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# ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,

25th 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.

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, 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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### 2815.—Complements of H.M. Ships and Establishments—Temporary Manning Standard (Ratings)

(N. 11853/44.—25 May 1944.)

To ensure that the manning resources available are evenly distributed, the complements of all ships and establishments are to be adjusted to, and maintained at, the Temporary Manning Standard shown in paragraph 3 below. Admiralty authority is required to any exception.

2. Drafting authorities abroad should arrange for the early discharge to the United Kingdom of all ratings rendered supernumerary, but ratings at home are not to be discharged to Depot until withdrawn by draft order from the Commodore of the Depot.

3. (a) Below, under the heading "Temporary Manning Standard", is shown for each rating concerned what proportion of the authorized complement is now allowed. The percentage shown is to be applied in each case to the total number of that rating authorized by scheme of complement after adding sliding scale allowances, etc., and irrespective of the substitutions mentioned in (f) below or of dilution by W.R.N.S. Where no authorized scheme of complement has been issued, the percentages are to be applied to numbers usually borne, or which have been submitted as a proposed complement. Numbers allowed are to be calculated to the nearest whole number, the ship being given the benefit in the case of a fraction of exactly one half.

(b) Under the heading "To be borne in lieu" are shown the ratings that may be borne in lieu of those reduced by the Temporary Manning Standard.

(c) In ships :—

Temporary Manning Standard	per cent.	To be borne in lieu
Chief and Petty Officers combined	92	Ordinary Seaman.
Leading Seamen ... ..	67	Leading Seamen (N.Q.).
A.B. and Ordinary Seamen combined.	100	But 50 per cent. of the total should be Ordinary Seamen.
Q.R.2 ... ..	80	Q.R.3.
A.A.1 ... ..	67	No non-substantive replacement.
A.A.2 ... ..	67	No non-substantive replacement.
R.C.3 ... ..	90	No non-substantive replacement.
R.P.3 ... ..	90	No non-substantive replacement.
L.T.O. (LP) and P.O. Wireman (L) combined	67	No non-substantive replacement.
L.T.O. and Leading Wireman (L) combined.	75	No non-substantive replacement.
P.R.T.I., 1st and 2nd class combined.	50	No non-substantive replacement.
Leading Stoker ... ..	75	Leading Stoker (N.Q.).
Stokers, 1st and 2nd class combined.	100	But the proportion of Stokers 2nd class to be as laid down in C.A.F.O. 288/44, paragraph 7.
V/S and W.T. ratings as laid down in C.A.F.Os. 315/42, 241/44 and 819/44.		
C.E.R.A. as laid down in C.A.F.Os. 1160/42, 1249/42, 53/43 and 2587/43.		
E.R.A. as laid down in C.A.F.Os. 1185/40 and 2200/43.		
Writer ratings as laid down in A.F.O. 4543/43.		
Supply ratings as laid down in A.F.O. 4543/43.		
F.A.A. ratings as laid down in A.F.O. 1759/44.		

Note.—The proportions given above are not to be applied to Submarine, Coastal Forces or Combined Operations ratings, or to Repair Staffs in Destroyer and Submarine Depot Ships.

(d) Ashore :—

Temporary Manning Standard	per cent.	To be borne in lieu
Chief and Petty Officers combined	92	No replacement.
Leading Seaman ... ..	50	Leading Seaman (N.Q.).
Seaman (Radar) ratings (total)...	90	No replacement.
G.M. ... ..	80	Acting Q.R.1 (S.V.) or (G) rating 1st class.
R.C.3 ... ..	90	No non-substantive replacement.
R.P.3 ... ..	90	No non-substantive replacement.
L.T.O. (LP) and P.O. Wireman (L) combined.	67	No non-substantive replacement.
L.T.O. and Leading Wireman (L) combined.	75	No non-substantive replacement.
P.R.T.I. (1st and 2nd class combined) in New Entry training establishments and rehabilitation centres)	75	No non-substantive replacement.
P.R.T.I. (1st and 2nd class combined) elsewhere.	50	No non-substantive replacement.
Leading Stoker ... ..	75	Leading Stoker (N.Q.).
M.A.A. and R.P.O. combined ...	33	Chief Stoker or Stoker Petty Officer.
F.A.A. ratings—see Note II below and A.F.O. 1759/44.		
All other substantive ratings ...	90	No replacement.
All other non-substantive ratings	90	No non-substantive replacement.
All W.R.N.S. ratings ... ..	90	No replacement.

