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ADMIRALTY FLEET ORDERS

W.R.N.S. { (1) UNIFORM KITS
(2) SUPPLY AND ACCOUNTING PROCEDURE

W.R.N.S.—LOAN CLOTHING—METHOD OF ISSUE

W.R.N.S.—PLAIN CLOTHES GRATUITY

ADMIRALTY, S.W.1,
28th January, 1943.

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

By Command of their Lordships,

H. V. Markham

Distribution Limited.

To Commanders-in-Chief, Flag Officers, Senior Naval Officers Ashore, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

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

Head of "P" Branch

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328.—W.R.N.S.—(1) Uniform Kits (2) Supply and Accounting Procedure

(V. 2952/42.—28.1.1943.)

The kits of W.R.N.S. ratings have been reviewed and in future will be classified under the four scales of issue A, B, C and D. shown below. If and when recommendations for new categories of Wrens are put forward they are to be allocated to one of these four classes for kit and the class of kit considered most suitable is to be stated.

CLASS A (GENERAL SCALE)

(For all ratings other than those specified under Classes B, C and D)

FREE ISSUE

- 1 Overcoat.
- 1 Raincoat.
- 2 Jackets, serge.
- 2 Skirts, serge.
- 4 Shirts, white (2 white and 2 blue for Couriers and Storekeepers).
- 9 Collars, white (5 white and 4 blue for Couriers and Storekeepers).
- †1 Tie, black, 2nd quality.
- 2 pairs Shoes, black leather.
- 3 pairs Stockings, black lisle.
- 1 Hat, tricorne (C.P.Os. and P.Os. only).
- 1 Cap, blue cloth (ratings below P.O. only).
- (a) †1 Cap ribbon (ratings below P.O. only).
- 1 pair Gloves, navy woollen.
- 2 Overalls, navy blue.
- Badges as appropriate.

LOAN ISSUE

- Aprons, White (3 for Cooks and Stewards, all classes; 2 for Storekeepers only).
- Overalls, Cooks (4 for Cooks; Stewards (general); P.O's. Messmen; 3 for laundry maids; 2 for Officers' Stewards; W.R.A's.; Wine Stewards only).
- Overalls, Stewards (3 for Officers' Stewards; W.R.A's.; Wine Stewards only).
- †Caps, Cooks (3 for Cooks only).
- Caps, Stewards (3 for Stewards, all classes, only).
- (b) Shoes, galley (1 pair for Cooks; ratings employed in galleys mess serveries and laundries where floor conditions warrant such issue.)
- †Naval Uniform Pattern.
- (a) Or R.M. Cap badge for ratings in R.M. establishments. The cap ribbon to be that in current use for the establishment on whose books the ratings are borne for pay.
- (b) In view of the varying floor conditions in different establishments other types than the standard pattern galley shoes may be issued if preferred, (e.g., ankle boots, clogs) and the former may be obtained by local purchase provided they are suitable and the price is reasonable. Footwear thus purchased should be paid for by the Accountant Officer of the establishment concerned and should be taken on charge in the loan clothing account in the usual way. If the cost of the boots or shoes is likely to exceed 15/- per pair the proposed purchase is to be submitted to Director of Victualling, Admiralty, for prior approval.

In no case are uniform black leather shoes to be issued on loan to W.R.N.S. ratings for wear as galley shoes.

CLASS B

(For M/T personnel (not Despatch Riders); Minewatchers; C.H.L. Ratings and R/T Operators on Bearing Plate Duties)

FREE ISSUE

- 1 Overcoat.
- 1 Raincoat.
- 2 Jackets, serge.
- 2 Skirts, serge.
- 4 Shirts, white (2 white and 2 blue for M/T personnel).

CLASS B—contd.

FREE ISSUE—contd.

- 9 Collars, white (5 white and 4 blue for M/T personnel).
- †1 Tie, black, 2nd quality.
- 2 pairs Shoes, black leather.
- 2 pairs Stockings, black lisle.
- 2 pairs Stockings, black woollen.
- 1 Hat, tricorne (C.P.O's. and P.O's. only).
- 1 Cap, blue cloth (ratings below P.O. only).
- (a) †1 Cap ribbon (ratings below P.O. only).
- 1 pair Gloves, navy woollen.
- 2 Overalls, navy blue.
- 1 Jersey, roll collar (M/T personnel only).
- †1 Jersey, navy blue (not for M/T personnel).
- 2 pairs Knickers, navy woollen.
- Badges as appropriate.

