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ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,

22nd January, 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.

ADMIRALTY FLEET ORDERS

- | No. | Subject. |
|------|---|
| 320. | C.A.F.Os. and A.F.Os.—Obsolete, Cancelled—Disposal. (<i>Issued separately on 22nd January, 1942.</i>) |

SECTION 1.—ADMINISTRATION OF THE FLEET, CEREMONIES, FOREIGN PORT REGULATIONS, ETC.

(*Station Limits: Fighting Efficiency of Ships: Naval Aircraft Administration: Internal Organisation of Ships: Navigation and Seamanship: Fleet Exercises and Practices, etc.*)

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| 321. | Warship Weeks—Adoption Scheme. |
| 322. | Awards for Naval Information. |
| 323. | U.S. Naval Vessels—Discontinuance of Gun Salutes. |
| 324. | Scrap Metals and Rubber—Salvage. |
| SECTION 2.—PERSONNEL, PAY, SERVICES, DISCIPLINE, ETC. | |
| 325. | Newman Memorial Prize—Award for 1941. |
| 326. | Jewish Festival of Passover, 1942. |
| 327. | Injury or Damage from Enemy Action—Important Information for Officers and Men. |
| 328. | H.M.S. "Dunedin"—Reconstruction of Accounts. |
| 329. | Courts-Martial and Disciplinary Courts—Summoning of Witnesses. |
| 330. | Officers Engaged on R.D.F. Duties—Rates of Pay. |
| 331. | R.M. Officers—Colonial Allowance. |
| 332. | Candidates for Temporary Executive Commissions Transferred to the Seaman Branch—Kit and Kit Upkeep Allowance. |
| 333. | Temporary Gunners (T)—Torpedo Control Course. |
| 334. | Warrant Supply Officer—Examination Results, July, 1941. |
| 335. | Examination for Advancement to Chief Petty Officer Cook. |
| 336. | Acting Sick Berth Attendant's Allowance—Conditions of Payment. |
| 337. | Second Hands, R.N.P.S.—C.P.O. Status and Ratings of P.O. (P.S.) and P.O. (S.C.O.)—Introduction. |
| 338. | Machinery Allowance to Enginemen, R.N.P.S.—Qualification for Chief Engineman, R.N.P.S. |
| 339. | R.N. Patrol Service—Re-advancements after Disrating. |
| 340. | R.N. Patrol Service—Advancements to Engineman. |
| 341. | Officiating Minister of Religion. |
| 342. | Admiralty Surgeon and Agent. |
| 343. | Summary Punishment No. 12 (Stoppage of Leave)—Application when Awarded with Imprisonment, Detention or Cells. |
| 344. | H.M. Coastguard—Naval Privileges. |
| 345. | Customs Privileges—Procedure. |
| 346. | Surgical Boots and Appliances—Renewal and Repair Procedure. |
| 347. | W.R.N.S.—Cleaner—Change of Title. |
| 348. | W.R.N.S.—Grant for Underwear to Ratings. |
| 349. | W.R.N.S.—Marriage Leave—Unpaid Leave. |
| 350. | W.R.N.S.—Hurt Certificates. |
| 351. | Meals Taken in General Messes. |
| 352. | Family Welfare Cases. |

SECTION 3.—G., T., N., E., ETC., & STORES; HULL, EQUIPMENT & FITTINGS
Gunnery.—(Guns, Mountings, Ammunition, Turrets, Directors, Fire Control, Diving Apparatus, Magazines, etc., and Stores.)

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|---|---|
| 353. | Gun Mountings—4-in. P. IX and C.P. I—Night Sight and Illumination Circuits. |
| 354. | Q.F. 3-in. 23 Calibre U.S.A. Guns—Ammunition—Caution as to Handling. |
| 355. | Ammunition, Q.F., 4-in. Fixed—Hand-up—Modified Design and New Type Pawl. |
| 356. | Primers—Percussion, Electric and Electric and Percussion—Reconditioning and Refilling of Fired Primers. |
| <i>Torpedo.—(Torpedoes, Tubes, Mines and Minesweeping, Depth Charges, Paravanes, Electrical Equipment, Anti-Gas, Aircraft Torpedoes, etc., and Stores.)</i> | |
| 357. | 18-in. Mark XI B and 18-in. Mark XII-XII*** C and D Blowing Heads—Gland Packing and Dashpot Filling. |
| 358. | 18-in. Mark XI B and XII*C and later K.9 Blowing Heads—Precautions in Cold Weather. |
| 359. | Tables, Adjusting Gyroscopes, Mark VII—Modification. |
| 360. | D.G. Equipment—Setting in Home Waters Prior to Ranging. |
| 361. | Blowing Heads used with Aircraft Torpedoes—Method of Securing Water Flap. |
| 362. | Synchronous Units, Marks I, II and III—Clutch Brake Relays. |
| 363. | Torpedo Stores—Bag, Canvas, for Gyro Steering Pointers—Allowances. |
| 364. | Step-by-step Transmission—"M" Type and Vickers. |

SECTION 3.—G., T., N., E., ETC., & STORES; HULL, EQUIPMENT & FITTINGS—*contd.*

Navigation.—(Navigation Stores, Sextants, Compasses, Charts, Anchors, Sails, etc.)

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|------|--|
| 365. | Adjusting Compasses—Skilled Labourers to assist Swinging Officers.
<i>Engineer.—(Main and Auxiliary Engines, Boilers, other Machinery in Charge of the Engineer Officer, including Catapults, Coal and Oil Fuel, and Engineering Stores.)</i> |
| 366. | Boiler Tubes, etc. |
| 367. | Steering Gear—Electro-Hydraulic—Provision of Hand Control of Pumps. |
| 368. | Lubricating Oil System—Modification. |
| 369. | Air Intakes to 54 Kw. Generating Sets.
<i>Signals.—(W/T and V/S Apparatus, R.D.F., D.F., S.R.E., Wa/T and Stores.)</i> |
| 370. | R.D.F. Types 282/4/5—Replacement of H.T. Leads in Panel L.12.
<i>Naval Aircraft.—(Technical.)</i> |
| 371. | Naval Aircraft—Forced Landings due to Exhaustion of Main Fuel Supply. |
| 372. | Naval Aircraft—Modification to Observer's Single Point Quick Release Harness. |
| 373. | Hurricane Aircraft without Modifications/11—Precautions.
<i>General.—(Hull, Armour, General Equipment and Fittings, etc., and Orders affecting two or more Departments.)</i> |
| 374. | Additional Stiffening in Lower Centre Store, Forward. |
| 375. | Steering Gear—Electro-Hydraulic—Provision of Hand Control of Pumps. |
| 376. | Tests and Examinations during Wartime. |
| 377. | Firemain Systems—Isolation Valves and Emergency Bulkhead Pieces. |
| 378. | Naval Stores returned for Survey, etc.—Missing Parts. |
| 379. | Electric Cable Drums—Marking. |
| 380. | Cease Fire Bells and Domes—Allowances. |
| 381. | Clocks, Patterns 305, 723 and 724—Supply to Ships of New Construction. |
| 382. | Lamp, Pattern 16069—Introduction. |
| 383. | Naval Aircraft—Albacore Free Gun Sights. |
| 384. | Naval Aircraft Clocks—Reduction in Allowance. |
| 385. | Meteorological Instruments—Withdrawal of Allowances. |
| 386. | Canvas Delivery Hoses—Supply. |
| 387. | Chemical Closets for Medical Distributing Stations—Allowance. |

SECTION 4.—OTHER STORES—NAVAL STORES*, VICTUALLING STORES, MEDICAL STORES, CONTRACTS

(*All N.S. Orders not included under Section 3.)

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| 388. | Weatherproof Protective Suits. |
| 389. | W.R.N.S.—Uniform Kit. |
| 390. | Badges for R.N. Patrol Service—Gunnery Ratings. |
| 391. | Used Aero-Engine Lubricating Oil—Disposal. |
| 392. | Brushes, Badger, Pattern C.320—Shortage. |
| 393. | Meat and Offals—Service Rates for Additional Items. |
| SECTION 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE | |
| 394. | Amendments to Books. |
| 395. | A.F.Os.—Supply to M.A./S.Bs. |
| 396. | Refitting Work at Ports in the Humber—Addressing of Stores and Equipment. |
| 397. | Forms S. 1335 Series—Ship Recognition Cards—Issue—REPORTS. |
| 398. | B.R. 34—Ministry of War Transport Notices Nos. 178 and M. 195—Issue to all Medical Officers. |
| 399. | B.R. 53—Removal from B.R. 1. |
| 400. | B.R. 228—Pamphlet on Smoke Floats } Amendment
B.R. 234—Drill for Respirator Anti-Gas } to
O.U. 5427—Defence against Gas. } Establishment. |
| 401. | B.R. 266/41.—Operating Signals used by the Navy, Army and Air Force—Issue. |
| 402. | B.R. 269/41—Notes on the 12-pdr. 12-cwt. Gun on the H.A./L.A. Mounting, Mark IX 1941—Issue. |
| 403. | B.R. 653, 654, 661 and 662—Recall of Surplus Copies. |
| 404. | O.U. 6392—Photographic Views of British and Foreign Warships. |

SECTION 6.—SHORE ESTABLISHMENTS

- | | |
|------|--|
| 405. | Armed Forces Section (C.E. Branch)—Transfer to London. |
| 406. | National Service (Armed Forces) Acts—Position of New Entrants to Non-Industrial Grades under the Schedule of Reserved Occupations. |
| 407. | Northern Ireland—Admiralty Regional Officer—Change of Address. |
| 408. | Typing Grades—Proficiency Allowances. |
| 409. | Workmen absent without Permission for Excessive Periods—Procedure. |
| 410. | Adult Civilian Electricians employed in Admiralty Establishments—Cost of Living (War) Addition. |
| 411. | Passengers in Service Transport Vehicles. |
| 412. | Adjusting Compasses—Skilled Labourers to assist Swinging Officers. |
| 413. | Scrap Metals and Rubber—Salvage. |

(Orders marked " may be communicated to the Press.)

Section 1

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

321.—Warship Weeks—Adoption Scheme

(M. 017885/41.—22.1.1942.)

The following amendment is to be made to A.F.O. 4826/41 :—

Paragraph 3. Last sentence. *Amend to read :—*

“As regards ships not entitled to a badge, a plaque bearing a new Admiralty design will be presented to the adopting area, while all civil parishes participating in the campaigns will receive a printed certificate bearing the Admiralty design.”

(A.F.O. 4826/41.)

322.—Awards for Naval Information

(M. 4280/41.—22.1.1942.)

This Order consolidates all previous Orders on the system of monetary awards to non-service personnel for information concerning enemy naval activities. Details of the awards are as follows :—

- (i) For accurate information, furnished by non-service personnel, afloat or ashore, and rendered at the earliest possible opportunity, when the information leads directly to the capture or destruction of an enemy war vessel, a reward not exceeding £1,000, the amount to be assessed by the Admiralty according to the value of the information and the nature and size of the vessel concerned.
- (ii) For accurate and valuable information furnished by non-service personnel, afloat or ashore, and rendered at the earliest possible opportunity, of the movements and activities of enemy war vessels including those engaged in minelaying, a reward not exceeding £50, the amount of the reward to be assessed by the Admiralty according to the value of the information.
- (iii) For accurate information of the position of enemy mines, moored, floating or dropped by aircraft, or of British *floating* or aircraft mines, in or near a navigable waterway, a reward not exceeding £5 to the person or vessel first providing the information, the amount awarded to be assessed and paid according to circumstances, and the provisions of paragraph 4 of this Order.
- (iv) For the first report of a British or foreign mine washed ashore and recovered, a reward of £1 at the discretion of the appropriate Naval authority.
- (v) For the first accurate and valuable information, leading to the recovery of enemy mines, sinkers, floats and other objects or components of Naval interest which on examination yield important knowledge, a reward up to £5 at the discretion of the Admiralty.
- (vi) For the first report of a German conical explosive anti-sweep float a reward of 10s. at the discretion of the appropriate Naval authority.

2. It is contemplated that the maximum award for information leading to the capture or destruction of an enemy war vessel would be made only in very exceptional circumstances.

3. Claims for awards under paragraph 1 (i), (ii) and (v) should in all cases be forwarded to the Admiralty for decision as to the amount, if any, to be granted. The Admiralty will also decide how any award made to a merchant ship should be divided between the Master and members of the crew. In forwarding claims received, Naval authorities are to furnish all available information of the circumstances and make any recommendations they consider suitable.

4. Claims for awards under paragraph 1 (iii) and (iv), are to be settled locally, as follows :—

- (a) For each proven report of the dropping of aircraft mines in or near estuaries, rivers and navigable waterways an award of £5.
- (b) For other claims an award of £1 should be paid, unless the circumstances are considered to warrant a larger reward, when the case should be submitted to the Admiralty.

To encourage early reports of mining of estuaries, rivers and navigable waterways, a reward of £5 may be paid for each proven report of the dropping of such mines. The rewards are to be paid locally.

5. Rewards paid locally are to be reported to the Admiralty. King's Regulations and Admiralty Instructions, Article 907, Clause 1, is to be regarded as in abeyance.

6. The awards authorised by this Order are not payable to Service personnel, i.e. mobilised personnel of the Navy, Army and Air Force, full-time members of the Observer Corps and the Coastguard, and other members of civil services whose normal duties can be held to include the reporting of enemy activities. Rewards will, however, generally be paid to F.124 personnel of the Royal Navy, personnel of chartered (non-commissioned) ships, and to other persons who, though occupying public posts, have no official duty to report enemy activities. In case of doubt, the circumstances should be reported.

7. Part-time members of the Observer Corps, who are usually employed for about 24 hours a week spread over the whole week, will not be eligible for awards in respect of information which may come into their possession while they are on duty. Otherwise they are eligible for awards.

8. Auxiliary Coastguardsmen consist of two classes :—

- (a) Auxiliaries employed as Watchers who are paid 1s. 1½d. per hour. Some of these men are regularly employed for six hours a day, while others are "reserves" who are only employed when necessary on account of sickness or other emergency; and
- (b) Auxiliaries who, although not full-time personnel, are enrolled as Coast Searchers and are paid a weekly wage of 15s. for services, which include the reporting of enemy activities. Neither class is eligible for awards during periods of regular employment, whether the information they report is obtained while they are on or off duty. "Reserve" Auxiliaries are, however, eligible for awards in respect of information reported on days on which they are not employed and for which they do not receive remuneration.

9. Members of the Coast Lifesaving Corps of the Lifesaving Organisation, who are also Auxiliary Coastguardsmen, are governed by the preceding paragraph. Members of the organisation who are not Auxiliary Coastguardsmen are eligible for awards for all information supplied.

10. Members of the Home Guard are eligible for awards in respect of reports made by them whether on or off duty. Rewards will, however, not continue to be payable if and when the Home Guard is called out for full-time duty.

11. Special constables are eligible for awards only in respect of reports made by them when not on duty.

No rewards should be paid for reports made when on duty.

12. Appropriate rewards should be paid locally for mines recovered by fishing vessels when engaged on their normal duties. Rewards are also payable for mines trawled up and dumped back in the sea provided the position is correctly reported and the mine is subsequently recovered or destroyed.

13. All payments made under this Order are chargeable to Vote 11, sub-head "K".

(K.R. & A.I., Article 907, Clause 1.)

(A.F.Os. 1464/41, 1465/41, 2691/41, 3790/41, 4827/41 and 5357/41 are cancelled.)

