

HEAD OF "P" BRANCH

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A.F.Os. 2703—2704/44

RESTRICTED

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# ADMIRALTY FLEET ORDERS

**ACCOUNTANT BRANCH EXAMINATIONS—REVISED  
REGULATIONS—REPORTS**

**EXAMINATIONS FOR THE RANKS OF PAYMASTER  
LIEUTENANT-COMMANDER, PAYMASTER SUB-  
LIEUTENANT, WARRANT WRITER, WARRANT  
SUPPLY OFFICER, WARRANT COOK AND  
WARRANT STEWARD, R.N.**

ADMIRALTY, S.W.1,  
25 May, 1944.

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

By Command of Their Lordships,

*J. V. Markham*

*To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships, Vessels and C.O. Craft (see A.F.O. 494/44) Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.*

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

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*P1* *sub. a. 18/9*  
*sub H.*  
*for Kelg*

HEAD OF "P" BRANCH

## 2703.—Accountant Branch Examinations—Revised Regulations—REPORTS

(C.W. 49895/43.—25 May, 1944.)

Their Lordships have approved revised regulations regarding examinations in the Accountant Branch.

2. A.F.O. 2704/44 which contains the new rules for the qualifying examinations for Paymaster Lieutenant Commander, Paymaster Sub-Lieutenant, Warrant Writer, Warrant Supply Officer, Warrant Cook and Warrant Steward R.N., replaces all existing instructions in K.R. & A.I. and A.F.Os. dealing with these examinations and will come into effect on *1st January, 1945*. Revised regulations regarding examinations for ratings including W.R.N.S. ratings are being prepared and will be promulgated in due course, but the matters referred to in this Order are of general application to all examinations whether for officers, ratings or W.R.N.S. ratings.

## GENERAL

3. The Paymaster Captain-in-Charge, H.M.S. "President V," Accountant Ratings' Training Establishment, Highgate School, Highgate, London, N.6 (hereinafter referred to as A.R.T.E.) is the setting and marking authority for all written examinations.

*Circumstantial Report*

4. When assessing results attained by candidates, to enable consideration to be given to the circumstances prevailing during the period of working-up for, and actually taking, written examinations, a report covering the points enumerated below, is to be compiled by a candidate's Accountant Officer and attached to the worked papers. The report is to state briefly (but in sufficient detail to be of assistance to the marking authority) the following points:—

- (a) The opportunity the candidate has had of working-up for the examination.
- (b) A summary of employment during the six months preceding the examination.
- (c) The actual conditions under which the examination was conducted and the extent to which they may have affected the candidate's performance (e.g., climate, heavy weather and liability to seasickness, gunfire, bombing, aircraft flying in vicinity, and other interruptions).
- (d) The Accountant Officer's general opinion of the candidate's professional ability and the degree to which he or she compares professionally with an average officer or rating of equal seniority.

*Conduct of Examinations*

5. The necessary arrangements are to be made by the candidates' Commanding Officers for their attendance and for the appointment of responsible supervising officers. Candidates on foreign service leave are to attend for examination at the port division in which they are borne for pay. Candidates unable to attend through sickness are to report the fact to the Admiralty.

6. The seals of the envelopes containing sets of question papers are to be broken by supervising officers in the examination room in the presence of candidates.

7. The examinations in each paper are on no account to be held before the date and time laid down. In exceptional circumstances if conditions on the date fixed for an examination are such as to cause candidates to suffer *serious* disability, Commanding Officers (or Senior Officers) may arrange for the examination to be held on some other suitable date. The examination will then be accepted, provided that the Commanding Officer furnishes a statement of the reasons for the postponement and certifies that there was no possibility of the candidate having become acquainted with the papers before the examination.

*Disposal of Worked Papers*

8. Immediately on the conclusion of the examination in each subject the worked papers are to be enclosed in a sealed envelope.

9. On the conclusion of the examination all sealed envelopes are to be forwarded to A.R.T.E.

(A.F.O. 2704/44)

## 2704.—Examinations for the Ranks of Paymaster Lieutenant-Commander, Paymaster Sub-Lieutenant, Warrant Writer, Warrant Supply Officer, Warrant Cook and Warrant Steward, R.N.

(C.W. 49895/43.—25 May 1944.)

The following revised regulations for the above examinations are to come into force on 1st January, 1945.

## SECTION I

## EXAMINATION FOR THE RANK OF PAYMASTER LIEUTENANT-COMMANDER

2. The examination will be held annually in two parts. Part I will be held on the third Monday and Thursday in June and Part II on the third Monday and Thursday in December.

3. Candidates must have attained two years' seniority as Paymaster Lieutenant before attempting either part of the examination, but Part II may be taken before Part I if the candidate so desires.