LOAN ISSUE

- (b) 1 pair Gloves, leather gauntlet (M/T personnel only).
- †1 Overall suit, 2 piece (M/T personnel only).
- †Watchcoats (Minewatchers only, on a communal basis).
- †1 pair Trousers, serge (for all Minewatchers and R/T Operators on Bearing Plate duties; for M/T personnel only if regularly employed driving trucks and lorries, or night driving; for C.H.L. ratings if necessary).
- †Naval Uniform Pattern.
- (a) Or R.M. Cap badge for ratings in R.M. establishments. The cap ribbon to be that in current use for the establishment on whose books the ratings are borne for pay.
- (b) The leather gauntlet gloves issued on loan are to be of a size large enough to be worn over the woollen gloves.

CLASS C

(For Boats' Crews; Boom Defence Ratings; Wrens M.T. and Q.O.; *Gardeners; *Groundsmen; Visual Signallers; *Ratings in R.N.A.S. Workshops; *Bomb Range Markers; *Range Labourers; *Parachute Packers; S/M Attack Teachers Crews; *Radio Mechanics; *A.A. Target Operators.)

FREE ISSUE

- 1 Overcoat.
- 1 Raincoat.
- 2 Jackets, serge.
- 1 Skirt, serge.
- †2 pairs Trousers, serge.
- 2 Shirts, white (4 for Visual Signallers and S/M Attack Teacher Crews).
- 5 Collars white (9 for Visual Signallers and S/M Attack Teacher Crews).
- 2 Shirts, blue (for ratings marked with*).
- 4 Collars, blue (for ratings marked with*).
- †2 Cotton Flannels (for Boats' Crews; Boom Defence ratings; Wrens M.T. and Q.O. only).
- †1 Tie, black, 2nd quality.
- 2 pairs Shoes, black leather.
- 1 pair Boots, black leather (Gardeners and Groundsmen only).
- †1 pair Gym. Shoes (Boats' Crews and Boom Defence ratings only).
- 2 pairs Stockings, black lisle.
- 2 pairs Stockings, black woollen.
- †2 pairs Socks, thin (Boats' Crews and Boom Defence ratings only).
- 1 Hat, tricorne (C.P.O's. and P.O's. only.)
- 1 Cap, blue cloth (ratings below P.O. only).
- (a) †1 Cap ribbon (ratings below P.O. only).
- 2 Kerchiefs, navy blue (Ratings working on machinery only where necessary for protecting hair).
- 1 pair Gloves, navy woollen.
- 2 pairs Knickers, navy woollen (Naval Uniform Pattern long drawers may be issued in lieu to Boom Defence ratings only).
- 2 Overalls, navy blue, (Gardeners, Groundsmen and Visual Signallers only).
- †1 Knife
- †1 Lanyard } Boats' Crews and Boom Defence ratings only.
- †1 Jersey, navy blue.
- Badges as appropriate.

CLASS C—*contd.*

LOAN ISSUE

- †2 Overall suits, 2 piece (Boats' Crews and Boom Defence ratings only).
- †2 Overall suits, 1 piece (Wrens M.T., Q.O., and Parachute Packers only).
- †1 Overall suit, 1 piece (Ratings in R.N.A.S. Workshops; Ratings employed on ranges; S/M Attack Teacher crews; Radio Mechanics; A.A. Target Operators only).
- †2 pairs Stockings, Sea Boots (Boats' Crews, Boom Defence Ratings and A.A. Target Operators only).
- †1 Watchcoat (Boats' Crews, Boom Defence Ratings and A.A. Target Operators only).
- (b) †1 pair Gaiters, web (Gardeners, Groundsmen and Tractor Drivers only).
 - 1 pair Galley Shoes (Wrens M., where conditions are such as to render the issue of rubber boots non-essential but where a heavy working shoe is required).
- † Naval Uniform Pattern.
 - (a) Or R.M. Cap badge for Ratings in R.M. establishments. The cap ribbon to be that in current use for the establishment on whose books the Ratings are borne for pay.
 - (b) The web leggings are to be supplied on loan from the stock held in Establishments for issue to patrols and with web equipment, etc. At Establishments where such stocks are not held the web leggings should be demanded from the nearest R.N. Armament Depot. Demands should be endorsed "For use of W.R.N.S. Gardeners; Groundsmen or Tractor Drivers" (as appropriate) and should indicate the sizes required, viz., 1, 2, 3 or 4.

