

HEAD OF "P" BRANCH

(See Diagram Issue No. 31/43)

RESTRICTED

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Not to be communicated to anyone outside H.M. Service

ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,
29th July, 1943.

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,

J. 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 Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

Head of ¹¹¹⁰ "P" Branch

P1 *[Signature]*

P2 *[Signature]*

P3 *[Signature]*

P4 *[Signature]*

ADMIRALTY FLEET ORDERS

- No. Subject.
3366. Squadron Mobile Equipment—Changes in Allowances. *Issued separately on 22nd July, 1943, only to Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels carrying Aircraft; Superintendents or Officers-in-Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.*
3369. "On Arrival" Information for Ships visiting Gibraltar. *Issued separately on 22nd July, 1943, only to all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels.*
- 29th July, 1943.
- SECTION I.—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.)
3370. A/S Fixed Defences and Harbour Defence Personnel.
SECTION 2.—PERSONNEL, PAY, SERVICES, DISCIPLINE, ETC.
3371. Honours and Awards—"London Gazette" Supplement of 20th July, 1943.
3372. Honours and Awards—Royal Netherlands Navy.
3373. Commendations by Commanders-in-Chief—REPORTS.
3374. Signal Lieutenants and Telegraphist Lieutenants, R.N.V.R.—Status of "Qualified Officer".
3375. Officers with Medical Qualifications—REPORT.
3376. Medical Officers, R.N., for Short Service—Transfer to Permanent List.
3377. Royal Fleet Auxiliary Officers—Assessment of Remuneration for National Insurance Purposes.
3378. Temporary Reserve Officers entered for Radar or H/F, D/F Duties—Appointment as Midshipmen.
3379. Promotions from the Lower Deck to Permanent Commissions.
3380. Qualifying Course for Warrant Telegraphist.
3381. Candidates for Warrant or Temporary Warrant Rank—Conduct.
3382. Physical and Recreational Training Instructors, 2nd Class—Qualifying Course for Active Service Ratings.
3383. Advancement to Leading Seaman (Radar)—Arrangements.
3384. Leading Air Fitters—Advancement to Petty Officer Rating.
3385. W/T Ratings—Examination for W/T.3.
3386. Drafting of V/S and W/T Ratings of the Portsmouth Division.
3387. Writer Branch—Interpreter Section.
3388. Sick Berth Ratings—Continuation of Instruction.
3389. Instruments Section of the Air Fitter Branch—Introduction of.
3390. H.O. Ratings—Transfer of—Orders not Applicable to Royal Marines.
3391. R.N.R. and R.N.V.R. Ratings—Deprivation of Reserve Long Service and Good Conduct Medal during Mobilised Service—Procedure.
3392. Personnel Serving on T.124 (and Variants) and Special Cable Ship Agreements—Payment of Contributions to the National Union of Seamen.
3393. Summary Punishment (Number 8)—Reduction to Second Class for Conduct.
3394. Complements—Coastal Forces Bases—Captain's Office Writer Staff.
3395. Complement of Supply Ratings in Naval Shore Establishments at Home and Abroad—Scale for Clothing and Implement Duties.
3396. Complement Amendment. (*Ocean Escort Trawlers.*)
3397. Central Cypher Training Centre—Establishment of.
3398. W.R.N.S.—Officers—Appointment on First Promotion.
3399. W.R.N.S.—New Category of Writer (R.M.).
3400. W.R.N.S.—Chart Correctors—Scale for Leading Rates and Above.
3401. W.R.N.S.—Northern Training Depot.
3402. W.R.N.S.—Date of Enrolment.
3403. W.R.N.S.—Treatment for Neuro-psychiatric Cases (Ratings).
3404. Admiralty Surgeons and Agents.
3405. Officiating Ministers of Religion.
3406. Compensation for Loss of, or Damage to, Privately-owned Tools—Ratings only.
3407. Remittances—Further Details required.
3408. Customs Privileges for Major Landing Craft.
3409. Instructions Regarding Cases Invalidated or sent to Hospital.
3410. Petrol Concessions and Leave Permits for Motor Vehicles for Naval Personnel on Leave.
3411. V.A.D. Members—Withdrawal of Civilian Identity Cards.
3412. Payment of Contributions to the Merseyside Hospitals *Id.* in the £ Contributory Fund—Reserve and T.124 (and Variants) Personnel.
3413. Gramophone Records—Supply through Royal Naval Film Corporation.
3414. H.M.S. "Kelvin"—Disposal of Canteen Funds.
3415. Meal Orders.
3416. Canadian Army Personnel admitted to R.N. Hospitals, Auxiliary Hospitals and Sick Quarters.

- SECTION 2.—PERSONNEL, PAY, SERVICES, DISCIPLINE, ETC.—*contd.*
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3418. Admission of Polish Naval Personnel to R.N. Hospitals and Sick Quarters—REPORT.
3419. New Zealand General Election.
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3421. Naval War Charities.
- 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.)
3422. Guns and Breech Mechanisms—20-mm., Oerlikon.
3423. Guns and Breech Mechanisms—20-mm., Oerlikon, Marks II and IV—Modification to Trigger Hooks, Sears and Levers—Parallelogram Rear.
3424. Gun Mountings—0.5-in., Twin, Mark IV, Canadian 300-knot Foresights.
3425. Ammunition—General—Shell of Crucible Steel Co. Manufacture—Necessity for Care in Visual Examination.
3426. Aircraft—Ammunition, Pyrotechnics—Accidental Release of Parachute Flares.
Torpedo.—(Torpedoes, Tubes, Mines and Minesweeping, Depth Charges, Paravanes, Electrical Equipment, Anti-Gas, Aircraft Torpedoes, etc., and Stores.)
3427. Diesel Dynamos, Locking of Fan Impellers—As. and As.—REPORT.
3428. Electrical Spare Gear.
3429. 22.4-in., U.S.A., Mark XXVI, 1, 2 and 3, Exercise Heads—Introduction of Adapters for Depth and Roll Recorders.
3430. Torpedoes—21-in., Marks VIII*—IX**, Transmission Gear—Introduction of R.N.T.F. Involute Tooth Form Design.
3431. Torpedo Stores—Discs, St. No. 8988—Introduction and Allowances.
3432. Torpedo Stores—Benches for Stripping Engines—St. No. T.543—Introduction and Allowances.
3433. Torpedo Tube Lagging—Fitting Instructions
Navigation.—(Navigation Stores, Sextants, Compasses, Charts, Anchors, Sails, etc.)
3434. Compasses—Pattern 1151A.
3435. Magnetic Compasses—Correction of in B.Y.M.S.
3436. Loss of Officers' Sextants—Replacement—REPORTS.
3437. Sextants—Additional Allowance.
Engineer.—(Main and Auxiliary Engines, Boilers, other Machinery in Charge of the Engineer Officer, including Catapults, Coal and Oil Fuel, and Engineering Stores.)
3438. Brotherhood 60 kW. Turbo Generator Oil Baffles—REPORTS.
3439. Cylindrical Boilers fitted with Howden's Forced Draught System—Burning of Fire Bars.
3440. Lubricating Oil for General Motors Two-Stroke Engines.
3441. Used Lubricating Oil—Disposal.
3442. Lubrication of Reciprocating Machinery—As. and As.
3443. Oil Fuel Sprayers—Replacement of Pattern 1 by Pattern 13
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3444. Cancelled.
3445. Radar Types 271/2/3P, 271/3Q, 251M, 282/4/5, 284 M1, 285 M1—Patterns W2585A, W2586A and W4578—Power Supply Boards.
3446. Radio and Signalling Stores—Pattern Numbers.
3447. W/T and Radar Offices.
Anti-Submarine.—(Asdics, Hydrophones and Echo Sounding and Stores.)
3448. Asdic Installations—Establishment Lists—Errata.
3449. "Q" Attachment for Asdic Installations—Establishment List.
Naval Aircraft.—(Technical.)
3450. Dinghy Type "K" Baler Cord—Lengthening.
3451. Martlet Aircraft—Security of Rudder and Elevator Hinge Bolts and Aileron Tab Hinges.
3452. Naval Aircraft—Procedure for Dealing with "Rogue" Aircraft.
3453. Swordfish and Walrus Aircraft Fitted with Pegasus III and VI Engines—Operational Limitations.
General.—(Hull, Armour, General Equipment and Fittings, etc., and Orders affecting two or more Departments.)
3454. Alterations and Additions—Procedure.
3455. Aircraft Carriers—Introduction of Standard Deck Landing Control Officer's Position.
3456. A.R.L. Desiccating Attachments.
3457. Berthing Wires.
3458. Bottom Composition for L.S.T.(2)s.
3459. Canvas Hose and Branch Pipe—Allowance of.
3460. Counterpanes, Coverlets and Mattress Covers—Revised Allowances.
3461. "D" Ring Patches for Dinghy Packs of Naval Aircraft.
3462. Derrick—Fitting on Mainmast—As. and As.
3463. Ballast—Fitting of

SECTION 3.—G., T., N., E., ETC. & STORES; HULL, EQUIPMENT & FITTINGS—*contd.*
General.—(Hull, Armour, General Equipment and Fittings, etc. and orders affecting two or more Departments.)—contd.