*Application for Examination Papers*

4. Applications for examination papers are to be forwarded by the candidates' Commanding Officers to reach the Paymaster Director General six months before each part of the examination is due to be held. On the occasion of his *first* application for examination in Part I the candidate is also to forward his ledger certificate (see paragraph 9). Spare examination papers will be distributed to Commanders-in-Chief and Flag Officers of large independent Commands abroad, to whom application for papers should be made if those despatched from the Admiralty for each individual candidate fail to arrive within a reasonable time before the examination date.

*Promulgation of Results*

5. The results of the examination will be forwarded by A.R.T.E. (vide A.F.O. 2703/44, paragraph 3) to the Paymaster Director General. The names and marks of successful candidates will be promulgated in A.F.Os. The names of unsuccessful candidates will be communicated by letter from the Admiralty to the Commanding Officers of the ships in which they are serving; this letter will state the extent of the re-examination required.

*Subjects (all compulsory)*

6. Candidates will be expected to pass at one sitting in all subjects in each Part (see paragraphs 7 and 8).

| Paper           | Subject                              | No. of Questions to be attempted | Time allowed | Maximum marks |     |
|-----------------|--------------------------------------|----------------------------------|--------------|---------------|-----|
| PART I          |                                      |                                  |              |               |     |
| <i>Monday</i>   |                                      |                                  |              |               |     |
| A               | Pay and cash duties ... ..           | 6 out of 9                       | 1½ hours     | 100           |     |
| B               | Victualling, clothing and mess traps | 6 out of 9                       | 1½ hours     | 100           |     |
| <i>Thursday</i> |                                      |                                  |              |               |     |
| C               | Naval and air stores ... ..          | 6 out of 9                       | 1½ hours     | 100           |     |
| D               | Secretariat and general work ...     | 12 out of 15                     | 3 hours      | 200           |     |
|                 |                                      |                                  |              | Total ...     | 500 |

70 per cent. required to pass in each paper A, B, C and D.

## PART II

|                 |   |              |          |           |     |
|-----------------|---|--------------|----------|-----------|-----|
| <i>Monday</i>   |   |              |          |           |     |
| E               | Naval Law and Court-Martial Procedure.                  | 12 out of 15 | 3 hours  | 200       |     |
| F               | Cyphering and Communication Security Regulations.       | 6 out of 9   | 1½ hours | 100       |     |
| <i>Thursday</i> |   |              |          |           |     |
| G               | Admiralty Instructions on International Law.            | 6 out of 9   | 1½ hours | 100       |     |
| H               | Merchant Shipping Acts (suspended till further notice). | 6 out of 9   | 1½ hours | 100       |     |
|                 |   |              |          | Total ... | 500 |

60 per cent. required to pass in each paper E, F, G and H.

## Notes

(i) In setting papers A, B and C, the A.R.T.E. will so weight the marks as to make it impossible for the candidate to pass these papers without displaying a comprehensive knowledge of each of the subjects.

(ii) Candidates who pass in subjects E, F, G will not subsequently be required to pass in Merchant Shipping Acts, if this subject is re-introduced.

(iii) Each paper will show the time allowed, maximum marks and the number of questions to be answered.

(iv) The number of marks allotted to each question will be shown in the margin.

(v) No books will be allowed.

## Failures

7. Officers will be re-examined in the subjects in which they fail, but a serious failure in one or more subjects may entail re-examination in the whole of the Part concerned. Paymaster Lieutenants who have not passed the examination for Paymaster Lieutenant Commander will be promoted to Acting Paymaster Lieutenant Commander at eight years' seniority (or on attaining the age of 34 in the case of certain R.N.R. and R.N.V.R. officers transferred to the Royal Navy in 1937 subject to satisfactory record, and will be confirmed with original seniority on passing the whole examination. They will not be eligible for periodical increments of pay or for promotion to Paymaster Commander until they have passed.

## Transitional Period

8. Candidates who have passed in certain subjects under previous regulations will not be required to requalify in the corresponding subjects under these regulations, but only in those subjects in which they failed. For this purpose "Kings Regulations and Books of Instructions" corresponds to the new subject D, "Secretariat and General Work". An officer who failed in "Accountant Officer's Duties", under the old rules, will be required to pass in papers A, B and C and will thus automatically be required to pass in Air Stores, under the new rules.