Note I.—The proportions given above are not to be applied to Patrol Service, Boom Defence, Controlled Mining or H.D.O. ratings, or to Submarine Repair Staffs, or to Instructors (other than P.R.T.I.) allowed by scale in cases where one Instructor is allowed to 20 or more ratings under training.

Note II.—F.A.A. ratings.—Supervisory rates, i.e. Air Artificer 3rd class, P.O. Air Fitter and Air Mechanic and above—will be drafted to Naval Air Stations and Air Repair Yards at home and abroad in the following proportions: A and E trades, 1 to 13; L and O trades, 1 to 10. Training Squadrons, Naval Air Stations and Air Repair Yards at home will be manned to 80 per cent. of the complement.

(e) The instructions in (c) and (d) above supersede all existing scales of dilution for the categories referred to therein. They also supersede the Temporary 1944 Manning Standard promulgated in paragraph 3 of Admiralty General Message 191A of 20 Dec. 1943, and in Admiralty Message 020144/January, 1944, which was addressed to authorities ashore at home only.

(f) Instructions for the substitution of certain ratings for others, which remain in force, are given in :—

A.F.Os. 6378/42 and 20/44 ...	Wireman (L) ratings for Torpedo ratings.
C.A.F.O. 1241/43... ..	Chief Mechanics for C.E.R.As.
C.A.F.O. 2200/43... ..	Mechanicians for E.R.As.
A.F.O. 1043/43 ... ..	E.R.Ms. and E.R.As.
A.F.O. 4838/41 ... ..	O.Ms. for O.As.
A.F.O. 682/43 ... ..	E.Ms. for E.As.
A.F.O. 4053/43 ... ..	Joiners for Shipwrights.
A.F.O. 1021/41 ... ..	Air Fitters of any class for Air Artificers.
Admiralty Message 050412/May, 1944.	Seamen for Cooks (S) (Shore Establishments in the United Kingdom).

The proportions given in (d) above are to be applied to the combined numbers of E.R.As. and E.R.Ms. allowed, O.As. and O.Ms. allowed and E.As. and E.Ms. allowed.

(g) Attention is drawn to the fact that, in many schemes of complement, G.Ms. are allowed in lieu of (G) ratings 1st class and not in addition thereto. For example, the scheme of complement may allow :—

5 G.M. (included in 1st class Gunnery rates below)			
8 Q.R.1	5 L.R.1	5 C.R.1	8 A.A.1 "



These figures must be amended, to comply with the manning standard in sub-paragraph (c) above, to read:—

“ 5 G.M. (included in 1st class Gunnery rates below)  
8 Q.R.1      5 L.R.1      5 C.R.1      4 A.A.1 ”.

The total number of 1st class ratings, plus Gunner's Mates borne, however, should not exceed 22 (i.e. the total of 1st class ratings now allowed) because the duties of 5 of the 1st class ratings are performed by the 5 Gunner's Mates.

(h) On Form S.162, and on any other form of complement return, the “ Allowed ” column is always to show the numbers allowed after application of the Temporary Manning Standard as explained in (a) above.

(i) The authorized full complement is to be used as a basis for payments under K.R. & A.I., Articles 428 and 1591, except in those cases where numbers given in schemes of complement are “ in abeyance ”, e.g. V/S and W/T ratings in accordance with C.A.F.Os. 315/42, 241/44 and 819/44.

(N.B.—Wiremen (L) employed in L.T.O. vacancies are eligible for difference of pay as Leading Wireman (L). Similarly, Leading Wiremen (L) employed in L.T.O. (LP) vacancies are eligible for difference of pay as P.O. Wireman (L).)

(C.A.F.Os. 1185/40, 315/42, 1160/42, 1249/42, 53/43, 1241/43, 2200/43, 2587/43, 241/44 and 819/44; A.F.Os. 1021/41 (not in Annual Volume), 4838/41, 6378/42, 682/43, 1043/43, 4053/43, 4543/43, 20/44 and 1759/44.)