- 3464. Fitting of Secondary Steering Gear—As. and As.
- 3465. Guard Stanchions and Chains to Magazine Hatches on Mess Decks—As. and As.
- 3466. Leak Stoppers.
- 3467. Lubricating Oil—Economy in the Use of.
- 3468. Major Landing Craft—Docking—REPORTS.
- 3469. Mizzen Mast—Shortening of—As. and As.
- 3470. Naval Stores—Revised Allowances—
- 3471. Neil Robertson Stretcher—Allowance.
- 3472. Rudder and Steering Indicators in H.M. Ships—As. and As.
- 3473. Shield for Aldis Lantern, Pattern 5110E.
- 3474. Standard Drawings of Fittings, etc.
- 3475. Tubular Heaters for Submarines—Introduction.
- 3476. Ventilator, Wardroom—As. and As.
- 3477. Watertight Door at Wardroom Entrance—As. and As.
- 3478. Watertight Hatch—Cable Locker—As. and As.

SECTION 4.—OTHER STORES—NAVAL STORES*, VICTUALLING STORES,
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- 3479. Ammeters—Voltmeters—Introduction of New Patterns.
- 3480. Bags for Sterilizing Dressings—Issue.
- 3481. Cap Ribbons—Ratings in Submarines.
- 3482. "Cotton—Administration of Departmental Allocations."
- 3483. Log Books for American Propellers.
- 3484. Machinery, etc., Shipped Direct from Contractors' Works—Transfer of Correspondence, etc., from Park Royal to Admiralty
- 3485. Officers' Mess Traps—Glass Tankards.
- 3486. Petroleum Board—Supplies from—Accounting Arrangements.
- 3487. Protective Clothing—Gratuitous Issue to Executive Branch Officers on First Appointment.
- 3488. Stores and Correspondence for the Naval Store Department—Glasgow Area.
- 3489. Stores for R.N. Air Stations, Hatston and Twatt.
- 3490. Wireman (J) Branch—Badges.
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SECTION 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

- 3492. Amendments to Books.
- 3493. A.M.S.Is.
- 3494. Air Publications—Return of Surplus Copies.
- 3495. Gunnery Publications—Withdrawal of Surplus Copies.
- 3496. B.R.141—R.M. Clothing Appointments, etc.—Issuing Prices, etc.—Reprint.
- 3497. B.R.317 (6), (7) and (10)—Mining Drill Book—Cancellation.
- 3498. O.U.6353 (41)—British Merchant and Fishing Vessels Sunk or Damaged, and O.U.6353A (41) Foreign Merchant and Fishing Vessels Sunk by the Enemy from Outbreak of War to 28th February, 1941.
- 3499. Form O.6—Ammunition Labels—Additions.
- 3500. Form S.1098—Errata No. VII.
- 3501. Form S.1563—Issue.
- 3502. A.B.C.A. Map Review—REPORT.
- 3503. Certificates of Registry for British Ships—Issue.
- 3504. H.M.S. "Viking" and S.S. "Viking"—Delay in Mails caused by using Incorrect Prefix.
- 3505. Mails Delayed in Merchant Vessels—Appointment of Port Liaison Officers (Mails).
- 3506. Radar Material Section—Signal Department—Admiralty—Address.
- 3507. Repair Bases—Corpach and Dunstaffnage—Communications.
- 3508. R.N. Auxiliary Hospital, Rainhill—Open for the Reception of Patients.

SECTION 6.—SHORE ESTABLISHMENTS

- 3509. Position of Civil Servants in Regard to War and other Injuries during the Emergency Period.
- 3510. Dispersal Bonus—Effect of Increases of Pay.
- 3511. Special Paid Leave for Industrial Employees attending Home Guard, Air Training Corps, etc.—Camps and Courses.
- 3512. Admiralty Civil Police—Supply of Mark III Pattern Spectacles for use with A/G Respirators.
- 3513. Extended Employment of Women Industrials in Admiralty Establishments in Wartime—Rates of Pay, Conditions of Service and Returns.
- 3514. Factories (Canteens) Order, 1943—Application to Admiralty Establishments at Home—Provision of Buildings and Equipment for Industrial Canteens in Co-operation with Controller of Canteens.
- 3515. Factories (Canteens) Order, 1943—Organisation and Management of Canteens for Industrial Workers.
- 3516. Assistant Overseers, Grade II—Revised Overriding Maximum Rates of Pay.
- 3517. Contracts, Orders and Letters.
- 3518. Foreign Currency—Disposal.
- 3519. Shipment of Vote 8 III Material for H.M. Ships Building Abroad.

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

Section 1 ADMINISTRATION OF THE FLEET, CEREMONIES FOREIGN PORT REGULATIONS, etc.

3370.—A/S Fixed Defences and Harbour Defence Personnel

(A/S.W. 2274/43.—29 Jul. 1943.)

The A/S Fixed Defence Training Section of H.M.S. "Osprey" has been commissioned as an independent command, with the name of H.M.S. "Curlew," as from 10th July, 1943.

2. The Commanding Officer, H.M.S. "Curlew," is responsible for the training, advancement, and drafting of Harbour Defence ratings, and will nominate A/S Fixed Defence Officers for their appointments. Harbour Defence ratings awaiting draft will be accommodated in H.M.S. "Curlew."

3. All reports concerning A/S Fixed Defences and Harbour Defence ratings which are at present required to be sent to H.M.S. "Osprey" are in future to be forwarded to H.M.S. "Curlew."

4. Correspondence should be addressed as follows:—

From the United Kingdom—

The Commanding Officer,
 H.M.S. "Curlew,"
 Dunoon, Argyll.

From Abroad—

The Commanding Officer,
 H.M.S. "Curlew,"
 c/o G.P.O.,
 London.

Post Office Telephone No. Innellan 224. Service lines viâ "Osprey" Exchange.

5. Accounts of H.M.S. "Curlew" will be carried in H.M.S. "Osprey."

6. Drafts should hold tickets and baggage warrants through to Dunoon (as for H.M.S. "Osprey," *vide* A.F.O. 6356/42).

(A.F.O. 6356/42 and C.A.F.O. 576/43.)

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

*3371.—Honours and Awards—"London Gazette" Supplement of 20th July, 1943

(H. & A.—29 Jul. 1943.)

ADMIRALTY,

Whitehall, 20th July, 1943.

The KING has been graciously pleased to approve the following Awards:—

For successful patrols in H.M. Submarines:

Bar to the Distinguished Service Cross

Lieutenant Michael Lindsay Coulton Crawford, D.S.C., R.N.

The Distinguished Service Cross

Lieutenant Iwan Geoffrey Raikes, R.N.

Lieutenant Andrew George Prideaux, R.N.

Lieutenant Hugh Bentley Turner, R.N.

Lieutenant Barry Charles, R.N.R.

Temporary Lieutenant Roy Edmund Youngman, R.N.R.

Mr. Malcolm Neil Stevenson, Warrant Engineer, R.N.

Bar to the Distinguished Service Medal

Acting Chief Petty Officer James Alexander Watson, D.S.M., P/JX.131355.
Able Seaman Stanley Douglas Bennett, D.S.M., P/JX.136296.

The Distinguished Service Medal

Chief Petty Officer Ernest Arthur Glenn, P/J.115182.
Acting Chief Petty Officer Donald William Ford, C/JX.137661.
Chief Engine Room Artificer Andrew Thomas Crook, C/MX.51378.
Engine Room Artificer Second Class William Charles England Fenn, P/MX.51201.
Engine Room Artificer Third Class Francis Kenneth Hutchings, D/MX.56197.
Engine Room Artificer Third Class Hugh Ferguson Nimmo, P/MX.55931.
Petty Officer Percy William Pointer Attewell, P/J.104715.
Petty Officer Percy Andrew Clarke Porter, P/JX.126832.
Petty Officer Ralph Bassett Sleep, D/JX.137048.
Petty Officer Telegraphist Reginald Henry Paul, D/JX.134650.
Petty Officer Telegraphist William Henry Stephen Wanstall, C/JX.149247.
Leading Telegraphist George Bell Scott, P/JX.131208.
Leading Stoker Ronald George Ward, D/KX.85717.
Able Seaman Albert Victor Jack Lawrence, C/JX.167342.
Able Seaman George Ernest Simmonds, P/JX.217354.
Stoker First Class Arnold Horace Jarvis, D/KX.118387.

Mention in Despatches

Lieutenant Charles Henry Hammer, R.N.
Lieutenant Michael Geoffrey Rawson Lumby, D.S.O., D.S.C., R.N.
Lieutenant Richard Thomas Sallis, R.N.
Lieutenant John Somerton Wraith, D.S.O., D.S.C., R.N.
Acting Chief Petty Officer Leslie Edward Charles Denzey, D.S.M., D/J.109306.
Chief Engine Room Artificer William Jacob Nelson Dobson, C/MX.47980.
Engine Room Artificer Third Class Arthur John Redman, P/MX.49522.
Petty Officer John William Charles Davis, D.S.M., C/JX.137065.
Acting Petty Officer Douglas Henry Anthony Steele, P/JX.140515.
Leading Seaman Benjamin Thomas Ruston, P/J.114584.
Acting Leading Seaman Edward Eric Kelsey, C/JX.148003.
Leading Stoker Harold Frederic Cator, P/KX.90572.
Able Seaman Thomas Andrew Murray, D/JX.131695.
Able Seaman James Alfred Sheldon, P/JX.223841.
Able Seaman Bertie John Stebbings, C/JX.153331.
Able Seaman William Bartholomew Whittle, D/JX.215012.
Stoker First Class Cecil William Flood, D/SKX.316.
Stoker First Class Henry Arthur Mott, C/KX.136890.
Stoker First Class Andrew White Robertson, D/KX.129998.