## Ledger Work

9. When presenting themselves for Part I of this examination (see paragraph 4), officers are to produce one of the following certificates:—

- (a) "Has kept and rendered a ledger, including abstract and victualling summary, for two complete quarters."
- (b) *Where men's ledgers are divided into sections.* "Has kept and rendered the officers' section of the ledger and a section of the men's ledger, including abstracts and victualling summaries, each for a complete quarter."
- (c) "Has performed the duties described in (a) for one complete quarter and one of the duties described in (b) for one complete quarter."
- (d) "Has kept a ledger, or sections of a ledger, containing both officers' and men's accounts, for a total period of six months, and has closed and abstracted one ledger or section of a ledger at the end of a quarter."
- (e) *For officers promoted from the lower deck only.*—"Has kept and rendered a ledger or section of a ledger including abstract for one complete quarter."

10. Notwithstanding paragraph 9 above, officers who have not had an opportunity of obtaining a ledger certificate may, with the permission of the Admiralty, be allowed to sit for Part I prior to obtaining a ledger certificate, but they will not be eligible for promotion until they have obtained it. When qualified for the ledger certificate, the certificate in Form S.449 for officers to whom Form S.449 is applicable is to be completed and a copy forwarded to the Paymaster Director General.

11. The syllabus and books to be studied for this examination will be found in Appendix I to this Order.

## SECTION II

## EXAMINATION FOR THE RANK OF PAYMASTER SUB-LIEUTENANT

12. The examination will be in two parts. The papers for both parts will be set and distributed at four-monthly intervals. The examination will be held on the third Monday and Thursday in January, May and September.

13. Candidates will be required to take Part I four months before promotion to Acting Paymaster Sub-Lieutenant, i.e., at present on attaining 1 year and 4 months' seniority as Paymaster Midshipman; and Part II on promotion to Acting Paymaster Sub-Lieutenant. Officers due for promotion to Acting Paymaster Sub-Lieutenant in January, 1945, will take *both* parts of the examination in January, 1945. Officers due for promotion to Acting Paymaster Sub-Lieutenant in May, 1945, will take Part I of the examination in January, 1945, and Part II in May, 1945.

14. On passing the examination as a whole, the date of a candidate's confirmation as Paymaster Sub-Lieutenant will be adjusted with seniority according to the classes of certificates gained as laid down in K.R. & A.I., Article 301. Candidates who fail in Part I will be re-examined on attaining four months' seniority as Acting Paymaster Sub-Lieutenant and those who fail in Part II on attaining eight months' seniority and so on, as and if necessary.

## Prize

15. "The Gedge Medal" and a prize of books, will be awarded annually on the results of the examination as a whole. The rules for the award are contained in the Appendix to the Navy List.

## Applications for Examination Papers

16. Applications for examination papers are to be forwarded by the candidates' Commanding Officers to reach the Paymaster Director General six months before each part of the examination is due to be held. Spare examination papers will be distributed to Commanders-in-Chief and Flag Officers of large independent Commands abroad to whom application for papers should be made if those despatched from the Admiralty for each individual candidate fail to arrive within a reasonable time before the examination date.

## Professional Report

17. Form S.449, completed and marked in accordance with K.R. & A.I., Article 1460, is to be forwarded with the worked examination papers for scrutiny by the Paymaster Director General and will be returned to the candidates' Commanding Officers. Form S.433A is no longer required and is abolished.

## Promulgation of Results

18. The results of the examination will be forwarded by A.R.T.E. to the Paymaster Director General. The names and marks of successful candidates will be promulgated in Admiralty Fleet Orders. The names of unsuccessful candidates will be communicated by letter from the Admiralty to the Commanding Officers of the ships in which they are serving; this letter will state the extent of the re-examination required and question papers will be despatched accordingly without further demand.

## Subjects for Examination (all compulsory)

19. Candidates will be expected to pass at one sitting in all subjects in each part (see paragraphs 20 to 22).

| Paper           | Subject   | No. of Questions to be attempted | Time allowed | Maximum marks |     |
|-----------------|---|----------------------------------|--------------|---------------|-----|
| PART I          |   |                                  |              |               |     |
| <i>Monday</i>   |   |                                  |              |               |     |
| A               | Secretariat and General Work ...                  | 9 out of 12                      | 2½ hours     | 200           |     |
| B               | Naval Discipline Act and Court-Martial Procedure. | 9 out of 12                      | 2½ hours     | 200           |     |
| <i>Thursday</i> |   |                                  |              |               |     |
| C               | Typewriting ... ..                                | —                                | 1 hour       | 50            |     |
| D               | Cyphering and Communication Security Regulations. | 6 out of 9                       | 1½ hours     | 100           |     |
|                 |   |                                  |              | Total ...     | 550 |

65 per cent. required to pass in each paper A, B, C and D.