323.—U.S. Naval Vessels—Discontinuance of Gun Salutes

(M. 5/42.—22.1.1942.)

Notification has been received that the United States Navy Department is discontinuing gun salutes by all United States vessels for the duration of the war

324.—Scrap Metals and Rubber—Salvage

(M./W.P.O. 1038/42.—22.1.1942.)

See A.F.O. 413/42, in Section 6 of this issue.

(A.F.O. 413/42.)

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

325.—Newman Memorial Prize—Award for 1941

(C.W. 38827/41.—22.1.1942.)

The Newman Memorial Prize for 1941 has been awarded to Lieutenant (E) J. W. M. Barber-Starkey, R.C.N.

326.—Jewish Festival of Passover, 1942

(C.E. 50260/42.—22.1.1942.)

Subject to the exigencies of the Service, leave may be granted to officers and men of the Royal Navy belonging to the Jewish faith who may be desirous of observing, in whole or in part, the Festival of Passover, which commences at sunset on Wednesday, 1st April, 1942, and terminates at nightfall on Thursday, 9th April, 1942.

(This Order has been reprinted for posting on Notice Boards.)

327.—Injury or Damage from Enemy Action—Important Information for Officers and Men

(N/D.P.S. 9/42/P.—22.1.1942.)

A.F.O. 3785/41 is to be amended as follows:—

Paragraph 1 (c). *Cancel and substitute:—*

(c) By communicating himself, or preferably with the help of an officer, by letter or reply-paid telegram with one of the following:—

Naval Establishments at (i) For enquiries in London and the Metropolitan Police home. Area:—

London District Welfare Branch,
Donnington House,
Norfolk Street, Strand,
London, W.C.2.

(Telephone: TEMple Bar 0321;

Telegraphic Address: FOLKNOR, ESTRAND, LONDON.)

(ii) For enquiries in all other parts of England and Wales and Northern Ireland:—

The Town Clerk or Clerk of Urban or Rural District Council.

(iii) For enquiries in Scotland:—

The Town or County Clerk.

If the required information cannot be obtained from any of these sources, application should be made to his Commanding Officer for a message to be sent to the Commodore of the ship's manning port asking that the Family Welfare Section may investigate and report.

H.M. Ships at home and abroad and naval establishments abroad. Commodore of the rating's depôt for investigation and action by the Family Welfare Section.

All enquiries to the above addresses will be passed direct by the recipient to the organisation responsible for dealing with them, and sending replies.

It is essential that the particulars asked for in the enquiry should be clearly and fully stated, as well as the relationship and full address of the enquirer, and of the person about whom the enquiries are to be made.

Paragraph 18. *Delete Answer 18 and substitute:—*

Answer 18.—The Family Welfare Sections at the depôts will carry out any investigations and pass such messages as the Commodore thinks fit to the ratings concerned.

In addition to the forms of assistance mentioned, the Royal Naval Benevolent Trust wishes it to be known that, in the event of damage by enemy action to the homes of Naval ratings and Marines, it is ready to give immediate assistance to the dependants of such personnel whenever and wherever need may arise.

According to the circumstances of each applicant, this assistance may take such forms as provision of clothing, maintenance and food, rent for temporary accommodation, care of children, supply of beds and bedding or purchase of furniture.

Applications should be made to the local Secretary of the Royal Naval Benevolent Trust at Portsmouth, Chatham, or Devonport, or to the General Secretary, Royal Naval Benevolent Trust, 10, New Road, Rochester.

(A.F.O. 3785/41.)

(This Order has been reprinted for posting on Notice Boards.)

328.—H.M.S. "Dunedin"—Reconstruction of Accounts

(D.N.A. 702/42.—22.1.1942.)

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

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

- (a) Duplicate pay documents for all officers and ratings discharged to "Dunedin" on or after 1st October, 1941.
- (b) A copy of pay documents for all officers and ratings entered from "Dunedin" on or after 1st October, 1941.

329.—Courts-Martial and Disciplinary Courts—Summoning of Witnesses

(N.L. 22570/41.—22.1.1942.)

When there is good reason to believe that the accused intends to plead guilty at a court-martial or disciplinary court, the Officiating Deputy Judge Advocate may be authorised to refrain from summoning witnesses. Should the accused, contrary to expectations, plead not guilty or the plea of guilty not be accepted by the Court, the Court will adjourn in accordance with Section 60 of the Naval Discipline Act to enable the witnesses to be summoned to attend.

2. Discretion must be exercised in applying this procedure and, as a plea of guilty must be voluntary and unsolicited, the accused or his friend should not in any circumstances be approached before the trial to ascertain whether he intends to plead guilty.

3. The adjournment of a court-martial or disciplinary court may sometimes cause difficulty, and that should be borne in mind in exercising the discretion to dispense with the attendance of witnesses.

330.—Officers Engaged on R.D.F. Duties—Rates of Pay

(C.W. 32946/41.—22.1.1942.)

Officers who are technically qualified in, and carrying out R.D.F. duties, are to be paid on the scale appropriate to qualified Engineer Officers, in the same way as officers of the electrical branch.

2. This rate is payable to all R.N.R. and R.N.V.R. officers, whether or not they are members of the Special Branch, R.N.V.R., provided they possess the necessary technical qualifications.

3. The term "technically qualified" should be taken as indicating that an officer has passed H.M. Signal School R.D.F. qualifying course. The Captain, H.M. Signal School, may, however, certify an officer to be "technically qualified" without his having taken the course.

4. Payment of the higher rate is to take effect from 1st October, 1941, or from the date of qualifying, if later.

5. Individual accounting instructions will be issued in respect of all officers who are at present entitled to the higher rate, other than those of the Electrical Branch, qualified in R.D.F., who are already in receipt of that rate. In future, however, all R.N.R. or R.N.V.R. officers appointed for "R.D.F. duties" will be technically qualified and entitled to the higher rate. Non-qualified officers to be employed in administrative or other duties connected with R.D.F. will be appointed "for non-technical R.D.F. duties" and will not be entitled to the higher rate.

(A Message 1525A/28 is cancelled.)

(A.F.O. 4916/41 is cancelled.)

331.—R.M. Officers—Colonial Allowance

(C.W. 40570/41.—22.1.1942.)

The rates of Colonial Allowance payable to R.M. officers will in future be regulated in accordance with their relative rank afloat (King's Regulations and Admiralty Instructions, Article 224) though R.M. officers at present drawing Colonial Allowance at higher rates than are justified by such relative rank may continue to draw the higher rates during their present appointments. Any R.M. officers whose Colonial Allowance has been based on the relative rank mentioned in Article 224a, King's Regulations and Admiralty Instructions, and who may become entitled to a higher rate of Colonial Allowance under the above decision, are to be granted the higher rate of allowance from the 1st April, 1941, or commencing date of present appointment, whichever is the later.

2. A.F.O. 592/33 is to be regarded as amended accordingly.

(A.F.O. 592/33.)

332.—Candidates for Temporary Executive Commissions Transferred to the Seaman Branch—Kit and Kit Upkeep Allowance.

(V. 6208/41.—22.1.1942.)

Candidates for temporary executive commissions or Special Branch commissions in the R.N.V.R. who are transferred to the seaman branch from other branches, are to be given a free issue of the following skeleton kit when drafted for three months' sea service prior to appearing before a Selection Board :—

- 2 jumpers, serge.
- 2 prs. trousers, serge.
- 2 cotton flannels.
- 1 scarf, black silk.
- 2 collars, blue jean.
- 2 caps, blue or white.
- 1 overall suit.
- 1 cap ribbon.
- 1 jersey (if necessary).

2. Kit upkeep allowance is to be paid to the men at the class II rate from the date that they are drafted as seamen so long as they have to wear class II uniform.

(A.F.Os. 3970/40 and 4371/40.)

(This Order has been reprinted for posting on Notice Boards.)

333.—Temporary Gunners (T)—Torpedo Control Course

(T.S.D. 1495/41.—22.1.1942.)

A two weeks' Torpedo Control Course is to be given to all Temporary Gunners (T), prior to making them available for appointments. The intention of this course is better to equip them for appointments to ships armed with torpedoes.

2. Owing to shortage of officers in the past it was necessary to appoint Temporary Gunners (T) (who had not undergone a Torpedo Control Course) to ships carrying torpedoes. Where possible, Commanding Officers are to arrange with "Vernon" (R) or "Defiance" direct for such officers to undergo a Torpedo Control Course.

3. In future, the two weeks' Torpedo Control Course will be added to the courses already approved for Temporary Acting Gunners (T).

334.—Warrant Supply Officer—Examination Results, July, 1941

(C.W. 40519/41.—22.1.1942.)

The following candidates were successful at the examination for the rank of Warrant Supply Officer held in July, 1941.

Official No.	Name	Rating	Ship	V.	N.S.	M.	Total
D/MX.47496	Cox, V. A.	Sy. P.O.	"Protector"	216	267	172	655
C/MX.50656	Hickey, D.	Sy. P.O.	"Emerald"	229	236	170	635
P/MX.50650	Bloodworth, K. J.	Sy. P.O.	"O.R.P. Krakowiak"	171	238	181	590
P/M.38222	Shell, J. W. D.	Sy. C.P.O.	"Victory"	203	212	172	587
P/MX.47514	Barrett, J. W.	Sy. P.O.	"Queen Elizabeth"	220	208	146	574
P/MX.50668	Covington, A.	Sy. P.O.	<i>Ex</i> "Dunedin"	183	205	186	574
D/MX.50688	Broad, C. H.	Sy. P.O.	"Jupiter"	221	217	132	570
C/MX.47518	Sanderson, W. C. W.	Sy. P.O.	"Shropshire"	208	221	140	569
D/MX.47605	Knight, C. H.	Sy. P.O.	"Illustrious"	195	191	181	567
P/MX.45901	Walsh, T. P. M.	Sy. P.O.	"Eaglet II"	200	208	159	567
P/MX.50266	Thornton, L. G.	Sy. P.O.	"Havelock"	189	210	166	565
P/MX.48478	Smith, J.	Sy. P.O.	"Eaglet II"	169	215	179	563
P/MX.47512	Mill, J.	Sy. P.O.	"Daedalus"	180	216	166	562
C/MX.50649	Clark, G. A. R.	Sy. P.O.	"Baldur"	191	217	153	561

(This Order has been reprinted for posting on Notice Boards.)

335.—Examination for Advancement to Chief Petty Officer Cook

(N.24521/41.—22.1.1942.)

Owing to the impracticability of holding Cookery School courses for advancement to Chief Petty Officer Cook, the examination of Leading Cooks for Petty Officer Cook (O) or (S), under paragraph 2 (f) of A.F.O. 1198/40, is also to be the final examination for advancement to Chief Petty Officer Cook. Accordingly, A.F.O. 1198/40 is to be amended as follows:—

Paragraph 2—

(f) Cooks (O) and Cooks (S)—Advancement to Leading, Petty Officer and Chief Petty Officer rate.—Under war conditions it is not practicable to carry out the normal procedure of withdrawing men for courses at the Cookery Schools for the Leading, Petty Officer and Chief Petty Officer rates. Accordingly, the following arrangements have been approved:—

The qualifying examination is to be held by two Accountant Officers, one not below the rank of Paymaster Commander, and the other a Warrant Cook, if available.

History sheets of candidates who satisfy the examiners are to be noted "Qualified for Leading Cook (O) or (S) (or Petty Officer Cook (O) or (S)) in accordance with A.F.O. 1198/40", Form S.442 being forwarded, by the next post, to the Commodore of the Depot.

The examination for Petty Officer Cook will be regarded also as the final qualifying examination for advancement to Chief Petty Officer Cook. It is important, therefore, for examining officers to bear in mind that local examination of a Leading Cook for Petty Officer Cook will qualify the rating for ultimate advancement to Chief Petty Officer Cook.

(g) Cancelled.

2. The above decision is to be applied retrospectively and, therefore, all ratings who have already passed for Petty Officer Cook (O) or (S), are to be regarded as having passed for advancement to Chief Petty Officer Cook.

(A.F.O. 1198/40.)

(This Order has been reprinted for posting on Notice Boards.)

336.—Acting Sick Berth Attendant's Allowance—Conditions of Payment

(N. 28408/41.—22.1.1942.)

With effect from 1st October, 1941, and during the remainder of the period of the present emergency, Acting Sick Berth Attendant's allowance under King's Regulations and Admiralty Instructions, Appendix XVII, Part 3, No. 76 (a) (i), is to be payable in destroyers.

2. It is also notified that payment of this allowance under No. 76 (a) (ii) of the Appendix quoted is to be restricted to ships whose total complement is at least sixty and which spend substantial periods on independent duties during which Naval medical facilities are not available.

(K.R. & A.I., App. XVII, Part 3, No. 76.)

337.—Second Hands, R.N.P.S.—C.P.O. Status and Ratings of P.O. (P.S.) and P.O. (S.C.O.)—Introduction

(N. 19044/41.—22.1.1942.)

The status of Second Hands has been under review; in future this rate is to be confined to men who possess a Board of Trade Fishing Certificate of competency. These Second Hands will, from the date of this Order, have the status, and wear the uniform of Chief Petty Officer and will receive the normal rate of pay of a seaman branch C.P.O.

2. The title of all other existing Second Hands will, from the date of this Order, be:—

- (a) P.O. (P.S.). Men who are serving as Acting Second Hands under A.F.O. 2578/41.
- (b) P.O. (S.C.O.). All Second Hands (S.C.O.) and Second Hands (uncertificated). Acting Second Hands (S.C.O.) will be Acting Petty Officers (S.C.O.).

Both (a) and (b) will receive the normal rate of pay of a seaman Petty Officer and will wear the uniform of a Petty Officer not dressed as a seaman.

3. Details of the qualifications required by Leading Seamen for advancement to P.O. (P.S.) will be promulgated shortly.

4. In order to provide for the disrating of Second Hands R.N.P.S. (C.P.O. rate) by one step, Second Hands who are entered direct are in future to be entered as Seaman and advanced to Leading Seaman, to Petty Officer (P.S.) and to Second Hand on the second, third and fourth day after entry respectively. Similarly, Seamen who qualify for Second Hand (C.P.O. rate) at Lowestoft, are to be advanced in the first instance to Leading Seaman and Petty Officer (P.S.) and are to serve in those rates for one day before being advanced to Second Hand. Except as provided in A.F.O. 1906/40 for R.N.R. ratings, men serving as Second Hands may be disrated to Petty Officer (P.S.) or to Leading Seaman, and men serving as P.O. (P.S.) may be disrated to Leading Seaman, even though they have not previously held those rates.

(A.F.Os. 110/40, 341/40, 1906/40, 3014/40, 422/41, 1679/41, 2578/41.)

(A.F.O. 4251/41 is cancelled.)

(This Order has been reprinted for posting on Notice Boards.)

338.—Machinery Allowance to Enginemen, R.N.P.S.—Qualification for Chief Engineman, R.N.P.S.

(N.19044/41.—22.1.1942.)

From the date of this Order a machinery allowance of 1s. per diem is to be paid to charge enginemen of all steam vessels of 650 I.H.P. (indicated horse power) and above, and motor vessels of 500 B.H.P. (brake horse power) and above.

2. As from three months from the date of this Order the present requirement of five years' employment as engineman in a British steam fishing vessel necessary for advancement to Chief Engineman (vide A.F.O. 341/40, paragraph 9d (1)) is to be amended to read "5 years' sea experience in any engine-room or boiler-room capacity".