(Admiralty General Message 191A timed 201759/Dec. 1943 and Admiralty Message 020144/Jan. 1944, addressed to Commanders-in-Chief, Flag Officers-in-Charge and Naval Officers-in-Charge, ashore at home, and to the Commodores, R.N. Barracks, Portsmouth, Devonport and Chatham, are cancelled.)

(C.A.F.O. 1240/43 is cancelled.)

## 2816.—Provision of Higher Substantive and Non-Substantive Ratings required for Manning the Fleet—Arrangements for Recommending and Drafting

(N. 11853/44.—25 May 1944.)

Certain instructions concerning the provision of experienced ratings for manning the Fleet and the related drafting machinery which have been promulgated from time to time in Admiralty Letters, Messages and Fleet Orders are reproduced below for information and for action as necessary.

2. It will be appreciated that the Fleet is the only source from which suitably balanced crews for commissioning new ships can be produced and from which the large numbers required for non-substantive and other courses can be drawn, and that failure to provide a sufficient flow of ratings from the Fleet for these purposes would mean that new ships could not be manned.

3. *Changes during commission.*—It has been estimated that every ship should expect changes in each branch of her ship's company at the average rate of 4 per cent. per month, irrespective of such larger changes as may occur during extensive refits. This rate may occasionally be exceeded if rapid advancement produces an overbearing of higher ratings.

Two and a half years is normally the *maximum* time that any man should remain in one ship.

4. As far as is practicable changes in complement should be evenly spread, but short notice of withdrawals is sometimes unavoidable. It is therefore essential that the organization on board should include the training of spare numbers who are capable of taking over the duties of higher ratings withdrawn in accordance with these instructions as well as of replacing casualties.

5. On the Home Station and in Canada, Newfoundland, Bermuda and the West Indies, ratings are to be withdrawn by name, as required, by the Commodores of the manning depots, and reliefs are to be provided by the depots.

Elsewhere all arrangements are to be made by Commanders-in-Chief or local drafting authorities and, if in exceptional cases it is necessary to issue instructions from the Admiralty or from depot for the discharge of individual ratings to the United Kingdom, these instructions are to be addressed to the Commanders-in-Chief or local drafting authority. They may be repeated to ships concerned.

6. *Drafting Pools.*—To enable authorities abroad to effect these changes, drafting pools have been established on various stations. The location of these pools is at the discretion of Commanders-in-Chief and may be altered from time to time. The main pools at present are maintained in Alexandria, Malta, Gibraltar, Freetown, Durban and Ceylon.

7. Requirements for replenishments of station pools are to be signalled to the Admiralty on dates advised from time to time by the Admiralty. As a general rule requests should be limited to young ratings (to be trained up on the station) and to senior ratings who do not become available locally through advancement or station training (e.g. G.M., Q.R.1, L.R.1, L.R.2, T.G.M., L.T.O. (LP), L.T.O., S.D.I., H.S.D., P.R.T.I., Mechanician, R.P.O.).

8. It is realized that on foreign stations it is not always practicable to ensure that ratings are employed only in ships manned from their own port division. The advisability of doing so, especially when a ship is due to return to the United Kingdom, should, however, be borne in mind.

9. *Training on Board.*—Authority has been given in Admiralty Fleet Orders for the qualification of the following non-substantive ratings under various conditions in ships or in certain establishments abroad: Q.R.2, Q.R.3, L.R.3, C.R.1 (U), C.R.2, C.R.3, A.A.1 (U), A.A.2 (U), A.A.3, Q.O., S.T., S.D. “ U ” and Diver 2nd class—but, owing to the small numbers that can be trained at sea under war conditions, it is essential to maintain the flow of candidates into the Gunnery, Torpedo, A/S and Radar schools at home.

10. *Release of Men for Training and/or Advancement.*—To enable Commanding Officers to appreciate the numbers required for substantive and non-substantive advancement or training, target figures are given below for each of the ratings for which an increased output is particularly urgent.

11. In every 12 months each ship or establishment should recommend for advancement to the rating shown in column 1 at least that proportion of the ratings, allowed by scheme of complement, which is shown in column 2.