For gallantry in operations in North Africa:

Bar to the Distinguished Service Cross

Temporary Lieutenant Francis Brooks Richards, D.S.C., R.N.V.R.

For endurance and devotion to duty in the face of enemy air attacks while on convoy escort duty in the Mediterranean:

The Distinguished Service Cross

Acting Commander Charles Fraser Harrington Churchill, R.N.

The Distinguished Service Medal

Able Seaman Stanley Maurice Ellett, P/JX.183337.

Mention in Despatches

Able Seaman James Knight, P/SSX.33157.
Able Seaman George Watts, P/JX.183354.
Acting Able Seaman Stanley Lawrence Searle, P/JX.297733.

For good service in operations in the Middle East:

Mention in Despatches

Temporary Captain (Acting Temporary Major) Robert Wodall Sankey, R.M.
Captain William Augustus Hooper, R.M., Ret.
Temporary Lieutenant Quarter Master William Bernard Greasley, R.M.
Marine (Acting Temporary Sergeant) Ernest Jackman, Ex.4809, R.M.

For devotion to duty when wounded in an action with enemy E boats:

Mention in Despatches

Ordinary Seaman Harry Haworth, P/JX.382772.

For outstanding bravery and enterprise in action at Oran Harbour in H.M.S. "Walney":

Mention in Despatches

Ordinary Seaman William Woods, C/JX.318127.

Other awards for this action are shown in "London Gazette" Supplement No. 36019 of 18th May, 1943.

The KING has been graciously pleased to give unrestricted permission for the wearing of the following decoration bestowed by King Haakon of Norway for services to the Royal Norwegian Navy:

To be an Officer of the First Class of the Royal Norwegian Order of St. Olav:
Acting Temporary Lieutenant Commander William Rice Todd, R.N.V.R.

The following appointment, shown in A.F.O. 3247/43, should read as now shown:

To be a Companion of the Distinguished Service Order (to date from 21st May, 1943)

Lieutenant George Dick Kendall Richards, D.S.C., R.N.

(A.F.O. 3247/43.)

3372.—Honours and Awards—Royal Netherland Navy

(H. & A. 335/43,—29 Jul. 1943.)

The King has been graciously pleased to approve the following award for distinguished services as Engineer Officer of Her Netherland Majesty's Ship "Gruno" on patrol and guard duties:—

Mention in Despatches

Lieutenant-Commander Cornelis Jan Antonie van Wijngaarden, Royal Netherland Navy.

2. This award will not be gazetted.

***3373.—Commendations by Commanders-in-Chief—REPORTS**

(N. 2143/43.—29 Jul. 1943.)

Officers and men serving on shore or harbour service at home who have been formally commended by their Commander-in-Chief (or Senior Officer, if responsible direct to the Admiralty and not to a Commander-in-Chief) for specific acts, or for good service and devotion to duty, should have the commendation noted in their service records. Names of officers commended are to be reported to the Admiralty for this purpose. Notations for men should be made on the Service Certificate, and these should be reported to their depots or Royal Marine Divisions. K.R. and A.I., Article 606 (1) will be amended to allow of this.

2. The same arrangements apply to W.R.N.S. personnel similarly commended by the Commander-in-Chief.

(K.R. & A.I., Article 606 (1).)

3374.—Signal Lieutenants and Telegraphist Lieutenants, R.N.V.R.—Status of "Qualified Officer"

(C.W. 24258/43.—29 Jul. 1943.)

Their Lordships have approved the introduction of Qualified Officer status for Signal Lieutenants and Telegraphist Lieutenants R.N.V.R.

2. Officers will be eligible to be recommended for full qualified status on the award of a certificate from the Captain, H.M. Signal School, to the effect that they are in all respects able and recommended to perform the ordinary duties of a Signal Lieutenant or Telegraphist Lieutenant R.N., whichever is appropriate.

3. On award of Qualified Officer status officers will be distinguished in the Navy List by a star in a circle against their names and will take rank and command immediately after officers of the R.N., and Qualified Officers of the R.N.R. of the same seniority; they will thus rank senior to all R.N. and qualified R.N.R. Officers of the same rank but of less seniority, and all R.N.R. and R.N.V.R. Officers of the same rank, who are not qualified officers whatever their seniorities.

4. Recommendations which should be accompanied by a report on Form S. 206, are to be forwarded to the Admiral Commanding Reserves.

(A.F.O. 3880/40.)

3375.—Officers with Medical Qualifications—REPORT

(C.W./P.O. 18953/43.—29 Jul. 1943.)

In order that a complete list of officers who possess medical qualifications may be available, it is desired that these officers, not of the Medical Branch, who have qualified to be placed on the medical register should report the fact, and give the following information:—

- (a) Qualification and date of qualifying.
- (b) Medical posts held, with details and dates.
- (c) Period(s) of private practice, with dates.
- (d) Any specialist experience, with details and dates.

3376.—Medical Officers, R.N., for Short Service—Transfer to Permanent List

(M.D.G. 34448/43.—29 Jul. 1943.)

As soon as possible after 1st January, 1944, Surgeon-Lieutenants, R.N., for Short Service of 1940 Seniority, and also officers of 1939 seniority who were permitted to defer their applications, should report through the usual channels, whether or not they wish to be considered for transfer to the Permanent List. Applications for transfer will be considered together about March next and the selection made will be promulgated in due course.

2. The recommendation of the Commanding Officers should accompany each application.

3. Should any officer wish to defer his decision, the fact should be reported, and any subsequent application for transfer would be considered when the succeeding selection is made.

4. Several officers of 1939 seniority have not yet stated whether they desire to transfer. It is essential for their applications to be made without delay.

3377.—Royal Fleet Auxiliary Officers—Assessment of Remuneration for National Insurance Purposes

(D.N.A. 5846/43.—29 Jul. 1943.)

The attention of Masters of Royal Fleet Auxiliaries is drawn to the following alterations in the calculation of the total remuneration of officers for purposes of National Insurance, which are to take effect as from the 1st October, 1943.

2. The sum of £91 5s. 0d., representing the estimated value of victualling and quarters in those vessels in which a free mess is provided, is to be added to the annual rate of pay, instead of the sum of £73 as at present. For officers receiving a rate of pay which provides for their finding their own food, the estimated annual value of their quarters is to be taken as £27 7s. 6d. instead of £22 16s. 3d. as at present.

3. These alterations will result in certain R.F.A. officers who are at present insurable, becoming exempt from compulsory payment of National Insurance contributions.

4. B.R. 875 Article 87, R.F.A. Handbook will be amended.

3378.—Temporary Reserve Officers Entered for Radar or H/F D/F Duties—Appointment as Midshipmen

(C.W. 41769/42.—29 Jul. 1943.)

In future, candidates from civil life without previous naval or mercantile marine radio experience entered as officers for Radar or H/F D/F duties will, on entry, independently of age, be granted the rank of Probationary Midshipman in the Special or Air Branches according to whether they will be required for general Fleet duties or as Air Radio Officers. At the completion of their training in H.M. Signal School or H.M.S. "Ariel", reports will be forwarded to the Admiralty by those establishments for the promotion to Acting Sub-Lieutenant of those officers who are over twenty and are recommended for promotion. Officers not recommended will continue to serve in the rank of Midshipman until recommended for promotion.

2. Officers still under twenty on completion of training will continue to serve as Midshipmen until attaining that age but reports should be rendered on completion of training stating whether they are considered suitable for promotion when qualified by age. They will then be promoted by the Admiralty to Acting Sub-Lieutenant on attaining the age of twenty unless a report is previously rendered by their Commanding Officers stating that they are not recommended for promotion.

(A.F.O. 6242/42.)

*3379.—Promotions from the Lower Deck to Permanent Commissions (Air Branch)

(C.W. 48564/42.—29 Jul. 1943.)

In conformity with the decision promulgated in paragraph 1 of A.F.O. 2348/43, the undermentioned promotions to the rank of Acting Sub-Lieutenant (A), R.N., have been made, to date 1st May, 1943:—

Burness, John Allen, A/P.O.Air (Ty.), FX.82783.
 Cornish, George Frederick, A/P.O.Mech., FX.75755.
 French, John Charles Maurice, A.A.4, FX.75199.
 Robinson, Philip Viney, A/P.O.Air (Ty.), FX.77478.
 Simpson, Harold Hubert, P.O.Air, FX.77489.

(A.F.Os. 848/40, 337/43 and 2348/43.)

*3380.—Qualifying Course for Warrant Telegraphist

(C.W. 29216/43.—29 Jul. 1943.)

The following ratings have been selected to undergo the qualifying course for the rank of Warrant Telegraphist at H.M. Signal School, Portsmouth, commencing on 4th October, 1943.