(A.F.Os. 341/40 and 3717/40.)

(This Order has been reprinted for posting on Notice Boards.)

339.—R.N. Patrol Service—Re-advancements after Disrating

(N. 26401/41.—22.1.1942.)

R.N. Patrol Service ratings who have been disrated summarily for misconduct or disrated under Article 593, Clause 5, King's Regulations and Admiralty Instructions, may be re-advanced at the discretion of the Naval Officers-in-Charge of the Bases from which their vessels are working provided that, at the date of re-advancement, their conduct for the undermentioned periods immediately preceding re-advancement has been continuously "Very Good":—

Seaman to Leading Seaman	} Six months.
Cook (P.S.) to Leading Cook (P.S.)	
Steward (P.S.) to Leading Steward (P.S.)	
Leading Seaman to Petty Officer (P.S.)	} Six months.
Leading Cook (P.S.) to Petty Officer Cook (P.S.)	
Leading Steward (P.S.) to Petty Officer Steward (P.S.)	
Stoker to Engineman	} One year.
Petty Officer (P.S.) to Second Hand	
Engineman to Chief Engineman	} One year.

2. The above periods are the *minimum* periods of "Very Good" conduct required for re-advancement and men are not to be re-advanced unless they are considered to be in all respects worthy of the higher rating. Re-advancements after disrating may not be ante-dated.

3. Men disrated by more than one step are to be re-advanced by successive steps, and they must serve in each grade the prescribed period with continuous "Very Good" conduct before re-advancement to the next grade.

Re-advancement to Engineman, however, is direct from the rating of Stoker as there is no intermediate leading rate.

After a man regains the rate from which he was disrated he will be advanced in accordance with the ordinary R.N. Patrol Service regulations but, if immediately qualified for further advancement, he must serve for at least one day in the rate to which he is restored.

(A.F.O. 1501/40 is cancelled.)

(This Order has been reprinted for posting on Notice Boards.)

340.—R.N. Patrol Service—Advancements to Engineman

(N. 26401/41.—22.1.1942.)

The following addition is to be made to A.F.O. 4374/40:—

"Advancement from Stoker to Engineman (there is no intermediate leading rate in connection with this advancement)—must have six months' continuous "V.G." conduct immediately preceding advancement."

(A.F.O. 4374/40.)

(This Order has been reprinted for posting on Notice Boards.)

341.—Officiating Minister of Religion

Grimsby

(C.E. 50282/42.—22.1.1942.)

The Very Rev. Provost John Hadican, St. Mary's, Holme Hill, Heneage Road, Grimsby, has been appointed Officiating Minister to Roman Catholic personnel of the Royal Navy at Grimsby.

2. The usual facilities are to be afforded.

342.—Admiralty Surgeon and Agent

(C.E. 325/42.—22.1.1942.)

Mr. G. W. Oliphant, M.R.C.S., L.R.C.P., of Dorset House, Bridport, Dorset (Telephone No.—Bridport 33) has been re-appointed as Admiralty Surgeon and Agent for Bridport, *vice* Mr. N. S. Taylor.

343.—Summary Punishment No. 12 (Stoppage of Leave)—Application when Awarded with Imprisonment, Detention or Cells.

(N.L. 22675/41.—22.1.1942.)

It has been represented to Their Lordships that some doubt exists about the correct application of Summary Punishment No. 12 (Stoppage of Leave) when awarded in conjunction with a sentence of imprisonment, detention or cells, the doubt being whether the stoppage of leave runs concurrently with the period of confinement, or commences at its expiration.

2. King's Regulations and Admiralty Instructions, Article 538, Clause 3, provides that the duration of every punishment is to be reckoned from the date of its award, i.e. the date on which the punishment is formally read. Consequently, a punishment of stoppage of leave awarded at the same time as a period of imprisonment, detention or cells, must run concurrently and is only effective if the period of the stoppage exceeds the actual number of days served in confinement and to the extent of the excess. Nevertheless, stoppage of leave should continue to be awarded as provided in King's Regulations and Admiralty Instructions, Article 578, and is operative in any case if the sentence is suspended (King's Regulations and Admiralty Instructions, Article 559, Clause 8).

(C.-in-C., H.F., 15.12.41, No. 1820/H.F. 153/106.)

344.—H.M. Coastguard—Naval Privileges

(V. 5587/41.—22.1.1942.)

A.F.O. 3471/41 is to be amended as follows :—

Paragraphs 3, 4 and 5. *Cancel and substitute :—*
Clothing.

3. The privilege of purchasing articles of *clothing* from naval stocks at Fleet Issuing Prices (which are promulgated from time to time in Admiralty Fleet Orders) has been extended to H.M. Coastguard; but purchases must be limited strictly to the reasonable personal requirements of the purchaser as in the Fleet, and the appropriate number of clothing coupons must be surrendered for the articles purchased. Attention is drawn to A.F.O. 5096/41 limiting the issue of towels on repayment to two per man per year.

4. Lists of the individual requirements for officers and for men at each Coastguard Station are to be forwarded quarterly to the local District Officer, who will, after satisfying himself that the demands are reasonable, summarise them and forward a statement showing the total requirements of officers' clothing and of seamen's clothing separately for each station, to the nearest of the Victualling Establishments mentioned below.

Officers' Clothing

The Victualling Store Officer,
H.M. Naval Victualling Depôt,
Leicester.

The Officer-in-Charge,
H.M. Naval Victualling Sub-depôt,
Southern Area,
Guildford, Surrey.

Seamen's Clothing

The Superintendent,
Royal Victoria Yard,
Deptford, S.E.8.

The Superintendent,
Royal Clarence Yard,
Gosport.

The Superintendent,
Royal William Yard,
Plymouth.

The Superintendent,
H.M. Naval Victualling Depôts,
Lancashire Area.

St. James Chambers,
St. James Street,
Accrington, Lancs.

The Victualling Store Officer,
H.M. Naval Victualling Depôt,
Jamestown,

Dumbartonshire.

Officers' Clothing will be supplied only from Leicester or Guildford and seamen's clothing only from the other Establishments mentioned above.

5. The clothing for each station will be packed separately and when ready, the Superintendent or Officer-in-Charge of the Victualling Yard or Depôt will inform the District Officer of its value (which will be calculated at the issuing prices current when the clothing is reported ready) and of the number of coupons required. Articles not available when supply is made should be regarded as cancelled and be demanded on the next occasion. The District Officer will then obtain the requisite coupons from each station and forward them, together with a cheque or postal order for the value of the clothing, to the Victualling Yard or Depot. On receipt of the value and the coupons the clothing will be despatched from the Victualling Yard direct to the stations.

(A.F.Os. 3471/41 and 5096/41.)

345.—Customs Privileges—Procedure

(N.L. 21294/41.—22.1.1942.)

With reference to paragraphs 1, 2 and 3 of Article 916, King's Regulations and Admiralty Instructions, the following procedure in connection with duty-free mess and canteen stores (*see* A.F.O. 2510/35) is to be followed.

2. With certain exceptions, H.M. ships are entitled to duty-free mess and canteen stores only if they are commissioned ships and are regularly sea-going.

Ships with Job Numbers

3. Where duty-free mess and canteen stores are required for H.M. ships with job numbers the procedure laid down in C.A.F.O. 143/42 is to be followed.

Named H.M. Ships

4. When named H.M. ships become entitled to the privilege, notification should be sent to :—

(a) The Secretary, Section 14, H.M. Customs and Excise, City Gate House, Finsbury Square, London, E.C.2.

(b) The Secretary (M. Branch), Admiralty, London, S.W.1.

(c) The local principal Officer of Customs and Excise at the ship's base port.

These notifications should be sent in either by the Commander-in-Chief, Flag Officer-in-Charge, or the Naval Officer-in-Charge at the base port at which the ship becomes entitled to the privilege and should include particulars of—

(1) Name of ship.

(2) Class of ship, e.g., destroyer, trawler, etc.

(3) Category as indicated in A.F.O. 2510/35.

- (4) Date on which the ship will become entitled to duty-free privileges, e.g., date of commissioning, and in cases where the vessel has to undergo acceptance trials, the port where and the date on which she will complete to full complement for sea service.

Only one ship's name should be included in each notification.

A similar notification should be sent to the authorities named at (a) and (c) above on any occasion when an entitled ship returns from a foreign station.

5. Commanders-in-Chief, Flag Officers-in-Charge and Naval Officers-in-Charge are also responsible for sending notification as in paragraph 4 above, in any case where a ship ceases to be entitled to the privilege for any reason, e.g., by reason of proceeding to a foreign station; ceasing to be sea-going or going out of commission, etc., etc.

Customs Forms

6. Applications for the issue of duty-free stores (Form C. & E.90) and the certificate of receipt for the stores on the official shipping bill (Form 101 (Sale)) should be signed as follows:—

Class A ships

Ships (other than destroyers and corvettes) commanded by officers below the rank of Lieutenant-Commander.

Form C. & E. 90 and shipping bills to be (1) signed by the Captain or Commanding Officer and the Accountant Officer of the base port or depôt ship where borne; (2) countersigned by the Officer in command at the base port.

Class B ships

Ships commanded by Officers of the rank of Lieutenant-Commander and above and also destroyers and corvettes commanded by Lieutenants.

Form C. & E.90 and shipping bills to be (1) signed by the Commissioned Officer responsible for the receipt of the stores; (2) countersigned by the Captain or Commanding Officer.

In all cases the Naval rank of the signatory should be stated on the forms. There is no provision on the existing forms for this and the classification of ships as printed on the forms are now out of date, having been amended as above, but, in view of the need for economy in the use of paper, the Forms C. & E.90 and 101 (Sale) will not be revised until the existing stocks have been exhausted. The particulars required on Form C. & E.90 should be completed before signature and any alterations should be initialled by the signatories.

Form C. & E.90 is no longer required in duplicate.

7. H.M. Customs and Excise Authorities will raise no objection during the war, in cases where Class A ships, ship duty-free mess and canteen stores at ports other than their own base port, to Form C. & E.90 and the Shipping Bill being signed and countersigned by the Accountant Officer and the Naval Officer in Command of the local port, when, in circumstances of urgency, it is not practicable to obtain the signatures of the Accountant Officer and the Naval Officer in Command of the base port. In such a case the forms will continue to be signed by the Commanding Officer of the ship.

8. Inconvenience is often caused to H.M. Customs and Excise Authorities and to base staffs by delay in the return of the Shipping Bill (Form 101 (Sale)), or by its return with the certificate of receipt incomplete. When received, the stores should at once be carefully checked against the schedule shown on the Shipping Bill. The certificate of receipt is to be fully completed and details of any discrepancy between the quantities shown on the Bill and those actually received should be shown on the form which is to be promptly returned to H.M. Customs and Excise Authorities.

(K.R. and A.I., Article 916.)

(A.F.Os. 2510/35 and C.A.F.O. 143/42.)

(A.F.Os. 12/41 and 2255/41 are cancelled.)

346.—Surgical Boots and Appliances—Renewal and Repair Procedure

(M.D.G.52730/41.—22.1.1942.)

In future prior Admiralty approval need not be sought for the renewal or repair of surgical boots and appliances for employees at Admiralty establishments in cases where the liability for such supply and maintenance has been admitted and the initial supply has been unconditionally authorised at the public expense.

2. When considering applications for the renewal or repair of appliances, Medical Officers, or local Officers-in-Charge of establishments should satisfy themselves as to the correctness of renewal or replacement at public expense, that the "fair wear and tear" condition has been met, and that replacement of unsatisfactory appliances is necessary.

3. All new cases in which the supply of surgical boots or appliances is required, or existing cases which present new features are to be submitted for prior Admiralty approval.

4. Doubtful cases should invariably be referred to the Admiralty and those in which an appliance is broken through an accident of the service should be dealt with in accordance with C.A.F.O. 1624/40. Careful records of all supplies and renewals of appliances, etc., to each employee concerned are to be maintained.

5. Arrangements for the supply of surgical boots should continue to be made through the Ministry of Pensions, except in such cases where the distance from the nearest M.O.P. Centre does not warrant the time likely to be lost in travelling. In such cases local purchases at reasonable rates may be made. Ordinary trusses should not be purchased unless the Service pattern appliances are considered to be unsuitable.

(A.F.Os. 1754/31, 1383/33 and C.A.F.O. 1624/40.)

347.—W.R.N.S.—Cleaner—Change of Title

(N. 27872/41.—22.1.1942.)

The title of "Cleaner" is abolished for W.R.N.S. personnel, and the title of "Steward" (General) is to be used for all purposes instead. The description at paragraph 2(e) of A.F.O. 2593/41 and the appendix to A.F.O. 5144/41 are to be amended to conform.

(A.F.O. 2593/41 and 5144/41.)

348.—W.R.N.S.—Grant for Underwear to Ratings

(N. 18411/41.—22.1.1942.)

All recruits *enrolled* on or after the 1st December, 1941, who are certified by the appropriate W.R.N.S. administrative officer on enrolment to be in possession of the requisite underwear and personal necessaries may be credited with 45s. instead of the 10s. authorised in A.F.O. 4043/39.

2. The articles of underwear, etc., are enumerated in a list which is being circulated by Director, W.R.N.S., to Superintendents and Officers-in-Charge, W.R.N.S.

3. Ratings should be informed that they may be required to refund the whole or part of the grant in the event of their discharge in advance of completion of service.

(A.F.O. 4043/39.)

349.—W.R.N.S.—Marriage Leave—Unpaid Leave

(N. 27051/41.—22.1.1942.)

Officers and ratings of the W.R.N.S. will not normally, in future, be released on marriage, and the Admiralty will consider requests for discharge on marriage only on very special grounds.

2. Marriage leave may, as hitherto, be granted to W.R.N.S. officers and ratings as part of ordinary annual leave allowed, but where special circumstances apply, e.g. the husband is serving and liable to be sent abroad, unpaid leave up to a maximum of three months may be granted with the approval of the Commander-in-Chief, full particulars being reported to the Admiralty.

3. Unpaid leave may be granted to W.R.N.S. officers and ratings in general under similar authority and up to the same maximum, i.e. three months, on grounds of family need or for other reasons deemed to be good compassionate grounds.

4. An extension of unpaid leave beyond three months will be granted only in exceptional circumstances and with special *prior* Admiralty authority.

5. W.R.N.S. personnel on unpaid leave will not be eligible for pay or allowances, etc. They may wear their service kit if they wish and will be expected to maintain it, but kit upkeep allowance (ratings only) will not be payable.

6. Travelling to and from unpaid leave and National Insurances are to be dealt with as if the leave granted were normal leave, but concession travel is not otherwise allowable unless by virtue of relationship to a serving member of H.M. Forces.

7. W.R.N.S. officers and ratings returning from unpaid leave will, if practicable, resume their former status and pay, but this cannot be guaranteed.

8. Officers proceeding on unpaid leave for one month or less will remain on their ship's books. The appointment of a temporary relief will depend upon the size of the staff, nature of the work, and availability of an officer with the necessary qualifications. Their accounts should be closed and their names transferred to List 20 (W.R.N.S.) for the period they are on unpaid leave to avoid any possibility of erroneous credit of pay, etc. A suitable notation should be made in the remarks column of the ledger showing the authority under which the leave is granted.

9. Officers proceeding on more than one month's unpaid leave will be discharged from their ships and will be subject to re-appointment anywhere, permanent reliefs being provided.