(1) Rating required	(2) Minimum proportion of ratings allowed who should be recommended in every 12 months
Leading Seaman ... ..	1 for every 10 A.B. or Ordinary Seamen allowed.
Gunner's Mate ... ..	1 for every 10 (G) ratings 1st or 2nd class allowed.
C.R.1 ... ..	1 for every 3 C.R.2's allowed.
A.A.1 ... ..	1 for every 2 A.A.2's allowed.
A.A.2 ... ..	1 for every 2 A.A.3's allowed.
Q.O.... ... ..	1 for every 2 Q.Os. allowed.
T.G.M. ... ..	1 for every 5 L.T.O. (LP) or L.T.O. allowed.
L.T.O. (LP) or P.O. Wire- man (L).	1 for every 5 L.T.O. or Leading Wireman (L) allowed.
L.T.O. or Leading Wireman (L).	1 for every 3 S.T. or Wireman (L) allowed.
P.O. Telegraphist ... ..	1 for every 2 Leading Telegraphist allowed.
Leading Telegraphist ... ..	1 for every 2 Telegraphist or Ordinary Telegraphist allowed.
Yeoman of Signals ... ..	1 for every 2 Leading Signalmen allowed.
Leading Signalman ... ..	1 for every 2 Signalmen or Ordinary Signalmen allowed.
S.P.O. ... ..	1 for every 2 Leading Stokers allowed.
Leading Stokers ... ..	1 for every 3 Stokers, 1st or 2nd class allowed.
Leading Cook (O) ... ..	1 for every 2 Cooks (O) allowed.
Leading Steward ... ..	1 for every 4 Stewards or Assistant Stewards allowed.

12. The names of men recommended are to be forwarded on Form S.1303, etc., where applicable, and are also to be shown on the back of Form S.162 (or other form of monthly complement return) each month as long as the men concerned remain in the ship.

Instructions for rendering monthly complement returns are contained in A.F.O. 2817/44.

Instructions for rendering Form S.1303 and its variants are printed on the form. In the case of men discharged from abroad to the United Kingdom recommendations should also be shown on Form S.543 (draft note and tobacco permit).



13. *Engine Room Artificers*.—In all sea-going ships, in every three months on the average :—

At least 1 A/ERA4 in every 4 borne should be awarded a B.R.W.K.C.

At least 1 A/ERA4 in every 5 borne should pass for confirmation.

At least 1 ERA4 in every 4 borne should be awarded an E.R.W.K.C.

These confirmations and awards of watchkeeping certificates are to be reported to depots promptly.

14. Commanders-in-Chief are to administer the scheme outlined in paragraphs 11, 12 and 13 above; they may make adjustments in the "target" figures in special cases. Where numbers are small, endeavour should be made to provide the required recommendations on a squadron or flotilla basis.

Paragraphs 11 and 13 do not apply to sea-going ships until six months after commissioning or completing to full complement after an extensive refit.

15. *General*.—Commanding Officers are expected to give their personal attention to the following points :—

(a) Continually to encourage ratings of all branches to fit themselves for advancement.

(b) To ensure that the target figures in paragraphs 11 and 13 above are reached.

(c) To see that the monthly complement return (*vide* A.F.O. 2817/44) is rendered promptly and accurately.

(d) To organize and train their ship's companies so that changes do not materially affect their efficiency.

(e) To see that there is no delay in the release of ratings whose discharge has been ordered.

16. It must constantly be borne in mind that, in the present state of our resources, any supernumerary borne (unless specifically authorized) represents an equivalent deficiency in some other commitment, and that only the concerted efforts of all concerned, accurate reports, prompt compliance with instructions and ceaseless training, can ensure that no man-power or latent talent is wasted.

17. This order supplants the instructions in Admiralty Letters P.M. 5547/39 of 3 November 1939 and N.15112/43 of 19 August 1943, which are accordingly cancelled.

(A.F.O. 2817.)

(C.A.F.O. 64/42, 985/42 and 2204/42 and A.F.O. 3669/43 are cancelled.)

2817.—Return of State of Complement—Rendering

(N. 11853/44.—25 May 1944.)