L. A. J. Deadman, C.P.O.Tel., P/J.112897, H.M.S. "Atheling."
 J. J. Adam, C.P.O.Tel., C/JX.129441, H.M.S. "Canopus."
 R. H. Hughes, P.O.Tel., D/JX.136878, H.M.S. "Vidette."
 A. G. Lewis, P.O.Tel., P/JX.137445, H.M.S. "Weston."
 G. S. Brown, P.O.Tel., P/JX.153579, H.M.S. "Argonaut."
 G. Hoggard, P.O.Tel., D/JX.137795, H.M.S. "Dipper."
 F. E. Walker, P.O.Tel., D/JX.131891, H.M.S. "Forth."
 W. Magosian, P.O.Tel., D/JX.142810, H.M.S. "Salamander."
 F. W. Charrett, P.O.Tel., P/JX.143862, H.M.S. "Penelope."
 I. Petrie, P.O.Tel., D/JX.137306, H.M.S. "Vansittart."
 F. L. Short, P.O.Tel., C/JX.130629, H.M.S. "Tana."
 P. J. Cottle, P.O.Tel., C/JX.134294, H.M.S. "Nigeria."
 F. R. Maitland, P.O. Tel., P/JX.145529, H.M.S. "Zetland."

2. The above-named ratings should join H.M. Signal School p.m. Sunday, 3rd October, 1943.

✓ 3381.—Candidates for Warrant or Temporary Warrant Rank—Conduct
(C.W. 27794/43.—29 Jul. 1943.)

Whenever a Petty Officer or rating who is on a roster for promotion to Warrant Rank or has been recommended for promotion to Temporary Warrant Rank commits an offence which renders him ineligible for promotion to Warrant Rank (K.R. & A.I., Article 303, Clauses 2 and 8), the fact is to be reported by signal to the school or depot concerned.

(K.R. & A.I. Article 306 (2) and (8)).

✓ (A.F.O. 2011/43 is cancelled.)

3382.—Physical and Recreational Training Instructors, 2nd Class—Qualifying Course for Acting Service Ratings
(N.—29 Jul. 1943.)

A qualifying course of four months' duration for Petty Officers and Leading Seamen will commence at the R.N. School of P.R.T. on the 30th August, 1943.

2. Able Seamen passed for Leading Seamen, and within two years of the normal seniority for advancement, may also be accepted if recommended, but Able Seamen who qualify will not be eligible for draft to sea as P.R.T. Instructors until rated Acting Leading Seamen. The number of ratings selected will not exceed more than ten from each port.

3. Candidates will be selected by Superintendent, P.R.T., from names of volunteers at present held at the R.N. School of P.R.T.

4. The conditions laid down in K.R. & A.I., Appendix XVII, Part 3, No. 68, must be fulfilled in all cases.

5. Non substantive pay of 9d. per diem for P.R.T. Instructors, 2nd Class, and 1s. 3d. per diem for P.R.T. Instructors, 1st Class, is payable from the date of qualification.

3383.—Advancement to Leading Seaman (Radar)—Arrangements
(N. 9140/43.—29 Jul. 1943.)

With reference to A.F.O. 6376/42, as from the 15th July, 1943, no more Able Seaman (Radar) are to be advanced to Leading Seaman (Radar) without the authority of the Commodore, R.N. Barracks, Portsmouth.

2. Names of men who have completed their six months and are recommended should be forwarded to the Commodore for rosters in accordance with dates of recommendation. The Commodore, Portsmouth, is authorised to make advancements from the roster to maintain the number of L.S. (Radar) for the time being at one-fifth of the total number of L.S., A.B. and Ord. (Radar) borne.

(A.F.O. 6376/42.)

*3384.—Leading Air Fitters—Advancement to Petty Officer Rating
(N. 13831/43.—29 Jul. 1943.)

The date of advancement of Leading Air Fitters to Petty Officer Air Fitter (Temporary) under A.F.O. 4590/42 is to be the date of attaining one year's seniority as Leading Air Fitter, or the date of obtaining the Workshop's Supervisory Certificate, whichever is the later.

2. In order that ratings shall not be penalised through the exigencies of the Service, Commanding Officers should arrange by temporary exchange of Workshops and Squadron personnel, that suitable Leading Air Fitters are given every possible opportunity of obtaining the Workshop's Supervisory Certificate during their first year's service as Leading Air Fitter.

3. In exceptional circumstances, where no opportunity has occurred for the rating to obtain a Workshop's Supervisory Certificate prior to his attaining one year's seniority, application for advancement to be ante-dated may be made to the Administrative Authority with a full explanation of the circumstances. The Administrative Authority may approve a suitable period

of ante-dating if he is satisfied that lack of opportunity is the sole reason for the delay in obtaining the necessary certificate. In no case shall ante-dating be to a date earlier than that on which the Leading Air Fitter attained one year's seniority. Authority for the ante-dating should be forwarded as an enclosure to the ledger.

(Admiralty Message 709 R. 210132B/Jul.)

(F.O.N.A.S., No. 4348/121/36.)

(A.F.Os. 2240/41 and 4590/42.)

3385.—W/T Ratings—Examination for W/T 3
(N. 17304/43.—29 Jul. 1943.)

The "Technical Paper" examination for W/T 3 (Higher Grade) is to be discontinued. The relative portions of A.F.O. 885/43 and W/T History Sheets are to be amended accordingly.

2. The technical instruction of candidates for W/T 3 (Higher Grade) is to be limited to instruction at the set. Standard of knowledge, both A and B, is to be taken to mean "to be able to switch on, tune and operate efficiently." This presumes a knowledge of the functions of each switch and of which circuits it affects.

3. Training is to be confined to the above essentials, and candidates should not be taught the tracing of faults.

(A.F.O. 885/43.)

3386.—Drafting of V/S and W/T Ratings of the Portsmouth Division
(N. 17357/43.—29 Jul. 1943.)

With reference to A.F.O. 3031/43, Radio Mechanics should report to the R.N. Barracks, Portsmouth, unless ordered otherwise.

(A.F.O. 3031/43.)

A.F.O. 3162/45 *3387.—Writer Branch, Interpreter Section
(N. 2510/43.—29 Jul. 1943.)

Their Lordships have had under consideration the regulations for the Writer Branch—Interpreter Section, and the following revised regulations are issued.

2. *Entry in U.K.*—Men reported under A.F.O. 2353/43, and others, who appear to possess the required linguistic qualifications may be asked to attend for interview at the Royal Naval Training Establishment, Southmead, Southmead Road, Wimbledon, S.W.19 (nearest Underground Station—Southfields), and, if found suitable, will be required later to undergo a special course of instruction there, of approximately one month's duration. While under training they will be borne for pay on the books of H.M.S. "Pembroke IV," and Service Documents are to be forwarded to the Royal Naval Training Establishment, Southmead.

3. *Entry Abroad.*—Special arrangements have been made for interview, training and transfer.

4. *Failure on Course.*—Candidates who fail to pass the special course are to be returned to their Depots for general service.

5. *Classification.*—Ratings of this branch will be known as Writer (Sp.), Leading Writer (Sp.) and Petty Officer Writer (Sp.), and these terms are to be used in all documents referring to them. All Writers (Sp.) will belong to the Chatham Port Division and their drafting will be controlled by Director of Naval Intelligence.

6. *Pay.*—Pay for ratings of this branch will be identical with corresponding substantive pay of General Service Writer ratings.

7. *Conditions of Service.*—On satisfactory completion of the special course of training, ratings will be drafted for service afloat; the number of shore vacancies being strictly limited. Before draft ratings will be given

the option of transferring to Writer (Sp.) Branch (subject always to paragraphs 11 and 12 below) or of remaining in their original branch. Should they choose the latter course, they are eligible for a special Interpreter allowance of one shilling per day to which they are entitled so long as they perform Interpreter duties, and will be referred to as Interpreter ratings. On being drafted after completion of training, the necessary authorisation and information will be communicated by the Admiralty (N.I.D.) to the appropriate authorities.

8. *Distinguishing Badge*.—Writer (Sp.) ratings will wear the badge of a Writer General Service, but no change in uniform is to be made until the transfer is finally effected.

9. *Advancement*.—Advancement to Leading Writer (Sp.): Writers (Sp.) will be eligible for advancement to Leading Writer (Sp.) after three months' service, from the date of satisfactorily completing a course of training, and subject to recommendation by the Commanding Officer. Ratings who elect to draw the one shilling per day allowance, remaining in their original branch, will equally be eligible for this advancement, but care should be taken that they should serve one day in the rating of Writer (Sp.).

10. *Advancement to Petty Officer Writer (Sp.)*: Leading Writers (Sp.) will be eligible for advancement to Petty Officer Writer (Sp.), after one year's service as Leading Writer (Sp.), and subject to recommendation.

11. It should be made clear to the men concerned that they are joining a "Hostilities Only" branch, and consequently any active service rating who may be employed in it is to be given the option of remaining on his present duties on the understanding that no special arrangements can be made for his advancement in or reversion to his original branch.