## PART II

## Monday

|   |                                       |     |     |            |         |     |
|---|---------------------------------------|-----|-----|------------|---------|-----|
| E | Pay and Cash Duties                   | ... | ... | 6 out of 9 | 2 hours | 150 |
| F | Victualling, Clothing and Mess Traps. | ... | ... | 6 out of 9 | 2 hours | 150 |

## Thursday

|   |                      |     |     |            |         |               |
|---|----------------------|-----|-----|------------|---------|---------------|
| G | Naval and Air Stores | ... | ... | 6 out of 9 | 2 hours | 150           |
|   |                      |     |     |            |         | Total ... 450 |

55 per cent. required to pass in each paper E, F and G.

## Notes

(i) In setting papers E, F and G the A.R.T.E. will so weight the marks as to make it impossible for the candidate to pass these papers without displaying a comprehensive knowledge of each of the subjects.

(ii) Each paper will show the time allowed, maximum marks and the number of questions to be answered.

(iii) The number of marks allotted to each question will be shown in the margin.

(iv) No books will be allowed.

(v) Certificates :—

85 per cent. of the total marks required for a First Class

70 per cent. of the total marks required for a Second Class

60 per cent. of the total marks required for a Third Class

Below 60 per cent. of the total marks required for a Failure

## Failures

20. Officers will be re-examined in the subjects in which they fail, but a serious failure in one or more subjects may entail re-examination in the whole of the Part concerned. A candidate who fails will lose three months' time. On re-examination, however, a successful candidate's revised total marks in the examination as a whole will qualify him for restoration of time lost as follows, but in no circumstances will he be awarded other than a third class certificate :—

85 per cent. ... .. 2 months

70 per cent. ... .. 1 month

21. He will be ineligible to regain any time in cases where a second re-examination is permitted.

## Transitional Period

22. Candidates who have passed in certain subjects, under previous regulations, will not be required to requalify in the corresponding subjects of the new examination, but only in those in which they failed. For this purpose "Ship's Office Work" and "Captain's Secretary's Work" correspond respectively to the new subjects—E (Pay and Cash Duties) and A (Secretariat and General Work). An officer who failed in Victualling and Naval Stores under the old rules will be required to pass in subjects F and G under the new rules.

## Permanent Commission Candidates

23. The examination will be the same in all respects as that for cadet entries, but as Permanent Commission Candidates undergo a seven months' course of continuous instruction at the A.R.T.E., they will be required to take Parts I and II together.

24. The syllabus and books to be studied for this examination will be found in Appendix II to this Order.

## SECTION III

## EXAMINATIONS FOR THE RANKS OF WARRANT WRITER AND WARRANT SUPPLY OFFICER

25. Before being eligible to sit for the professional examination to qualify for promotion to Warrant Writer or Warrant Supply Officer, candidates must have satisfied the following conditions :—

(i) Qualified educationally for Warrant rank by passing an examination (as for Executive Warrant Officers) in certain subjects of the Higher Educational Test as follows :—

either (a) First class marks in any one of the following :—

(I) "General Knowledge"

(II) "History"

(III) "Geography"

and second class marks in

(VII) "Practical Mathematics"

or (b) Second class marks in any two of the following :—

(I) "General Knowledge"

(II) "History"

(III) "Geography"

and second class marks in

(VII) "Practical Mathematics"

Candidates may pass in one or more subjects at a time as they prefer.

(ii) Passed for Supply Chief Petty Officer or Chief Petty Officer Writer (or for Petty Officer rates if the written examinations for these rates are re-introduced).

(iii) Attained the age of 25 years.

26. The professional examinations will be held annually on the third Monday and Thursday in July.

## Applications for Examination Papers

27. Applications for examination papers are to be forwarded by the candidates' Commanding Officers to reach the Paymaster Director General six months before the examinations are due to be held. Applications are to state the dates on which the candidates attained each of the three qualifications required by paragraph 25. Spare examination papers will be distributed to Commanders-in-Chief and Flag Officers of large independent Commands abroad to whom application for papers should be made if those despatched from the Admiralty for each individual candidate fail to arrive within a reasonable time before the examination date.

## Promulgation of Results

28. The results of the examination will be forwarded by A.R.T.E. to the Paymaster Director General. The names and marks of successful candidates will be promulgated in A.F.Os. The names and marks of unsuccessful candidates will be communicated by A.R.T.E. to the Commanding Officers of the ships in which they are serving.

29. Subjects (all compulsory)

| Paper                     | Subject                      | No. of Questions to be attempted | Time allowed | Maximum marks |
|---------------------------|------------------------------|----------------------------------|--------------|---------------|
| <i>For Warrant Writer</i> |                              |                                  |              |               |
| Monday                    |                              |                                  |              |               |
| A                         | Pay and Cash Duties          | 12 out of 15                     | 3 hours      | 300           |
| Thursday                  |                              |                                  |              |               |
| B                         | Secretariat and General Work | 12 out of 15                     | 3 hours      | 300           |
|                           |                              |                                  |              | Total ... 600 |

70 per cent. of the aggregate required to pass with 55 per cent. in each subject.

