ... ..	7½ Mark I
R.N. 2861 R ... ..	7½ Mark I
R.N. 2862 R ... ..	7½ Mark I
R.N. 2863 R ... ..	7½ Mark I

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

3. At home depôts, 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 to be taken that any cartridges of the lots shown in paragraph 1, but marked "R.U." are also landed and similarly dealt with.

**2628.—Ammunition—Links Ammunition for 0.5-in. Vickers Machine Gun—Defects**  
(G/A.S. 4682/42.—4.6.1942.)

Certain 0.5-in. Vickers Machine Gun Links Ammunition manufactured since November, 1941, are defective and prevent the belt hinging freely when rolled on ammunition drums. The links concerned can be identified by the letter P stamped thereon.

2. Belts supplied subsequent to the above mentioned date should be tested for flexibility before rolling on to drums.

3. Any links found defective may be rectified by ship's staff by removal of metal from radii between double loops and back bone, or if not rectified, should be landed at a Naval Armament Depôt.

4. For some time 0.5-in. ammunition may be supplied with defective links and arrangements for testing should be made accordingly.

5. Admiralty "A" message 2019/18/4 is cancelled.

**2629.—Carbine, Machine, Lanchester, 9 mm., Mark I—Trigger Mechanism and Backsight**

(C.I.N.O./G. 1882/42.—4.6.1942.)

The screws securing trigger guard and bed backsight on 9 mm. Lanchester machine carbine have been found to work loose during firing. Future supplies are to have these parts welded to the breech casing and will be without screws.

2. All Mark I and I\* carbines which have the trigger guard and backsight fitted to the breech casing by screws and "shakeproof" washers only, are to be modified by R.N. Armament Depôts as soon as possible, and all carbines received in Naval Armament Depôts unwelded are to be modified, before issue, by sweating the trigger guard (left and right), bed backsight, and their fixing screws to the breech casing or, alternatively, by welding these components to the breech casing, in which case the screws are to be omitted. Instructional prints will be issued to Naval Armament Depôts to cover welding as soon as these are available.

**2630.—Carbines, Machine, Lanchester, with Non-interchangeable Parts—Issue**  
(A.S./G. 015203/41.—4.6.1942.)

A number of Lanchester carbines in which the component parts are not strictly interchangeable has been accepted into the Naval Service.

2. Such carbines are stamped with the letter "A" after the serial number, and will be issued to Naval Establishments at Home, where R.N.A. depôt repair facilities are readily available.

**2631.—Holman Projectors, Marks IIA and IIS—Modification to Retain Swivels to Bases**

(A.S. 6133/42.—4.6.1942.)

The following modification is to be carried out:—

Gun, etc. ... ..	Holman Projectors, Marks IIA and IIS.
Parts affected ... ..	Swivels, Marks I and II, Bases, and swivel thrust rings.

*Nature of modification* ... To be prepared in accordance with N.O.D. 3117/37 to accommodate a swivel retaining bolt.

The swivel retaining bolts are to be made locally as required.

*Purpose* ... .. To prevent the projector being lifted from its base by the effect of a near miss bomb.

*By whom to be done* ... Staffs of R.N. Armament Depôts and O.C.A.Ss.

*Degree of urgency* ... At the first convenient opportunity.

Projectors delivered recently have been modified by the manufacturers.

**2632.—Ventilating Fans—Reduction in Galvanising**

(P. 6607/42.—4.6.1942.)

To reduce the consumption of zinc, ventilating fan casings will, in future, be supplied by the fan makers ungalvanised but coated internally with a red oxide primer and two coats of best oil paint with no lead content.

2. The external part of the fan casing will be coated with one coat of red lead.

3. The rotors are still to be galvanised.

**2633.—Model for Damage Control Problems**

(P./N. 4945/42.—4.6.1942.)

A simple model which may serve a useful purpose when arranging damage control exercises and lectures and also to assist in the study of damage control problems has been made and used in H.M.S. "Victorious".

2. The use of this model which is intended to supplement the information given on the flooding board, and in official publications, e.g., "Examples of Underwater Damage," has brought to light a number of unsuspected dangers in this vessel and the following description is promulgated for general information and guidance in constructing such a model if desired by ships' officers.

3. It is emphasised, however, that the model is to be used only for the study of such problems, as, in the case of severe damage, dangerous conclusions might be drawn by other than experienced officers.

The model which is simple and can be made on board consists of a set of sections, a base board, pivot and pendulum. (See A.F.O. Diagram 133/42 (1-2)).

*Sections.*

4. These are made by glueing linen tracings on a wooden board and cutting round the outline of the section. The sections should have marked on them the position of openings (hatches, ventilation trunks, etc.) and the more important underwater fittings; the compartments being named and treated with colour-wash corresponding to the colour scheme adapted on the flooding board. The pivot of the section is taken as the metacentre at a mean draught when the ship is in an "average action condition." The waterline at this draught is marked on the section. A semi-circle is described from the pivot and marked in ten, five and 2½ degrees intervals each side of the mid line.

*Base Board.*

5. This consists of a plain rectangular wooden board of suitable dimensions painted black; a recessed slot is cut in it, as indicated on A.F.O. Diagram 133/42 (1) to enable the pivot to be moved, in order to change the draught of the section. At right angles to the slot a thin white line is drawn across the board to represent the waterline.

*Pivot and Pendulum.*

6. This is shown on A.F.O. Diagram 133/42 (2) and is designed to allow the pendulum to remain free when the knurled screw is tightened and the section fixed in its required position.

*How to use the model.*

7. Certain underwater damage is assumed. From the flooding board calculate the effect on heel and trim. Select a section, change its draught\* and heel as

indicated by the flooding board calculations. The new waterline to the ship's side will readily be seen, and will suggest what action is necessary to prevent further ingress of water.

\* The "tons per inch immersion" is given in Captain's Ship book, sufficiently near for this purpose.

#### Limitations.

8. The model has only a limited value because of a possible reduction in waterplane area, free surface effects, change in position of metacentre, etc.; but with these reservations it is helpful in studying the problem and in enabling a picture to be obtained which is not easily visualised from drawings alone.

#### 2634.—Steel Helmets—Issue

(G.D. 0601/42.—4.6.1942.)

The allowance of steel helmets laid down in A.F.O. 2044/40, which has now been included in C.B. 1990 (1941 issue), is to be considered in abeyance.

2. A general personal issue of steel helmets to all naval personnel is undesirable from considerations of stowage in ships.

3. Ships and fleet establishments may now forward demands through administrative authorities to the nearest R.N. armament dépôt or armament supply representative for such additional helmets as commanding officers consider are required.

4. Administrative authorities have full discretion to authorise issue in all cases warranted by the circumstances.

5. In all cases where a "personal issue" has been made, the loan clothing page of the pay book should be annotated "steel helmet issued".

(A.F.Os. 2044/40, 2729/41 and 5278/41 are cancelled.)

#### 2635.—Torpedoes, 21-in. Mark VIII-IX\*\* and 18-in., Mark XI-XII\*\*\*—Reduction in Number of Register Pins and Fitment of Plain Rivets

(A.S. 5835/42.—4.6.1942.)

To facilitate production of engines the number of register pins in engine body has been reduced from 4 to 2, those retained being the pin nearest the group valve feet and that directly opposite.

2. In addition, new manufacture tappet levers in 21-in. engines and also those for 18-in. Mark XI-XII\*\*\* engines may be fitted either with Screw St. No. 5330 or a plain rivet of same dimensions.

#### 2636.—Damage Control Communications—Through Bulkhead Telephone—Emergency Terminals—Fitting

Capital Ships, Cruisers, Aircraft Carriers, Fast Minelayers, under Construction

(D.E.E./P. 02289/42.—4.6.1942.)

Through bulkhead emergency terminals, Pattern 12957 (Subhead F.I.C., Part III) are to be fitted in ships which are under construction as described in A.F.O. 5653/41, subject to no interference with finished work, or delay in completion. The terminals will be supplied by the Admiralty on demand.

2. The numbers of these terminals are indicated in A.F.O. 5653/41 and positions are to be decided in conjunction with ship's officers.

(A.F.O. 5653/41.)

#### 2637.—Ring Main and Feeder Breakers—Modifications to Wiring—A. and A.

All ships fitted with ring main and feeder breakers

(T. 02512/40.—4.6.1942.)

Experience has shown that the fuse in the retaining circuit connected to the positive side of ring main and feeder breakers may blow due to faults on the control wiring system or on the main controlling switchboard. This results in the breaker opening and the loss of both local and switchboard control until the fuse is replaced.

2. In order to prevent the blowing of the retaining circuit fuze under the conditions stated the following action is to be taken :—

(a) Ships' staffs are to modify, at the first opportunity, the internal wiring of each ring main and feeder breaker and its indicating lamp on the main controlling switchboard to conform to the arrangement shown on A.F.O. Diagram No. 135/42 (1) (Drawing No. D.E.E.10164). Completion of this modification should be reported in the ship's next list of As. and As. It should be noted that with this arrangement, the ring main or feeder breaker indicating lamp is extinguished if the fuze release switch, through which the lamp is connected, opens.

(b) The modifications referred to above are to be regarded as only a temporary measure. The arrangement shown on A.F.O. Diagram No. 135/42 (2) (Drawing No. D.E.E.10282) should be adopted for all ring main and feeder breakers during a subsequent refit. This modification involves modifying the local control unit as shown on A.F.O. Diagram No. 135/42 (3) (Drawing No. D.E.E.10281), fitting an additional watertight connection box containing two fuzes and fitted with suitable glands and watertight access caps alongside the relevant breakers, also modifying the run of the multicore to the arrangement shown on A.F.O. Diagram No. 135/42 (2) (Drawing No. D.E.E.10282). The watertight connection and fuze box and the parts necessary to modify the local control unit will be supplied by the Admiralty.

Ships are therefore to insert the following item in their next list of As. and As. :—

"To modify permanently the wiring for each ring main and feeder breaker in accordance with A.F.O. Diagram No. 135/42 (2) (Drawing No. D.E.E.10282)".

Classification "B".

#### 2638.—Remote Operation of Ring Main Hand Switches

H.M. Ships "Dido" Class and "Fiji" Class

(P. 7952/42.—4.6.1942.)

As the result of experience at sea, the following procedure has been found desirable in connection with operation of the ring main hand switches, and is to be carried out.

2. Switches should normally be operated from the remote control position and the clutch mechanism should always be replaced in the "remote" position if the switches are operated from the local position for servicing, etc.

3. To avoid the local handles being fouled and thus preventing the switches being operated from the remote position, the local handles are to be removed and stowage arranged in a convenient and adjacent position.

4. The local handles and the square ends of their shafts are to be plainly and permanently marked or other arrangements made, to ensure that the handles are always replaced in the correct position on their correct shafts.

#### 2639.—Pistols, Duplex 18-in. and 21-in.—Adjustment of Detonator Isolating Switch Contacts—Precautions

(A.S. 6520/42.—4.6.1942.)

When checking adjustment of the contacts, detonator isolating switch particular care is to be taken to ensure that the contact securing screws are holding the detonator isolating switch contacts firmly in place.

2. It has been found that the holes in certain of these contacts (St. No. 5915A) have been elongated and unless the contact securing screws are screwed firmly home it is possible to move the contacts and a break in the main firing circuit can be caused.

3. In tightening the contact securing screws care must be taken not to overstress the threads in the bakelite moulding.

#### 2640.—R.N.L.I. Lifeboats

(M. 2199/42.—4.6.1942.)

R.N.L.I. Lifeboats have been used on occasion to dispose of drifting mines. This practice exposes these valuable boats to unnecessary hazard and they are not to be used for this purpose.



## 2641.—R.N.V.R. Officers—Navigation Courses in H.M.S. "Dryad"

(H. 1586/42.—4.6.1942.)

During hostilities, the navigation and pilotage courses in H.M.S. "Dryad" available to R.N.V.R. Officers are limited to:—

(1) Four weeks' course for specially selected officers—*vide* A.F.O. 615/42.

(2) Refresher course, commencing on the first Monday in each month; duration any period up to two weeks.

Application for this course should be made direct to the Captain, H.M.S. "Dryad" Southwick, Nr. Fareham, Hants.

As the maximum number of officers that can be accepted in any one month is 15, applications should, as far as possible, be confined to those officers performing navigating duties in ships not allowed an (N) specialist (e.g. Destroyers and Corvettes).

(A.F.O. 615/42.)

## 2642.—Increased Size of Cable—A. and A.

"Hunt" Class Destroyers, Type II

(D. 6075/42.—4.6.1942.)

It has been approved to fit 1½-in. diameter cable in lieu of 1⅝-in. cable and to modify capstan heads to suit in the above mentioned ships as soon as the material is available.

2. An item, classification "B," is to be inserted in the class list of As. and As. for these vessels to cover this work.

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

## 2643.—Boiler Tubes, etc.

H.M.S. "Blackmore" and "Dulverton"

(N.S./P. 8806/42; P.8733/42.—4.6.1942.)

H.M.S. "Blackmore"

Particulars of the boilers and tubes fitted are as follows:—

Type and No. of boilers ... Admiralty 3 drum with Melesco Superheaters. 2 No.

Total No. of tubes fitted ... Generator ... 4312 No.