12. *C.W. Ratings*.—Ratings who are already recommended for Executive or Accountant Branch Commissions may be employed in lieu of Writers (Sp.), and employment at sea on these duties will count towards the period of sea time necessary before a rating appears before a Preliminary Selection Board or is interviewed by the Admiralty Selection Board. They are not to be transferred to the Writer (Sp.) Branch, and when not actually employed on Interpreter duties, they should be employed on the proper duties of their branch and should be given the special opportunities for instruction as directed in paragraph 11 of A.F.O. 1163/43. They are eligible for the special Interpreter allowance referred to in paragraph 7 above. On passing a Preliminary Selection Board, Accountant Branch ratings will cease duty as Interpreters. The promotion to commissioned rank of C.W. candidates employed on Writer (Sp.) duties will not be jeopardised by such employment.

13. *Interpreter Ratings (other than C.W. Candidates)*.—In order to avoid any loss of pay on transferring to Writer (Sp.), Interpreter ratings will be given the option of remaining in their present branch and continuing to draw the special allowance of one shilling per day if they so prefer. In exceptional cases, leading rates and above so employed may be permitted to retain their present rate of substantive pay, plus the special allowance, until after they have qualified by service for advancement to Petty Officer Writer (Sp.), if such a course is to their advantage. Such men, if recommended, may for the purpose of advancement to Petty Officer Writer (Sp.) be given seniority as Leading Writer (Sp.), as from the date of satisfactorily completing three months' service on this duty.

14. When not required for duty as Interpreter these ratings may be utilised as part-time Coders, or for correcting Signal Books, etc., and other similar duties. Refresher courses for Interpreter work will also be arranged at the Royal Naval Training Establishment, Southmead, details of which will be promulgated from time to time by the Director of Naval Intelligence.

15. *Special Branch Commissions*.—"Hostility Only" or reserve ratings employed in the special Interpreter section may be recommended for Special Branch Commissions for employment as officers for duty with this section, as well as for commissions in other branches. Forms C.W.1(T) may be started for these ratings by Commanding Officers at any time and should be clearly marked "Special Interpreter"; copies should be sent to the Admiralty (C.W. Branch) and the Director of Naval Intelligence. After at least three

months' service in the rank of Leading Writer (Sp.) and above, recommended ratings will be called as required before a Selection Board. Candidates who fail this Selection Board may be again recommended, but will not be called before the Board until they have carried out at least six months' further service. Ratings recommended for commissions should possess, besides the necessary officer-like qualities, a first-class knowledge of the languages in which they are Interpreters, and no rating will be called before the Selection Board unless he is considered by the Admiralty to have the proficiency required. Ratings who remain in their existing branch under paragraph 7 above will also be eligible for recommendation, and may be called before the Selection Board after they have been employed for at least six months on Interpreter duties.

16. *Complements*.—Three Interpreters will be allowed in the complement of the vessels concerned, and they will consist of one Sub-Lieutenant, R.N.V.R. (Sp.), Interpreter Section, and two Petty Officers or lower rates.

17. If the full complement of Writers (Sp.) is not available, other suitable ratings may be utilised in lieu, as a temporary measure. Before any such ratings are utilised, full details are to be reported and Service Documents forwarded to the Director of Naval Intelligence, who will give the necessary authorisation. In such circumstances, an additional Ordinary Seaman may be borne in the ship's complement. Ships concerned should apply to their manning depot accordingly, quoting this Order.

18. No special danger will attach to this employment.

19. *Ratings of Allied Navies*.—Ratings belonging to the Allied Navies may be employed on these duties but are not eligible for transfer to the Writer (Sp.) Branch; they should continue to serve in the rating which they hold in their own Navy, being regarded as on loan only. Ratings of the Section Belge are regarded as R.N. ratings.

20. *Requests for Transfer*.—All requests for transfer to Writer (Sp.) Branch are to be forwarded through the normal channels to Admiralty (for D.N.I.). Candidates whose qualifications appear suitable will be summoned for interview in accordance with paragraph 2 above.

21. *Records*.—Records of Writers (Sp.) are maintained by the Commodore, Royal Naval Barracks, Chatham, and it is important that Forms S.161, reporting transfers to, and advancements in, this Branch should be rendered promptly.

(A.F.Os. 1163/43 and 2353/43.)

(C.A.F.Os. 8/42, 801/42, 1118/42, 1632/42, 868/43 and 976/43 are cancelled.)

3388.—Sick Berth Ratings—Continuation of Instruction

(M.D.G. 28105/43.—29 Jul. 1943.)

In view of the modified syllabus for Probationer Sick Berth Attendants, and the much restricted period of training thereby afforded to these ratings, it is essential that Medical Officers of ships and establishments in which sick berth ratings are borne should continue to instruct them in the subjects numbered 2 to 14 inclusive in Form S.1237, in order that a sound working knowledge of all subjects may be imparted to such rapidly trained personnel.

AFO. 6007/44 . 3389.—Instruments Section of the Air Fitter Branch—Introduction of

(N/A.M.R. 553/43.—29 Jul. 1943.)

Cases have occurred of men under training for Air Fitter (L) who, having been recruited from the civilian trades of watch or instrument maker or repairer, fail owing to their inability to absorb the necessary electrical knowledge.

2. In order to make efficient use of such men it has been decided to introduce a new section of the Air Fitter Branch to be called Air Fitters (Instruments) with normal promotion to Petty Officer and Chief Petty Officer Air Fitter (Instruments) and to make use of good men of this type in the Fleet Air Arm in lieu of Air Fitters (L) up to one-fifth of the number borne in any Air Station or Repair Yard.

3. Air Fitters (Instruments) will not be recruited separately but will be taken from men who fail to qualify for Air Fitter (L) but have some years' experience of civilian watch, clock or instrument making or repairing.

4. Before being rated, candidates will be required to pass a test at the School of Aircraft Maintenance, Lee-on-Solent. They will not normally be eligible for transfer to Air Artificer.

3390.—H.O. Ratings—Transfer of—Orders not Applicable to Royal Marines

(N. 14488/43.—29 Jul. 1943.)

A.F.O. 5627/41 and its amendments do not apply to Royal Marines, other ranks.

2. Applications for the transfer of Royal Marines under the conditions laid down in those Orders for the transfer of Naval ratings to other branches, are to be submitted to the Admiralty.

(A.F.Os. 5027/41, 3970/42, 4594/42 and 5130/42.)

3391.—R.N.R. and R.N.V.R. Ratings—Deprivation of Reserve Long Service and Good Conduct Medal During Mobilised Service—Procedure

(N.L. 9672/43.—29 Jul. 1943.)

For the period of mobilised service of R.N.R. and R.N.V.R. ratings, the provisions of R.N.R. Regulations (Men), Article 155, clause 12, and R.N.V.R. Regulations Article 237, clause 5, governing the deprivation of the R.N.R. and R.N.V.R. Long Service and Good Conduct Medals, are suspended.

2. With the exception of clause 7, the provisions of K.R. & A.I., Article 563, as amended by K.R. 1/41, are to be applied to the deprivation and forfeiture of the R.N.R. and R.N.V.R. Long Service and Good Conduct Medals, the words "Good Conduct badge(s)" or "badge(s)" in the regulations being read to refer either to Good Conduct or Good Service badges, or both.

3. Article 155, clause 13, R.N.R. Regulations (Men), will continue to govern the restoration of the R.N.R. Long Service and Good Conduct Medal; its provisions will also be applied to the restoration of the corresponding R.N.V.R. Medal. The appropriate medal may also, with the sanction of the Admiralty, be restored at any time if the rating has rendered some special service.

4. All cases of the deprivation and forfeiture of the R.N.R. or R.N.V.R. Long Service and Good Conduct Medal are to continue to be reported to the Admiral Commanding Reserves.

(K.R. & A.I., Article 563.)

(R.N.R. (Men) Regulations, Article 155)

(R.N.V.R. Regulations, Article 237.)

(A.F.O. 726/41 is cancelled.)

3392.—Personnel Serving on T.124 (and Variants) and Special Cable Ship Agreements—Payment of Contributions to the National Union of Seamen

(D.N.A. 12859/43.—29 Jul. 1943.)

As from 1st January, 1940, and for the duration of the war, facilities have been granted to the National Union of Seamen for the collection of subscriptions which have been deducted from men's wages on their behalf.

2. Members of the National Union of Seamen signed on T.124 (and Variants) and Cable Ship Agreements are enabled, on signing a special form of authority with the Union, to pay their subscriptions by means of periodical deductions from their wages.

3. Payment to the Union may be made as follows:—

- (i) *Arrears*.—By the use of a split advance note, i.e., a man may be issued with two advance notes of approximately the combined value of the one he would normally receive. One of these split notes would be for his personal use and the other for immediate transmission to the

Union. The values of these advance notes will be shown on the relative agreement signed (if T.124 an extract therefrom will also be entered on Form T.702) and are to be charged in the "Other Charges" column of the ledger. The provisions of A.F.Os. 3259/39 and 3606/40 (Section E) will apply. The note received by the Union will be forwarded to the Admiralty for payment.

Alternatively, payment of arrears of subscriptions may be made by a block deduction from pay. The block deduction should be charged in one sum and the resultant debt liquidated, if possible, within the period covered by the ledger in which the charge appears.

(ii) By a weekly deduction of 1s. in respect of current contributions.

(iii) By a quarterly deduction of 1s. in respect of Old Age Contributions. This deduction should be charged in the accounts of all men who are members of the Union and have authorised weekly deductions of 1s. to be made from their pay.