10. W.R.N.S. personnel granted unpaid leave should be provided with food rationing documents by the establishments in which they are serving when the leave is granted. If personnel granted unpaid leave are already in possession of ration books R.B.1/RN these should continue to be used unless the leave involves a change of area, when the existing books should be withdrawn and new books issued (A.F.O.3370/41). W.R.N.S. personnel victualled from Service sources who do not hold ration documents should be provided with Ration Books R.B.1/RN if granted leave of long duration; otherwise they should be issued with leave ration cards R.B.8 (A.F.O.4936/41). If any W.R.N.S. personnel have been billeted under Naval billeting arrangements (A.F.O.4047/41) they should, when granted unpaid leave, surrender their ration cards R.B.8X, R.B.8R, etc., and should be provided with books R.B.1/RN or cards R.B.8 according to whether the leave is of long or short duration.

11. The instructions in A.F.O.4739/41 regarding clothing rationing will continue to apply to W.R.N.S. personnel granted unpaid leave.

(K.R. & A.I., Article 650, Clause 8.)

(A.F.Os. 3370/41, 4047/41, 4739/41 and 4936/41.)

350.—W.R.N.S.—Hurt Certificates

(P.M. 4127/41.—22.1.1942.)

In appropriate cases, members of the W.R.N.S. are eligible for the grant of hurt certificates under the conditions laid down in King's Regulations and Admiralty Instructions, Article 1419, and for the modified form of hurt certificates prescribed in A.F.O. 4718/41.

(C.-in-C., Portsmouth, No. 6755/5331, 21.12.41.)

(K.R. & A.I., Article 1419.)

(A.F.O. 4718/41.)

(This Order has been reprinted for posting on Notice Boards.)

351.—Meals Taken in General Messes

(V. 2951/41.—22.1.1942.)

A.F.O. 3035/41 is to be amended by the substitution of "Officers and ratings" for "ratings" in the first lines of paragraphs 1 and 2. Amended rates chargeable for meals supplied are given in A.F.O. 4140/41.

(A.F.Os. 3035/41 and 4140/41.)

352.—Family Welfare Cases

(N./D.P.S. 29/42.—22.1.1942.)

Requests from Commanding Officers to have "family cases" of ratings investigated are frequently sent to the Flag Officer-in-Charge, Liverpool, when it is known that the rating's family lives in the vicinity of that port.

2. As the Flag Officer-in-Charge, Liverpool, has no staff to deal with these cases, application should only be made to him in the most urgent circumstance.

3. Commanding Officers as a general rule are to refer such cases to the Family Welfare Section of the man's depôt, which has the staff and the organisation to deal with all family matters.

Section 3.—G., T., N., E., etc., & STORES; HULL, EQUIPMENT & FITTINGS**353.—Gun Mountings—4-in., P. IX and C.P.I.—Night Sight and Illumination Circuits***A/S Trawlers and Overseers concerned*

D.N.O. (W.O.) 223/41.—22.1.1942.)

All 4-in. P.IX and C.P.I. mountings in trawlers are to be fitted with night sight and illumination circuits.

2. The wiring for these circuits, together with a statement of fittings required, is shown in A.F.O. Diagram 22/42.

3. The fittings and the requisite quantities of cable, Patterns 4521 and 4499, should be demanded from the Superintending Naval Store Officer, Chatham, quoting this Order as authority.

4. Any brackets required for attachment of the loading light or dial lamp fittings should be manufactured locally.

5. Trawlers in commission should insert an item to cover this work in their list of Alterations and Additions Classification A.

(To be retained until complied with.)

354.—Q.F., 3-in., 23 calibre U.S.A. Guns—Ammunition— Caution as to Handling

(A.S./D.N.O.(W.O.) 551/41.—22.1.1942.)

The primers fitted in Q.F., 3-in., 23 calibre American ammunition are not fitted with protective clips and will fire with a blow of 6-in. pounds.

2. Pending the production and fitting of ammunition with a suitable clip all packages containing these rounds are to be marked in two prominent positions:—
CAUTION—NO CLIP FITTED. TO BE HANDLED WITH CARE.

3. Personnel concerned are to be warned as to the necessity for special care in handling this ammunition.

355.—Ammunition, Q.F., 4-in.. Fixed—Hand-up—Modified Design and New Type Pawl

Ships, Dockyards and P.S.Os.

(G. 017583/41.—22.1.1942.)

It has been found that the existing design of pawl fitted to the standard hand-up for Q.F., 4-in. fixed ammunition is liable to breakdown due to the failure of the spring. A new type of pawl, which has no spring, has been designed, and is shown in detail on drawing Po.M.C.D.018559.

2. In any ship experiencing trouble with existing pawls, an item should be included in the defect list to cover the fitting of the new type pawl. The work should be carried out by ship's staff or repair base, material and assistance being provided, as necessary, by dockyard.

3. Where practicable, pawls of the new type should also be fitted to hand-ups in ships building.

4. New hand-ups for Q.F., 4-in., fixed ammunition should be constructed in accordance with the new standard drawing Po.M.C.D.018525A which supersedes Po.M.C.D.015836.

5. Copies of drawings Po.M.C.D.018559 and Po.M.C.D.018525A may be obtained on application to the Director of Naval Construction, Admiralty, Bath.

(A.F.O. 126/40.)

(This Order to be retained until complied with.)

356.—Primers—Percussion, Electric and Electric and Percussion— Reconditioning and Refilling of Fired Primers

(A.S. 16316/40.—22.1.1942.)

The arrangements for the recovery of fired primers—percussion, electric and electric and percussion—for reconditioning for further use, are to be extended.

2. The following lists give details of (a) primers which are suitable for refilling, (b) primers of which only the magazines can be used again, and (c) primers unsuitable for further use and which should be disposed of, viz. :—

(a) *Primers suitable for reconditioning and refilling :*

No. 1, Mark II.

No. 9, Marks I, I.M, and III.

No. 10, Marks I, I.M, I*M, II, II.M and III.

No. 11, Marks I, I.M, and III.

(a) *Primers suitable for reconditioning and refilling :—contd.*

No. 15, Marks I and II.

No. 17, Mark II.

No. 22, Mark I.

No. 24, Mark II.

No. 26, Marks I and II.

(b) *Primers unsuitable for repair but from which the magazines should be recovered for further use :*

No. 12, Marks I and III.

No. 13, Mark II.

No. 14, all Marks.

No. 19, Mark I.

(c) *Primers unsuitable for repair :*

No. 2, all Marks.

No. 5, all Marks.

No. 13, Mark I.

No. 16, Marks I and II.

No. 27, Mark I.

3. In order to facilitate the work of reconditioning, arrangements are to be made on board H.M. ships for fired primers of the types mentioned under paragraph 2(a) to be given a preliminary cleaning on removal from cartridge cases as soon as possible after firing.

4. Attention is also drawn to the necessity for exercising care in the removal from cartridge cases of the primers required for refilling in order to avoid damage to the key slots of the primers.

Naval Armament Depôts only.

5. Arrangements are to be made at R.N. Armament Depôts for all fired primers of the types mentioned under paragraph 2(a) to be thoroughly cleaned and to ensure that the magazines are loose in the bodies. The recovered magazines of the types mentioned under paragraph 2(b) should also be thoroughly cleaned.

6. After cleaning, Fired No. 9 Primers are to be forwarded to S.A.S.O., Priddy's Hard. All other fired primers and recovered magazines mentioned under paragraph 2(a) and 2(b) should be sent to N.A.S.O., Woolwich.

7. All fired primers mentioned under paragraph 2(c) and the bodies of primers mentioned under paragraph 2(b) should be disposed of in the normal way.

(A.F.O. 2019/39 is cancelled.)

357.—18-in., Mark XIB, and 18-in., Mark XII-XII***, "C" and "D" Blowing Heads—Gland Packing and Dashpot Filling

Aircraft Carriers and Naval Air Stations—C.T.C. Depôts.

(T. 82/42.—22.1.1942.)

There is strong reason to believe that the existing type of packing in the dashpot and auxiliary spring box glands, has been responsible for a number of blowing head failures. It is therefore approved to adopt a new packing of asbestos cord and graphite grease as described below.

2. *Material.*—Asbestos cord, 6-thread, St. No. 2 (Pattern 22, Naval Rate Book).

Quantity required per head.

Dashpot ... 10-in. for bottom gland ; 18-in. for top gland.

Aux. springbox ... 7-in. for bottom gland ; 12-in. for top gland.

3. *Lubrication.*—A mixture of equal parts by weight of anti-freezing grease and special lubricating graphite. The grease and graphite should be well mixed together, but it is important that no heat is applied. (Only special stores referred to in paragraph 9 below must be used.)

4. *Preparation.*—Bind the lengths of asbestos cord with two or three turns of linen thread. This binding should be approximately $\frac{1}{4}$ -in. from the extreme end of the asbestos cord. Untwist the cord in order to separate the strands and massage the mixed graphite and grease well in to each strand until no white can be seen. Re-twist the cord in its original form. The packing is now ready for use.

5. *Insertion into glands.*—In packing the glands the prepared asbestos cord should be inserted in a clockwise direction and lightly pressed down before fitting and screwing home the gland nut.

6. After screwing up the dashpot gland nuts sufficiently to make the gland tight the piston should be free to make its whole travel under the influence of the dashpot spring alone, i.e., without the assistance of the large flap.

7. The test for the spring box glands is that when carrying out paragraph 169 (c) (i) (c) of O.U. 6308 (A.F.O. P. 331/39). Measurement is to be made of the pressure required (a) just to force the flap down and (b) just prevent it coming up, the difference equalling twice the friction of the glands. This difference must not exceed 2 lb. The permissible spring effort is 11 to 12 lb. and the test therefore becomes "11 to 12 lb. + 1 lb. when forcing flap down; 11 to 12 lb. - 1 lb. when letting flap rise."

8. Some difficulty may be experienced in obtaining the requisite timing of the re-packed dashpots if the piston is a bad fit. Provided A.F.O. 5163/41 has been carried out the figures in O.U. 6308 paragraph 169 (b) can be relaxed to 9 to 16 for XIB and XIIC heads.

9. Ships, Naval air stations and M.T.B. bases concerned are to demand on the (S) N.S.O. of their storing yards 1 lb. each of anti-freezing grease (Air Ministry Specification D.T.D. 143B or 143C) and special lubricating graphite (Foliac No. 1371 manufactured by Messrs. Graphite Products, Ltd., London).

10. *Dashpot filling.*—This is to be changed from 1 : 4 to 1 : 3 parts of methylated spirit/water in order to avoid the necessity of changing the mixture to prevent freezing in very cold weather (see A.F.O. 358/42). A pencil note should be made to paragraph 169 (a) (iv) O.U. 6308 (A.F.O. P.509/40) pending amendment in due course.

11. The foregoing instructions will be carried out as heads pass through depôts but ships' staff should carry them out on sufficient heads to meet their practice requirements at the earliest opportunity.

(A.F.Os. 5163/41, 358/42 and P. 331/39 and P. 509/40.)

358.—18-in., Mark XIB and XII*C, and Later K.9 Blowing Heads—Precautions in Cold Weather

Aircraft Carriers and Naval Air Stations, C.T.G. Depôts

(T. 82/42.—22.1.1942.)

Trials have shown that if blowing heads are exposed to frost for any length of time, failure is likely. There is a variety of reasons for this.

2. If heads are liable to be exposed to temperatures below freezing point the following precautions are to be taken, and only heads modified in accordance with A.F.O. 357/42 are to be used.

3. The head is to be filled with a mixture of $1\frac{1}{2}$ -lb. of common salt to 1-gallon of fresh water or $1\frac{1}{4}$ -lb. salt to 1-gallon salt water (42-lb. or 35-lb., respectively, to a filling—28 gallons approximately). This solution is to be *thoroughly mixed before filling.*

4. To prevent corrosion this mixture should be in the head for as short a time as possible and heads must be thoroughly flushed out with fresh water after each run.

5. Blowing heads should not be exposed to low temperatures if this can be avoided, and practices should not take place if the atmospheric conditions are such that severe icing is to be expected, as the formation of ice under the trigger of the small water flap is certain to cause a failure to blow.

6. Blowing mechanism pockets must at all times be kept absolutely dry and if there is any suspicion of icing conditions all the external mechanism should be coated with glycerine or glycol and a small quantity should be placed in the bottom of the pocket ready to mix with any condensation which might occur.

7. The water charge in paragraph 3 freezes at 12° F. Trials have shown that heads prepared as above are safe under the following conditions :—

2 hours on the ground at 21° F. $\frac{1}{2}$ hour flight at 5° F.

Blowing heads must not be used under more severe conditions than this.

(A.F.O. 357/42.)

359.—Tables, Adjusting Gyroscopes, Mark VII—Modification

(A.S. 15031/41.—22.1.1942.)

The following Lists A and B detail the components of "Tables, adjusting gyroscopes, Mark VII" and "Boxes, detachable parts, etc., Mark VII gyro tables".

LIST A

TABLES, ADJUSTING GYROSCOPES, MARK VII

Item	St. No.	No. per table	Remarks
<i>Section III</i>			
Brackets, steering cylinder	1010	1	
Centres :—			
Balancer, long	833	1	
Balancer, short	834	1	
Gymbals	996	2	
Connections, air, complete	1024	1	
Cylinders, complete	1021	1	
Flanges, air service to gyro	877	1	
Legs, tubular	878	4	
Nozzle, female	876	1	
Pipes :—			
Air "W" gear (A)	6728	1	
Air, connecting (A) steering cylinder to gyroscope.	6729	2	
Blast, air supply to gyro seating ...	8043	1	"O.F.M." (b)
Exhaust from No. 4 stop valve ...	6992	1	
Main air supply to L.P. systems, gyro table.	8495	1	(a)
Pointers, steel, wire	6982	1	
Rods, tracing, long, complete with clutch.	885	1	
Screws, coupling, securing :—			
Bracket, steering, cylinder... ..	1023	4	
Cradle	6731	3	
Gyro seat and firing gear bracket...	341	11	
Seats, gyroscope, complete	6732	1	
Sights, fore	886	1	
Spanners :—			
Adapter pipe	254	1	
Adapter pipe	212	1	
Air pipes and reducer (double ended)	827	1	
Air pipes (single ended)	38	1	
Air pipes (single ended)	40	1	
Box, coupling screws	8491	1	
Pin, for nut on pivot of arm	6983	1	
Ring, air connection in pivot	6984	1	

Notes.—(a) Pipes, St. No. 8044, will be issued in lieu to ships, etc., pending availability of pipes, St. No. 8495.

(b) Not required for use with "Benches for gyro adjusting tables (all marks)".

LIST B

BOXES, COMPLETE WITH DETACHABLE PARTS, etc.
MARK VII GYRO TABLES

Item	St. No.	No. per box	Remarks
Adapters, blast air	8486	1	
Brackets, carrying firing gear, complete.	6723	1	
Cradles, supporting gyroscopes, complete.	6725	1	
Holders for telescope, complete ...	8501	1	
Pipes, air :—			
Adapter, complete, for air blast ...	6726	1	"O.F.M." (c)
" W " gear (B)	6980	1	
Connecting :—			
Steering cylinder	1025	2	
To gyro	1031	2	
Extension, main air to gyro ...	6730	1	
Reducer, discs	1435A	1	} Spares.
Reducer, discs	1435B	1	
Rods, tracing, short, complete with clutch.	1020	1	
Shields, blast, complete, with shutter	8502	1	
Sockets for pointers, complete, with screw.	8503	1	
Washers :—			
Copper	589	24	} For detachable fittings and including allowance for spare gear.
Copper	658	24	
Copper	904	12	
Fibre	655A	12	
Fibre	634	6	
Fibre	679	12	
Leather	6985	6	

Note.—(c) Not required for use with " Bench " referred to in Note (b)—List A.