Row.	Ext. Dia.	Thickness.	Fitted Length.	No. fitted per Boiler.	Remarks.
	in.	W.D.G.	ft. in.		
A	1⅜	128	9 4⅜	144	} All tubes are bent.
B	1⅜	128	9 1⅜	140	
C	1⅜	116	8 9⅜	224	
D	1⅜	116	8 8⅜	220	
E	1⅜	116	8 6⅜	224	
F	1	104	8 3⅜	252	
G	1	104	8 2⅜	248	
H	1	104	8 2⅜	244	
J	1	104	8 2⅜	240	
K	1	104	8 2⅜	236	
L	1	104	8 3⅜	232	
M	1	104	8 3⅜	228	

Row.	Ext. Dia.	Thickness.	Fitted Length.	No. fitted per Boiler.	Remarks.
	in.	W.G.D.	ft. in.		
N	1	104	8 5⅜	224	} All tubes are bent.
O	1	104	8 5⅜	220	
P	1	104	8 7	216	
Q	1	104	8 8⅜	212	
R	1	104	8 9⅜	208	
S	1	104	8 11⅜	204	
T	1	104	9 1⅜	200	
U	1	104	9 4⅜	196	

Records affected, Forms D.354 and D.682 (Standard copy).

H.M.S. "Dulverton"

Particulars of the boilers and tubes fitted are as follows:—

Type and No. of Boilers ... Admiralty 3 drum small tube 2 No.  
type with Melesco superheaters

Total No. of Tubes fitted ... Generator ... 4312 No.

Row.	Ext. Dia.	Thickness.	Fitted Length.	Total No. of Tubes fitted.	Remarks.
	in.	W.G.D.	ft. in.		
A	1⅜	128	9 4⅜	144	} All tubes are bent.
B	1⅜	128	9 0⅜	140	
C	1⅜	116	8 9⅜	224	
D	1⅜	116	8 8⅜	220	
E	1⅜	116	8 6⅜	224	
F	1	104	8 3⅜	252	
G	1	104	8 2⅜	248	
H	1	104	8 2⅜	244	
J	1	104	8 2⅜	240	
K	1	104	8 2⅜	236	
L	1	104	8 2⅜	232	
M	1	104	8 3⅜	228	
N	1	104	8 4⅜	224	
O	1	104	8 5⅜	220	
P	1	104	8 6⅜	216	
Q	1	104	8 8⅜	212	
R	1	104	8 9⅜	208	
S	1	104	8 11⅜	204	
T	1	104	9 1⅜	200	
U	1	104	9 4⅜	196	

Records affected, D.354 and D.682 (Standard copy).

(This Order will not be reprinted.)

2644.—Boiler Tubes, etc.

H.M.S. "Tetcott"

(N.S./P.7725/42.—4.6.1942.)

Particulars of the boilers and tubes fitted are as follows :—

Type and No. of boilers ... Admiralty 3 drum small tube water tube type with Melesco superheaters 2 No.  
 Total No. of tubes fitted ... Generator ... 4312 No.

Row.	Ext. Dia.	Thickness.	Fitted Length.	Total No. of tubes fitted.	Remarks.
	in.	W.D.G.	ft. in.		
A	1 3/4	128	9 4 1/2	144	All tubes are bent.
B	1 3/4	128	9 0 5/16	140	
C	1 1/8	116	8 9 1/4	224	
D	1 1/8	116	8 7 1/2	220	
E	1 1/8	116	8 6 1/16	224	
F	1	104	8 3 1/16	252	
G	1	104	8 2 9/16	248	
H	1	104	8 2 3/8	244	
J	1	104	8 2 3/8	240	
K	1	104	8 2 5/16	236	
L	1	104	8 2 5/16	232	
M	1	104	8 3 1/4	228	
N	1	104	8 4 1/8	224	
O	1	104	8 5 1/8	220	
P	1	104	8 6 1/4	216	
Q	1	104	8 7 3/4	212	
R	1	104	8 9 7/16	208	
S	1	104	8 11 1/4	204	
T	1	104	9 1 1/4	200	
U	1	104	9 3 1/16	196	

Records affected, D.354 and D.682 (Standard copy).

(This Order will not be reprinted.)

2645.—Boiler Tubes, etc.

H.M. Ships "Barclose," "Barfoss," "Belvoir," "Hurworth," "Ledbury," "Exmoor," "Calpe" and "Grove"

(N.S./P. 5343/42 ; P. 6714/42.—4.6.1942.)

Particulars of the boilers and tubes fitted in H.M. ships shown under Column "A" are identical with those published in the A.F.Os. quoted against the ships shown under Column "B."

A	B
"Barclose" ...	"Barbour"—A.F.O. 5285/41
"Barfoss" ...	"Barfoam"—A.F.O. 5543/41
"Belvoir" ...	"Brocklesby"—A.F.O. 2387/41
"Hurworth" ...	
"Ledbury" ...	
"Exmoor" ...	
"Calpe" ...	"Eridge," etc.—A.F.O. 53/42
"Grove" ...	

Records affected, D.354 and D.682. (Standard copy.)

(A.F.Os. 2387/41, 5285/41, 5543/41 and 53/42.)

(This Order will not be reprinted.)

2646.—Boiler Tubes, etc.

H.M.S. "Sir Lancelot"

(N.S./P. 7976/42.—4.6.1942.)

Particulars of the boilers and tubes fitted are as follows :—

Type and No. of Boilers ... Scotch fitted with Schmidt Type Superheater ... 1 No.  
 Total No. of tubes fitted ... Generator ... 202 No.

Row.	Ext. dia.	Thickness.	Fitted Length.	No. fitted per boiler.	Remarks.
Generator	3 1/2 in.	8 W.G.	7 ft. 5 1/2 in.	141	Swelled one end to 3 5/16 in for a length of 3 in.
Generator	3 1/2 in.	7/16 in.	7 ft. 5 1/2 in.	2	
Generator	3 1/2 in.	3/8 in.	7 ft. 5 1/2 in.	2	Swelled one end to 3 1/4 in. for a length of 3 in. Both ends screwed 9 threads per inch. No nuts fitted.
Generator	3 1/2 in.	5/16 in.	7 ft. 5 1/2 in.	18	
Generator	3 1/2 in.	1/4 in.	7 ft. 5 1/2 in.	19	Swelled one end to 3 1/4 in. for a length of 3 in. Both ends screwed 9 threads per inch and fitted with nut 3/4 in. thick at swelled end.
Generator	3 1/2 in.	7/16 in.	7 ft. 6 in.	4	
Generator	3 1/2 in.	3/8 in.	7 ft. 6 in.	5	
Generator	3 1/2 in.	5/16 in.	7 ft. 6 in.	9	
Generator	3 1/2 in.	1/4 in.	7 ft. 6 in.	2	

Records affected, D.354 and D.682 (Standard copy).

(This Order will not be reprinted.)

2647.—Boiler Tubes, etc.

H.M.S. "Derwent"

(N.S./P. 7125/42.—4.6.1942.)

Particulars of the boilers and tubes are as follows :—

Type and No. of boilers ... Admiralty Three Drum Small Tube Type, fitted with Melesco Superheaters. 2 No.  
 Total No. of tubes fitted ... Generator ... 4312 No.

Row.	Ext. Dia.	Thickness.	Fitted Length.	Total No. of Tubes fitted.	Remarks.
	in.	W.D.G.	ft. in.		
A	1 3/4	128	9 5	144	All tubes are bent.
B	1 3/4	128	9 0 3/4	140	
C	1 1/8	116	8 9 1/4	224	
D	1 1/8	116	8 7 1/2	220	
E	1 1/8	116	8 6 1/16	224	
F	1	104	8 3 3/8	252	
G	1	104	8 2 7/8	248	
H	1	104	8 2 1/16	244	
J	1	104	8 2 5/8	240	
K	1	104	8 2 3/4	236	
L	1	104	8 3 1/8	232	
M	1	104	8 3 1/16	228	
N	1	104	8 4 9/16	224	

Row.	Ext. Dia.	Thickness.	Fitted Length.	Total No. of tubes fitted.	Remarks.
	in.	W.D.G.	ft. in.		
O	1	104	8 5 $\frac{1}{2}$	220	} All tubes are bent.
P	1	104	8 6 $\frac{13}{16}$	216	
Q	1	104	8 8 $\frac{5}{16}$	212	
R	1	104	8 10	208	
S	1	104	8 11 $\frac{15}{16}$	204	
T	1	104	9 1 $\frac{11}{16}$	200	
U	1	104	9 4 $\frac{1}{2}$	196	

Records affected, D.354 and D.682 (Standard copy).

(This Order will not be reprinted.)

#### 2648.—Boilers—Oil Burning Limitations

*Sloops, Corvettes and Gunboats with W.T. Boilers*

(D. 09939/42.—4.6.1942.)

Recent experience has shown that with the Admiralty type of oil fuel sprayers the use of oil pressures appreciably exceeding 150 lb. per square inch tends to inefficient combustion accompanied in severe cases by defective brickwork and boiler tubes.

2. Paragraphs 1 and 2 of A.F.O. 3483/40 are therefore to be cancelled and the following action taken :—

*Sloops*—“Bridgewater” Class.

“Hastings” Class.

“Shoreham” Class.

Repeat “Shoreham” Class.

“Grimsby” Class.

“Egret” Class.

“Stork”

*Corvettes*—“Kingfisher” Class.

“Guillemot” Class.

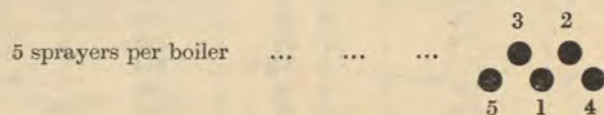
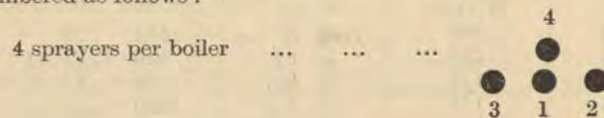
Where one sprayer has been removed from a boiler in accordance with A.F.O. 3483/40 this is to be replaced in all ships concerned. Upon replacement of the sprayers the oil fuel pressure to be used is to be limited as follows :—

	“Grimsby” Class	All others
With 4 sprayers in use per boiler ...	125 lb./sq. in.	110 lb./sq. in.
With 3 sprayers or less in use ...	150 lb./sq. in.	150 lb./sq. in.

“Dragonfly” Class.—To revert to five 600 lb. sprayers on boilers as originally fitted and to limit oil fuel pressures as follows :—

With 5 sprayers in use per boiler ...	110 lb./sq. in.
With 4 sprayers or less ...	150 lb./sq. in.

Numbering of sprayers.—Where not already so arranged, the sprayers should be numbered as follows :—



(C.-in-C., East Indies, 8.4.42, No. 367/E.I.1821.)

(A.F.O. 3483/40.)

(A.F.Os. 783/41 and 1084/41 are cancelled.)

#### 2649.—Erosion of Condenser Tubes

*Destroyers “J”, “K”, “N”, “O”, “P”, and “Q” Classes*

(D. 1333/42.—4.6.1942.)

In view of the reports received from certain vessels of “J”, “K”, and “N” classes that erosion of condenser tubes owing to impingement of exhaust steam is occurring in way of the auxiliary exhaust steam inlet, the condenser tubes in this region in all vessels of the above classes, are to be examined at the first available opportunity.

2. Where there are indications of erosion taking place, a light plate baffle is to be fitted over the condenser tubes concerned. The baffle is to be secured to the condenser cross stays.

3. Work is to be treated as a defect.

(R.A.(D) Med., 30.10.41, No. 424/293.)

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

#### 2650.—Superheaters of Admiralty Design—Retubing

*Dockyards, Repair Authorities and B.A.R.M.*

(D. 09184/42.—4.6.1942.)

In all cases of retubing superheaters of Admiralty design the tube holes are to be gauged for circularity and trued, if necessary, before fitting new tubes.

#### 2651.—Fire Precautions

*Petrol Driven Auxiliary Craft*

(D. 3469/42.—4.6.1942.)

In order to reduce the fire risk in auxiliary craft using petrol as fuel, the following alterations are to be made when applicable :—

- (1) Where the feed from the petrol tanks to the engines is by gravity, the shut-off cock is to be moved to a convenient position above the floor boards, and near the entrance to the engine room, so that it can readily be shut off. This cock is to be kept shut at all times when the engine is not in use.
- (2) Flame traps are to be fitted to the carburettors in all cases where the design of the latter permits, engine makers being consulted as necessary.
- (3) Drip trays to be securely fitted under all carburettors. Venturi pipes to be led from the bottom of the trays to the air intakes in order to keep the tray free from petrol.
- (4) Where ventilation arrangements are not already fitted, 3-in. or larger exhaust ventilating trunks to be led down to the corners of the engine room bilges.

This work is to be treated as a defect.

(A.F.Os. 577/41, 1624/41, 3074/41 and 4772/41.)

#### 2652.—Brackets for Hauling Back Gear

*H.M. Ships and Shore Establishments equipped with “S”, “E” and “D” Type Catapults and Home Dockyards*

(D. 5558/42.—4.6.1942.)

With reference to paragraphs 2 and 3 of C.A.F.O. 3563/39, Commanding Officers of ships are to arrange for the manufacture and fitting of hauling back gear brackets in accordance with A.F.O. Diagram 132/42 (1-11).

2. Arrangements are also to be made for all catapult launching trolleys at Home Dockyards and Shore Establishments to be fitted with this gear.

3. The manufacture and fitting of brackets to launching trolleys of catapults under construction will be carried out at H.M. Dockyard, Chatham.