4. The Union will supply lists of men authorising deductions, block or weekly, and also provide a supply of blank forms. In addition, the Union will furnish a form signed by the man concerned authorising payment of weekly contributions. The lists and forms should be retained as the authority for deductions, the blank forms being used as indicated in paragraphs 8 and 9 below.

5. The weekly deduction should commence on the first Monday a man is borne for pay and should continue for each Monday so borne. The weekly deduction should be shown separately from the block deduction.

6. The quarterly deduction should be charged in a man's account on the last Monday in the quarter.

7. On transfer of a man's account, the relevant transfer list should indicate the last date to which contributions have been charged. The Form of Authority signed by the man should be forwarded to his new ship attached to the copy of his Admiralty agreement.

8. The deductions are to be accounted for on the lines of ship's subscriptions when charged against pay, as set out in Article 1529, King's Regulations and Admiralty Instructions. They are to be charged in the "Other Charges" column of the ledger and the total of the charges forwarded to the Director of Navy Accounts by means of a remittance list (Form S.66). The Accountant Officer should claim credit on a separate voucher for this amount in his cash account and debit himself with a similar amount when remitting. A separate form S.66 (outside), containing a Form S.66 (inside) and also a copy of the contribution list, is required for each remittance. It is important that remittance lists in respect of these deductions should be forwarded by Accountant Officers to the Director of Navy Accounts as early as practicable after the end of each quarter.

9. A copy of the contribution list should be forwarded as an enclosure to ledger and another copy retained on board with the duplicate cash account.

10. Instances having occurred of men requesting cancellation of the special agreement with the National Union of Seamen and discontinuance of deductions from wages. Their Lordships desire that the consequence of such action should be made known to the men concerned.

11. In future, if a man desires to break his agreement with the National Union of Seamen, it should be pointed out by his Commanding Officer that he will immediately fall out of benefit, and it should be explained to the man that his subscription is in the nature of a contribution to a Benefit Society.

12. If the man still persists in his desire to break his agreement, the Union officials should be given an opportunity of discussing the matter with him. To enable the necessary arrangements to be made, the Commanding Officer should notify the Director of Sea Transport (or the Director of Anti-Submarine Warfare for Cable Ship personnel) of the most convenient time for the Union representative to attend.

(K.R. & A.I., Art. 1529.)

(A.F.Os. 3259/39 and 3606/40.)

(A.F.Os. 217/41—not in annual volume—502/40, 4852/42 and 773/43 are cancelled.)

3393.—Summary Punishment (Number 8)—Reduction to Second Class for Conduct

(N.L. 37/43.—29 Jul. 1943.)

To meet the need for a punishment having nearly the same consequences as a cell punishment, which does not involve loss of the offender's services, Their Lordships have approved the following modifications in the punishment of reduction to the second class for conduct (Punishment No. 8), which are to be put into effect forthwith:—

- (a) The minimum period in the second class for conduct is reduced to one month.
- (b) Restoration to the first class is to be considered one month from date of reduction and thereafter at monthly intervals. (*Note.*—Restoration is in any case to be made at the end of six months—K.R. & A.I., Article 567, clauses 2 and 3.)
- (c) A character assessment of "Good" may be awarded if restoration to the second class is allowed at the end of the first or second months.
- (d) Where reduction is awarded during the first three years of a man's time, a character assessment of "V.G.*" may be awarded if restoration is allowed at the end of the first month and the man is otherwise eligible.

2. Particular attention is drawn to the added importance, in view of the foregoing modifications, of noting on the conduct sheet of a man who leaves the ship while in the second class for conduct the date on which it is proposed that he should be restored to the first class (K.R. & A.I., Article 567, clause 1).

3. When assessing the character of a man in the second class for conduct on 31st December, who may be restored to the first class at the end of the first or second months, the Commanding Officer may award the highest character permissible (i.e., "V.G.*" or "Good"), but if restoration is deferred beyond the first or second months, the assessment must be altered to "Good" or "Fair" as the case may be. Such alterations are to be reported to the Director of Navy Accounts and recorded in the ledger. It is, of course, open to the Commanding Officer to award a lower character assessment than the maximum permissible, even if restoration to the first class is approved at the end of the first or second months, but in that case the assessment must be underlined in accordance with K.R. & A.I., Article 605, clause 8.

4. It is emphasised that this extension of the punishment of reduction to the second class for conduct is intended primarily for men serving in sea-going ships, and that Their Lordships regard the punishment as an unsuitable one for men serving on shore.

5. The modifications will also apply when men are reduced to the second class for conduct as a Naval penalty following conviction by the civil power.

6. K.R. & A.I. will be amended in due course. Article 12 of the Drafting Regulations will also be amended to delete all reference to second class for conduct. Where a serious view of the man's conduct is taken, it will be reflected in an assessment of character lower than "Good".

(K.R. & A.I., Articles 565-7 and 605.)

(Drafting Regulations, Article 12.)

3394.—Complements—Coastal Forces Bases—Captain's Office Writer Staff

(N. 16596/43.—29 Jul. 1943.)

The following amendments are to be made to A.F.O. 2102/43:—

- (i) Table I, Column 1—After "Commodore, Captain and Service Certificate Officers" insert:—*Note.*—This scale does not apply to coastal Force bases.

(ii) Table I—Add:—

Special Scale for Coastal Force Bases (Captain's Office).

	P.O. Wren Writer.	Ldg. Wren Writer	Wren Writer
Each base with one flotilla or less attached ...	—	(a) 1	(a) 1
Each base with over one flotilla but not more than three flotillas attached.	—	1	2
Each base with <i>no</i> captain's secretary appointed and with over three flotillas but not more than five flotillas attached.	1	—	3
Each base with a captain's secretary appointed and with over three flotillas but not more than five flotillas attached.	—	1	2

A sliding scale addition of one rating (P.O. Wren Writer, Leading Wren Writer, Wren Writer, in that order) for each two flotillas or part of two flotillas above five flotillas, may be made to the above numbers. These additions will apply whether or not a captain's secretary is appointed.

Notes.—(a) If service certificates are not kept by the coastal force staff, substitute one Wren Writer for one Leading Wren Writer at bases with not more than one flotilla.

(b) For the purpose of this scale, parts of flotillas or single boats must be added together to form whole flotillas of the normal size.

(c) Naval Writer ratings are to be employed, under the same scale, where the conditions do not permit the employment of Wrens or where there is at present no authority for their employment (e.g., at certain stations abroad).

(A.F.Os. 2102/43 and 2479/43.)

(A.F.O. 2475/42 is cancelled.)

3395.—Complement of Supply Ratings in Naval Shore Establishments at Home and Abroad—Scale for Clothing and Implement Duties

(N./D.P.S. 257/43/M.—29 Jul. 1943.)

The following *amendments* are to be made to A.F.O. 2102/43:—

Table II.

Insert an asterisk at the head of the Clothing and Implement column, and at the foot of the table *add*:—

* The staffs for clothing and implement duties are to be assessed on the numbers borne for victuals plus the numbers on Lodging and Provision Allowances.

Item (b) of the Appendix.

Cancel and substitute:—

(b) (i) Numbers victualled in the Base, excluding tenders

(ii) Numbers on Lodging and Provision Allowances

(A.F.Os. 2102/43 and 2479/43.)

3396.—Complement Amendment—Ocean Escort Trawlers

(N. 3622/43.—29 Jul. 1943.)

The following *amendment* is to be made to the scheme of complement for ocean escort trawlers (including "Northern" class), issued with Admiralty Letter N.3492/43 of 23rd March, 1943:—

Insert notation (1) *against* Engineman.

New note (1) *to read* as follows:—

"(1) In 'Northern' class, when employed on ocean escort service in South Atlantic, *add* 1 Engineman (R.N.P.S.)".

3397.—Central Cypher Training Centre—Establishment of
(C.W. 27062/43.—29 Jul. 1943.)

It has been decided to establish a Central Cypher Training Centre under the direction of the Captain, H.M. Signal School to carry out the initial Cypher training of:—

- (a) R.N.V.R. (Sp.) Cypher Officers,
(b) W.R.N.S. Cypher Officers,
(c) Accountant Officers, R.N.V.R.,
and to provide short or refresher courses for
(d) Accountant Officers, R.N.,
(e) Sub-Lieutenants, R.N.,
(f) Liaison Officers appointed to Allied War Vessels,
(g) Executive Officers, R.N., R.N.R. and R.N.V.R., appointed to H.M. ships where they are required to carry out the duty of Cypher Officer,
(h) Non-executive Officers who may be employed in cyphering duties in ships.

2. Basing Park, Privett, nr. Alton, Hants, has been requisitioned for this purpose as part of H.M.S. "Mercury". Adaptations are, however, necessary, and it is not anticipated that it will be available for occupation for a few months.

3. In the meantime, and until such time as Basing Park is ready for occupation, the training centre is located temporarily in the old Navigation School, H.M. Dockyard, Portsmouth, but instruction is limited to officers in (a) and (b) of paragraph 1 above, and individual officers in the Portsmouth Command who may require either initial or additional instruction.

4. R.N.V.R. Officers are accommodated in Portsmouth as arranged by Captain, H.M. Signal School, and borne on books of H.M.S. "Mercury".