Note—*Boats' Crews are to wear life-belts whenever sea boots are worn afloat.*

CLASS D

(*Despatch Riders only*)

FREE ISSUE

- 1 Overcoat or Raincoat (at Rating's option).
- 1 Jacket, serge.
- 1 Skirt, serge.
- 1 Jacket, single-breasted, serge.
- 2 pairs Breeches, serge.
- 1 Jacket, rubber-proofed.
- 1 pair Leggings, rubber-proofed.
- 2 Shirts, white.
- 5 Collars, white.
- 2 Shirts, navy blue.
- 4 Collars, navy blue.
- †1 Tie, black, 2nd quality.
- 2 pairs Shoes, black leather.
- 2 pairs Stockings, black lisle.
- 2 pairs Stockings, black woollen.
- 1 pair Gaiters, black leather.
- 1 Cap, peaked.
- (a) †1 Cap ribbon.
 - 1 Jersey, roll collar.
 - 2 pairs Knickers, navy woollen.
 - 1 pair Gloves, navy woollen.
- Badges as appropriate.

LOAN ISSUE

- †1 Overall suit, one piece.
 - 1 Crash Helmet.
 - 1 pair Goggles.
 - 1 pair Boots, black leather.
- (b) 1 pair Gloves, leather gauntlet.
- † Naval Uniform Pattern.
 - (a) Or R.M. Cap Badge for Ratings in R.M. establishments. The cap ribbon to be that in current use for the establishment on whose books the Ratings are borne for pay.
 - (b) The leather gauntlet Gloves issued on loan are to be of a size large enough to be worn over the woollen gloves.

2. Ratings who receive trousers and jerseys as part of their uniform kit (Classes C and D) or on loan (Class B) are only to wear them when actually employed on the duties indicated.

3. Ratings may be supplied on loan with the protective clothing indicated below whenever this is certified by the Commanding Officer of the establishment to be rendered necessary by the nature of the duties undertaken :—

- 1 Sou'wester.
- 1 Oilskin Coat or Jacket and Trousers.
- 1 pair Sea Boots.

The articles are to be retained on charge in the Paymaster's loan clothing account in the usual way.

Issues to New Entries

4. Ratings are not to receive an issue of clothing until they have satisfactorily served their probation and final enrolment has been completed, but all probationers whose duties do not as a matter of course involve the use of loan clothing will be required to wear a uniform blue overall during hours of duty, and an issue on loan of one for this purpose is to be made to each probationer on entry

5. If the candidate is not finally enrolled on completion of probation the overall is to be recovered, laundered and returned to store for re-issue; if she is finally enrolled, and if she is then entitled to a gratuitous issue of navy overalls, the loan overall will become one of the two allowed in kit and is to be issued off charge accordingly.

Recording of Issues

6. Form S.98B is to be used for recording the issue of articles of kit to W.R.N.S. ratings. Instructions for its use are printed on the form. Supplies should be demanded from the R.N. Store Depot, Elveden Road, London, N.W.10, by Accountant Officers of all Establishments at which W.R.N.S. ratings are entered. Demands should be restricted to six months' estimated requirements.

Accounting Procedure

7. Existing forms and accounts should be utilised for W.R.N.S. clothing, any amendments necessary being made in manuscript. Form V.97 is to be used for receipts for kit supplied to W.R.N.S. ratings.

8. Articles of loan clothing, both W.R.N.S. pattern and the ordinary Service pattern, within the scale authorised, should be supplied and accounted for by the Accountant Officer of the depot or base as in the case of loan clothing for other approved Services. Personal loan issues should be accounted for in the manner indicated in A.F.O. 329/43.

Supply Arrangements

9. All demands for W.R.N.S. uniform are to be forwarded in duplicate by Accountant Officers to the Director, W.R.N.S., Admiralty, London, who will inform the officer demanding of the source from which supply will be made.

10. Supplies are normally to be demanded monthly and on the basis of completing existing stocks to two months' requirements if stowage is available. The date to which the demand will complete is to be stated on it.

11. Badges are to be demanded by pattern numbers and on a separate demand note.

12. Demands are dealt with in chronological order; priority is only given where the result of enemy action makes it essential. In these cases the demand note should indicate that the clothing is required to replace such losses.

13. Any items not available for supply when the demand is dealt with will be supplied without further demand if they become available within one month after the date shown on the store issue note. Thereafter they will not be considered as outstanding and should be re-demanded if still required.