4. The drawing, numbers and the catapults to which they refer are as follows:—

A.F.O. Diagram No.	E. in C. Drawing No.	Catapult.
132/42(1)	E.N.400046	D.IV.H. 1-13.
132/42(2)	E.N.400047	D.IV.H. 1-13.
132/42(3)	E.N.400048	D.III.H. 1-4, 6-8.
132/42(4)	E.N.400049	D.I.H. 1-4, 6-12, 14 and 15; D.II.H. 2 and 3; E.III.T.
132/42(5)	E.N.400050	E.I.T., E.II.T., 1 and 2; E.III.H.M. 1 and 3; E.I.V.H., 2 and 3.
132/42(6)	E.N.400051	S.I.T., E.I.H., E.II.H. 3-7; E.III.H. 2, 4 and 7-9.
132/42(7)	E.N.400052	S.II.L. 2 and 4.
132/42(8)	E.N.400053	S.III.L. 1-4.
132/42(9)	E.N.400054	D.I.L. 1 and 2.
132/42(10)	E.N.400055	S.II.T.2.
132/42(11)	E.N.400056	S.I.L., S.II.L. 1, 3 and 5.

(C.A.F.O. 3563/39.)

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

#### 2653.—W/T Installation, Type 251M—Fitting-out Information

(S.D. 0990/42.—4.6.1942.)

A.S.E. Preliminary Specification No. B.151/42 has been prepared to show the method of fitting and wiring W/T Installation, Type 251M.

2. Copies of the specification have been forwarded to the Commander-in-Chief, Eastern Fleet, Admirals Superintendent, Chatham, Devonport, Portsmouth, Rosyth, Orkneys, Malta and Simonstown, Commodore Superintendent, Gibraltar, Commodore-in-Charge, Sheerness, Captains-in-Charge, Halifax and Bermuda, Captains Superintendent, Alexandria and Ceylon, Naval Officers-in-Charge, Londonderry and Freetown, Naval Secretary Wellington, Secretary, Australian Naval Board for Officers at Melbourne, Sydney and Fremantle, Commodore Commanding R.I.N., Bombay, Chief of Naval Staff, Ottawa, and B.A.R.M., Washington.

3. Copies of the specification have also been forwarded to the Warship Production Superintendents, Scottish, East Scotland, Belfast, South Wales, North Eastern, North Western, Humber, Southern, and Thames areas. The Principal (Ship) Overseers and Emergency Repair Overseers of all ships approved to be fitted with W/T Installation, Type 251M, are therefore to apply to the Warship Production Superintendents of their areas for a copy of A.S.E. Specification No. B. 151/42 in accordance with the procedure laid down in A.F.O. 790/40.

4. It is to be noted that any advance fitting-out drawings, etc., which may have been distributed are superseded by this specification and should be destroyed.

(A.F.O. 790/40.)

#### 2654.—W/T and R.D.F. Stores—Returns of Apparatus for Survey

(S.D. 426/42.—4.6.1942.)

Attention is drawn to the necessity for completing the details required in Column 8 (Reasons for Applying for Survey . . . etc.) of Form S.331, especially in cases where "SERVICEABLE USED" articles are returned because of supersession or for other reasons. Failure to fill in adequate details indicating the reason why instruments are returned and their serviceability at the time of return results in delay in subsequent re-issue of apparatus to other services. It is also

important that the authority for return of W/T and R.D.F. equipment shall be shown on S.331 where special instructions have been issued in A.F.Os., Admiralty letters, etc.

2. Care should be taken that all serviceable-used or repairable articles returned for survey are complete with clamps, terminals, etc.

#### 2655.—R.D.F., Types 241 and 286—Maintenance of Motor Alternators, Pattern W.2518 (220 V. Ships Only)

(S.D. 497/42.—4.6.1942.)

Tests by the manufacturers have shown that the standard brush gear gives carbon dust when used with Pattern W.2518 (220 v.) motor alternators after prolonged running.

2. It has also been found that tracking between brush boxes may occur if the brush gear is allowed to become dirty.

3. It is therefore important that ships fitted with this type of machine should maintain the brush rocker ring in a clean condition.

#### 2656.—R.D.F. Type 286 Set—Tandem Type Motor Generators

(S.D. 515/42.—4.6.1942.)

Demands for Tecalemit grease guns for use with Tandem type generators forwarded in accordance with A.F.O. 1282/42 are in future to quote the serial number of the machines fitted.

(A.F.O. 1282/42.)

#### 2657.—R.D.F., Type 286 M.Q./P.Q.—Modification to Barrel Switch in Panel 3 A.L.

(S.D. 495/42.—4.6.1942.)

Some of the early models of barrel switches fitted in Panel 3 A.L. have been fitted with pins, connecting the shaft to the barrel, that are liable to sheer under the strain of the quick break mechanism.

2. Ships fitted with Type 286 P.Q. are to examine this pin and should, if necessary, arrange for it to be replaced by a steel pin tapered 1 in 48, of  $\frac{1}{8}$ -in. diameter at the larger end.

#### 2658.—R.D.F., Type 286 M.Q./P.Q.—Transposition of Resistances in Panel 3 A.L.

(S.D. 496/42.—4.6.1942.)

It has been found that a number of panels 3 A.L. have been issued with resistances R1 and R3 transposed (see figure 1 in Handbook H.413).

2. The resistances are fitted in the bottom compartment of the panel. The cables to them should be long enough to enable them to be correctly fitted.

3. Resistance R1 should be of 40 ohms and resistance R3 should be of 13 ohms (3 of 40 ohms in parallel).

4. Ships concerned should examine these resistances, and if necessary arrange for them to be fitted correctly.

#### 2659.—A.C. Supply Outfits DUE and DUG—Fitting-out Information

(S.D. 0972/42.—4.6.1942.)

A.S.E. Preliminary Specification No. B. 146/42 has been prepared to show the method of fitting and wiring A.C. supply outfits DUE and DUG.

2. Copies of the specification have been forwarded to the Commander-in-Chief Eastern Fleet, Admirals Superintendent, Chatham, Devonport, Portsmouth, Rosyth, Orkneys, Malta and Simonstown; Commodore Superintendent, Gibraltar;

Commodore-in-Charge, Sheerness; Captains-in-Charge, Bermuda and Halifax; Captains Superintendent, Alexandria and Ceylon; Naval Officers-in-Charge, Londonderry and Freetown; Naval Secretary at Wellington; Secretary, Australian Naval Board for officers at Melbourne, Sydney and Fremantle; Commodore Commanding, R.I.N., Bombay; Chief of Naval Staff, Ottawa, and B.A.R.M., Washington.

3. Copies of the specification have also been forwarded to the Warship Production Superintendents, Scottish, East Scotland, Belfast, South Wales, North Eastern, North Western, Humber, Southern, and Thames areas. The Principal (Ship) Overseers and Emergency Repair Overseers of all ships approved to be fitted with A.C. supply outfits DUE and DUG are therefore to apply to the Warship Production Superintendents of their areas for a copy of A.S.E. Specification No. B. 146/42 in accordance with the procedure laid down in A.F.O. 790/40.

4. It is to be noted that any advance fitting-out drawings, etc., which may have been distributed are superseded by this specification and should be destroyed.

(A.F.O. 790/40.)

#### 2660.—Passing Orders to Ships' Companies—Ships Fitted with Sound Reproduction Equipment, Type 454, 455, 458, and Hailing Equipment, Type 431

(S.D. 329/42.—4.6.1942.)

A.F.O. Diagram 140/42 (A.S.E. Drawing No. 30445) shows a means of passing orders over the sound reproduction equipment in conjunction with the Type 431 hailing equipment, which is to be used as an alternative to the system set out in A.F.O. 3951/41, thus avoiding the time necessary to start and warm up the sound reproduction equipment.

2. In existing ships the work is to be done by ships' staff, assisted by Dockyard or Contractor. In new construction the work is to be undertaken by the shipbuilder.

3. Ships or overseers concerned are to demand the following stores:—

Pattern No.	Description	Quantity
8291	Switch, tumbler, 2-way 2 pole and off ... ..	2
8285	Coupling bar for 5 amp. tumbler switches ... ..	1
6108S	Cable electric, 2-core, rubber insulated, lead sheathed ...	100 yds.

(A.F.O. 3951/41.)

#### 2661.—Hailing Equipment, Type 431—Spares

(N.S. 20042/42.—4.6.1942.)

A number of "returned empty" packing cases for Hailing Equipments, Type 431, have been found to contain the box of spares which is supplied with each outfit to enable it to be maintained in an efficient condition.

2. Authorities receiving Type 431 and similar outfits are to ensure that no portions of the equipment are left in the packing cases and that the spares are retained in a safe position.

#### 2662.—Signalling Lantern, Hether Type—Modifications

(S.D. 559/41.—4.6.1942.)

A number of improvements are to be incorporated in Pattern 378 lantern which have been found necessary as a result of sea experience in its operation.

2. The following table summarises the changes. The work involved on all lanterns in service is to be carried out by ships' staffs. Certain of the new parts required in connection with these changes will be issued to ships on demand (quoting this A.F.O. as authority), from their respective storing yards.

Item.	Improvements.	New Parts required for each Lantern.				Particulars of Work to be done.
		Pattern No.	Description.	No.	Supplied by.	
(i)	Amend clamp to accommodate variations in dia. of the bar on binoculars to which lantern is attached.	—	—	—	—	Elongate fulcrum hole on movable portion or clamp to particulars shown on A.F.O. Diagram No. 137/42 (A.S.E. Drg. 29056).
(ii)	Trigger spring ...	W.2196	Spring for operating key of Pattern 378 lantern.	1+1 (spare)	S.N.S.O. or other appropriate storing authority.	Existing (flat) spring to be replaced by new (wire) spring as illustrated on A.F.O. Diagram No. 137/42 (A.S.E. Drg. 29056). N.B.—Care should be taken to see that connection to lampholder does not foul spring—the lead may be connected to the top of lampholder if necessary.
(iii)	Guard for operating trigger.	—	—	1	Ship's staff.	To be made and fitted by ship's staff as shown on A.F.O. Diagram No. 137/42 (A.S.E. Drg. 29056).
(iv)	Spare slide ...	W.1234	Slide complete with glasses for Pattern 378 lantern.	1	Ship's staff.	Spare slide to be stowed in carrying box.
(v)	Attachment of slide to lantern.	W.3247	Cord, retaining, for Pattern W.1234 slide.	1+1 (spare)	Ship's staff.	Cord to be attached to lantern and slide as shown on A.F.O. Diagram No. 137/42 (A.S.E. Drg. 29056).

3. Arrangements are to be made by S.N.S.O. or other storing authority to requisition the appropriate E.E.M. department to amend all stocks or reserves of Pattern 378 lanterns, in accordance with the above, before issue.

4. Pattern 378 lanterns supplied to new orders will incorporate the improvements.

5. The operating trigger lever fitted on all new lanterns will also be stronger than on existing lanterns. A general issue of trigger levers of this type will not be made, but to meet demands by ships which have reported damaged levers on existing lanterns a pattern article known as "Pattern W.3436 key operating" has been introduced and a small number will be held by S.N.S.O. as replacements for damaged levers.

6. Future purchases of the blue shades (Pattern W.627) for insertion in slides (Pattern W.1234) will be made in "Catalin" instead of glass. The new shades will not be issued generally but introduced as stocks of glass shades become exhausted. The "Catalin" discs are unbreakable, but are liable to become scratched and, consequently, care must be taken in handling them. Greater accuracy in colour transmission and density can be obtained in "Catalin" than is possible with glass.

7. In order to differentiate between the glass shades and the "Catalin" shades the set of three of the latter material will bear the Pattern No. W.627A, whilst the slide fitted with "Catalin" will be Pattern No. W.1234A.

Further lanterns fitted with Pattern W.1234A slide will have the Pattern No. 378A.

8. It should be noted that the shades, Pattern Nos. W.627 and W.627A are interchangeable, as also are the slides, Pattern Nos. W.1234 and W.1234A, but under no circumstances must a combination of glass and "Catalin" shades be used in any one slide.

### 2663.—Walrus II—Tare Weight

(A. 0784/42.—4.6.1942.)

With reference to A.F.O. 4235/41, attention is drawn to Admiralty letter A. 0784/42 of the 22nd May, 1942, concerning restrictions on the operational use of Walrus II aircraft.

(A.F.O. 4235/41.)

### 2664.—Swordfish Aircraft—Type R.C. Generators

(A.M.R. 2018/42.—4.6.1942.)

Recent defect reports received indicate that mal-alignment of the R.C. type generator (Stores Ref. 5C/1274) and/or drive, is likely to cause failure of the generator ball bearing races. It is essential, therefore, that generator and drive are carefully lined up and the attention of maintenance personnel should be drawn to the instructions laid down in A.P. 1517, Vol. I, paragraph 413.

2. Steps are being taken by the manufacturers to improve the serviceability of the bearings in future generators.

3. The above was promulgated by Admiralty Message 346R.

### 2665.—Naval Aircraft—Intervals between Routine Inspections

(A./A.M.R. 395/42.—4.6.1942.)

The following amendment is to be made to A.F.O. 58/42 :—

Paragraph 3. *Cancel* first sentence and *substitute* :—

Provided the aircraft have been adequately maintained in all respects the time interval between inspections may be extended, at the discretion of the Commanding Officer, subject to examination of the aircraft by an aircraft technical officer.

(A.F.O. 58/42.)

### 2666.—Merlin Engine Tools—Section 36DD

(N.S.Air. 11406/42.—4.6.1942.)

The undermentioned tools for the Merlin VIII and XXX engine have been withdrawn from the Jigs and Tools No. 2 Kit and included with Jigs and Tools No. 1 Kit by Merlin Modification No. 176. In future these tools will be supplied only to Services which are allowed jigs and tools No. 1 in accordance with A.F.O. 604a/40. Surplus tools held by Aircraft Carriers and R.N. Air Stations should be returned to the appropriate R.N. Store Depôt.