Cadet Wrens qualifying are accommodated in W.R.N.S. Quarters, Bowlands, Southsea. On completion of the Officers' Training Course at Greenwich they are to be transferred from H.M.S. "Pembroke III" for victuals only to H.M.S. "Victory III" for victuals only. They are to be advanced three weeks' pay at the end of the second week of the Cypher course by the Accountant Officer, H.M.S. "Victory III", who will communicate the amount advanced to the appropriate Accountant Officer (A.F.O. 4985/42, paragraph 10, and A.F.O. 1177/43).

5. Official correspondence regarding administration and training of officers is to be addressed to the Captain, H.M. Signal School, c/o G.P.O., London, and signals to H.M.S. "Mercury".

(A.F.O.s 4985/42 and 1177/43.)

3398.—W.R.N.S. Officers—Appointment on First Promotion
(C.W. 29020/43.—29 Jul. 1943.)

Newly promoted W.R.N.S. officers will not be re-appointed to the establishment in which they previously served as a rating, save in exceptional circumstances, e.g., where they possess technical knowledge or special qualifications not to be found in any other available officer.

3399.—W.R.N.S.—New Category of Writer (R.M.)
(N. 17462/43.—29 Jul. 1943.)

A.F.O. 2947/43 is to be amended as follows:—
Paragraph 5 (c), line 5. *Substitute* "First and Second Quartermasters' Departments" for "Second Quartermaster's Department".

(A.F.O. 2947/43.)

3400.—W.R.N.S. Chart Correctors—Scale for Leading Rates and Above
(N. 10751/43.—29 Jul. 1943.)

The scale of higher rates for W.R.N.S. Book Correctors issued under A.F.O. 1057/43 should also be applied to W.R.N.S. Chart Correctors.

(A.F.O. 1057/43.)

3401.—W.R.N.S.—Northern Training Depot

(N./M. 06282/43.—29 Jul. 1943.)

Premises at Balloch, Dunbartonshire, have been taken over as a W.R.N.S. Central Training Depot.

2. The new establishment has been commissioned as from 29th May, 1943, as H.M.S. "Spartiate II," and will carry its own accounts. It is under the nominal command of an officer appointed from the staff of the F.O.I.C., Glasgow, but will be administered by the Superintendent, W.R.N.S. (Training), in accordance with the responsibility laid upon her for the administration of all Central Training Depots for W.R.N.S. ratings and the supervision of the training allocated to them.

3. Detailed administrative arrangements are being notified separately to Naval authorities concerned.

4. Official correspondence for the establishment should be addressed to:—
The Commanding Officer,
H.M.S. "Spartiate II,"
Balloch,
Dunbartonshire.

3402.—W.R.N.S.—Date of Enrolment

(N. 15871/43.—29 Jul. 1943.)

A.F.O. 2133/43 is to be amended as follows:—

Paragraph 1, line 3.

Substitute "Enrolling" for "Approving".

Paragraph 3, line 3.

Substitute "Enrolling" for "Approving".

Paragraph 3, 2nd sentence.

Amend to read "In such cases, the number of this Order is to be quoted in brackets below the date of the Enrolling Officer's Certificate and also against the date of enrolment on the Service Certificate to indicate that formal enrolment has been deliberately delayed."

(A.F.O. 2133/43.)

3403.—W.R.N.S.—Treatment for Neuro-psychiatric Cases (Ratings)

(M.D.G. 23240/43.—29 Jul. 1943.)

A limited number of neuro-psychiatric cases can be admitted to Mill Hill Emergency Hospital, Mill Hill, N.W.7. provided that the cases are first seen by a psychiatrist. They should be of a type likely to benefit by treatment over a period of 4-6 weeks and they must not be certifiably insane or suicidal.

2. Applications for admission should be made direct to the Medical Superintendent preferably in writing with accompanying report, but if necessary by telephone (Mill Hill 4276). Officers cannot be admitted.

3404.—Admiralty Surgeon and Agent

Carfin

(C.E. 9546/43.—29 Jul. 1943.)

Mr. R. S. McDougall, M.B., Ch.B., Redhurst, Carfin, Motherwell, Lanarkshire (Telephone No. Holytown 203), has been appointed Admiralty Surgeon and Agent for Carfin and Motherwell (Lanarkshire).

3405.—Officiating Ministers of Religion

(C.E. 55459/43.—29 Jul. 1943.)

The following appointments have been approved:—

Church of England—

Bombay Rev. J. Tanner (Honorary),
Missions to Seamen, Bombay.

H.M.S. "Robertson" ... Rev. M. M. Vischer, M.A.,
The Vicarage, Sandwich, Kent.

Roman Catholic—

Clydeside Rev. J. Meehan,
St. John's, 90, Portugal Street, Glasgow, C.5.

... .. Rev. T. Keane,
St. Paul's, 1213, Dumbarton Road,
Glasgow, W.4.

Fishguard Rev. E. J. Kelly,
Catholic Church, Fishguard, Pembs.

Methodist—

Larne Rev. J. Wesley McKinney,
Glenarm Road, Larne, Co. Antrim.

Bangor, Co. Down Rev. J. R. Wesley Roddie,
Lorelei, Bangor, Co. Down.

Belfast Rev. H. M. Medd (Honorary),
21, Cyprus Avenue, Belfast.

Church of Scotland—

R.N. Training Unit, Draycott Avenue.
Rev. R. V. F. Scott,
St. Columba's Church, 19, Cadogan Court,
London.

(Also to Baptist, Congregational and Methodist personnel.)

Regent Street Polytechnic ... Rev. F. Townley Lord, D.D., B.D.,
Bloomsbury Central Church,
Shaftesbury Avenue, W.C.2.

(Already appointed for Baptist, Congregational and Methodist personnel.)

2. The usual facilities are to be afforded.

3406.—Compensation for Loss of, or Damage to, Privately Owned Tools—
Ratings only

(N.L. 4666/43.—29 Jul. 1943.)

The attention of all personnel concerned is drawn to the fact that compensation for loss of, or damage to, private tools carried in excess of the minimum tool kit with which a rating is required to provide himself, or with which he is issued on personal loan, will not be paid unless such tools are essential for his duties and it can be certified that they were not available from ship's store (A.F.O. 4661/40.)

2. This condition will also apply to all ratings who have to use tools in carrying out their duties but who are not required to provide their own or are not issued with a personal tool kit on loan.

(A.F.O. 4661/40.)

3407.—Remittances—Further Details Required

(D.N.A. 12817/43.—29 Jul. 1943.)

A considerable and increasing volume of correspondence reaches the Admiralty, and generally has to be passed on to H.M. ships and Naval establishments, from banks, business houses, insurance companies, etc., who receive remittances from Naval personnel without sufficient detail to enable the sums remitted to be dealt with.

2. Such information as is shown on the Remittance Lists (Form S.66 inside) is inserted on the payable orders despatched from the Admiralty but, unless special notes are made on the lists, the only details normally available are the name and rank of the remitter and the name of the Ship or Establishment through which the remittance is made.

3. Steps are therefore to be taken to insert, so far as possible, in the remarks column at the right of Form S.66 (inside) any additional information which remittees, other than private persons, may be likely to require, e.g.; (i) the title or number of a banking account to be credited; (ii) the number of policy where the payment is in respect of an insurance premium; (iii) the assessment number and district when payment of income tax is made to the collector ashore; (iv) the fund and mess concerned when payments are made to contractors for supplies to Ward Room and other Messes; (v) the name of the remitter's Ship when the remittance is forwarded through another Ship or Depot Ship.

4. Form S.66 (inside) will be amended to provide definitely for the foregoing on the next reprint, but the right-hand column of existing forms should be used meanwhile.

3408.—Customs Privileges for Major Landing Craft

L.C.S. (L) Mk. II

(N.L. 6596/43.—29 Jul. 1943.)

With reference to A.F.O. 2732/43, L.C.S. (L) Mark II are eligible to receive duty-free mess and canteen stores, under precisely the same conditions as apply in the case of other H.M. commissioned seagoing ships.

2. Notification of the entitlement of such of these craft as are actually seagoing and commissioned should be forwarded in accordance with the procedure laid down in A.F.O. 345/42.

3. L.C.S. (L) Mark I are not eligible for this privilege.

(A.F.Os. 345/42 and A.F.O. 2732/43.)

3409.—Instructions Regarding Cases Invalided or Sent to Hospital

(M.D.G. 29829/43.—29 Jul. 1943.)

For security reasons, certain data regarding the ship on which a person served and the nature of employment on which the ship was engaged during the period prior to the disability leading up to his invaliding, has to be omitted from Medical Officers' Journals.

2. This information was of vital importance when the question of attributability came to be considered. An effort to obtain information somewhat comparable was made when C.A.F.O. 882/41 was issued.

3. Experience has shown that the directions contained therein have not been complied with, and in consequence serious delay is occurring in consideration of cases.

4. Medical Officers are to make themselves acquainted with the directions in the C.A.F.O. and act accordingly.

(C.A.F.O. 882/41.)

A.F.O. 3410.—Petrol Concessions and Leave Permits for Motor Vehicles for Naval Personnel
on Leave

2688/45

(N.S.M.T. 5813/42.—29 Jul. 1943.)