*Instructions for Rendering*.—All ships, establishments and detached parties, in which ratings belonging to Portsmouth, Devonport, Chatham or Lee-on-Solent port division are serving, are to report their state of complement in respect of these ratings on the first of every month, as follows :—

(a) *Those in Home Waters, United Kingdom, Western Atlantic, U.S.A., Canada, Newfoundland and Iceland*, on Form S.162; one copy to the Commodore, R.N. Barracks, of the appropriate manning port and one to Admiralty (for Director of Personal Services).

(b) *Those on other Foreign Stations* on Form S.162 (or Station complement return); one copy to the Commander-in-Chief or Flag Officer concerned and one to Admiralty (for Director of Personal Services).

(c) Where F.A.A. ratings are borne an extract of this return, covering these ratings only, is to be sent to the Commodore, R.N. Barracks, Lee-on-Solent, in addition. This applies both to Home Waters and Foreign Stations.

(d) The copies addressed to the Admiralty are to be sent direct by the quickest means available.

(e) Ratings allocated to the Submarine Service, Coastal Forces or Combined Operations (that is, ratings drafted by H.M.S. "Dolphin", H.M.S. "Hornet" or H.M.S. "Copra") and D.E.M.S. ratings (that is ratings borne on the books of "President III") are not to be included.

(f) Returns are not required from the R.N. Barracks, Portsmouth, Devonport and Chatham or for ratings serving in Russia, or for F.A.A. ratings in the R.N. Barracks, Lee-on-Solent.

(g) As Form S.162 is not a secret document the whereabouts of sea-going ships are not to be filled in on the front of the form.

(h) These instructions must not be taken as exclusive and are in no way intended to conflict with the requirements or instructions of Commanders-in-Chief and Flag Officers abroad who are local drafting authorities, or of the Commodores of the manning ports, in respect of particular information to be inserted in S.162s or variants of the form. Drafting authorities may add to the following requirements in any way thought fit and at any time.

2. *Amendments required*.—The following instructions refer particularly to Form S.162 but should be applied as far as practicable when rendering any similar form of monthly complement return.

3. The form used should be brought up to date if necessary by inserting the titles of any ratings, allowed or borne, which are not already included in the printed form.

The list of ratings on page 2 should commence as follows :—

"C.P.O.	Ordinary Seaman
P.O.	Boy
L.S.	Wireman (L) ratings*
L.S. (N.Q.)	Cinema Operator*
A.B.	Total of all ratings shown above.

Included in above :—

G.M.	Q.R.2 and G.L.
Q.R.1	Q.R.3 and S.G."

\* To be borne substantively in lieu of Ordinary Seamen. The various grades of the Wireman (L) branch, i.e. P.O. Wireman (L), Leading Wireman (L) and Wireman (L), should be inserted lower down, below the heading "Included in above", alongside the Torpedo non-substantive ratings which they replace.

For Radar ratings, see paragraph 6 (d) below.

4. *Numbers allowed*.—(a) The "Allowed" column of the form is to show the numbers of ratings actually allowed on the date of the return, including those authorized in accordance with sliding scales, or for additional armament (see paragraph 6 (c)), or allowed additional for other special purposes.

(b) The authority for these additions and the numbers upon which sliding scale allowances are calculated should be shown by footnote, but where A.F.O. 27/43 and/or A.F.O. 2102/43 are applicable for Writer and Supply Staffs borne, and A.F.O. 678/44 for Domestic Staffs, these "calculating" numbers are not required, but a note should be inserted stating that the numbers shown as allowed are based on these scales. Reports in accordance with A.F.O. 2102/43 are to continue as heretofore. Instructions for the rendering of reports on Domestic Staffs allowed by A.F.O. 678/44 appear in A.F.O. 2738/44.

(c) After making the adjustments in (a) above the figures in the "Allowed" column are to be amended in accordance with the Temporary Manning Standard promulgated in A.F.O. 2815/44 and the other Orders therein mentioned, and a reference to that A.F.O. is to be inserted at the head of the column.

(d) Where no scheme of complement is held the "Allowed" column is to be left blank.

5. *Numbers borne*.—(a) The "Borne" column is to show all ratings borne on the date of the return, including men in hospital, etc., who should be indicated by a note. See K.R. & A.I., Article 986, paragraph 2, concerning men in hospital.