Ref. No.	Part No.	Description.
38451...	HB.19402-4	Cutter.
38453...	HB.19383	Reamer.
38454...	HB.19384	Reamer.
38464...	HB.20065	Reamer.
38455...	HB.19402	Tool.
38463...	—	Tool.

(A.F.O. 604a/40.)

### 2667.—Special Spanners for Wing Pins

*Albacore Aircraft*

(A.M.R./N. 3965/42.—4.6.1942.)

It has been found that with the weight of a crashed aircraft partially on the wings it is a long and tedious operation to unscrew the wing locking pins by the hand wheels fitted.

2. Two spanners have been designed to assist in this operation and are shown on A.F.O. Diagram No. 136/42. Spanner "A" is for use in the cockpit to unscrew the emergency hand folding gear, fitted above the fuel tank, and spanner "B" is used to unscrew the emergency hand folding gear fitted to the lower wing root pins when the undercarriage has collapsed and the hydraulic system has failed or is inaccessible.

3. Spanners in accordance with diagram should be made by Services as required.

### 2668.—Electrically Operated Steering Gear—Fitting of Alternative Control Positions—A. and A.

*Armed Merchant Cruisers including those converted for other R.N. Services*

(D. 06594/42.—4.6.1942.)

Certain A.M.Cs. (including ex A.M.Cs. converted or being converted for other R.N. services) are fitted with electric steering, the motors for which can be started only from the wheelhouse.

2. Commanding Officers of ships so equipped are to insert an item, Classification "A", in their lists of As. and As. worded as follows :—

To fit alternative steering motor control in the steering motor compartment, this alternative control together with that in the wheelhouse to be connected to a changeover switch fitted in the steering motor compartment.

(C.-in-C. S.A., 1.3.42, No. 330/803.)

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

### 2669.—"K" Type Dinghies—Handwheels for Gas Release Valves of CO<sub>2</sub> Cylinders, Mark IX

(N.S.Air. 569/42.—4.6.1942.)

Handwheels of a strengthened design (Stores Reference 6D/617) are being introduced as a replacement of the existing light-alloy handwheel on the gas-release valve of CO<sub>2</sub> Cylinders, Mark IX, fitted to dinghies, Type "K" (Stores Reference 27C/1927).

2. Ships and Services equipped with this type of dinghy, the cylinders of which are not fitted with the strengthened handwheels, are to demand requirements of handwheels (Stores Reference 6D/617) from their appropriate R.N. Store Depôt at Home or Storing Yard abroad, quoting this order as authority for supply, and are to replace existing handwheels in accordance with leaflet A.P. 1464.

3. Arrangements have been made to supply the undermentioned quantities to yards abroad :—

Alexandria	...	...	...	...	30
Bermuda	...	...	...	...	20
Gibraltar	...	...	...	...	15
Simonstown	...	...	...	...	20
Durban	...	...	...	...	20

### 2670.—Mills Rescue Net and Davis Campbell Rescue Platform

(D. 6116/42.—4.6.1942.)

A.F.O. Diagram 134/42(1-2) indicates the arrangements of two devices developed in connection with Air-Sea Rescue Boats. The object of the devices is to enable the rescuer to assist or handle a man in the water and the devices have proved effective on service.

2. The Mills' rescue net consists of a light wood boom more or less on the lines of a ship's boat boom. A net of large mesh is suspended from the boom. The rescuer sits with his legs through the lower meshes and with his arms through a convenient mesh higher up so that he has both arms free to deal with a man in the water. Where it is desired to fit a net and boom, an item, Classification A, is to be inserted in the ship's list of alterations and additions for the work to be carried out as far as possible by the ship's staff with dockyard assistance, as necessary.

3. The Davis Campbell rescue platform consists of a light steel tube structure providing a platform on which the rescuer stands up to his waist in the water within a hoop of the horizontal tubes. The topmost hoop is about chest-high on the rescuer, leaving him with full use of both arms.

4. One hundred Davis Campbell platforms were purchased under Subhead B, Item 10, from Messrs. C.P.C. Metal Works, Southampton, under contract dated 9.4.42, C.P.30813/42 for delivery to the Superintending Naval Store Officer, Chatham.

5. Three hundred Mills' nets are being manufactured at Chatham to provide a stock under Subhead D, Item 4.

6. Requirements of platforms and nets are to be demanded from the Superintending Naval Store Officer, Chatham, where stocks are expected to be available shortly.

(R.A.C.F. 21.10.41, No. 1070, M./68.)

#### 2671.—Firefighting in H.M. Ships—Pyrene Foam Units—Swivel Discharge Bends

(P. 5174/42.—4.6.1942.)

Where foam units are sited in passage ways or other restricted positions, swivel discharge bends as indicated in A.F.O. Diagram 139/42 (D.N.C. 10/F14) are to be improvised by ships' staff where these fittings are considered desirable in order to obviate kinking of hoses.

2. Rate Book pattern articles forming component parts are to be demanded from the (Superintending) Naval Store Officer of the nearest storing yard.

3. For new construction ships, Principal Ship Overseers are to arrange with the shipbuilders for the supply of such fittings as may be considered necessary.

#### 2672.—Fire Extinguishers—Spare Refills and Charges

(N.S. 16872/41.—4.6.1942.)

Two refills, Pattern 4728, and two charges, Pattern 4729, are in future to be carried by ships as spares for each fire extinguisher of Patterns 4723 and 4726 respectively. (The two charges, Pattern 4729, are in addition to the one required to complete the extinguisher, Pattern 4726).

For each extinguisher, Pattern 4724, 16 refills, Pattern 4728, (i.e. two complete charges) are to be carried as spare, except for those extinguishers which are to be filled with water for use as first aid fire appliances in fast minelayers, cruisers and above.

"Nuswift" extinguishers should be supplied with four spare charges in accordance with A.F.O. 576/41.

2. Spare charges for "Pyrene" extinguishers are not to be stowed in the storerooms. (See A.F.O. 1217/41).

3. Ships in commission should forward demands to their storing yards or bases as necessary. Supply to ships of new construction should be made by storing yards in the usual manner.

4. The Sea Store Establishments will be amended.

(A.F.Os. 576/41, 1217/41, 1425/42 and 2291/42).

#### 2673.—44-in. Searchlight—Increase in Height—A. and A.

"O" and "P" Class Destroyers and Leaders

(D. 6776/42.—4.6.1942.)

In order to obviate the fouling of the beam of the 44-in. searchlight in "O" and "P" Class destroyers and leaders by the shields fitted to the Oerlikon guns abreast the searchlight platform, the searchlight is to be raised 2 ft.

2. A light working platform of at least 18 ins. in width, with collapsible guard rails, is to be fitted at the same distance below the centre of the searchlight as at present fitted.

3. In the case of 4.7-in. "O" Class destroyers not yet fitted with Oerlikon guns abreast the searchlight platform the work is to be carried out concurrently with the fitting of the guns.

4. Items, classified A, to cover the work involved are to be included in the lists of As. and As. for the ships concerned.

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

#### 2674.—Automatic Emergency Lanterns—A. and A.

Existing Cruisers and larger ships

(N.S. 07742/41.—4.6.1942.)

With reference to A.F.O. 785/40, oil lanterns for secondary lighting are to be replaced entirely by automatic emergency lanterns in existing cruisers and larger ships, in which the automatic system has not been fully installed.

2. The work is to be carried out as far as possible by ships' staffs with assistance by dockyards as necessary. Ships concerned are to insert an item accordingly, Classification "A," in the List of As. and As. The following stores should be demanded from storing yards:—

Subhead Item.	Pattern.	Description.	To be demanded.
F.2.A ...	16012	Lanterns, 220 volts ...	} As necessary in addition to quantities already allowed by A.F.O. 785/40.
F.2.A ...	16012A	Lanterns, 110 volts ...	
F.2.B ...	17908	Plugs, spare for lantern	
F.2.A ...	16059	Brackets ...	1 for each lantern mounted on bulkhead.
F.2.A ...	16060	Clips, spring ...	1 for each lantern hung from deck.
F.2.A ...	8119	Lamp bulbs ...	1 for each lantern, plus 5 per cent spare.
F.2.A ...	8117	Accumulators ...	1 for each lantern, plus 10 per cent spare.
F.2.B ...	4469	Sockets ...	1 for each lantern.
F.2.B ...	4462	Plugs ...	1 for each lantern.
F.1.C ...	6051	Cable, electric ...	As necessary for wiring from sockets to lanterns.
F.1.C ...	6178	Cable, electric ...	As necessary for general wiring.

3. Each ship should be already in possession of key, Pattern 5078 and pin box spanner, Pattern 5079 (Subhead B.11 F), for removing relay from lantern.

4. When installed the lanterns must be left locked in the ON position so that they may come into operation automatically upon failure of the high power supply.

If the locking arrangement described in A.F.O. 3164/41 is not already incorporated in the lanterns on receipt, this modification is to be carried out by ships' staffs.

5. Separate instructions have been issued as to charging equipment (A.F.Os. 1023/42, 2516/42) and as to automatic secondary lighting for gauge glasses of water tube boilers (A.F.O. 1277/42).

6. The high power electrical supplies for the lanterns are to be taken from the police light circuits of the distribution boxes supplying the lighting of the compartments in which the lanterns are fitted.

7. When the automatic lanterns, Pattern 16012 or 16012A have been installed, the existing oil lanterns, Patterns 300 and 320A, and spares, should be returned to store at the nearest dockyard.

8. The Sea Store Establishments will be amended.

(A.F.Os. 785/40, 3164/41, 1023/42, 1277/42, 2516/42.)

### 2675.—Rig for Testing Shock-Loaded Merlin Engines

(N.S. Air 293/42.—4.6.1942.)

A rig, Stores Ref. No. 36DD/44250, Part No. H.B.24449, has been introduced for testing the truth and alignment of the propeller shaft and crankshaft of Merlin engines, and will be allowed to ships and services in accordance with the following scale:—

O.U. 6328													X	Y	Z
1	2	3	4	5	6	7	8	9	20						
44250	Section 36DD Rig for testing shock-loaded Merlin engines.	H.B. 24449	No.	1 (a)	1 (a)	1 (a)	1 (a)	1 (a)	A (a)	(a) For services holding Fulmar, Hurricane or Sea- fire Aircraft.	1 (a)	1	2		

Shore Establishments. (See C.A.F.O. 1599a/41.)

R.N. Air Stations, Class "A" ... To the scale laid down in col. X.

R.N. Air Stations, Classes "B" and "C" and H.M.S. "Unicorn" ... To the scale laid down in col. Y.

R.N. Aircraft Repair Yards ... To the scale laid down in col. Z.

2. Ships and other services concerned to whom supply has not already been made should forward demands to their appropriate R.N. Store Depôts at Home or Storing Yards abroad, quoting this Order as authority for supply. New services will receive supplies with their initial outfit of stores.

3. Reference to this rig will be deleted from O.U. 6328(F).

4. The aircraft stores establishments will be amended; meanwhile all existing establishments held by H.M. Ships, Stations, R.N. Store Depôts, etc., should be amended in manuscript.

(C.A.F.O. 1599a/41.)

(A.F.Os. 4164/40 and 166/42 are cancelled.)

### 2676.—Stop Watches—Reduced Allowances

Capital Ships, Aircraft Carriers, Cruisers, Repair and Depot Ships, Flotilla Leaders, Destroyers, Fast Minelayers, H.M.S. "Adventure".

(N.S. 22574/41.—4.6.1942.)

In view of the present difficulties of supply and production, the allowances of stop watches of all patterns have been under review and certain reductions have to be made as a wartime measure in order that the watches returned from vessels in commission, as a result of the reduced allowances, may be used to equip vessels of new construction. The revised allowances are shown in the appendices I and II to this Order.

2. In addition to the revised allowances given in the appendices, the stop watch, Pattern 3, at present supplied with the accessories for the Chernikeeff log,

to all ships so fitted, (except to fast minelayers, "Abdiel" class and "Hunts"), is no longer to be allowed. Watches, Pattern 3, held on board ships fitted with a Chernikeeff log, especially for use with the log, should be returned as in paragraph 3 below. Where necessary, one of the watches allowed for other purposes should be used with the log.

3. Ships concerned in commission are to adjust their stocks on board to conform with the revised allowances and paragraph 2 above. Stop watches thus rendered surplus are to be returned forthwith to the nearest dockyard. Supply to ships of new construction to the revised allowances is to be made by storing yards in the usual manner.

4. The Sea Store Establishments concerned and the A/S Equipment Lists will be amended.

### APPENDIX I

Revised Allowances of Stop Watches for General Purposes, Fire Control, Torpedo Purposes, etc.