2. An instructional card for operation of valves is to be pasted on the top side of Mark VII gyroscope adjusting tables in the position indicated in A.F.O. Diagram 19/42 and given one coat of clear varnish. The valve numbers are to be painted in block letters $\frac{3}{8}$ in. high, in close proximity to the respective valves, as shown, viz., Nos. 1, 2 and 4 on the table top and No. 3 on the radial arm.

3. All ships, etc., concerned are to demand from the nearest torpedo depôt the items required to complete Mark VII gyroscope adjusting tables and boxes on board to the above Lists A and B, together with the instructional cards required.

360.—D.G. Equipment—Setting in Home Waters Prior to Ranging

Motor Minesweepers

(S.D.G. 11/42.—22.1.1942.)

With reference to A.F.O. 5019/41, paragraph 2, and paragraph 10 Note (b), motor minesweepers in home waters are to use 120 ampere turns in their " M " coil (red pole UP) prior to being calibrated over a D.G. range.

(A.F.O. 5019/41.)

361.—Blowing Heads Used with Aircraft Torpedoes—Method of Securing Water Flap

Aircraft Carriers and Naval Air Stations

(A.S. 14302/41.—22.1.1942.)

A.F.O. 5163/41 is to be amended as follows :—

After paragraph 5 (a) but before paragraph 5 (b) insert :—

" Note.—In 18-in. Mark VII****-VIII* blowing heads, fitted with parallel flap and old pattern tripper, the tripper is fitted with a small eye on the leading edge. In these heads, therefore, the drilling of the hole (paragraph 4 (i)) can be dispensed with, and the wire secured to the eye in the same manner as that described in paragraph 5 (a)."

(A.F.O. 5163/41.)

362.—Synchronous Units, Marks I, II and III—Clutch Brake Relays

(T. 3799/41.—22.1.1942.)

Reports from sea indicate that difficulties are experienced in maintaining the clutch brake relay contacts of synchronous units, Marks I, II and III, in an efficient condition.

2. The main source of trouble is the heating that occurs at the tungsten and carbon contacts. This leads to distortion of the strip carrying the tungsten contacts, causing further heating and eventual breakdown.

3. Ships which experience this trouble are to modify the relays as follows :—

- (1) Replace the tungsten tips by tips of silver (99.6 per cent. or higher purity) of similar dimensions.
- (2) Replace the carbon rods by rods of copper, tipped with $\frac{1}{8}$ -in. of an inch of silver (99.6 per cent. or higher purity).

4. Silver rod of 99.6 per cent. or higher purity is required for making the new contacts and this is to be demanded from S.N.S.O. of the ship's storing yard.

5. Suitable silver is to be obtained as required by the yards from Messrs. Johnson, Matthey & Co., Ltd., Hatton Garden, London, by direct local purchase under Subhead F, Item 2B.

6. When this alteration has been made, ships concerned should report in their Half-Yearly Electrical Report after 6 months' experience with the modified relay :—

- (a) Whether trouble is still experienced.
- (b) By what percentage maintenance has been reduced.

363.—Torpedo Stores—Bag, Canvas, for Gyro Steering Pointers—Allowances

(A.S. 13811/41.—22.1.1942.)

The following item, viz. :—

Section II. Bag, canvas, complete with tools, etc., for emergency gyro steering pointers
is not required for use with " Phoenix, gyro emergency steering pointer, Pattern No. 1711 ".

2. Cruisers allowed " Phoenix, gyro emergency steering pointers, Pattern No. 1711 ", in accordance with A.F.O. 1413/37, are, therefore, to return any bags, referred to in paragraph 1, on board to the nearest Torpedo Depôt.

3. Naval Proportion Book, Pt. IV, will be amended in due course.

(A.F.O. 1413/37.)

364.—Step-by-Step Transmission—“M” Type and Vickers

(T. 3789/41.—22.1.1942.)

With reference to A.F.O. 1071/41, trays and electrolytic condensers, A.P. 3435 for boxes A.P. 8161-2-3, are, in future, only to be issued as completely assembled units.

2. Assembly of the condensers in the trays is to be done by the storing yards concerned before issue.

3. Before fitting the condensers into the trays, the bottom of the latter is to be covered with two layers of fearnought, with one layer around the sides of the tray. This enables the condensers to be clamped up tight.

4. Wood packing pieces are required in the one unit tray. The condenser negatives are to be taken to a star point in units of three condensers, by 16 S.W.G. copper wire covered with flexible varnished tubing.

5. Trays should be painted or enamelled before assembly to prevent corrosion.

6. Ships which have drawn trays and condensers as separate items should pack the condensers in the trays as shown on A.F.O. Diagram 114/41 (1, 2 and 3) as follows:—

Fearnought—

(a) One layer, 3-in. wide, laid around each side for all sizes.

(b) Two layers laid on bottom of tray, 12 $\frac{3}{16}$ -in. by 8 $\frac{3}{8}$ -in. for Pattern 8161, 8 $\frac{3}{8}$ -in. by 6 $\frac{3}{16}$ -in. for Pattern 8162, 4 $\frac{1}{2}$ -in. by 4 $\frac{3}{16}$ -in. for Pattern 8163.

Wood packing—

Two wood packing pieces, 1-in. by 1 $\frac{3}{8}$ -in. by 3-in., in Pattern 8163 only, to prevent side play of lower condenser.

(A.F.O. 1071/41.)

365.—Adjusting Compasses—Skilled Labourers to Assist Swinging Officers

(D.C.D./C.W.38833/41.—22.1.1942.)

A skilled labourer may be entered to assist the Swinging Officer at those ports where such an officer is appointed for this duty and where the number of ships swung would give full time employment.

2. The man entered at each port will be eligible for payment at the following rate:—

Ordinary labourer's basic rate for the port (*see* A.F.O. 5347/41 and B.R.669—Cash Duties Instructions) plus a “lead” of from 6s. to 9s. at local discretion plus Admiralty industrial bonus to cover a normal working week of 47 hours, plus overtime in accordance with B.R.669—Cash Duties Instructions, App. IV, Section A.

(A.F.O. 5347/41.)

366.—Boiler Tubes, etc.*H.M. Ships “Loosestrife” and “Stornoway”*

(N.S/P. 59789/41/P. 60670/41.—22.1.1942.)

Particulars of the boilers and tubes fitted in H.M.S. “Loosestrife” are identical with those published in A.F.O. 2056/41 for H.M.S. “Marigold”.

Similarly, those fitted in H.M.S. “Stornoway” are identical with those published in A.F.O. 3833/41 for H.M.S. “Polruan”.

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

(This Order will not be reprinted).

(A.F.Os. 2056/41 and 3833/41.)

367.—Steering Gear—Electro-Hydraulic—Provision of Hand Control of Pumps*Cruisers—“Kent” Class and later, prior to “Edinburgh”*

(D. 13325/41.—22.1.1942.)

Emergency hand control gear is to be fitted to each steering pump in the above ships to enable steering to be continued by electric power in the event of damage to the normal control or hunting gear.

2. Arrangements have been made with the steering gear makers for the supply to ships concerned of the necessary additional parts, which are to be fitted by ships' staffs at the first opportunity, a suitable item being inserted in the next list of Alterations and Additions to cover the work involved.

368.—Lubricating Oil System—Modification*“U” Class Submarines (except “Una”)*

(E.-in.-C./P. 56259/41.—22.1.1942.)

Instances have recently occurred whereby incorrect operation of the three-way cock in the discharge pipe line from the lubricating oil separator, has resulted in the sump of one engine being pumped dry, whilst the engines were in use.

2. The lubricating oil system is to be modified as shown on A.F.O. Diagram No. 20/42, the three-way cock being dispensed with.

3. An item, classified A*, is to be inserted in the next lists of “Alterations and Additions” for these vessels, to cover the above work.

369.—Air Intakes to 54 Kw. Generating Sets*105-ft. M.M/Ss.*

(E. in C./T. 07898/41.—22.1.1942.)

In the event of any difficulty being experienced due to the entry of sea water with the existing method of supplying air to the 54 kw. generating sets, the intake trunking should be removed, and the air for the engine taken direct from the engine room, a short trunk being led to the level of the crank chamber.

2. The work should be treated as a defect and an item should be inserted in the ship's defect list accordingly.

370.—R.D.F. Types 282/4/5—Replacement of H.T. Leads in Panel L.12

(S.D. 076/42.—22.1.1942.)

High voltage cables in panels L.12 of R.D.F. types 282/4/5 have frequently proved defective and are now to be replaced by a set of leads of improved design.

2. Ships fitted with R.D.F. types 282/4/5 are therefore to demand from the N.S.O., Haslemere, one set of leads, Pattern W.3582, for each set fitted. These leads are to be fitted by ships staff.

3. The method of fitting is as follows:—

(a) Remove the desk cover and lower door from cover plate.

(b) Remove the C.R. tube N.C.7 from the Mount Design D and stow in a safe place.

(c) Detach all connections from the right hand side of the base of the Mount Design D.

(d) Detach connections at left hand side of mount from the condenser and filament-transformer unit.

- (e) Remove the nuts from the four resilient mountings A.P.X.655 which secure the Mount Design D to cover plate and withdraw the complete mount from the equipment.
- (f) Remove the five Pattern 828A cables, numbered 47-51, from the left hand side of the C.R. tube socket at the base of the mount. Solder the replacement (compounded and cotton braided) cables to the appropriate tags on the tube socket. The unnumbered ends of the new leads are to be attached to the tube socket.
- (g) Locate the five Pattern 5429A cables, numbered 4-8, which run from the terminal board at the base of the control unit and along the inside of the cover plate on the left. No. 4 runs to the rectifier unit and Nos. 5, 6, 7 and 8 to the condenser and filament-transformer unit. Remove these five cables and their clips. Replace these five cables by the new type PT24 braided cables. The ends with $\frac{1}{2}$ -in. numbered sleeves are to be attached to the terminals of the control unit. The ends with 1-in. numbered sleeves are to be attached to the rectifier unit and the condenser and filament-transformer unit. It is important to fit the cables the right way round or the length of polythene exposed at each end will be incorrect. The three clips holding these cables to the transverse angle bar running along the inside of the control unit, are to be replaced by the three new clips provided. The existing clip holding the cables to the left hand side of the cover plate will be large enough to accommodate the new cables. When fitted, these cables should have as straight a run as possible from the transverse angle bar to the terminals on the control unit and should not be bent or curled round. The anti-brushing ferrules should go just to the front of the front edge of the transverse angle bar and at the condenser and filament-transformer unit end just behind and inside the vertical angle bar of the main rack framework.
- (h) Locate the two Pattern 828A rubber covered cables which run from the top of the resistor panel on the left hand side of the rectifier unit Design G through the chassis to the two Pattern X.1434 high tension smoothing condensers and replace them with the PT29A polythene (unbraided) cable provided. It is possible to do this without removing the rectifier unit from the rack.
- (i) Replace the mount, design D, and the cathode ray tube and remake the connections.

Note.—On some of the latest equipment the condenser and filament-transformer unit is provided with a paxolin front panel and insulating cable clamps. In the case of these equipments the holes in the right hand side clamp should be enlarged to accommodate the new 0.48-in. diameter cables if this has not already been done. The left hand clamp should be dispensed with. Where the Mount Design D is provided with a drilled paxolin bar for spacing the cables on the left hand side this paxolin bar should be removed and the cables run straight to the tube socket.

371.—Naval Aircraft—Forced Landings Due to Exhaustion of Main Fuel Supply

(A.M.R./A.M. 6569/41.—22.1.1942.)

Several cases of engine failure on various types of aircraft have occurred recently due to exhaustion of the fuel supply from the main tank. In each case, the change to auxiliary, or reserve, tank failed to clear the resultant air-lock in time to prevent a forced landing.

2. The attention of all Naval pilots is to be drawn to the importance of having an accurate knowledge of the endurance which can be expected from the fuel carried in each tank, and of the vital necessity of changing over to another tank before a depleted tank is completely drained.

3. *Martlet Aircraft.*—On changing over, the hand pump should at once be used if the gauge indicates any tendency for the fuel pressure to fall.

372.—Naval Aircraft—Modification to Observer's Single Point Quick Release Harness

(A.M./A.D.P. 191/41.—22.1.1942.)

To make provision for fitting "K" type dinghies to observer harness, the following modification is to be carried out by units to all observer harness held at the next monthly inspection.

2. The modification comprises the securing of two anchorage rings to the extension of the waistbelt at points between the junctions of the waistbelt with the main lift webs and short front suspension straps. The rings are secured to the waistbelt by means of straps of heavy webbing stitched at right angles to the waistbelt so that the rings hang freely downward.

3. Materials required for harness : 15A/194 rings, anchorage, 2 off.
15A/271 webbing, heavy, 3,000 lb., $8\frac{1}{2}$ -in. off.
15A/108 linen thread as necessary.

4. Tools required : 1B/4176, needles, parachute harness, 2 off.
1B/1704, sailmaker's palm, 1 off.
— pliers, flat nose.

5. Squadrons concerned (except those in H.M. ships "Eagle", "Illustrious" and "Formidable", for which special arrangements are being made) should demand as necessary from their usual sources.

6. For each side of the harness a $4\frac{1}{2}$ -in. length of webbing is cut, and waxed at each end to prevent fraying, doubled through an anchorage ring and laid centrally on the outside of that part of the waistbelt lying between the main lift web and the short front suspension strap. The ring to be at the lower side of the waistbelts. In order to cater for outside members of a crew, the length of the strap may be extended to suit such members. It should be noted, however, that the strap should be fitted so that the pack is held close to the body without freedom of movement.

7. Secure the webbing straps to the waistbelt by sewing, using linen thread (Stores Ref. 15A/108) waxed before use. The run of the stitching is to be as indicated in A.F.O. Diagram 21/42, and the method as shown in A.P. 1182, Vol. I, Part 1, Section 6, Fig. 1.

8. Modification action to provide stowage in the rear cockpit of naval aircraft for the "K" type dinghy in "F" type pack, as described in A.F.O. 5308/41, will be taken in due course.

9. Until this modification is introduced units equipped with these dinghies are to use their own resources to provide a suitable stowage readily accessible to the user.

10. On no account must these dinghies be stowed where they can be trodden on or otherwise damaged or their reliability will be seriously impaired.

(A.F.O. 5308/41.)

373.—Hurricane Aircraft—Without Modifications/11—Precautions

(A.M.R./A.M. 6275/41.—22.1.1942.)

Certain Hurricane aircraft of early manufacture are in service in which Modifications/11—introducing an improved hydraulic system, including a new type selector lever—has not been embodied.

2. In these aircraft difficulty may be experienced in moving the undercarriage selector lever to the "Down" position owing to the spring-loaded plunger at the bottom of the selector lever becoming damaged and tending to jam the lever.

3. Special attention is to be paid to the selector mechanism on these aircraft. If any case of stiffness in operation is reported by the pilot, the selector lever is to be examined for burrs, thoroughly cleaned, lubricated and tested on the ground for freedom of operation before further flights are made.

374.—Additional Stiffening in Lower Central Store, Forward

"J," "K" and "N" Class Destroyers

(D.022526/41.—22.1.1942.)