## For Warrant Supply Officer

## Monday

|   |                                       |              |         |     |
|---|---------------------------------------|--------------|---------|-----|
| A | Victualling, Clothing and Mess Traps. | 12 out of 15 | 3 hours | 300 |
|---|---------------------------------------|--------------|---------|-----|

## Thursday

|   |                      |              |         |     |
|---|----------------------|--------------|---------|-----|
| B | Naval and Air Stores | 12 out of 15 | 3 hours | 300 |
|---|----------------------|--------------|---------|-----|

|       |     |     |
|-------|-----|-----|
| Total | ... | 600 |
|-------|-----|-----|

70 per cent. of the aggregate required to pass with 55 per cent. in each subject.

## Notes

(i) A.R.T.E. will so weight the marks as to make it impossible for a candidate to pass any paper without displaying a comprehensive knowledge of each of the subjects.

(ii) Each paper will show the time allowed, maximum marks and the number of questions to be answered.

(iii) The number of marks allotted to each question will be shown in the margin.

(iv) No books will be allowed.

## Failures

30. Candidates who fail in one or more subjects will be required to take the whole examination again.

## Transitional Period

31. A candidate who has failed in Naval Stores under the old rules will automatically be required to pass in Naval and Air Stores under the new rules.

32. Candidates who failed to pass professionally under the previous regulations will be required to pass professionally under the revised regulations. They will also be required to obtain second class marks in the Higher Educational Test paper, "Practical Mathematics," unless in a previous professional examination they obtained 50 per cent. in the mathematical paper set under the old rules.

33. Candidates who under paragraph 32 are required to obtain second class marks in the Higher Educational Test subject "Practical Mathematics," as well as to pass the professional examination must pass in the former before being eligible to sit for the latter.

34. Candidates, who, under the old rules, passed all professional papers obtaining 70 per cent. of the total marks allotted to these papers, but who failed to obtain passing marks in the mathematical paper, will be required to obtain second class marks in the Higher Educational test paper "Practical Mathematics," but will not be required again to qualify professionally under the revised regulations.

35. The syllabuses and books to be studied for these examinations will be found in Appendix III to this Order.

## EXAMINATION FOR THE RANK OF WARRANT COOK

36. Before being eligible to undergo the course and examination to qualify professionally for promotion to Warrant Cook, continuous service Cook (S) and (O) candidates must:

(a) have completed two years' service since passing the professional examination for Petty Officer Cook, and

(b) have qualified educationally for Warrant rank.

37. The course and professional examination will be held as necessary, applications being made to the Commodores of Depots.

38. The course in a Naval Cookery School for Cook (S) candidates will last two months and for Cook (O) candidates three months. The course will be divided into three periods of instruction as follows:—

(a) In the cookery school.

(b) In the general mess galley, the candidate, if practicable, being placed in charge.

(c) in the bakery.

## Syllabus and Examination

39. The examination will be set and conducted by the Officer-in-Charge of the Cookery School, assisted by a Cookery Officer and will embrace the following syllabus:—

|   | Subject   | Maximum marks |
|---|---|---------------|
| <i>(a) Written</i>  |   |               |
| (i)   | Theory and methods of cooking and galley organization                 | 30            |
| (ii)  | Theory and methods of baking and bakery organization                  | 30            |
| (iii)   | Preparation of general mess menus and estimating ingredients required | 20            |
| (iv)  | Regulations affecting cook ratings                                    | 20            |
|   |   | — 100         |
| <i>(b) Oral</i>   |   |               |
| (v)   | Demonstration and lecture in cookery school on a specified dish       | 25            |
| (vi)  | Meat and butchery   | 25            |
| (vii)   | Ability to test and mark meals in cookery examinations                | 25            |
|   |   | — 75          |
| To the above marks will be added proficiency marks assessed on the work done during the course as follows:— |   |               |
| (viii)  | In the Cookery School   | 25            |
| (ix)  | In the general mess galley  | 25            |
| (x)   | In the bakery   | 25            |
|   |   | — 75          |
|   | Total   | 250           |

## Passing Standard

40. In order to pass, candidates must obtain 60 per cent. in each subject (i)–(x) and an aggregate of 80 per cent.

41. The names of successful candidates and details of the marks obtained are to be communicated to the Paymaster Director General.

42. On passing for Warrant Cook, Cook (O) candidates will be drafted for a period of at least six months to large ships or establishments in billets normally filled by Cook (S) ratings, in order to gain experience in cooking and baking for ships' companies and the other duties of a Warrant Cook, so that their recommendations for Warrant rank may be based on actual experience.