Class of Ship	Class Allowances		
	Pattern 3	Pattern 4	Pattern 300
<i>Capital Ships—</i>			
"Nelson" Class and later ...	10A	37AC	3AB
"Queen Elizabeth" Class ...	5A	30AC	3AB
"Royal Sovereign" Class ...			
H.M.S. "Renown" ...	20A	10AC	3AB
<i>Cruisers ...</i>			
<i>Aircraft Carriers—</i>			
H.M.S. "Eagle" ...	15A	8AC	Nil
H.M.S. "Argus" ...	7A	5AC	Nil
H.M.S. "Furious" and H.M.S. "Illustrious" and later ...	20A	10AC	Nil
<i>Depôt and Repair Ships—</i>			
H.M. Ships "Tyne" and "Hecla" ...	8A	3AC	3AB
H.M. Ships "Maidstone," "Forth" and "Adamant" ...	13A	3AC	Nil
H.M.S. "Adventure" ...			
H.M.S. "Adventure" ...	20A	10AC	Nil
<i>Flotilla Leaders and Destroyers (excluding "Hunt" Class) ...</i>	9E	3EF	No change
"Hunt" Class ...	9E	3E	No change
<i>Fast Minelayers ...</i>	9DE	3DE	Nil

### Notes

All allowances of stop watches and watches, Pattern 300, for gunnery and torpedo purposes, for capital ships, cruisers, aircraft carriers, depôt and repair ships and H.M.S. "Adventure" will be included in B.R.323—Establishment of Naval Stores for Gunnery Purposes.

A = These requirements, which include 25 per cent. as spare, are to meet the requirements of both gunnery and torpedo departments, but are exclusive of watches forming an integral part of instruments—e.g. fire control clocks.

B = To meet part of the requirements for torpedo department.

C = If Pattern 4 are not available, Pattern 3 may be issued in lieu.

D = Includes requirements for minelaying purposes.

E = These allowances are exclusive of watches forming an integral part of instruments, e.g. fire control clocks.

F 1 = in addition to Flotilla Leaders.



## APPENDIX II

Revised allowances of stop watches for asdic purposes

Asdic Sets	Pattern 3169	Pattern 3	
Types 123/A/D/S ...	1 per ship ...	—	One additional as base spares for every 5 or fewer vessels.
Types 134/A/B ...	—	1 per ship ...	One additional as base spares for every 8 or fewer vessels.

(A.F.O. 5565/41.)

**2677.—Searchlight Manipulators—Admiralty Supply**

(N.S./C.P.81223/41.—4.6.1942.)

It has been found necessary for the Admiralty to arrange for the supply of manipulators for operating searchlights through rod gearing, and all future orders for these instruments will be placed by the Admiralty for delivery to H.M. ships.

2. In new construction "Hunt" class destroyers and sloops where it is specified that the supply and erection of rod-operated equipment is to be arranged by the shipbuilders, this requirement is still to be met, except that the Mark II manipulators will be supplied by the Admiralty, and are to be fitted in place by the shipbuilders to meet Admiralty requirements.

3. The question of rebate, in each case, will be dealt with by the Director of Navy Contracts.

**2678.—S. and S.U. Quality Structural Steel**

(N.S. 014058/42.—4.6.1942.)

A new steel designated S. quality steel when annealed and S.U. when unannealed has been introduced for use in lieu of H.S.T. and H.S.T.U. qualities respectively.

2. This steel is being used for plates and sections in the construction of certain submarines now building and is to be used generally for repairs in lieu of H.S.T. and H.S.T.U. steel when existing stocks of the latter are exhausted. Particulars of tests etc. have been included in Specifications D.N.C./M/4 and D.N.C./M/15, copies of which have been distributed to officers concerned.

3. No further orders will be placed for H.S.T. or H.S.T.U. material, and S. or S.U. quality, respectively, is to be ordered in lieu.

4. The new quality steel is to be recorded separately in ledgers and demands. (A.L. 7.2.42, D.O. 2183/42 to Admirals Superintendent, Chatham, Portsmouth and Devonport.)

**2679.—Perspex—Disposal of Arisings**

Ship's and Dockyard Officers and all Overseers

(N.S./C.P. 24172/42.—4.6.1942.)

Instructions have been issued by the Ministry of Aircraft Production stating that, as a condition of the sale of Perspex, all offcuts and scrap are to be stored in dry conditions and returned to I.C.I. (Plastics) Ltd., carriage paid at Orchard Mills, Darwen, Lancashire. A price of £70 per ton will be paid by I.C.I. (Plastics) Ltd. It is important that this instruction should be strictly complied with by all concerned with the fitting of Perspex for Admiralty service; the arisings to be carefully collected, dry stored, and forwarded to a dockyard or other convenient store, as opportunity occurs, for transmission to the firm.

**2680.—Repairs by Contract and Purchases of Replace Machinery Parts—Procedure for Payment**

H.M. Ships in Home Waters

(D.N.A. 3941/42.—4.6.1942.)

Except as provided in paragraph 4 no claims for the above services are to be settled locally but are to be forwarded to the Admiralty (Director of Navy Accounts, Branch 6A, Foxhill Hutments, Bath) for payment.

2. When placing orders supervising or other officers authorising the work or purchase are to instruct contractors as follows, the instructions being embodied in writing in the order:—

(a) When work has been completed or parts delivered satisfactorily, a claim marked ORIGINAL should be made out on contractor's own account form (Form D118 should not be used) and addressed and sent to the Department indicated in paragraph 1.

(b) At the same time, a copy clearly marked DUPLICATE is to be sent to the supervising or purchasing officer to enable certification to be effected, and for payment to be authorised.

Any departure from the procedure detailed will involve delay in payment.

3. Supervising officers are to prepare certificates "C" in duplicate, the "Original" being forwarded to Director of Navy Accounts in support of the claim, and the "Duplicate" (which should be clearly so marked) to Director of Dockyards (Finance Section) Pulteney Hotel, Bath, together with the duplicate account referred to in paragraph 2 (b).

4. This order does not apply to—

(a) Repairs executed under the Emergency Repair Agreement when claim form "Z" is applicable.

(b) Purchases of replace parts of machinery by Home Dockyards within a limit of £500 0s. 0d. for which local payment is authorised under A.F.O. 4271/40.

(c) Orders placed by repair ships, S/M or destroyer depot ships for which the appropriate procedure is laid down in A.F.O. 674/34.

(d) Purchase or repair of naval stores, including boats not power driven, unless these are included in a contract for the repair of a ship.

(A.F.Os. 674/34 and 4271/40.)

(A.F.Os. 2285/40 and 1321/41 are cancelled.)

**2681.—Tables, Writing, Roll Top—Discontinuance of Supply**

(N.S. 20266/42.—4.6.1942.)

In view of their high cost and complicated design, the allowance of roll top writing tables will be discontinued during the period of hostilities. Pedestal writing tables, Pattern 745A (modified) or 755B (modified) should be provided in lieu for ships under construction to which the roll top tables were previously allowed. Overseers should arrange with shipbuilders accordingly where roll top tables have not already been provided.

2. The Sea Store Establishments concerned will be amended.

**2682.—Economy in Use of Rubber**

Coastal Force Craft

(D. 6981/42.—4.6.1942.)

The use of rubber in all Coastal Force craft is to be reduced to a minimum, its use being discontinued at the very earliest opportunity without consideration of the present stocks held.

2. The following modifications are instances of the restrictions which can be accepted:—

(a) All Sorbo mats should be relinquished, except on the bridges of M.T.Bs. and M.G.Bs. of the 70-ft. type.

- (b) All Float-on-Air cushions should be replaced by cushions of hair and spring in officers' accommodation and elsewhere.
- (c) Rubber padding of beams and voice-pipes in 70-ft. M.T.Bs. and similar boats should be retained.
3. Any further proposals for reducing the amount of rubber used should be forwarded to the Admiralty.

#### 2683.—Economy in the Use of Officers Blankets

*H.M. Ships and Shore Establishments*

(N.S. 13206/42.—4.6.1942.)

As a measure of wartime economy it has been decided to provide three service pattern blankets and one underblanket, size 30 in. by 72 in., for each officer (including W.R.N.S. officers), instead of four service pattern blankets as hitherto, except for H.M. ships or shore bases in very cold climates where no alteration will be made in existing allowances.

2. Arrangements have been made for the purchase of 10,000 under-blankets as a first supply, under Subhead E, Item 10, for delivery as follows:—

	No.
Chatham ... ..	2,000
Portsmouth ... ..	2,000
Devonport ... ..	1,000
Rosyth ... ..	2,000
Severn Area ... ..	1,000
Mersey Area ... ..	2,000

3. Ships in commission and Shore Establishments should forward demands to the appropriate storing yard. Supply to new construction should be made by Storing Yards or Depôts in the usual manner.

4. On receipt of the new under-blankets, a Pattern T.324 or T.362 blanket should be withdrawn from each officer and returned in a serviceable washed condition to the nearest Dockyard or R.N. Store Depôt.

5. The establishments of Naval stores will be amended.

(Commodore, R.N. Barracks, Devonport. Letter dated 10.2.42, No. 200/6/P.1324.)

(A.F.O. 1483/42.)

#### 2684.—Linoleum—Restriction in Use

(N.S. 637/42.—42.—4.6.1942.)

In view of the restriction of supplies of jute material and linseed oil, service patterns C.1997 and C.1998 linoleum are not to be supplied to H.M. Shore Establishments, Harbour Vessels or stationary Ships.

2. Linoleum, "C" quality,  $\frac{1}{8}$ -in. thick, as now stocked at Dockyards or Depôts. or other commercial substitutes which may be purchased at the Admiralty from time to time should be utilised for these services.

3. The most stringent economy in the use of all patterns of linoleum is essential to conserve existing stocks as long as possible. In particular, renewals are to be deferred to the maximum possible extent, and when made are to be limited to the smallest area practicable. Large areas are not to be renewed because of slight damage or defects, and wherever practicable recourse should be had to patching over small areas.

### Section 4

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

#### 2685.—New Vessels Building for Armament Supply Department

(P. 05198/42.—4.6.1942.)

The following numbers have been assigned to vessels being built at private yards for Armament Supply Department:—

Building at	Yard No.	Type.	N.A. No.
Messrs. Warren's New Holland Shipyard, Lincs.	309	100-ton steel dumb lighters.	169
	310		170
Messrs. Warren's New Holland Shipyard, Lincs.	311	200-ton steel dumb lighters.	171
	312		172
Messrs. D. E. Scarr, Howdendyke Shipyard, Yorks.	307	100-ton steel dumb lighters.	173
	308		174

#### \*2686.—Ratings (not Dressed as Seamen) Engaged on Agreement T.124 and Variants—Uniform on Advancement to Petty Officer

(V. 1054/42.—4.6.1942.)

As in the case of naval ratings no free issue of clothing or outfit gratuity is authorised for T.124, T.124X, etc. ratings not dressed as seamen on advancement to Petty Officer.

2. The rate of kit upkeep allowance payable to T.124, etc. ratings not dressed as seamen is calculated on covering the cost of maintenance of the prescribed uniform kit for all grades including C.P.Os. and P.Os.

#### 2687.—Loan Protective Clothing for Technical Personnel Attending Aircraft Trials in Carriers

(V. 2365/42.—4.6.1942.)

Suits, combination, flying deck or duffel coats may be supplied on temporary loan from stocks carried on board to technical officers from the Royal Aircraft Establishment, Farnborough, when attending aircraft trials in carriers. Such clothing is to be issued for the occasion of the trials only and is to be withdrawn when no longer necessary for this purpose and before the officer to whom it is lent leaves the ship.

#### 2688.—Private Effects—Shipment to U.K. from Abroad—Customs Declaration

(N.S. 656/42.—4.6.1942.)

When private effects and baggage which contain dutiable goods are shipped to the United Kingdom from abroad, it is essential, in order to obviate difficulties at the landing port, that the Customs Declaration (Form C. No. 104, and Customs Notice, No. 2B, etc.) should be completed at the shipping yard by the owner of the effects and forwarded to the Director of Stores (N.S.1F) Admiralty, London, for transmission to the (Superintending) Naval Store Officer, of the Port at which the

**2689.—M/T Vehicles—Spare Parts**

(N.S. M/T. 3024/41.—4.6.1942.)

Complaints have been received from Motor Manufacturers that numerous small orders for M/T spares are still being placed direct by various Naval Establishments.

2. Attention is drawn to A.F.O. 315/42 (paragraph 2) which directs that orders for M/T spares required for Admiralty vehicles are *only* to be placed with Manufacturers by the *Storing Yards*.

3. Orders may, however, be placed by Establishments with the Manufacturers' local agents for small quantities of M/T spares required for immediate service if supply is not available from the Storing Yards. The usual discounts on list prices should be obtained in such purchases.

(A.F.O. 315/42.)

**2690.—W.R.N.S. Motor Drivers—Limit of Capacity of Vehicles to be Driven**

(N.S. M.T. 939/42.—4.6.1942.)

Further consideration has been given to the limit of capacity of vehicles which may be driven by W.R.N.S. motor transport drivers and the following amendments have been made :—

*Normal Limit*—Lorries (4 wheeled) up to and including a load capacity of 30 cwts.

2. Where, however, difficulty is experienced in obtaining suitable male drivers, vehicles of a load capacity of 3 tons (including Austin and Morris heavy type ambulances) may be driven by W.R.N.S. drivers provided :—

(a) The drivers are passed for driving such loaded vehicles by a qualified member of the Naval Store Department. Tests of drivers will be carried out at any one of the following dockyards or depôts. Application for the test should be made to the Superintending Naval Store Officers concerned :—

Chatham, Portsmouth, Devonport, Rosyth, Clyde, Mersey, Stafford and Park Royal.

(b) The vehicle is fitted with a self starter.

3. The limit of 350 c.cs. for solo motor-cycles driven by W.R.N.S. is retained.

4. W.R.N.S. drivers are not to drive passenger omnibuses, or converted motor coach type ambulances.

(C.-in-C., Portsmouth, No. 1990/5332/1/16.)

(A.F.O. 512/42 is cancelled.)

**2691.—Blood Grouping Serum—Supply**

(M.D.G. 16507/42.—4.6.1942.)