It has come to notice that splitting has taken place between frame stations 14 and 15 in the port 8 lb. M.S. shell plate (13½–25 stations) about 1 ft. 6 in. above the W.T. flat in one of the ships referred to above. This may have been due to panting.

2. The Commanding Officers of all "J", "K" and "N" class destroyers are to arrange for the thorough inspection of the structure in this vicinity on both sides of the ship at each time of coming in hand, and if any defects are found to include an item in the Defect List for additional stiffening to be fitted.

(N.L.O. Durban, 23.9.41, No. 3400/46/D.)

375.—Steering Gear—Electro-Hydraulic—Provision of Hand Control of Pumps

Cruisers ("Kent Class and later, prior to "Edinburgh")

(D. 13325/41.—22.1.1942.)

Emergency hand control gear is to be fitted to each steering pump in the above ships to enable steering to be continued by electric power in the event of damage to the normal control or hunting gear.

2. Arrangements have been made with the steering gear makers for the supply to ships concerned of the necessary additional parts, which are to be fitted by ships' staffs at the first opportunity, a suitable item being inserted in the next list of Alterations and Additions to cover the work involved.

376.—Tests and Examinations During Wartime

Submarines

(D.16311/41.—22.1.1942.)

A.F.O. 989/40 is to be amended as follows :—

Tests and Examinations normally carried out at EACH REFIT

Authority.	Item	Procedure approved for wartime.
E.M.105	Main battery to be removed for examination and test of battery tanks or compartments.	Delete all reference to and remarks concerning "Unity" and "H" Classes—"Grampus," "Narwhal," "Rorqual," "Cuchalot" and "Seal"—"L," "S" and "T" Classes.
	Add :	All other classes—The rosbonite is to be removed from the flat and twelve inches up the sides.

(Admiral (S), 7.11.41, No. 2046/S.M.790.)

(A.F.O. 989/40.)

377.—Firemain Systems—Isolation Valves and Emergency Bulkhead Pieces

Sloops

(D. 024657/41.—22.1.1942.)

The terms of A.F.O. 253/41 and C.A.F.O. 517/41 are to be extended to apply to sloops as follows :—

(a) Double-faced sluice valves are to be fitted to the firemain in the following positions :—

(i) At each side of the point where the rising main from the pump joins the firemain. (Where screw-down valves are fitted they should remain.)

(ii) To divide the firemain into two or three sections, thus enabling damaged portions to be isolated and temporarily replaced by hoses.

(b) Bulkhead hose connections similar to those indicated in A.F.O. Diagram 30/41 are to be fitted on the main bulkheads on the upper deck as may be considered necessary to enable hoses to be led from one section to another without having to keep watertight doors open.

2. The Commanding Officers of ships in commission are to include an item, Classification "A", in their next lists of Alterations and Additions to cover the work involved.

(A.F.O. 253/41 and C.A.F.O. 517/41.)

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

378.—Naval Stores Returned for Survey, etc.—Missing Parts

H.M. Ships at Ports and Repair Bases other than H.M. Dockyards

(N.S. 24291/41.—22.1.1942.)

Considerable expenditure has been incurred in connection with the repair and reconditioning of naval store pattern articles which have been returned for survey, etc., by H.M. ships whilst at ports and bases other than H.M. dockyards owing to the incompleteness of the articles on receipt at the Yard. It has seldom been found possible to obtain the missing parts from the ships after the articles have been returned.

2. Special care and attention is therefore to be given by all concerned to ensure completeness, as far as possible, of all naval store pattern articles before they are returned for survey and repair, etc., in order to avoid the delay, cost, and work of obtaining replacements of the missing parts when the articles are taken in hand for reconditioning for further service.

3. Examples are shown, in the following list, of parts of articles which are often found missing on survey :—

Article.	Parts missing.
Clocks, Pattern 307	Base plates.
A.R.L. plotters	Clocks and scales.
Navyphones and telephones	Hand sets.
Electric drilling machines	Handles.
Table fans	Armatures and guards.
Forbes log	Plug boxes.
Headpieces, Pattern 3277	Mouthpieces.
Oil lanterns (various patterns)	Lamps.
Walkers log	Rotators and governors.
Dining tables (extending)	Leaves.
Boats disengaging gear	Swivels and shackles.

379.—Electric Cable Drums—Marking

(N.S. 15065/41.—22.1.1942.)

When a length is cut off and issued from a drum of electric cable, care is to be taken that the length of cable as painted on the side of the drum is duly corrected to show the quantity remaining. The original length given on the metal tally should also be obliterated immediately after first issue of a portion from a drum.

2. B.R.696 (Part I)—“Instructions for the inspection, receipt, care, etc., of Gunnery, Torpedo and Electrical Stores”—will be amplified.

380.—Cease Fire Bells and Domes—Allowances

Capital Ships, Cruisers, Aircraft Carriers, H. M. S. “Adventure,” Flotilla Leaders and Destroyers (including “Hunt” Class), Fast Minelayers (“Abdiel” Class) and Sloops.

(N.S. 12250/41.—22.1.1942.)

The following cease fire bells and domes are to be allowed as spares to the ships shown below, and demands as necessary to complete to these allowances are to be forwarded from ships concerned to their storing yards. Supply to ships building is to be arranged by storing yards in the usual manner.

	<i>Capital Ships, Aircraft Carriers, Cruisers and H.M.S. “Adventure”.</i>	<i>Flotilla Leaders and Destroyers (including “Hunt” Class), Fast Mine- layers (“Abdiel” Class) and Sloops.</i>
Pattern 139. Bell portion with casting, etc., and gong standard but without dome.	2 No.	1 No.
Pattern 5. Domes, square, for starboard guns	1 No.	1 No.
Pattern 4. Domes, oblong, for port guns ...	1 No.	1 No.

2. The Sea Store Establishments concerned will be amended.

(C.-in-C., Home Fleet, 14.6.41, No. 763/H.F.744.)

381.—Clocks, Patterns 305, 723 and 724—Supply to Ships of New Construction

Dockyards and Overseers concerned

(N.S. 19404/41.—22.1.1942.)

In all future contracts for ships of new construction, the supply of deck clocks, Pattern 305, saloon clocks, Pattern 723, and engine room clocks, Pattern 724, will be undertaken by the Admiralty.

2. For ships at present under construction, where, in accordance with the contract documents, shipbuilders are liable for the supply of the clocks and arrangements have not yet been made, Overseers may, as from 1st April, 1942, if desired, demand the requisite clocks from the storing yard. In such cases, Overseers should arrange for a fair and reasonable abatement.

3. The Sea Store Establishments concerned will be amended.

382.—Lamp, Pattern 16069—Introduction

(N.S. 20932/41.—22.1.1942.)

The following item has been introduced as a component of R.D.F. equipment and will be added to the Authorised List of Naval Stores under subhead F.2.A.

<i>Pat. No.</i>	<i>Description</i>
16069	Lamp, electric, 12 volt, 6 watt, 45 mm. long, festoon type.

2. A first purchase of 11,000 lamps has been made from Messrs. General Electric Co. under C.P. 82011/41 for delivery to R.N. Store Depôt, Howard Town Mills, Glossop.

383.—Naval Aircraft—Albacore Free Gun Sights

(A.M./A.M.R. 845/41.—22.1.1942.)

Relative speed sights (Ref. 8B/1139) may be fitted on Vickers G.O. guns in first line Albacore aircraft in addition to reflector sight, Mark III, for use in the event of bulb failures in action.

2. Sights will be issued on demand on a scale of 1 per first line aircraft.

3. Spare sights will be allowed to the following scale :—

O.U. 6328(E).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
		<i>Section 8B.</i>																		
1139	Sights, Relative speed ring and bead.	—	—	—	—	—	—	—	—	1	2	4	6	—	—	—	—	—	—	A

(A.F.O. 4979/41 is cancelled.)

384.—Naval Aircraft Clocks—Reduction in Allowance

Swordfish, Albacore, and Walrus

(N.S.Air. 5940/41.—22.1.1942.)

The number of Ref. 6A/579 clocks fitted in the above-mentioned aircraft has been reduced to 2 per aircraft by Amendment List No. 50 to Swordfish, Appendix “A,” Serial No. 1070, Amendment List No. 39 to Albacore, Appendix “A,” Serial No. 1111, and Amendment List No. 49 to Walrus, Appendix “A,” Serial No. 1044.

2. In view of the general shortage, the surplus clocks should be returned forthwith to the appropriate R.N. Store Depôt.

385.—Meteorological Instruments—Withdrawal of Allowances

(N.S. 14041/41.—22.1.1942.)

The existing allowances of the undermentioned instruments have been withdrawn from the classes of ships and bases mentioned :—

<i>Description of instrument.</i>	<i>Classes of ships, etc., from which allowance has been withdrawn</i>
Barometers, aneroid, Pattern 502.	M.T.Bs. and M.G.Bs. (other than “Fairmile” type), M.A/S.Bs., and 72-ft. M.Ls. The “base” allowance of spares for these craft has also been withdrawn.

Description of instrument.	Classes of ships, etc., from which allowance has been withdrawn
Barograph, Pattern 503	Submarines.
Barometers, mercurial Pattern 512.	Flotilla leaders, sloops, corvettes ("Kittiwake" and new "River" class twin-screw type), minesweepers ("Halcyon," "Improved Hebe," "Bangor" and twin-screw classes).
Thermometers, Pattern 504.	All vessels not allowed a screen, shipboard, Pattern 510.

2. Steam gunboats and "Fairmile" type M.T.Bs., M.G.Bs. and M.Ls. are to retain their existing allowance of one barometer, Pattern 502, but no spares are to be allowed to bases at home. Bases abroad will be allowed two spare barometers of this pattern per flotilla attached.

3. Ships and coastal force craft referred to in paragraph 1, in commission, should return to the nearest storing yard, area naval store or base any of the above pattern instruments at present on board. Instruments returned to coastal force craft bases should be forwarded to the storing yard together with those held as spare for the types of craft concerned.

4. All the instruments are of a fragile nature and where possible should be taken by hand to the return store at the dockyard or base, at the first convenient opportunity.

Where transport by rail, etc., is necessary, the instruments should be specially packed to avoid damage in transit. Special attention should be paid to the mercurial barometers.

5. The establishments of naval stores concerned will be amended.

(F.O.(S.), 3.10.41, No. 1814/SM.190.)

(R.A.C.F., 11.10.41, No. 1018/M.48.)

386.—Canvas Delivery Hoses—Supply

New Construction, Emergency Repairs and Conversions

(N.S. 22386/41.—22.1.1942.)

In view of difficulties occasioned to the Flax Control by numerous small orders from shipbuilders for hose tubing of Admiralty standard quality, all canvas delivery hoses for fire, wash deck, etc., purposes, including those fitted with 2½-in. instantaneous couplings, will in future be supplied from Admiralty stocks. The following arrangements will be necessary to implement this decision.

(a) *Future New Construction*

Future building specifications will stipulate that these canvas hoses will be supplied by Admiralty.

(b) *Existing New Construction, Emergency Repairs and Conversions*

From 1st February, 1942, all requirements of these canvas hoses (except where purchase has already been arranged by shipbuilders) are to be demanded by the overseers on the storing yard or depot, specifying the size, length, and type of coupling required. Overseers should arrange for a fair and reasonable abatement in appropriate cases.

2. The above arrangement does not apply to hoses shown in the building specification as "Portable Fittings" which require couplings of non-standard Admiralty type. For any such hoses, the shipbuilders will remain liable for arranging supply, but the canvas tubing required for the manufacture of these special hoses will be supplied from Admiralty stocks on application through the overseer.

3. The Sea Store Establishments will be amended.

(A.F.O. 5417/41.)

387.—Chemical Closets for Medical Distributing Stations—Allowance

H.M. Ships, Cruisers and above

(N.S. 14919/41.—22.1.1942.)

Two chemical closets of "Elsan" (or similar type), together with one gallon of "Elsanol" chemical are to be allowed, one for the Main, and one for the Auxiliary Medical Distributing Stations, in cruisers and larger vessels having these Medical Distributing Stations conforming to the provisions of A.F.O. 619/41 which is being revised and re-issued shortly.

2. Each closet is supplied with sufficient chemical for two charges and the further gallon provides for eight further charges. If necessary the quantity of chemical provided may be adjusted after sufficient experience has been gained.

3. Ships concerned in commission should forward demands to their storing yards. For ships of new construction the closets should be demanded from storing yards by the overseers but the spare chemical should be included in the First Outfit of Consumable Stores.

4. Suitable arrangements are to be made for the closets to be secured in position by shipbuilders in the case of ships under construction and by ships' staff for ships in commission.

5. The following quantities of "Elsan" closets and "Elsanol" chemical have been ordered from the Elsan Manufacturing Co. under Contract C.P. 11185/42, dated 14/1/42, for delivery to yards and depôts shown, but as deliveries are not expected to become available for some time, supply should not be hastened:—

	Chat- ham	Ports- mouth	Devon- port (N)	Ros- yth	Mersey Area	Severn Area	Total
<i>Subhead B.8.</i>							
"Elsan" No. 44 closets,							
A.R.P. model No. 150 (A)	50	40	40	40	50	30	400

Subhead E.6.

"Elsanol" Chemical	Galls. 600 (B)	200	160	160	160	200	120	1,600
(A) includes	30 No. for Trincomalee							
	20 No. for Freetown							
	10 No. for Bermuda							
	10 No. for Singapore							
	40 No. for Alexandria							
	10 No. for Gibraltar							
	30 No. for Durban							
(B) includes	120 galls. for Trincomalee							
	80 galls. for Freetown							
	40 galls. for Bermuda							
	40 galls. for Singapore							
	160 galls. for Alexandria							
	40 galls. for Gibraltar							
	120 galls. for Durban							

To be packed and shipped direct from Contractor's works through Naval Store Officer, Park Royal.

6. Yards abroad should forward demands for any requirements other than those shown above.

7. B.R. 358—Establishment of Naval Stores for Executive Purposes—will be amended.

(Portsmouth postal message 31.7.41 No. 4853 and Chatham postal messages 9.9.41 and 15.9.41 Nos. 16376X and 16817X respectively.)

(A.F.O. 619/41.)

Section 4

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

338.—Weatherproof Protective Suits

Coastal Force Craft (other than A.R.Bs.)

(V. 6790/41.—22.1.1942.)

The loan issue of weatherproof protective suits of the type referred to in A.F.O. 4538/41 has been extended to the following Coastal Force Craft:—

- (a) Coastal Force Flotillas north of Lat. 55° 0' 0" N.
(b) M.L. Flotillas engaged on convoy escort duties.

2. The allowance of suits for these vessels will be one for each member of the upper deck personnel, and demands on this basis should be forwarded by the Accountant Officers concerned to the Superintendent of the nearest of the victualling yards and depôts mentioned in A.F.O. 4538/41.

3. Any weatherproof protective suits of the submarine type and duffel coats on board Coastal Force Craft of the categories indicated should be returned to the nearest victualling yard or depôt so that they may be available for other services when the full allowance of weatherproof suits of the destroyer type is received on board. Any oilskin coats or jackets, trousers and sou'westers in excess of requirements for use on shore *on duty* only should also be returned to store.

4. So far as is practicable the suits will be issued in the proportion of three of size 1, five of size 2 and two of size 3, and as they are expensive and difficult to produce, special care is to be taken in their handling and stowage.

5. The establishment of loan clothing for Coastal Force Craft set out in A.F.O. 5441/41 will be amended as necessary.

(A.F.Os. 4538/41 and 5441/41.)