## Failures

43. The examining officers will decide whether or not a candidate who fails to pass may apply for a further course and re-examination and if so after what lapse of time. The second course will be of the same duration as the first. A second failure at the cookery school will entail final rejection.

## EXAMINATION FOR THE RANK OF WARRANT STEWARD

44. A new system of catering for officers' messes has been introduced, which is the responsibility of Warrant Stewards (A.F.O. 4925/43). In order that these officers may be fully qualified technically to undertake these new duties, it has been approved that before being eligible for promotion candidates shall undergo a course of instruction at the Royal Naval Barracks, Portsmouth, upon successful completion of which they will be regarded as qualified professionally for promotion.

45. The regulations governing promotions will differ in peace and war as shown below.

## Peace Time

46. Before being eligible to undergo the course and examination to qualify professionally for Warrant Steward candidates must—

(a) have completed two years' service since passing the professional examination for Petty Officer Steward, or Petty Officer Cook (O);

(b) hold the rating of Chief Petty Officer or Petty Officer Steward or Chief Petty Officer or Petty Officer Cook (O);

- (c) have qualified educationally for Warrant rank as laid down in paragraph 25 (i) above. The requirement to obtain second class marks in the Higher Educational Test subject "Practical Mathematics" will not, however, be introduced until circumstances render this expedient.

#### Course

47. The course and subsequent professional examination will be held as necessary, applications being made to the Commodores of Depots. The course will be of three months' duration of which one month will be devoted to instruction in cookery, to ensure that the candidate is capable of full collaboration with the cook branch.

48. Where a Cook (O) rating is undergoing the course, the time normally allocated to cooking will be devoted to instruction in the remaining subjects, but he will be examined in all subjects at the end of the course.

#### Syllabus and Examination

49. The examination will be set and conducted by the officer-in-charge of the course and will embrace the following syllabus:

| Subject  | Maximum marks |
|--|---------------|
| (i) Catering, marketing and maintenance of stocks ... ..   | 200           |
| (ii) Mess, wine and tobacco accounts ... ..                | 100           |
| (iii) Preservation of food, including refrigeration ... .. | 50            |
| (iv) Official and private entertaining ... ..              | 50            |
| (v) Cookery ... ..   | 100           |
| Total ... ..   | 500           |

#### Passing Standard

50. In order to pass candidates must obtain 60 per cent. in each subject and an aggregate of 80 per cent.

51. The names of successful candidates and details of the marks obtained are to be communicated to the Paymaster Director General.

52. On passing for Warrant Steward, Cook (O) candidates will be drafted for a period of at least six months to large ships or establishments to gain experience in stewards' duties and, in particular, those duties which are not covered by the course, i.e. those normally performed by junior steward ratings.

#### Failures

53. The examining officer will decide whether or not a candidate who fails to pass may apply for a further course and re-examination and if so after what lapse of time. The second course will be of the same duration as the first. A second failure will entail final rejection.

#### War Time Modifications

#### Educational Qualifications

54. Ratings who are eligible for promotion to *Temporary Acting Warrant Steward, R.N. or R.N.V.R.*, will not be required to qualify educationally. The educational qualification will, however, still be required of candidates for promotion to Acting Warrant Steward, R.N.

#### Selection of Candidates for Course

55. Ratings will not be entitled in war time to make application for the course. Candidates to undergo the course will be selected by the Paymaster Director General from the following:—

- (a) Continuous service Chief Petty Officers and Petty Officers of the Steward and Cook (O) branches, who are qualified educationally and appear on the roster.
- (b) Recommended Chief Petty Officers and Petty Officers of the Steward and Cook (O) branches, who are pensioners, or within four years of pension.

- (c) Recommended hostilities only ratings of *any branch*, who possess the necessary qualifications in private life. Such of these ratings as are within *seven years of pension may* be promoted to Temporary Warrant Rank under A.F.O. 2039/44.

(Recommended W.R.N.S. ratings with suitable qualifications will also be selected to undergo this course by the Director W.R.N.S. and will be promoted, if successful, to Acting Third Officer to perform duties similar to those of Warrant Stewards.)

56. The course will be of six weeks' duration, of which two weeks will be devoted to instruction in cookery.

57. Where a Cook (O) rating is undergoing this course, the time normally allocated to cooking will be devoted to instruction in the remaining subjects, but he will be examined in all subjects at the end of the course.