Owing to its limited "life" blood grouping serum in fluid form should in future be demanded only by establishments at home in which large numbers of personnel are to be grouped.

2. All ships, all establishments abroad and all smaller establishments at home should demand grouping serum in a dried form.

3. This dried serum will be issued in containers :—

(a) Ampoules of the dried powder from 1 c.cm.

(b) Bottles of the dried powder from 10 c.cm.

4. The number of tests that can be made from 1 c.cm. varies considerably with the experience of the person grouping and technique. At least 12 tests to 1 c.cm. should be obtained and with experience as many as 50. These figures will enable officers demanding supplies to estimate the quantity they will require. The 10 c.cm. containers should be demanded when it is proposed to group large numbers of personnel *at one time*.

5. A note on non-specific agglutination reactions will be issued with all supplies of grouping serum, and with each ampoule of the dried form a card of instructions on the method of reconstitution will be provided. Officers of medical depôts demanding supplies for re-issue should state the number of copies of the notes on reactions and cards of instruction needed.

6. On all occasions it should be stated whether the dried or fluid form is required.

7. Requests for provision should be made as heretofore to :—

The Galton Laboratory Serum Unit,  
Department of Pathology,  
University of Cambridge, Cambridge.

It is important that "Department of Pathology" should be included in the address.

(A.F.Os. 2963/40 and 1846/41.)

**2692.—Boneless Beef—Bone Allowance**

(V. 2157/42.—4.6.1942.)

With reference to A.F.O. 4328/41, arrangements have been made by the Ministry of Food for the shoulder blade to be left in *boneless forequarters* of beef as it is found that this reduces mutilation and wastage.

2. An allowance of two pounds for each boneless forequarter with the shoulder blade in will, from 13th May, 1942, be made on all supplies drawn in bulk direct from the Service Agents or from Victualling Yards and Depôts.

(A.F.Os. 1349/40, 3200/41 and 4328/41.)

**2693.—Vegetables—Amendment to list of Contracts for 1941/42**

(C.P. 5/82207/41.—4.6.1942.)

The following amendment should be made to the list of vegetable contracts for 1941-42 :—

	<i>Delete—</i>	
COWES...	Fred Trim, Ltd., 24, Lugley Street, Newport, I.O.W.	Newport 2244/5. Trim, Newport, Wight.
	<i>Insert—</i>	
	Fletcher Bros., 94, High Street, Cowes, I.O.W.	Cowes 167.

(A.F.Os. 5576/41, 73/42, 291/42, 579/42, 697/42, 1449/42, 2095/42 and 2304/42.)

**2694.—Warlike Stores for the U.S.S.R.—Accounting Procedure**

(W.G.F. 424/41.—4.6.1942.)

No charge is to be made for the issue of warlike stores sent to Russia for the use of the Government of the U.S.S.R. A central record will be kept of the value of these supplies assessed on the scale applicable to Dominion navies. Supplies of stores other than those dealt with under paragraphs 4 and 5 for this purpose are to be reported to the heads of departments concerned as each issue is made, charges for carriage, freight, etc., where paid from Navy Votes being shown separately, or reported subsequently, if necessary. Stores known to be in replacement of a previous consignment lost in transit are to be so indicated.

2. No price is to be mentioned in any invoice or transfer document sent to the Government of the U.S.S.R. in connection with the supplies made.

3. All charges in respect of warlike stores supplied to the Government of the U.S.S.R. up to the delivery of the goods at a Russian port, and including the cost of carriage through Persia, will be borne by Imperial funds.

4. *Vote 8 Stores*.—The cost of stores and equipment supplied from dockyards and area naval store bases with expense accounts staff is to be charged in the cost accounts to a separate item under Section A of Account No. 88, and weekly reports

of the amounts so charged are to be forwarded to the Director of Expense Accounts, Bath, accompanied by a further priced copy of the vouchers referred to above. Supplies of naval stores and equipment from supply ships, bases and depôts without expense accounts staff should be reported to the Director of Expense Accounts, Bath, as they occur.

5. *Vote 9 Stores.—Vouchers.*—(a) Immediately on despatch of stores three copies of unpriced issue vouchers, Forms O.16 (package numbers being clearly shown) are to be forwarded under secret cover to the O.C.A.S. at the loading port.

(b) Two additional copies of the forms O.16 are to be despatched by the issuing establishment, under secret cover, to D.A.S. (Branch E), Bath.

(c) *Packing Notes.*—Where appropriate, a detailed and clearly legible packing note (O.14), or contents label, is to be inserted in each package and a set of these packing notes, etc., is to accompany the vouchers forwarded to the O.C.A.S. at the loading port (*vide 5 (a)*).

## Section 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

### 2695.—Amendments to Books

(E.F.O.—4.6.1942.)

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 Shore 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.249/42.—B.R. 270 (41)—Maintenance of Torpedo Tubes in Submarines with Low Pressure Firing Gear—Amendment No. 1.

P.250/42.—B.R. 669—Instructions for the Conduct of Cash Duties—Amendment.

P.251/42.—O.U. 5517 (1)—Torpedo Drill Book—General Pamphlet on Above Water Revolving Tubes—Amendment No. 4.

P.252/42.—O.U. 5517 (3)—Torpedo Drill Book—Drill for Torpedo Tubes in Cruisers, Powder or Cordite Impulse. Not fitted with Gyro Angling or Stopless Training Gear, etc.—Amendment No. 1.

P.253/42.—O.U. 5517 (4)—Torpedo Drill Book—Tubes in Cruisers, Cordite Impulse, fitted with E.P. Firing Gear and Gyro Angling 21-in., Q.R. I., etc.—Amendment No. 2.

P.254/42.—O.U. 5517 (5)—Torpedo Drill Book—Tubes in Cruisers, Cordite Impulse Fitted with Combined Firing Gear, etc.—Amendment No. 1.

P.255/42.—O.U. 6260—Handbook of Mark XVI, Mine Unit—Amendment No. 4.

(A.F.O. 2569/42.)

### 2696.—A.M.S.Is.

(E.F.O.—4.6.1942.)

Admiralty Merchant Shipping Instructions as indicated below are being distributed concurrently with this issue of A.F.Os. :—

A.M.S.Is. 217-220/42.

(A.F.O. 2440/42.)

### 2697.—Stationery and "S" Forms—Procedure for Supply to Ships on Foreign Stations

(Sta. 14895/42.—4.6.1942.)

Arrangements have been made whereby, for the duration of hostilities, ships on Foreign Stations will be supplied with stationery and "S" forms, by the (Superintending) Naval Store Officers of the Dockyard and main Fleet Bases to which they are attached. Future demands are to be addressed accordingly, except that ships based on Malta are to obtain their supplies from Alexandria, and those based on Halifax will continue to obtain their supplies locally as hitherto.

2. Initial supplies have been made to the (Superintending) Naval Store Officers concerned, who should in future render six-monthly demands to replenish. Those for stationery are to be made out on forms S.1310(D.2) and S.1312(D.2c) and forwarded to the Keeper of Stationery and Printing, Admiralty, S.W.1. The demands for "S" forms are to be rendered on Form S.134d, and addressed to the R.N. Store Depôt, Elveden Road, Park Royal, N.W.10.

3. The standing practice whereby Civil Establishments, i.e. Dockyards, Armament Depôts, etc., demand annually for stationery and forms required remains unaltered.

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

### 2698.—Wounds and Injuries in Action—REPORTS

(M.D.G. 21629/42.—4.6.1942.)

The information supplied in Table III (Form M.179D) of the Medical Officers' Journal is to be supplemented by an analysis of war wounds in Table IV (Form M.179E) commencing from 1st July, 1942.

2. The space below any entry in the Table of Tuberculosis may be used for this purpose and ruled in columns for Nature of Wound and Number of Cases.

3. The following classification is to be used :—

- (1) Lacerations.
- (2) Contusions (including closed head injuries).
- (3) Simple fractures—upper limb.  
lower limb.  
spine.  
skull.
- (4) Compound fractures—upper limb.  
lower limb.
- (5) Penetrating wounds—skull.  
chest.  
abdomen.  
spine.
- (6) Wounds of main blood vessels.
- (7) Wounds of peripheral nerves.
- (8) Burns (area and region).
- (9) Blast injuries.

4. The term "multiple injuries" should be used only when many of the above are combined and of equal gravity.

When possible, the case should be classified under the wound of greatest importance.

5. The General Remarks (M.179F) should indicate whether the wounds and injuries were due to mine, torpedo, bomb, gunfire (shell and bullet) or fire on board.

### 2699.—Local Pilotage Charges—Tonnage Figures

(H. 04/42.—4.6.1942.)

In many cases local pilotage charges depend upon the ship's tonnage, either Gross or Net, but NOT "Revised Net."

2. Although the certificate on Form S.21 referred to in K.R. & A.L., Article 1182, paragraph 1, cannot always be given in war time, care should be

taken to ensure that the correct Gross and Net tonnages are furnished to the various pilotage authorities. When payment is made locally on an incorrect tonnage basis, subsequent adjustment involving considerable paper-work is necessary.

(A.F.O. 2125/31—not in annual volume.)

### 2700.—Permanent R.N.R. Officers' Certificate Books R.V.02

(C.W. 15618/42.—4.6.1942.)

Certificate Books, R.V. 02 for all permanent R.N.R. officers, including Skipper Class Officers, are to be returned to the Registrar-General of Shipping and Seamen, Cardiff, for safe custody during the war. Attention is called to C.A.F.O. 1186/40 regarding forms S.450.

(C.A.F.O. 1186/40.)

### 2701.—Conduct Sheet (Form S.239a)—Disposal

(N.L. 7945/42.—4.6.1942.)

In the interests of paper economy, it has been decided to hold in abeyance for the war period the instruction in K.R. & A.I., Article 603, clause 3, which requires a new conduct sheet to be made out when a man joins a ship with a conduct sheet containing a record of offences in previous ships.

2. Entries on the existing conduct sheet of offences in previous ships are to be ruled through diagonally.

3. When awarding assessments of character, Commanding Officers are to be careful to disregard any offences committed outside the period under consideration.

(No. 554/H.F. 862/50.—25.4.1942.)

(K.R. & A.I. Art. 603 (3).)

### 2702.—B.R. 150B—Naval Manual of Aircraft Recognition—Introduction

(G.D. 0599/42.—4.6.1942.)

With reference to A.F.O. 2207/41, Part II of a pamphlet on Aircraft Recognition has been issued in a modified and enlarged form under the title of B.R. 150B—Naval Manual of Aircraft Recognition.

2. The manual is a loose-leaf book giving a photograph, silhouettes, and a descriptive text of the main operational aircraft now in use.

3. It is intended for general use as a book of reference in ships or, in conjunction with B.R.150A—Notes for Instructors on Aircraft Recognition, as a self-contained teaching manual.

4. It does not replace the comprehensive A.P. 1480 series of Recognition Handbooks, though the establishment of the latter is being reduced.

5. Additions and amendments to the manual will be issued from time to time.

(A.F.O. 2207/41.)

### 2703.—Book D.730—Abolition

(Sta. 10138/42.—4.6.1942.)

Book D.730, Register of Loans, will not be reprinted, and on stocks becoming exhausted blank books are to be ruled up, for use in lieu, as necessary.

### 2704.—Form D.162 (Abstract Sheet)—Abolition

(Sta. 16032/41.—4.6.1942.)

The Abstract Sheet of Form D.162 will not be reprinted, and on stocks becoming exhausted, copies are to be prepared in manuscript, or by the duplicating process, as and when required.

### 2705.—Form O.6—Ammunition Labels—Additions

(A.S./Sta. 14351/42.—4.6.1942.)

Serial No.	Description	Where used.	Page in Form O.6 (October 1941 revision).	Sta. No.
N.280	1 Fuze, Time No. 402 ...	In recess ...	30	14351/42
N.281	... Fuzes, time No. 402...	In cylinder Top of package	30	14351/42

2. Demands should be made as necessary in accordance with A.F.O. 708/42, paragraph 3.

(A.F.O. 708/42.)

### 2706.—O.U. 6090 (J)—Range Table No. 534, Range and Elevation Scales, Table No. 535 and Range and Time Scales, Table No. 536, dated March, 1942, for B.L. 6-in., Mark XII and XII B Guns—Issue.

(G. 0431/42.—4.6.1942.)

The above-mentioned Range Tables are now in the press.

2. Copies will be issued to all concerned, without demand from the R.N. Store Depôt, Elveden Road, Park Royal, N.W.10, when supplies become available.

## Section 6.—SHORE ESTABLISHMENTS

### 2707.—Civilian Employees (Industrial and Non-Industrial) Returning from Service Abroad—Position under National Service (Armed Forces) Acts

(L/C.E. 52671/42.—4.6.1942.)

Civilian employees serving abroad are outside the scope of the National Service (Armed Forces) Acts, whether they have previously registered for military service or not. On their return to this country, however, they automatically come within the provisions of the Acts.

2. Officers-in-Charge of establishments at home should therefore take appropriate action for deferment, in respect of industrial workpeople returning from duty abroad, as soon as the necessary particulars are available. Arrangements should then be made for the men to report to the local Employment Exchange as required.

3. Non-industrials returning from a tour of duty abroad should be instructed to take no action with the Ministry of Labour and National Service except on instructions from C.E.I. (Armed Forces Section).

### 2708.—Civilian Employees—Compensation for Losses by Theft

(N.L. 6995/42.—4.6.1942.)