389.—W.R.N.S.—Uniform Kit

(V. 6880/41.—22.1.1942.)

Serge trousers may be worn instead of a skirt by W.R.N.S. motor transport drivers when on night duty or when driving trucks or lorries, and by visual signallers at D.G. ranges.

2. W.R.N.S. ratings in these categories may be supplied with a pair of seamen's serge trousers (Class II uniform pattern) if they so desire, a serge skirt being withdrawn. The trousers are only to be worn when the ratings are employed on the duties indicated. At other times skirts are to be worn. If the ratings are transferred to other duties for which they no longer require to wear trousers, they are to be given a free issue of a serge skirt and the trousers are to be withdrawn. Articles withdrawn are to be dealt with as laid down in A.F.O. 4521A/40, paragraph 2.

(A.F.Os. 75A/40 and 4521A/40.)

390.—Badges for R.N. Patrol Service—Gunnery Ratings

(V. 6462/41.—22.1.1942.)

The new badges for Gunnery Ratings of the R.N. Patrol Service introduced by A.F.O. 4731/41 can be made up by the addition of the letter "P" to the following existing badges:—

For Patrol Service Seamen Gunner (P.S.S.G.) (existing badge for P.Os. (Other)).	Patterns 115A & B.
For Patrol Service Gunlayer (P.S.G.L.) (existing badge for Gun Layers, O.R.).	Patterns 111A & B.
For Patrol Service Gunnery Instructor (P.S.G.I.) (existing badges for Director Layers, C.P.Os. and O.R.).	Patterns 108A & B. and Patterns 109A & B.

2. Stocks of letter "P" badges are being provided at the Royal Victoria, Royal Clarence and Royal William Yards and H.M. Naval Victualling Depôts at Jamestown, Dumbartonshire, and Lancashire Area, Accrington, Lanes., for issue on demand. The pattern numbers and issuing prices are as follows:—

Pattern 113A. Letter P, red	1d. for 3.
Pattern 113B. Letter P, blue	1d. for 4.

3. The issuing prices of badges, Patterns 115A and B, 108A and B and 109A and B are given in A.F.Os. 2227/41 and 5095/41.

The issuing prices of badges, Patterns 111A, etc., are:—

Pattern 111A	4d. each.
Pattern X.111A	3d. each.
Pattern 111B	3d. each.
Pattern X.111B	3d. each.

(A.F.Os. 2227/41, 4731/41 and 5095/41.)

(This Order has been reprinted for posting on Notice Boards.)

391.—Used Aero-Engine Lubricating Oil—Disposal

(N.S. Fuel 11936/40.—22.1.1942.)

Until further notice, used aero-engine lubricating oil of all grades will be reclaimed by two contractors, one operating north of a line running along the northern boundaries of Gloucestershire, Oxfordshire, Northamptonshire, Cambridgeshire and Norfolk, and the other south of that line.

2. The contractor for the area north of the line is Messrs. Dalton & Co., Ltd., The Oil Works, Belper, Derby (A.M. Contract No. A.298539/41/C.10B), and for the area south of the line, Messrs. Stevinson, Hardy & Co., Ltd., Stevinson House, 155, Fenchurch Street, London, E.C.3 (A.M. Contract No. A.318943/41/C.10B).

3. (Superintending) Naval Store Officers, Storekeeping Officers of Naval Air Stations, or other store officers concerned, are to notify the appropriate contractor on the first day of each month of the quantity of used oil in stock and the anticipated arisings during the ensuing month. The notification (one copy only) should be forwarded in the following form:—

Stock on hand as at	How held, i.e. bulk, barrels, etc.	Estimated arisings during month of	Amount despatched or collected by contractor during previous month.
.....

It should be noted that Headquarters, No. 42 Group, R.A.F., are no longer to be supplied with this information.

4. Notification of intention to collect the used oil or a request for its despatch to the appropriate works, will be received direct from the contractor concerned. In the event of its being sent by rail it is important that the containers in which the oil is despatched should be sound and free from leakage, and the bungs securely wired down. S.M.L.O. or I.C.E. drums may be used for this purpose if aero-engine lubricating oil drums are not available. If drums of these types are unobtainable locally, application for drums required should be made to the Admiralty (Director of Stores), London. Consignments should be sent carriage paid, and a carrier's note is to be issued for each consignment.

5. Under the terms of the contract, contractors normally return to establishments from whom quantities of used oil are received, and equivalent number of empty drums for further arisings. If constant supply of suitable empty drums is available locally and the return of empty drums is not, therefore, required, the carrier's notes should be prominently endorsed in red ink: "DRUMS NOT TO BE RETURNED. TO BE HELD ON AIR MINISTRY LOAN."

6. Until further notice, Northern Ireland is excluded from this Order.

(A.F.O. 3977/41 is cancelled.)

392.—Brushes, Badger, Pattern C.320—Shortage

(N.S. 25127/41.—22.1.1942.)

Owing to the difficulty in obtaining supplies of badger hair, brushes, squirrel, Pattern C.348, will be issued in lieu of brushes, badger, Pattern C.320, when present stocks of the latter are exhausted.

(Devonport Y.L. 7787 of 4.11.41.)

393.—Meat and Offals—Service Rates for Additional Items

(C.P.5/90644/41.—22.1.1942.)

As some confusion has arisen between the "SERVICE RATES" for Meats and Offals which were promulgated in A.F.O. 177/42 and the "FLEET ISSUING PRICES" at which these items are issued in H.M. Ships and Naval Establishments for messing purposes, it is notified for the information of Accountant Officers that the "SERVICE RATES" are the prices at which supplies of Frozen Meats and Offals are invoiced by the Service Agents of the Ministry of Food (i.e. they are the actual prices paid by the Admiralty to the Ministry in the case of direct supplies from the Service Agents, and by Admiralty Meat Contractors for supplies made to them by the Service Agents in connection with Port contracts).

2. The FLEET ISSUING PRICES remain as set out in A.F.O. 4141/41.

(A.F.Os. 4141/41 and 177/42.)

Section 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE**394.—Amendments to Books**

(E.F.O.—22.1.1942.)

The undermentioned amendments to B.R. and O.U. books are available for issue from the R.N. Store Depot, 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 Depot, Elveden Road, Park Royal, N.W.10.

A.F.O. P.48/42.—B.R. 46—Admiralty Navigation Manual, Volume II—Amendment No. 3.

P.49/42.—B.R. 241/40—Handbook of the Davis Submerged Escape Apparatus—Amendment No. 3.

P.50/42.—B.R. 247—Pamphlet of the Thompson 0.45-in. Sub-Machine Gun—Amendment.

P.51/42.—B.R. 669—Instructions for the Conduct of Cash Duties—Amendment.

P.52/42.—O.U. 5416/1932—Tables showing Particulars in Regard to Naval Ordnance, 1932—Amendment No. 9.

P.53/42.—O.U. 5530—The Holman Projector, Mark II, 1940—Amendment No. 8.

P.54/42.—O.U. 5532 (40)—Handbook on Lookouts and Service Optical Instruments, 1940—Amendment No. 4.

P.55/42.—O.U. 6320 (1) (40)—Instructions for Preparing "L," Mark II, Mine Unit in Controlled Mining Base and Minelayer—Amendment No. 1.

P.56/42.—O.U. 6358A—Handbook for 6-in., B.L., Mark XXIII, Gun on Twin, Mark XXI Mounting, Book I—Text, 1932—Amendment No. 3.

P.57/42.—O.U. 6359A—Handbook for 6-in., B.L., Mark XXIII Guns on Triple, Mark XXIII Mountings—Book I—Text, 1937—Amendment No. 2.

P.58/42.—O.U. 6385—Drill Book for Mines "A", Marks I-IV—Amendment No. 7.

(A.F.Os. 1268/39, 4622/40 and 293/42.)

395.—A.F.Os.—Supply to M.A./S.Bs.

(E.F.O. 111/41.—22.1.1942.)

The supply of Admiralty Fleet Order publications to Commanding Officers of anti-submarine boats is to be limited to one copy of the Notice Board issue and one copy "S" series.

2. Facilities for reference to A.F.Os. and C.A.F.Os. are available at base offices.

396.—Refitting Work at Ports in the Humber—Addressing of Stores and Equipment

(M. 3937/41.—22.1.1942.)

Delays occasionally occur in refitting work in the Humber by reason of stores and equipment being addressed to the wrong port. Inconvenience is also caused by personnel being ordered to report at the wrong place, and by correspondence being incorrectly addressed.

2. Refits are carried out at Grimsby, Immingham and Hull. These places are at a considerable distance apart, and the retranshipment of stores and equipment from the south side of the Humber to the north involves a railway journey of over 100 miles. It is, therefore, necessary that stores, etc., should be sent to the correct port.

3. All concerned are reminded that the Humber Graving Dock Company is situated at Immingham, and the Humber Shipwright Company is at Hull.

4. Correspondence for the Flag Officer-in-Charge, The Humber, is still repeatedly addressed to Flag Officer, Hull. The correct address is:—Flag Officer-in-Charge, Humber, Royal Naval Base, Immingham, Lincolnshire.

397.—Forms S.1335 Series—Ship Recognition Cards—Issue—REPORTS

(N.A.D. 374/40.—22.1.1942.)

New and revised Ship Recognition Cards have been produced to replace Forms S.1181d, and will shortly be supplied, without demand, to aircraft carriers, catapult ships and certain R.N. air stations.

2. These cards are for the use of aircraft personnel and are to be inserted in S.1335—F.A.A. Call Signs and Codes. They are necessarily compact and abridged, the information and illustrations being condensed to a minimum.

3. The new and revised cards being supplied are as follows:—

- S.1335 E—British Empire, replaces S.1181d, Card No. 1.
 S.1335 F—France
 S.1335 G—Germany } replace S.1181d, Card No. 2.
 S.1335 J—Japan.
 S.1335 U—United States of America.

The superseded cards are to be destroyed on receipt of the above cards.

4. S.1181d, Card No. 3—Italy—will remain in force and has been reprinted. This card is to be relabelled S.1335L.

5. The new cards contain the following types of illustration:—

- (a) Photographs of ships.
 (b) Block silhouettes.
 (c) Shaded silhouettes.
 (d) Photographs of models.

Some plan views of important German ships have been included.

6. In order that the most useful type of illustration may be used in future editions, aircraft carriers and catapult ships are to report which type of illustration is preferred and any recommendations for improvement of the cards generally. It is pointed out that good air photographs taken from the beam are best but are difficult to obtain, and photographs of models, although showing the salient features of an air view, suffer from a certain unreality.

(A.F.Os. 3781/40 and 1984/41 are cancelled.)

398.—B.R. 34—Ministry of War Transport Notices, Nos. M.178 and M.195—Issue to all Medical Officers

(M.D.G. 1078/42.—22.1.1942.)

All Medical Officers are to take steps to obtain a copy of each of the above-named publications by demand upon the Naval Store Depot, Elveden Road, Park Royal, N.W.10.

B.R. No. 34 has been allocated to these pamphlets and should be used when demanding.

2. The publications contain general information regarding malaria. Medical Officers, however, will be aware that the use of quinine and other drugs as a prophylactic in malarial infection is a matter of opinion and that such drugs play no part in the prevention of yellow fever and dengue.

399.—B.R. 53—Removal from B.R. 1

(Sta. 17143/41.—22.1.1942.)

The following has been removed from B.R.1 (catalogue of books of reference) and no further issues will be made.

B.R. 53.—Notes on Existing Acts of Parliament, etc., re Protection of Public Property and Stores.

400.—B.R. 228—Pamphlet on Smoke Floats B.R. 234—Drill for Respirator, Anti-Gas O.U.5427—Defence Against Gas } Amendment to Establishment

(T. 03267/41.—22.1.1942.)

The establishment of the above books has been amended as shown below.

2. Any ships which have not been supplied with these books in accordance with the revised establishment should demand the necessary copies from the Naval Store Officer, R.N. Store Depot, Elveden Place, Park Royal, N.W.10.

3. Any copies surplus to the revised establishment should be returned to the Naval Store Officer, R.N. Store Depot, Edgware Road, Cricklewood, N.W.2.

Ship.	B.R. 228.	B.R. 234.	O.U. 5427.
Flag officers	2	2	2
Battleships and battle-cruisers	1	30	12
Cruisers	3	15	8—C and D classes 6
Aircraft carriers	3	20	12
Seaplane carriers and auxiliary aircraft carriers	3	10	4
Destroyer depot ships	6	15	6
Submarine depot ships	2	15	4
Flotilla leaders	3	5	3
Repair ships	2	15	6
Destroyers	2	5	2
Escort vessels	—	5	2
Patrol boats	2	5	1
Monitors	2	5	3
Minelayers	2	10	4*—6 copies for "Adventure" only
Submarines	—	2	1
Minesweepers	—	5	1
Armed merchant cruisers	3	10	4
Trawlers	1	3	1
Auxiliary A/S vessels	—	3	1
Corvettes	1	3	1
Coastal force vessels (M.T.Bs., S.G.Bs. and M.Ls., M.G.Bs.)	—	—	—
Anti-gas schools	25	75	75
Coastal force bases	6	10	6
Depot ships for coastal forces ...	3	10	4

401.—B.R. 266/41—Operating Signals Used by the Navy, Army and Air Force—Issue

(S.D.—22.1.1942.)

B.R. 266/41—Operating Signals used by the Navy, Army and Air Force—which supersedes O.U. 5371/39, will be issued shortly in accordance with the establishment laid down for this book.

2. When brought into force copies of O.U. 5371/39—Operating Signals dated December, 1939, are to be disposed of in accordance with the instructions in Form O.U. 2a—Catalogue of O.U. books.

3. B.R. 266/41 is to be brought into force as follows:—

(a) *Home*—As ordered by the Admiralty and will come into force simultaneously in the three services.

(b) *Abroad*—When distribution is complete by order of Commanders-in-Chief in consultation with the Military and Royal Air Force authorities.

4. A first issue to all concerned will be made from R.N. Store Depôt, Park Royal, without demand.

(Also issue as A.F.O. S.26/42.)

402.—B.R. 269/41—Notes on the 12-pdr., 12-cwt., Gun on the H.A./L.A. Mounting, Mark IX, 1941—Issue

(G.6650/41.—22.1.1942.)

The above publication is now in the press and copies will be issued, without demand, by the Naval Store Officer, R.N. Store Depôt, Elveden Place, N.W.10, when supplies become available in accordance with the following establishment, viz. :—

	<i>Copies</i>
Flag Officers	1 each
Netlayers, destroyers, sloops, corvettes, minelayers, submarines, ocean boarding vessels, armed merchant cruisers, surveying ships, minesweepers.	1 if fitted with the gun and mounting.
and	
H.M. Ships "Andelle," "Borde," "Burlington," "Bushwood," "Corbrae," "Corfield," "Queenwood," "Springdale," "Springtide," "Breconshire," "Glennearn," "Glenroy," "Malahne," "Xarifa," "Philante," "Prins Albert," "Prinses Beatrix," "Prins Charles," "Prins Leopold," "Prinses Astrid," "Prinses Josephine Charlotte," "Koningin Emma".	1 each
<i>Gunnery Schools</i>	
H.M.S. "Excellent"	25
Chatham	100
Devonport	12
Adjutant General, R.M.	7
<i>Dockyards</i>	
Portsmouth	8
Devonport	7
Chatham	7
Sheerness	7
Rosyth	6
Malta	4
Gibraltar	3
Bermuda	3
Simonstown	3
Singapore	4
Flag Officers-in-Charge and Naval Officers-in-Charge (Home and Abroad).	2 each

Copies.