(b) The total number of ratings borne should be shown at the bottom of the column.



(c) The following ratings, although bracketed together in schemes of complement, should be shown separately in the "Borne" column:—

Leading Seamen ... ..	Leading Seamen (N.Q.)
Able Seamen ... ..	Ordinary Seamen
E.R.A. with E.R.W.K.C.—E.R.A. with B.R.W.K.C. only—E.R.A. with no W.K.C.	
Chief Mechanician ... ..	Mechanician
Leading Stoker ... ..	Leading Stoker (N.Q.).

The names of Leading Seamen (N.Q.) and Leading Stoker (N.Q.) should be shown on the back of the form.

(d) Acting *substantive* ratings should be included with confirmed ratings, but men drawing difference of pay whilst employed on the duties of a higher rating in accordance with K.R. & A.I., Article 1591, are to be shown in their proper rating.

(e) Acting *non-substantive* ratings paid in accordance with K.R. & A.I., Articles 428 and 430, are not to be included with similar confirmed non-substantive ratings but should be shown in their proper rating, except that Ordinary Seamen, who have qualified after a course of instruction at a gunnery school or at sea and are eligible for confirmation on advancement to Able Seaman, are to be included as though they were confirmed.

Such ratings C.R.1 (U), A.A.1 (U), A.A.2 (U) and S.D. "U" are to count as though fully qualified.

(f) Where W.R.N.S. Maltese or native ratings, Royal Marines, men of other services or civilians are borne in lieu of ratings allowed by scheme of complement, they are to be shown in a footnote.

(g) Attention is drawn to the fact that, in many schemes of complement Gunner's Mates are "to be borne in lieu of Q.R.1 below" or "included in 1st class Gunnery rates below" and not in addition thereto. In most Destroyers, for instance, the Q.R.1 allowed should not be borne, because the duties of this rating are performed by the Gunner's Mate.

6. *Special Notes.*—(a) The names of men recommended for non-substantive courses are to be shown on the back of the form.

(b) Returns from schools and training establishments are to show the numbers of ratings under training separately, and also the total training capacity. Returns from hospitals and detention quarters should show similar numbers for patients and men under detention.

(c) Changes in armament, equipment, or duties upon which the ship is employed, which would affect the ship's complement are, if secret or confidential, to be reported to drafting authorities separately by secret or confidential letter according to the degree of security necessary. If not secret or confidential, particulars should be shown on Form S.162. Where "Notes" to the Scheme of Complement become, or cease to be applicable, this fact is to be stated in the S.162 (e.g. Note (a) (ii) to Scheme of Complement is now applicable).

(d) *Radar Complements.*—For the time being the Petty Officers and Leading Seamen authorized in paragraph 8 of C.A.F.O. 915/44 (Radar Control and Radar Plot Complements) as *substantive additions* to the Seaman complement will be borne only if Petty Officers or Leading Seamen holding RC/RP ratings are available. Ordinary Seamen or Seamen (Radar) ratings may be borne in lieu, but not Petty Officers or Leading Seamen of other non-substantive branches.

To avoid confusion, the additions authorized by C.A.F.O. 915/44 are not at present to be included with the rest of the Seaman ratings. The numbers allowed and borne, as substantive additions and non-substantive complement, together with any old-style Seaman (Radar) ratings borne in lieu, are to be grouped together in a separate part of the form.

(Admiralty Messages 020144/Jan. 1944, addressed Commanders-in-Chief, Flag Officers-in-Charge, and Naval Officers-in-Charge, ashore at home, and Commodores, R.N. Barracks, Portsmouth, Devonport and Chatham, and 081616/Feb. 1944, addressed all Commanders-in-Chief, F.O.C.W. Africa, S.B.N.O.W. Atlantic, B.A.M.R., B.A.D., A.C.I.(C), A.C.O.S., V.A. Dover, F.O.N.A.S. and Commodores, R.N. Barracks, Portsmouth, Devonport, Chatham and Lee, are cancelled.)

(A.F.Os. 27/43, 2102/43, 678/44, 2738/44, 2815/44 and C.A.F.O. 915/44.)