*Cancelled by AFO 5847/46.*  
The Admiralty does not accept liability for the safe custody of personal effects. Nevertheless, in cases where loss by theft of necessary personal effects, other than money and articles of luxury, arises out of, and during the course of, an officer's or workman's employment, and provided there is no negligence on his part, an *ex gratia* grant (in full settlement) may be made not exceeding two thirds of the valuation of the articles at the time of loss, subject to a limit of £5, in total for any individual on one occasion.

2. Claims in respect of effects left in unauthorised places will not normally be entertained.

3. Where lockers are provided for the stowage of clothing, etc., failure to keep the articles securely locked in them, will be regarded as negligence.

4. Applications for compensation should be submitted in accordance with the usual procedure laid down in H.D.R. Articles 453 and 454, in respect of claims for loss or damage from other causes, and should be dealt with locally under C.A.F.O. 1624/40.

These instructions do not apply to losses of tools by theft, claims in respect of which should continue to be dealt with in accordance with H.D.R. Article 48.

(C.A.F.O. 1624/40.)

### 2709.—Temporary Typing Staff—Recruitment, Pay and Conditions of Service

(C.E. 53863/42.—4.6.1942.)

The instructions concerning the entry, rates of pay and conditions of service of Temporary Typing Grades promulgated in A.F.Os. 1890/39, 2882/39 and 3656/39 have been consolidated and are as follows:—

#### RECRUITMENT

1. All candidates for employment are to be obtained through the local Employment Exchange of the Ministry of Labour and National Service, and Heads of Establishments should satisfy themselves that applicants are in all respects qualified to perform the duties which will be required of them. Rates of pay are dependent on age—*vide* paragraph 6 below—and documentary evidence of age, normally a birth certificate, should therefore be produced.

2. It is the practice of the Ministry of Labour to obtain from an applicant full particulars of her birth, nationality, employment record, and service with the Forces, and to take up references which, in the case of a person unemployed for less than three months before her application for employment in the Government service, cover a period of 12 months employment. Where an applicant has been unemployed for more than three months before her application two personal references are required in addition to that of the last employer.

3. The Ministry of Labour Divisional Offices will furnish Establishments with the applicant's original form of application (T.G.S.1), together with the references taken up by the Ministry. Forms T.G.S.1 should be retained while the individual remains in Admiralty employment, but should be returned to the Employment Exchange when the employment is terminated. In no case does the Ministry of Labour submit candidates whose references appear to them unsatisfactory.

4. Where difficulty is experienced in recruiting temporary typing staff over 17 years of age Establishments may, until further notice, enter juveniles provided that they have completed at school the term in which they become 14 and are legally exempt from the obligations of school attendance.

Regular part-time staff should also be entered wherever there is a shortage of immobile and older women who can give full-time service and in many cases the local offices of the Ministry of Labour will be compelled to submit people who can only give part-time service as substitutes for women released to the uniformed services and to munitions factories. It is desirable that the hours of part-time employees should be as near the full hours as possible, but no minimum or maximum hours can be prescribed. For rates of pay see paragraph 9.

#### QUALIFICATIONS

5. Shorthand Typists:—

Grade II ... Shorthand 80 words per minute; typing 30 words per minute.

Grade I ... Shorthand 100 words per minute; typing 40 words per minute.

Typists ... Normally 40 words per minute; 30 words per minute should be a minimum qualification.

#### RATES OF PAY

(a) Full-time Staff

6.—The weekly rates of pay (exclusive of war bonus) are:—

Ages	Temporary Shorthand Typists											
	London				Intermediate Centres				Provinces			
	Grade I		Grade II		Grade I		Grade II		Grade I		Grade II	
	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.
Under 17 ...	34	6	27	6	32	6	25	6	30	6	23	6
17 ...	42	0	37	0	40	0	35	0	38	0	33	0
18 ...	45	0	40	0	43	0	38	0	41	0	36	0
19 and 20 ...	49	0	44	0	47	0	42	0	45	0	40	0
21 and 22 ...	52	0	47	0	50	0	45	0	48	0	43	0
23 and 24 ...	54	6	49	6	52	6	47	6	50	6	45	6
25 and over ...	57	0	52	0	55	0	50	0	53	0	48	0

#### Temporary Typists

Ages	London		Intermediate Centres		Provinces	
	s.	d.	s.	d.	s.	d.
Under 17 ...	27	6	25	6	23	6
17 ...	35	0	33	0	31	0
18 ...	38	0	36	0	34	0
19 and 20 ...	42	0	40	0	38	0
21 and 22 ...	45	0	43	0	41	0
23 and 24 ...	47	6	45	6	43	6
25 and over ...	50	0	48	0	46	0

The London rates are applicable to offices within the limits of the London Postal Area, the Intermediate rates to Belfast, Birmingham, Bristol, Cardiff, Edinburgh, Glasgow, Leeds, Liverpool (including Birkenhead and Bootle), Manchester including Salford), Newcastle-on-Tyne (including Gateshead), Sheffield, and places outside the London Postal Area, but within a 12 mile radius of Charing Cross.

The rates quoted above cover a week of 44 hours for persons aged 17 and over or 39 hours for persons below the age of 17.

7. *Proficiency Allowances.*—Additional remuneration at the rates of 5s. a week for proficiency in typing and 3s. a week for proficiency in shorthand is payable to members of the typing grades who qualify at examinations in these subjects which are held periodically (*vide* A.F.Os. 5484/41 and 2332/42). These allowances are reckonable for purposes of overtime payments.

8. *Overtime.*—Juveniles conditioned to a 39 hour week will be paid at the flat time rate for 1/39th of their weekly rate of pay for the first five hours' overtime, and at time and a quarter rate thereafter. Overtime is not payable to other Temporary Typing staffs until 44 hours have been worked in the week concerned. Thereafter it is normally payable at time and a quarter rate, the time rate per hour being 1/44th of the weekly rate of pay. Overtime must, in order to qualify for payment, be properly authorised in each case; it should be authorised only sparingly for juveniles conditioned to a 39 hour week.

#### (b) Part-time Staff

9. The rate appropriate to part-time staff corresponding to full-time staff conditioned to a 44 hour week should be calculated on a weekly basis as follows (net hours = actual working time exclusive of meal times):—

$$\frac{\text{Net hours actually worked}}{40} \times \frac{\text{full time standard wage at appropriate age point plus bonus,}}{\text{appropriate age point plus bonus,}}$$

rounded up to the nearest threepence. For example where the full-time wage, including bonus is 53s. 6d. (i.e., the highest rate for Temporary Typists in the provinces) the wages of part-time employees will be:—

Net hours weekly	Wages	
	s.	d.
30	40	3
29	39	0
24	32	3

10. Where the full-time wage is for a 39 hour week (staff under 17 years of age) the approved divisor for determining part-time rates is 35.

11. A part-time employee who in any particular week gives full-time attendance must be paid for that week as a full-time employee (including eligibility for overtime).

#### LEAVE AND SICK LEAVE

12. Temporary Typing staff are normally eligible for 18 days' annual leave (12 days for persons under 18 years of age). (*Note.*—Normal leave allowances have been curtailed—*vide* A.F.O. 1317/42.) Such leave is regarded as accruing at the rate of two days a month (four days a quarter for persons under 18 years of age) reckoning from the beginning of the leave year, *viz.*, 1st February. This rule is not applicable to persons whose employment begins after the commencement of a leave year, in whose case only a strictly proportionate part of the full period of leave may be regarded as accruing in respect of each completed month of service in that year. Leave may be anticipated before it has actually accrued provided that, in the event of discharge or resignation before the end of nine months from the commencement of the leave year, refund of wages shall be made in respect of any leave so anticipated. Where, however, the full amount of the leave accrued at the date of termination of service has not been taken, no payment is allowed in respect of the balance of leave not taken. Leave not taken during a particular leave year cannot be carried forward to the next leave year (*vide* A.F.O. 3789/40).

13. Part-time employees who work regularly not less than 18 hours a week may be allowed two weeks' annual leave and granted payment therefor at the usual rate, e.g., a woman who works regularly 18 hours a week should be granted payment for 36 hours in respect of the two weeks' annual leave. This arrangement will be subject to any general leave restrictions which may be applied to non-industrial staffs generally.

14. Part-time employees whose spell of duty falls on a public holiday should be treated exactly like full-time employees, *i.e.*, they should be paid for the attendance which they would normally have given. If the holiday is cancelled but full-time employees are allowed a day in lieu, part-time employees should also be allowed corresponding time off in lieu.

15. Temporary Typing staff are eligible for paid sick leave in accordance with the Treasury memorandum of Sick Leave Regulations for Temporary and Un-established Employees. Previous service in another Government Department may be reckoned towards the qualifying period for the grant of paid sick leave provided that such service was terminated by resignation with the Department's consent in order to take up employment in another Government Department and that a break of not more than a few days (due to circumstances outside the control of the individual) has occurred.

16. Part-time employees are not entitled to any paid sick leave. They should be allowed up to two days' unpaid sick leave without the production of a medical certificate, and up to two weeks' unpaid sick leave on production of a certificate. They will be subject to compulsory insurance under the National Health Insurance Acts if the corresponding full-time employee would be so subject.

(A.F.Os. 5484/41, 1317/42 and 2332/42.)

(A.F.Os. 1890/39, 2882/39 and 3656/39 are cancelled.)

#### 2710.—Re-Employed Married Women Civil Servants—Hours of Attendance and Overtime

(C.E. 53867/42.—4.6.1942.)

As from the 18th May, 1942, re-employed married women Civil Servants who are in receipt of pay on the established scale, in accordance with A.F.O. 962/42, or who are already drawing the maximum of the established scale, should be conditioned to the hours of attendance and overtime arrangements appropriate to established officers of the grade in which they are serving.

2. This does not affect the position of women officers re-employed after marriage at temporary rates of pay. The hours of attendance and overtime terms of these officers will continue to be those applicable to temporary staff.

(A.F.O. 962/42.)

#### 2711.—War Bonus—Non-Industrial Staffs

(C.E. 53623/42.—4.6.1942.)

The existing instructions concerning the payment of War Bonus to non-industrial Civil Servants, which were promulgated in A.F.Os. 2089/40, 2199/40, 1352/41, 1452/41, 1862/41, 2214/41, 3435/41 and 4564/41, have been consolidated in this Order.

2. All full-time non-industrial Civil Servants, whether established or unestablished, whose remuneration (excluding bonus) does not exceed £500 a year, are eligible to receive the Civil Service War Bonus. The amounts payable to those aged 21 years or over are as follows:—

Remuneration.		Amount of Bonus.	
		s. d.	
Up to £250 a year inclusive (or the weekly equivalent)	Men ... ..	10	0 a week.
	Women ... ..	7	6 a week.
Over £250 and up to £500 a year inclusive (or the weekly equivalent)	Men ... ..	5	0 a week.
	Women ... ..	4	0 a week.

3. The amounts of bonus payable to those under 21 years of age are:—

Age.	Amount of Bonus.
Under 18 ... ..	3s. a week.
18 to 20 inclusive ... ..	5s. a week.

4. In order to obviate anomalies in the case of salaries or wages immediately exceeding the limiting rates of remuneration quoted in paragraph 2, the amount and incidence of the bonus is adjusted so as to ensure that no person receives less in pay and bonus together than he would have received if his pay alone had been smaller. Tables showing how payments should be adjusted in such cases are given in the Appendix to this Order.

5. The weekly equivalents of the annual rates of remuneration quoted in paragraph 2 as determining the amount of bonus payable, and the annual equivalent of the weekly rates of bonus to be applied to persons on annual salaries, should both be calculated on the basis of 52½ weeks to the year. The total remuneration in the latter case should be rounded up to the next complete shilling.

6. For the purpose of determining an individual's remuneration, account should normally be taken of any allowances, e.g. overseeing allowance, but certain allowances of a variable character are excluded. Overtime pay will not reckon as remuneration for this purpose, and allowances specifically in lieu of overtime pay should accordingly be excluded. Where officers are provided with rent-free quarters, the value of these quarters will be taken into account in determining eligibility for bonus.

7. Bonus will be reckonable for the calculation of overtime pay, and the overriding maximum overtime rates of the Clerical Class are now those based on inclusive salaries of £363 1s. 0d. (men) and £290 9s. 0d. (women). It will not reckon for superannuation purposes and it will be ignored in calculating starting pay on promotion. In the case of an officer on a mark-time salary, the appropriate amount of bonus is granted in addition to the mark-time salary.

8. Re-employed pensioners are eligible for payment of war bonus. For the purpose of applying the limits laid down in paragraph 2, their remuneration should be interpreted as their total emoluments including pension. The bonus should be ignored in the calculation of the profits of present and former office for the purpose of Section 20 of the Superannuation Act, 1834.

9. War Bonus should be taken into account for the purpose of calculating the balance of Civil pay of Civil Servants serving with H.M. Forces under Treasury Circular No. 13/39 (promulgated in A.F.O. 1135/39).

10. The Civil Service War Bonus is not payable to staffs while on passage or serving abroad and in receipt of Colonial or Foreign Service allowance, or in receipt of inclusive salaries in respect of their overseas service, or, in the case of Civilian Shore Wireless Service personnel serving at Ascension and Keeling Islands, while they are provided with certain benefits in kind.

11. The foregoing arrangements do not apply in full to staffs serving in Eire. Where there is any doubt as to the appropriate bonus payment in such cases, instructions should be sought from the Admiralty (C.E. Branch 1, London).

## APPENDIX

Table A.—Non-industrial Civil Servants in receipt of ANNUAL SALARIES.