14. *Special Sizes.*—The following procedure is to be followed in demanding special size overcoats, raincoats, jackets, skirts, overalls and gaiters for despatch riders :—

- (a) All demands for the above items are to be forwarded to the Director, W.R.N.S., Admiralty, London, from whom measurement forms may be obtained. Great care should be exercised when measuring for special sizes, since in a number of cases garments have been unsatisfactory owing to incorrect measurements having been given.

- (b) Special size garments are delivered direct from the manufacturers to the Accountant Officer of the Establishment demanding. Full instructions are sent out from W.R.N.S. Headquarters in respect of any special sizes ordered, including details of the action to be taken in the event of the garments being unsatisfactory through negligence on the part of the contractors.
- (c) Special sizes should be received within twenty-one days from date of demand and the Director, W.R.N.S., should be notified if they are not delivered within this time.

15. Special size shoes are normally to be demanded from the Director, W.R.N.S., Admiralty, London, who will, if practicable, arrange purchase and supply. Full particulars of the measurements required are to be given on a special form obtainable from the Director, W.R.N.S., together with outline tracing of each foot. W.R.N.S. ratings who on entry cannot be fitted with shoes may, if they provide their own shoes, be credited with the value of two pairs of W.R.N.S. shoes at the current issuing price, instead of receiving a free issue. Shoes must conform to the sealed pattern and no deviations will be permitted.

16. Special size shirt blouses and collars may be purchased locally if requirements cannot be met from the sizes stocked (12 in. to 15½ in., rising by half sizes) or by the supply of soft white shirts and collars as provided for issue to men in Class I and Class III uniform. If local purchase is made, in no case should the price per shirt exceed 9s. 6d. without prior approval of the Director of Victualling.

Alterations

17. Necessary minor alterations may be made to uniforms to meet individual requirements of ratings who are not stock size, reasonable charges being paid by the Accountant Officer. Special sizes should be demanded where alterations to stock sizes are likely to be extensive.

(A.F.O. 2022/42.)

(A.F.Os. 75a/40, 158/40, 1918/40, 2416/40, 2723/40, 3157/40, 336/40, 4097/40, 4714/40, 4547/41, 4794/41, 4884/41, 5573/41, 5574/41—not in annual volume—are cancelled.)

(A.F.Os. 169/41, 4443/41, 175/42, 389/42, 497/42, 582/42, 814/42, 942/42, 943/42, 1062/42, 1185/42, 1831/42, 2180/42, 2433/42, 3039/42, 3040/42, 3297/42, 3696/42, 3697/42, 4323/42 are cancelled.)

329.—W.R.N.S.—Loan Clothing—Method of Issue

(V. 5543/42.—28.1.1943.)

In future when the following items of clothing are supplied to ratings as part of their equipment they are to be issued on *personal loan* :—

Overalls, cooks.

Overalls, stewards.

Aprons, white.

Caps, cooks

Caps, stewards.

Galley shoes.

Boots, black leather

Crash helmets.

Goggles

Gloves, leather gauntlet—Motor Transport Drivers and Despatch Riders.

Trousers, serge, for ratings dressed in Class "B" uniform.

} Despatch riders.

2. Each rating will be held responsible for the proper care and custody of the articles in her possession, and charges for losses and damage due to neglect, will be raised in the normal way. Each rating is to ensure the safe return of all articles issued on personal loan when by reason of change of category, promotion or discharge she is no longer entitled to them. On transfer in the same category to another Establishment a rating will take with her all articles issued to her on personal loan.

3. The articles are to be taken off charge in the Loan Clothing Account at the time the issue is made, and the issues entered on the rating's Kitting-up Card (Form S.98B) and also on her Pay and Identity Book (Form S.43A).

(C.-in-C., Plymouth, 17.11.42, No. 3325/Ply.324.)

(C.-in-C., Portsmouth, 14.11.42, No. 6450/5332/6/27.)

(A.F.O. 328/43.)

330.—W.R.N.S.—Plain Clothes Gratuity

(V. 5575/42.—28.1.1943.)

As from the date of this order both *mobile* and *immobile* ratings of the W.R.N.S. may be given a plain clothes gratuity of 18s. 0d. under the conditions laid down in King's Regulations and Admiralty Instructions, Article 1602, except that, with reference to Clause 2 (a) of that Article, the gratuity is not payable to a *mobile* rating who has served for less than *six* months or to an *immobile* rating who has served for less than *twelve* months.

2. Paragraph 3 of A.F.O. 4521a/40 is cancelled.

(A.F.Os. 4521a/40, not in Annual Volume, and 5876/42.)
(K.R. and A.I., Article 1602.)