Fitting Out Gun Mounting Overseers

Liverpool, Glasgow, Belfast, Newcastle, Middlesbrough, Hull, Cardiff, Avonmouth, Barrow, Leith, Southampton, Falmouth, London, Lowestoft. } 1 each

Fitting Out Gunnery Officers

Cardiff, Liverpool, Barrow, Belfast, Glasgow, Ardrossan, Aberdeen, Leith, Yarmouth, Newcastle, Sunderland, Middlesbrough, Hull, London, Southampton, Falmouth, Lowestoft, Manchester, Hartlepool. } 1 each

Armament Supply Depôts As necessary
Australian authorities 30 (including 9 for mountings at Sydney (Garden Island))

E.O. for Gun Mountings at Alexandria 1
G.M.E.O., H.M.S. "Dunluce Castle" 1
R.N. College, Greenwich 1
R.A. College, Woolwich 1
D.G.D. 2
C.I.N.O., Bath 30
D.A.S. Room 73, Block A, Ensleigh, Bath } Admiralty 3
D.T.D. 2
D.N.O., Bath 3
D.N.O., London 2

403.—B.Rs. 653, 654, 661 and 662—Recall of Surplus Copies

(Sta. 10316/41.—22.1.1942.)

All surplus copies of the following books are to be returned to the R.N. Store Depôt, Edgware Road, Cricklewood, N.W.2, forthwith:—

B.R.653—Admiralty Orders-in-Council, Vol. III (1865–1873).
B.R.654—Admiralty Orders in Council, Vol. IV (1874–1882).
B.R.661—Admiralty Orders-in-Council, Vol. XI (1913–1917).
B.R.662—Admiralty Orders-in-Council, Vol. XII (1918–1922).

404.—O.U. 6392—Photographic Views of British and Foreign Warships

(N.I.D. 03/42.—22.1.1942.)

Amend the distribution shown under R.N. air stations, promulgated in A.F.O. 4897/41, to read as follows:—

No. 1 Observer School 180 copies.
No. 2 Observer School 100 copies.

Section 6.—SHORE ESTABLISHMENTS

405.—Armed Forces Section (C.E. Branch)—Transfer to London

(C.E. 50433/42.—22.1.1942.)

The Armed Forces Section of Civil Establishments Branch is being transferred to London and, as from the 19th January, 1942, its address will be C.E. Branch 1 (Armed Forces Section), Admiralty, Whitehall, London, S.W.1.

406.—National Service (Armed Forces) Acts—Position of New Entrants to Non-Industrial Grades under the Schedule of Reserved Occupations.

(C.E. 157/42.—22.1.1942.)

A revised edition of the Schedule of Reserved Occupations issued in December, 1941, announced a decision that from the 3rd December, 1941, unreserved men who entered reserved occupations would not become reserved by reason of the change. This decision and the progressive de-reservation of nearly all occupations will mean that most new entrants to non-industrial grades of the Civil Service are not reserved. It will, therefore, usually be necessary to apply for deferment of new entrants' call-up.

2. Action to obtain registration and other relevant particulars under the Armed Forces Acts of new entrants, and to apply for deferment of call-up, will be initiated in all cases by the Admiralty (C.E. Branch I). Heads of departments and establishments generally will no doubt recognise that it is in their own interests to furnish the requisite information with the utmost speed. If an enlistment notice should be issued in any instance before the necessary deferment action can be taken, it will be impossible to cancel it.

(C.A.F.O. 1454/40 is cancelled.)

407.—Northern Ireland—Admiralty Regional Officer— Change of Address

(P.—22.1.1942.)

With reference to No. 12 of the Appendix to A.F.O. 3889/41, the Admiralty Regional Officer, Northern Ireland, removed to the following address on the 5th January, 1942:—

Law Courts Buildings,
Chichester Street,
Belfast.

His telephone number remains Belfast 27531/5.

2. A.F.O. 3889/41 is to be amended accordingly.

(A.F.O. 3889/41.)

408.—Typing Grades—Proficiency Allowances

(C.E. 50408/42.—22.1.1942.)

Shorthand Test

The final list of candidates desirous of presenting themselves at the shorthand test to be held on 1st April, 1942, announced in A.F.O. 5484/41, should be prepared and forwarded to the Under-Secretary's Office, Admiralty, Bath, not later than 31st January, 1942. The fees outstanding and also the fees of the additional candidates should be collected and taken on charge by the cashier or other accountant officer as a credit to "P.I. Royal Society of Arts," and a simple form of receipt issued to each candidate.

2. Entries should be accepted only from members of the following established and temporary grades, i.e., those referred to in paragraph 5 of Treasury Circular No. 19/41, who are eligible to hold an allowance for proficiency in shorthand:—

Shorthand-typists, Clerk-shorthand-typists, Typists and Clerk-typists in receipt of allowances under A.F.O. 3221/41 for the regular performance of shorthand duties.

3. Candidates should be informed that the 120 w.p.m. test which they will be required to take, i.e., the normal R.S.A. test for that speed, is divided into two 4-minute passages, one commercial and one literary in character. An interval of one minute is allowed between the two passages. They should also be informed that they will be required to take their shorthand notes in the test in their ordinary notebooks, or on any similar paper which they prefer. The paper required must be provided by the candidates themselves, and will not be supplied by the Royal Society of Arts. Notes may be taken in pencil but transcripts must be written in ink. The shorthand notes of candidates must be attached to their working papers at the end of the examination. In no circumstances is a fair copy of the shorthand notes to be made and substituted for the original. Marks will be deducted for illegibility of outline.

4. The arrangements for the testing of candidates should be on the lines laid down in paragraphs 5 and 6 of A.F.O. 5484/41 and the names of the invigilators should be forwarded as soon as possible. In addition to invigilators it will be necessary to employ the services of skilled readers, i.e., qualified teachers of shorthand or persons who have had experience of reading at a set pace for the purpose of examinations in shorthand. Where skilled readers are not available among staffs it will be necessary to apply as early as possible to the local Education Authority for Higher Education. This body will be the County Council except where the office concerned is within the area of a County Borough, in which case the council of that borough will be the appropriate local Education Authority. Correspondence should in all cases be addressed to the Education Officer of the County Council or County Borough, as the case may be. Fees for the services of skilled readers plus travelling expenses (if any) will form a charge to public funds. In approaching the local Education Authority establishments should endeavour to arrange either—

(a) the attendance of a reader provided by the authority, at an examination to be held on Government premises, or,

(b) for the provision by the authority of a suitable centre at which candidates can take the examination.

There are a large number of centres throughout the country where R.S.A. examinations are held regularly under arrangements made between the Society and the local Education Authority. In some cases, therefore, it may be possible to arrange for Admiralty candidates to attend an Examination Centre at which a Society examination in shorthand (120 words per minute) will in any event, be held on the 1st April. Where candidates take the test at a centre provided for the Society by a local Education Authority, passages will be read at two speeds, viz. at 120 w.p.m. and at 140 w.p.m. respectively. *Admiralty candidates should take the 120 w.p.m. test only.* Where candidates take the test elsewhere, the 120 w.p.m. test only will be read.

5. It is proposed to hold a second proficiency test in shorthand early in July, 1942. It will unfortunately be impossible to publish the results of the test held in April before the final date of entry for the July test. It is expected that the April results will be issued before the actual date of the July examination, but entrance fees already paid for the July test will not subsequently be refunded to any candidates who after learning the results of the April test find it unnecessary to sit for the July examination. The attention of intending candidates should be drawn to this position in case they should wish, in the light of these facts, to take their first shorthand test in July, by which date they will have had a longer time in which to practise.

Typing Test

6. With reference to paragraph 7 of A.F.O. 5484/41, it has been decided that in the event of any complaint by a candidate taking the typing test to be held on 14th February, 1942, that the typewriter which she is using is in any way unsatisfactory, a note of the complaint should be made on the cover (not the fly-sheet)

of the candidate's working paper by the invigilator, provided that he or she is satisfied that the complaint is well founded.

7. In view of the large numbers of staff who have entered for the typing test it may in some cases be necessary to hold two successive tests for different candidates in a particular office on 14th February. This should be avoided wherever possible, but when it becomes necessary the invigilators in charge will be responsible for insuring that the successive sets of candidates are not permitted to communicate with each other. The interval between papers under this arrangement should, if possible, be not more than ¼-hour. Where examinations are thus taken in relays, the question papers of all candidates (except those sitting in the last session of the day) should be collected at the end of each session. The papers may be returned to the candidates at any time after the last session has been held. Similar arrangements may be made for holding shorthand examinations. The dictation passage must be given up by the reader to the invigilator at the end of each reading.

8. Instructions for the distribution and collection of examination papers in respect of the shorthand and typing tests will be issued as soon as possible.

(A.F.Os. 3221/41 and 5484/41.)

409.—Workmen Absent Without Permission for Excessive Periods—Procedure

(L. 15830/41.—22.1.1942.)

By arrangement with the Ministry of Labour and National Service the procedure described in A.F.O. 1130/41 (and previous Orders quoted therein) is to be followed when a workman absents himself without reason or leave for a week or more.

2. In such cases paragraph 3 of the form prescribed in C.A.F.O. 525/41 will not normally be applicable and the words "He has given no reason for absenting himself from work" should be substituted therefor.

(A.F.Os. 4736/40, 1130/41 and C.A.F.O. 525/41.)

410.—Adult Civilian Electricians Employed in Admiralty Establishments—Cost of Living (War) Addition

(L. 385/42.—22.1.1942.)

Adult civilian electricians employed in Admiralty Industrial Establishments in England and Wales who, in accordance with specific Admiralty approval, are paid at the rates obtaining for journeymen electricians in the Electrical Contracting Industry, may be granted an increase in the existing "cost of living (war) addition" to bring this "addition" up to 18s. 9d. per week, as from the second pay day in January, 1942, for the period covered by that pay day. This emolument is a weekly one and is not reckonable for overtime purposes.

2. The rates of pay of civilian electrical fitters and electricians in receipt of Admiralty industrial bonus are not affected by this increase. In any case of doubt no increase should be made without prior reference to the Secretary of the Admiralty (L. Branch).

411.—Passengers in Service Transport Vehicles

(N.L./N.S. 1294/41.—22.1.1942.)

Personnel not actually on duty—whether Naval or Admiralty civilians—may be allowed to occupy seats in Admiralty motor transport vehicles subject to the following restrictions:—

- (a) No person travelling on duty is thereby to be displaced.
- (b) The concession must not give rise to the use of any additional transport or to any deviation of the transport from the route required to be followed for duty purposes.

- (c) The personnel to whom the concession is granted are to be naval personnel or Admiralty civil employees (together with their families), who are employed either at the establishment to which the transport is allocated or who are known personally to someone in authority at that establishment.
- (d) The concession will only be granted where there is difficulty in obtaining ordinary public transport for the journey in question.

(A.F.O. 1034/40.)

412.—Adjusting Compasses—Skilled Labourers to Assist Swinging Officers

(D.C.D./C.W. 38833/41.—22.1.1942.)

See A.F.O. 365/42, in Section 3 of this issue.

(A.F.O. 365/42.)

413.—Scrap Metals and Rubber—Salvage

(M./W.P.O. 1038/42.—22.1.1942.)

As the demand for metals for vital war industries is rapidly increasing and the importation of all kinds of scrap from American sources has temporarily ceased, it has become necessary to put into immediate operation more urgent measures whereby, by the close co-ordination of all Departments of the Crown, an increased turn-over of iron and steel scrap may be secured.

2. The Ministry of Works and Buildings have been instructed to set up an organisation to co-ordinate efforts in this direction and will proceed under a Statutory Order (which will be compulsory on all companies, municipal authorities and governing boards). A special staff of Regional Officers with full powers will be appointed.

3. This organisation will aim at obtaining a speeding up by all departments of the plans already in operation; and a still further stimulation of the established routines for such purposes in all royal dockyards, naval bases and in contractors' shipbuilding yards is required in the national interest.

4. Whilst every assistance has been promised to this organisation it is not the intention that there should be any disturbance of the special conditions obtaining in all Naval establishments, or with the rules against the admittance of Enforcement Inspectors or other outside officials otherwise than through the usual procedure necessitated to maintain necessary safeguards and supervision.

5. The Ministry of Works and Buildings have been informed, therefore, that, so far as Naval establishments are concerned, Commanders-in-Chief, local Flag Officers and Commodores will, as occasions require, welcome direct contact with these Regional Officers and, subject to the above-mentioned rules, will accord them all necessary facilities and assistance.

6. Commander Richard Say, O.B.E., R.N.V.R., on the staff of the Fourth Sea Lord, will act as Liaison Officer with the Ministry of Works and Buildings in connection with the foregoing matters.

7. Economy in the use of rubber for all purposes is also of the utmost importance and particular attention should be paid (i) to the saving and disposal of waste and unwanted rubber materials, and (ii) to the substitution, where possible, of rubber of commercial standards for high grade rubber in specifications.

(a) The personnel to whom the concession is granted are to be naval personnel or Auxiliary Civil employees (connected with their families) who are employed either at the establishment to which the concession is allocated or at any other establishment of the same nature in which they are employed.

(b) The concession will only be granted where there is difficulty in obtaining ordinary public transport for the journey in question.

412. Adjusting Compasses—Skilled Labourers to Assist Swinging Officers

(D.C.D. W. 3822/41—22.1.1942)
See A.P.O. 308/42 in Section 3 of this issue.
(R.F.O. 307/42)

413. Boat Mails and Rubber Salvage

(R.F.O. 1022/42—22.1.1942)
As the demand for boats for mail and rubber salvage is rapidly increasing and the importance of all kinds of mail (Army, Air Force, Navy, etc.) is rapidly increasing, it has become necessary to put into immediate operation more efficient means whereby, by the co-ordination of all Departments of the Crown, an increased number of boats and rubber can be secured for the use of the various Departments.

The Ministry of Works and Buildings have been instructed to set up an organization to co-ordinate efforts in this direction and will proceed under a Statutory Order (which will be compulsory on all companies, municipal authorities and a special staff of Regional Officers with full powers will be appointed).

414. Aids to Employment of Indian and Chinese Labour

This organization will aim at obtaining a special staff of Regional Officers to be appointed to the various Departments of the Crown and in connection with the organization of the various Departments.

What other arrangements have been considered to set up an organization to co-ordinate efforts in this direction and will proceed under a Statutory Order (which will be compulsory on all companies, municipal authorities and a special staff of Regional Officers with full powers will be appointed).

The Ministry of Works and Buildings have been instructed to set up an organization to co-ordinate efforts in this direction and will proceed under a Statutory Order (which will be compulsory on all companies, municipal authorities and a special staff of Regional Officers with full powers will be appointed).

6. Commander Richard S.E. O.L.R. R.N.V.R. on the staff of the Fourth Sea Lord will act as Liaison Officer with the Ministry of Works and Buildings in connection with the program mentioned in paragraph 111.

7. Economy in the use of timber for all purposes is one of the most important and particular attention should be paid to in the saving and disposal of waste and surplus timber materials, and (ii) to the organization, where possible, of other of commercial standards for high grade timber in special cases.

Localities in which timber is used in the most important and particular attention should be paid to in the saving and disposal of waste and surplus timber materials, and (ii) to the organization, where possible, of other of commercial standards for high grade timber in special cases.