Age.	Ordinary remuneration including reckonable allowances.	Amount of bonus Annual rate.	
		£	s. d.
Under 18 ...	...	7	17 0
18 to 20 inclusive	...	13	1 0

## MEN

21 and over ...	Up to £250 inclusive ...	£26	2s. 0d.
	Over £250 and up to £263 inclusive ...	Sufficient to bring ordinary remuneration and bonus together up to £276 2s. 0d.	
	Over £263 and up to £500 inclusive ...	£13	1s. 0d.
	Over £500 but less than £513 1s. 0d. ...	Sufficient to bring ordinary remuneration and bonus together up to £513 1s. 0d.	

## WOMEN

21 and over ...	Up to £250 inclusive ...	£19	12s. 0d.
	Over £250 and up to £259 2s. 0d. inclusive.	Sufficient to bring ordinary remuneration and bonus together up to £269 12s. 0d.	
	Over £259 2s. 0d. and up to £500 inclusive.	£10	9s. 0d.
	Over £500 but less than £510 9s. 0d. ...	Sufficient to bring ordinary remuneration and bonus together up to £510 9s. 0d.	

Table B.—Non-industrial Civil Servants on WEEKLY rates of pay.

	Weekly rate.
Under 18 ...	3s.
18 to 20 inclusive	5s.

## MEN

21 and over ...	Up to £4 15s. 10d. inclusive ...	10s.	
	Over £4 15s. 10d. and up to £5 0s. 9d. inclusive.	Sufficient to bring ordinary remuneration and bonus together up to £5 5s. 10d.	
	Over £5 0s. 9d. and up to £9 11s. 9d. inclusive.	5s.	
	Over £9 11s. 9d. but less than £9 16s. 9d.	Sufficient to bring ordinary remuneration and bonus together up to £9 16s. 9d.	

## WOMEN

21 and over ...	Up to £4 15s. 10d. inclusive ...	7s. 6d.	
	Over £4 15s. 10d. and up to £4 19s. 3d. inclusive.	Sufficient to bring ordinary remuneration and bonus together up to £5 3s. 4d.	
	Over £4 19s. 3d. and up to £9 11s. 9d. inclusive.	4s.	
	Over £9 11s. 9d. but less than £9 15s. 9d.	Sufficient to bring ordinary remuneration and bonus together up to £9 15s. 9d.	

(A.F.O. 1135/39.)

(A.F.Os. 2089/40, 2199/40, 1352/41, 1452/41, 1862/41, 2214/41, 3435/41 and 4564/41 are cancelled.)

## 2712.—Transfer of Workpeople—Rules Governing Payment of Subsistence and Removal Expenses During War

(L. 18272/41.—4.6.1942.)

Subsistence allowances at the rates laid down in A.F.O. 820/41, Part I, paragraphs 32, *et seq.*, are payable to workpeople temporarily detached for duty away from their normal stations, but not to employees transferred with their establishments to war stations.

2. Consideration has been given to the question of the terms to be applied, in the exceptional circumstances of war, when it is necessary, in the interests of the Service, (a) to transfer workpeople from one Admiralty establishment to another, and (b) to transfer workpeople with the work of an establishment, as a result of serious damage to, or destruction of, the establishment, or if the establishment or a section of it is moved for other reasons.

3. The following general directions are accordingly promulgated for general information and guidance:—

## Arrangements to be made.

(a) An employee absent from home and normal place of employment on temporarily detached duty.

Subsistence allowance on the scale laid down for industrial employees in A.F.O. 820/41, Part I, paragraphs 32, *et seq.*, for so long as he continues to be absent on detached duty, and continues to maintain his family or dependants elsewhere. If joined by his family at the place of detached duty, subsistence allowance will cease to be payable. An allowance within a maximum of 21s. a week, will, however, be payable in respect of continuing rent liability and/or any other additional expenditure.

(b) Workpeople necessarily "transferred" from one establishment to another in the interests of the Service or transferred with the work of an establishment, as a result of serious damage to, or destruction of, the establishment, or if the establishment or a section of it is moved for other reasons.

Payments under the following conditions may be granted as applicable:—

- (i) Cost of travel (3rd class if by rail) for employees and dependants from home to new establishment.
- (ii) Refund of actual expenditure on removal of furniture and household effects, subject to a maximum payment of the amount of the lowest of three competitive tenders (including one from a railway company if practicable). It should be noted that it is often cheaper if the removal is undertaken by a firm from the neighbourhood to which the move is made than by one from the neighbourhood of the original establishment.



*Arrangements to be made.—contd.*

- (iii) When a married workman (or an unmarried workman with equivalent domestic responsibilities) proceeds to the new establishment alone and continues to maintain his family or dependants elsewhere, lodging allowance at the rate of 3s. 6d. a night. An unmarried workman may be paid lodging allowance at the rate of 3s. 6d. a night for one week, if not billeted (*see* (5) below). Payment of the above allowance will cease, however, in the case of any man sent temporarily elsewhere on detached duty and paid subsistence allowance under paragraph 32, A.F.O. 820/41, Part I. (The necessary arrangements are to be made with the Ministry of Labour Employment Exchange to ensure that workmen entered from a distance through the Exchanges and drawing lodging allowance (3s. 6d. a night) under Ministry of Labour Regulations, who are sent out on detached duty and receive subsistence allowance under Admiralty Regulations are not paid lodging allowance concurrently by the Employment Exchange.)

- (iv) Unavoidable "continuing liabilities" for rent, rates or mortgage payments or storage of furniture, including excess cost of accommodation in the new area, etc., up to a maximum of 21s. a week may be allowed under conditions similar to those laid down in A.F.O. 821/41. Unmarried workers will be eligible for an allowance of up to 21s. a week to cover continuing rent liabilities at the old home which could not be got rid of.

- (c) Change-over from "detached duty" terms, 3 (a), to "transfer" terms, 3 (b).

Where the absence of an employee who was sent from his headquarters on temporary detached duty is likely to be prolonged indefinitely and he can no longer be regarded as having a connection with his headquarters, the head of the department or establishment should arrange for the formal transfer of the employee to the new place of employment.

Transfer terms under paragraph 3 (b) above will apply from the date of transfer. The employee should be given not less than one month's notice of the impending change in his position.

*Note.*—Before a workman is sent out on detached duty, or transferred, his position under this Admiralty Fleet Order is to be explained clearly to him.

4. Heads of departments or establishments are now to review, in the light of the foregoing instructions, all cases of workpeople at present on detached duty and in receipt of subsistence allowance on the scale laid down for industrial employees, and further review should be undertaken at intervals of three months.

5. *Billeting.*—As a general rule the Civil Service billeting arrangements laid down in A.F.O. 821/41 will not be applied to industrial employees, who will normally be eligible for subsistence allowance under paragraph 3 (a) above if on detached duty, or transfer terms under paragraph 3 (b) if transferred. It is not the intention that Admiralty industrial employees should be billeted compulsorily under the Civil Service billeting scheme, and the fact that the scheme is in operation in a particular area will not debar an industrial employee from the payment of subsistence allowance or lodging allowance. Accommodation may be provided for industrial employees under the arrangements detailed in A.F.O. 2885/41, but these employees will continue to receive subsistence allowance or lodging allowance under paragraphs 3 (a) and 3 (b) respectively, according to whether they are on detached duty or transferred.

6. The above rules apply to Admiralty workpeople generally who are sent on detached duty or are transferred. No distinction is to be drawn between male and female employees in the rules governing payment of subsistence, etc., allowances. The directions in this Order are not applicable to workpeople newly entered from a distance through the Employment Exchanges, who are also entitled to be billeted under the terms of A.F.O. 2885/41, but for whom special regulations as to payment of allowances, etc., have been laid down by the Ministry of Labour, and are operated by that department.

(A.F.Os. 820/41, 821/41 and 2885/41.)

(A.F.O. 4220/41 is cancelled.)

**2713.—Fitters Employed on High Grade Tool-Room Work—Rate of Pay**

(L. 406/42.—4.6.1942.)

The arrangement set out in A.F.O. 1736/39, and confirmed in paragraph 3 of A.F.O. 1660/41, is to be modified so as to provide for payments of 62s. (hired) and 58s. 6d. (established), instead of 58s. (hired) and 55s. (established), in the circumstances described in the instructions quoted.

2. This new arrangement will have effect as from the beginning of the first full pay period in May, 1942.

3. Nothing in this Order is to be taken as affecting any part of A.F.O. 1660/41 except paragraph 3 thereof.

(A.F.Os. 1736/39 and 1660/41.)

**2714.—Income Tax Returns, 1942-1943**

*Home Establishments.*

(D.N.A. 9161/42.—4.6.1942.)

The Chief Inspector of Taxes has reported that a number of Income Tax Returns have been received in his department without Departmental Claims Branch assessment and/or file number, and steps are to be taken to ensure that in future these particulars are inserted on all returns before they are forwarded to the Departmental Claims Branch.

2. In order that this instruction may be complied with, it is important that on the transfer of an officer the particulars in question should be notified to the new establishment.

**2715.—Legal Assistance in the United Kingdom**

(N.L. 3158/42.—4.6.1942.)

Except in cases of special emergency Admiralty authority should be obtained before the assistance of the local Agents to the Solicitor to the Treasury for Admiralty purposes (*vide* page 1102 of the Navy List) is sought. Where matters of such urgency arise that it is necessary to obtain legal assistance without obtaining prior

Admiralty sanction it is necessary that the officer instructing the Solicitor should, when first communicating with him, state that the bill should be drawn on "agency terms." In all cases, a report is to be made to the Admiralty (N.L.) giving particulars of the action taken.

**2716.—Assistance to Private Firms involving Shop Work only—Undertaking to be Signed**

(D.A./P.P.O.8/42.—4.6.1942.)

When assistance is given to private firms through the medium of the local Clearing Centre of the Production Executive, or on direct application, and the assistance is confined to work in machine shops, smitheries or foundries, the undertaking to be signed by the applicants is to be in the form subjoined and not on form D.461.

2. Form D.461 is, however, to continue to be used in respect of the movement, docking and repair of ships and all other assistance to private firms beyond or involving more than that stated in the preceding paragraph.

*Form of Undertaking*

To the Superintendent, H.M. Dockyard..... Date.....19...

I/We beg to apply for.....

In the event of this application being granted, I/we hereby agree to pay on demand the cost, as determined by the Admiralty, of the service hereby applied for (hereinafter called "the service").

I/We understand and agree that all materials, articles and things supplied at or delivered to the dockyard for or by me/us in connection with the service will be in the custody of the Admiralty at my/our sole risk in all respects and circumstances including risk of war damage as defined for the purposes of the War Damage Act, 1941.

I/We understand that I/we will be required, before any supplies are made and/or any work is taken in hand, to deposit with the Cashier such sum as the Superintendent may determine and to make from time to time such further advances during the progress of the work as the Superintendent may require. If the total cost of the service as determined by the Admiralty shall exceed the amount of the advances so made, a claim for the balance will be rendered in due course and if the advances so made shall exceed the said total cost, the balance will be returned.

I/We agree that these terms are to govern the service.

Signature.....

Address.....

Witness.....

**2717.—Separation of Couplings from Fire Delivery Hose**

(D. 5357/42.—4.6.1942.)

Instances have occurred in which hose couplings have blown off canvas fire delivery hose due to the following causes:—

- (a) Pressures of 120-lb. per sq. in. and over being used from trailer fire pumps.
- (b) Too rapid opening of the delivery valve with throttle open.
- (c) Sudden acceleration of the engine after pumping has commenced.

2. Hoses made up in the dockyards for shore fire-fighting services should have two rivets inserted in each connection before applying the wire seizing.

3. Care is to be taken that the desire to get water to a fire in the shortest possible time does not outweigh the discretion which is necessary to obviate break-downs of this description.

4. Pump operators are to be instructed to maintain a careful watch on the pressure gauges, so as to ensure a steady flow of water and avoid excessive pressures being built up, with risk of damage to hose or suction collecting heads.

5. The system of signals, standardised in the National Fire Service to be used by all fire parties, is as follows:—

*Flag or hand signals—*

"Open up water" ... Right arm raised over head to full extent and lowered smartly to side.

"Close down water" ... Right arm extended to right, swung across to left and back again.

"Increase pressure" ... As "open up water" repeated several times.

"Reduce pressure" ... Right arm extended horizontally from shoulder and left arm vertical.

*Lamp signals by night—*

"Open up water" ... Lamp raised and lowered in front of body.

"Close down water" ... Lamp passed in front of body from left to right and back again.

"Increase pressure" ... As "open up water" repeated.

"Reduce pressure" ... As hand or flag signal but with lamps.

6. Whistles are of little use as they cannot be heard close to a pump at work and for long relays cyclist messengers are recommended.

(A.F.Os. 1143/39 and 4706/41 are cancelled.)

**2718.—Mobile Cranes and Shore Machinery—Transfer between Establishments —REPORTS**

*Dockyards and Shore Establishments*

(D. 5537/42.—4.6.1942.)

In view of the possibility of mobile cranes and shore machinery generally having been transferred between establishments to meet urgent requirements, and in order that the necessary periodical inspection and tests may be carried out as they become due, the particulars of transfer are to be communicated to the dockyards responsible for their custody in accordance with A.F.O. 4003/41.

2. Particulars of transfers are also to be reported to the Admiralty.

(A.F.O. 4003/41.)

**2719.—Cooking Ranges with Steam Boilers**

(D. 4646/42.—4.6.1942.)

Cooking ranges which incorporate a steam pressure boiler are to be supplied and maintained wholly as a charge to vote 8.