#### Syllabus and Examination

58. The examination will be set and conducted by the officer-in-charge of the course and will embrace the following syllabus:—

| Subject   | Maximum marks |
|---|---------------|
| (i) Catering, marketing, divisional and general duties ... .. | 300           |
| (ii) Mess, wine and tobacco accounts ... ..                   | 200           |
| (iii) Cookery ... ..  | 100           |
| Total ... ..  | 600           |

#### Passing Standard

59. In order to pass candidates must obtain 60 per cent. in each subject and an aggregate of 70 per cent.

60. The names of successful candidates and details of the marks obtained are to be communicated to the Paymaster Director General, who will arrange for the promulgation of their promotions.

61. Cook (O) candidates will not be required to comply with the peace time provision of six months' service in large ships or establishments before being promoted to Warrant Steward.

#### Failures

62. Failure will entail final rejection.

### APPENDIX I

#### Examination for the Rank of Paymaster Lieutenant Commander

#### Syllabus and Books to be studied

#### PART I

#### (A) Pay and Cash Duties

A thorough knowledge of these subjects will be required.

Candidates will be expected to display a knowledge of the organization of a Pay Office and to answer questions on the practical application of the regulations. The memorization of rates of pay and allowances will not be required.

Books—King's Regulations and Admiralty Instructions, Vols. I and II.

Appendix to the Navy List.

Current A.F.Os.

#### (B) Victualling, Clothing and Mess Traps

A thorough knowledge of these subjects will be required.

Candidates will be expected to display a knowledge of the victualling organization of ships and to answer questions on the practical application of the regulations.

Books—King's Regulations and Admiralty Instructions, Vols. I and II.

B.R.93—Manual of Victualling, Vol. I (except Chapter VIII).

B.R.5—Manual of Naval Cookery.

B.R.1025(44)—Small Ships' Accountant Manual (about to be issued).

B.R.97—Manual for Officers' Stewards.

or B.R.97a—Handbook for Junior Officers' Stewards.

B.R.44—Hints to Mess Caterers.

Current A.F.Os.

See  
2976/444

(C) *Naval and Air Stores*

A thorough knowledge of Naval Stores and (for the present) an elementary knowledge of Air Stores will be required.

Candidates will be expected to display a knowledge of the stores organization of ships.

Books—King's Regulations and Admiralty Instructions, Vols. I and II.

B.R.4, Part I—Naval Storekeeping Manual.

Provisional Pamphlet on Naval Air Supply Duties (pending revision of B.R.4, Part II—Naval Aircraft Instructions).

Current A.F.Os.

Candidates are to produce and attach to their worked papers a certificate signed by their Accountant Officers, stating what opportunities they have had of learning the practical side of air storekeeping (e.g., if they have served in or had opportunities of visiting carriers, air stations or depots such as Perth).

(D) *Secretariat and General Work*

A comprehensive knowledge of secretariat work and a general knowledge of the books mentioned below will be expected, but questions will not be asked which are covered by the other papers of the examination.

In addition to the books mentioned, candidates will be expected to know where various regulations and/or instructions which may affect secretariat duties are to be found (e.g., Drafting Regulations, R.F.R., R.N.R., R.N.V.R. Regulations, etc.); a detailed knowledge of such books will not be expected.

Books—King's Regulations and Admiralty Instructions, Vols. I and II.

C.B. Form U2D.

B.R.49—Handbook of Organization of a Naval Secretariat.

Appendix to the Navy List.

Current A.F.Os.

*Note to Part I*

The memorization of the numbers of S. Forms, etc., will not be required.

## PART II

(E) *Naval Law and Court-Martial Procedure*

A thorough knowledge of B.R.11—Admiralty Memorandum on Naval Court-Martial Procedure—will be required.

(F) *Cyphering and Communication Security Regulations*

- (i) Current cyphers in use and their purpose.
- (ii) When to use cypher, code and plain language.
- (iii) Security.
- (iv) Preparation and despatch of messages.
- (v) The working of cypher machines and devices in use.

(G) *Admiralty Instructions on International Law*

- Books— (i) O.U.5316—Naval Prize Manual.
- (ii) King's Regulations and Admiralty Instructions—Articles 592, 939 to 955 and 957.
  - (iii) Current C.A.F.Os. and A.F.Os. dealing with the practical application of the principles of International Law.

The following may also be read :—

- (iv) C.B.3102—Notes on Maritime International Law.
- (v) B.R.30—International Law (Hall).

(H) *Merchant Shipping Acts* (suspended till further notice)

A general acquaintance with the Merchant Shipping Acts and a thorough knowledge of B.R.13—Instructions relating to Naval Courts.

## APPENDIX II

*Examination for the Rank of Paymaster Sub-Lieutenant  
Syllabus and Books to be Studied*

## PART I

(A) *Secretariat and General Work*

The syllabus will be the same as in Paper (D) of the examination for the rank of Paymaster Lieutenant-Commander, but the standard required will be lower.

(B) *Naval Discipline Act and Court-Martial Procedure*

A general working knowledge will be required of B.R.11—Admiralty Memorandum on Naval Court-Martial Procedure.

(C) *Typewriting*

(i) A speed test of ten minutes' duration ; marks being awarded for accuracy and speed combined.

(ii) Typing a tabulated statement.

(iii) Typing a fair copy of a draft official letter for signature. Correcting spelling errors, inserting proper punctuation and complying with the regulations regarding correspondence.

(D) *Cyphering and Communication Security Regulations*

The syllabus will be the same as in Paper (F) of the examination for the rank of Paymaster Lieutenant-Commander, but the standard required will be lower.

## PART II

(E) *Pay and Cash Duties*

The syllabus will be the same as in Paper (A) of the examination for the rank of Paymaster Lieutenant-Commander, but the standard required will be lower.

(F) *Victualling, Clothing and Mess Traps*

The syllabus will be the same as in Paper (B) of the examination for the rank of Paymaster Lieutenant-Commander, but the standard required will be lower.

(G) *Naval and Air Stores*

The syllabus will be the same as in Paper (C) of the examination for the rank of Paymaster Lieutenant-Commander, but the standard required will be lower.

Candidates are to produce and attach to their worked papers a certificate signed by their Accountant Officers, stating what opportunities they have had of learning the practical side of air storekeeping (e.g. if they have served in or had opportunities of visiting carriers, air stations or depots such as Perth).

*Note*

Throughout the examination for the rank of Paymaster Sub-Lieutenant, memorization of the numbers of S. Forms, etc., will not be required.

## APPENDIX III

*Syllabuses and Books to be Studied  
Examination for the Rank of Warrant Writer*(A) *Pay and Cash Duties*

A thorough knowledge of these subjects will be required. Candidates will be expected to display a knowledge of the organization of a Pay Office and to answer questions on the practical application of the regulations.

The memorization of rates of pay and allowances will not be required.

Books—King's Regulations and Admiralty Instructions, Vols. I and II.

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Current A.F.Os.

(B) *Secretariat and General Work*

A comprehensive knowledge of secretariat work and a general knowledge of the books mentioned below will be expected, but questions will not be asked which are covered by the other paper of the examination.

In addition to the books mentioned, candidates will be expected to know where various regulations and/or instructions which may affect secretariat duties are to be found (e.g. Drafting Regulations, R.F.R., R.N.R., R.N.V.R. Regulations, etc.); a detailed knowledge of such books will not be expected.

Books—King's Regulations and Admiralty Instructions, Vols. I and II.  
C.B. Form U2D.  
B.R.49—Handbook of organization of a Naval Secretariat.  
Appendix to the Navy List.  
Current A.F.Os.

*Note*

The memorization of the numbers of S. Forms, etc., will not be required.

*Examination for the Rank of Warrant Supply Officer*

(A) *Victualling, Clothing and Mess Traps*

A thorough knowledge of these subjects will be required.

Candidates will be expected to display a knowledge of the victualling organization of ships and to answer questions on the practical application of the regulations.

Books—King's Regulations and Admiralty Instructions, Vols. I and II.

B.R.93—Manual of Victualling, Vol. I (except Chapter VIII).

B.R.5—Manual of Naval Cookery.

B.R.1025(44)—Small Ships' Accountant Manual (about to be issued).

B.R.97—Manual for Officers' Stewards

or B.R.97a—Handbook for Junior Officers' Stewards

B.R.44—Hints to Mess Caterers

Current A.F.Os.

(B) *Naval and Air Stores*

A thorough knowledge of Naval Stores and (for the present) an elementary knowledge of Air Stores will be required.

Candidates will be expected to display a knowledge of the stores organization of ships.

Books—King's Regulations and Admiralty Instructions, Vol. I and II.

B.R.4, Part I—Naval Storekeeping Manual.

Provisional Pamphlet on Naval Air Supply Duties (Pending revision of B.R.4, Part II—Naval Aircraft Instructions).

Current A.F.Os.

Candidates are to produce and attach to their worked papers a certificate signed by their Accountant Officers stating what opportunities they have had of learning the practical side of air storekeeping (e.g. if they have served in or had opportunities of visiting carriers, air stations or depots such as Perth).

*Note*

The memorization of the numbers of S. Forms, etc., will not be required.

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K.R. & A.I. will be amended in due course.

(*A.F.O.'s 4925/43, 2039/44 and 2703/44.*)

(*A.F.Os. 3462/41, paragraphs 5, 8, 9, 10, 11, 15 and 16, 1229/42, 1291/43, 1786/43, 2230/43, C.A.F.O. 2451/42 and Appendix IV of B.R.5 (Manual of Naval Cookery) are cancelled.*)