Naval personnel, and members of the Queen Alexandra's Royal Naval Nursing Service, the Women's Royal Naval Service and voluntary aid detachments proceeding on leave in the United Kingdom may obtain concessions with regard to the issue of licences and petrol vouchers for a motor car or motor cycle, subject to the conditions shown hereafter.

2. There are four forms of concession:

- (a) Leave permits, or short-term licences, for an unlicensed motor vehicle (applicable only to personnel on Active Service Leave).
- (b) Petrol concession for Active Service Leave (Recreational Allowance).
- (c) Petrol concession for travel where normal facilities are inadequate (Leave Travel Allowance).
- (d) Petrol concession for private business or urgent private affairs.

3. *Leave Permits* (Active Service Leave only).—These permits authorise the use of an unlicensed motor car or motor cycle and may be obtained subject to the following conditions:—

- (a) The price of the permit will be 10s. for a motor car and 2s. for a motor cycle, except in the Isle of Man, where the charges are 5s. and 2s. 6d. respectively.
- (b) The validity of the permit will be from the date of issue until the day after the expiry of the holder's leave, inclusive, and in no case for longer than 22 days.
- (c) The vehicle for which a permit is issued must have been registered in the applicant's name at some time when a licence was current in respect of the vehicle.
- (d) Permits will be issued by the County Territorial Army Associations and by authorised social welfare officers attached to these associations. Application must be made in person. The address of the nearest issuing authority may be obtained from any police station. Permits must be obtained in the county where the vehicle is to be used, and personnel proceeding on leave to (a) the Isle of Man and (b) Northern Ireland must obtain their permits from (a) The Highway Board or (b) the local Taxation Officer in the County or County Borough where the vehicle is normally used.
- (e) (i) Applicants must be personnel on leave for more than 48 hours, as follows:—
- (ii) Leave from service at a place which is outside the United Kingdom, the Isle of Man; or
- (iii) Leave from service in the Orkneys, the Shetlands or the Hebrides; or
- (iv) Leave from service afloat (including leave granted on the occasion of the loss of a ship or the paying off of a ship's crew); or
- (v) Leave granted to flying personnel of first line squadron of the Fleet Air Arm.
- (f) The applicant must produce for the inspection of the issuing authority:—

- (i) The Registration Book for the vehicle; and
- (ii) A current Certificate of Insurance; and
- (iii) A Certificate (the name of ship or base should not be stated) as shown below, from the Commanding Officer of his ship or the Naval Officer-in-Charge of the base or depot from which the holder proceeded on leave, providing evidence that the applicant falls into one of the categories laid down in paragraph 3 (e) above.

Form of Certificate

I certify that
has been granted leave until 19...
and that he/she is entitled, subject to his/her being in possession of the necessary documents,* to apply for a leave permit, and/or petrol allowance to drive a motor car or motor cycle, under the terms of A.F.O. 3410/43.

.....
Commanding Officer or
Naval Officer-in-Charge.

* Registration Book and Current Certificate of Insurance.

- (g) The name of the applicant's ship or base is not to appear on the certificate.
- (h) No permit will be issued to any applicant in respect of more than one vehicle in any one period of leave.
- (i) Should circumstances prevent the use of the vehicle, repayment of the permit fee (10s.) can be obtained from the association, etc., by whom granted, provided the petrol coupons are returned intact with the permit, together with a declaration that the holder was unable to make use of either owing to recall from leave.

4. *Petrol Concession for Active Service Leave (Recreational Allowance).*—Personnel covered by the leave categories described in paragraph 3 (e) of this Order are allowed petrol for use in a vehicle for which a Leave Permit has been obtained or which is registered in their own name or registered and currently licensed in their wife's/husband's name. The allowance is not applicable to a car or motor cycle registered in the name of any other relative.

- (a) Application for the allowance should be made in person or by properly authorised representative to any Army Recruiting Centre, County Territorial Army Association or Social Welfare Centre. Applicants must produce their Registration Book and a Certificate as shown in paragraph 3 (f) (iii) above.

Coupons obtained on the United Kingdom mainland are not valid on the Isle of Man, where coupons may be obtained (or exchanged for any obtained in the mainland) from The Highway Board, 21A, Athol Street, Douglas.

- (b) The allowance known as Recreational Allowance is intended to provide for approximately 300 miles travel and will be based on the following scale:—

Motor Cycles—

Not exceeding 250 c.c.	4 units.
251-350 c.c.	5 units.
351 c.c. and over	6 units.

Private Cars—

Horse power—	
1- 7	8 units.
8- 9	10 units.
10-12	12 units.
13	13 units.
14	14 units.
15	15 units.
16-17	16 units.
18	17 units.
19	18 units.
20 and over	20 units.

- (c) Not more than two such allowances will be made within any period of twelve calendar months.

5. *Leave Travel Allowance.*—Personnel on Active Service Leave or proceeding on short Home Service Leave may be granted a supplementary allowance to enable them to get to and from their leave addresses in their own private cars or motor cycles, currently licensed and insured ("G" Certificate not applicable), when other means of transport are not practicable.

- (a) It is the intention that the actual amount of assistance, if any, to be afforded shall be decided by Commanding Officers who should, after satisfying themselves that the applicant is entitled to assistance under the conditions stated above, obtain from the nearest Naval Issuing Authority the number of petrol coupons (up to the approved maximum) which it has been decided to allocate.
- (b) The assistance is to be limited in all but exceptional cases to two journeys in any calendar month, and will be subject to an overriding maximum of 250 miles per quarter.
- (c) There is no objection, in order to enable urgent requirements for coupons to be met, to Commanding Officers maintaining a "ready-use" stock of coupons, replenishing this stock as necessary from the Naval Issuing Authority.

6. *Leave Granted in Connection with Private Business or Urgent Private Affairs.*—All personnel are entitled in their capacity as private individuals to consideration by the Regional Petroleum Officer of any claim they may put forward (Form R (M.S.) 1 or 2) for petrol coupons to enable them to handle business or urgent private affairs. Vehicles used for these purposes are required to be currently licensed and insured ("G" Certificate not applicable). Such applications are to be accompanied by a certificate by the

applicant's Commanding Officer to the effect that leave has been granted to enable him/her to attend to business or urgent private affairs. If the contingency occurs during leave, application may be made direct to the appropriate Regional Petroleum Officer.

Petrol coupons are not to be provided by Naval Issuing Authorities for this purpose.

(A.F.Os. 1303/40, 2559/40, 2790/40, 415/41, 1994/41 and 2494/41—not in annual volume—are cancelled.)

P.7.0.360/45 3411.—V.A.D. Members—Withdrawal of Civilian Identity Cards

(M.D.G. 32704/43.—29 Jul. 1943.)

The Civilian Identity Cards, whether old or new issue, held by Naval V.A.D. members, are to be withdrawn immediately, and Sailors' Pay Book and Identity Book (Form S.43a) should be issued in lieu to V.A.Ds. other than Commandants and Assistant Commandants, who should be provided with the Naval Officers Identity Card (Form S.1511).

2. The cards withdrawn should be forwarded to the Registrar General, National Central Registration Office Southport, Lancs., a note being made in the record of the members concerned of their Civilian Identity number. The cards should be accompanied by a nominal roll giving the name, number and identity card number, and a copy of the nominal roll should be forwarded to the Medical Director-General, Admiralty.

3. Should any V.A.D. member receive a post card regarding the exchange of her Civilian Identity Card from a local National Registration Office, no steps are to be taken to exchange the identity card, but the post card should be returned endorsed "V.A.D. (Naval)" to the office from which it was issued.

***3412.—Payment of Contributions to the Merseyside Hospitals Id. in the £ Contributory Fund—Reserve and T.124 (and variants) Personnel**

(D.N.A. 12863/43.—29 Jul. 1943.)

Facilities to contribute to the Merseyside Hospitals Id. in the £ Contributory Fund have been granted to the following:—

- (i) T.124 personnel; as from 1st April, 1940.
- (ii) T.124 officers who transferred to general service under A.F.O. 3451/40; as from 1st April, 1941.
- (iii) All personnel who were contributors in civil life and are now serving with the Royal Navy; as from 1st April, 1941.

2. The general purpose of the fund is to provide contributors and relatives ordinarily resident with and wholly dependent on contributors, with free maintenance as in-patients, or free out-patient service, at certain hospitals in the Merseyside area. Full details are given on the application forms.

3. Contributors who are manual workers are entitled to the privileges of the fund whatever their income may be. Non-manual workers whose incomes exceed the following limits may contribute but are not entitled to the free privileges of the scheme:—

- Single persons, widows or widowers without dependants £4 a week.
 Married persons without dependants, or single persons with one dependant £5 a week.
 Married persons with dependants, or single persons with more than one dependant £6 a week.

4. The rates of contribution at 1st April 1940 were as follows:—

Weekly.	Income.	Quarterly.	Weekly contribution.
Under £1 a week.	—	—	1d.
£1 and under £2	—	Under £26	1d.
£2 and under £3	—	£26 to under £39	2d.
£3 and under £4	—	£39 to under £52	3d.
£4 and under £5	—	£52 to under £65	4d.
£5 and under £6	—	£65 to under £78	5d.
£6	—	£78	6d.

5. Intimation has been received from the Merseyside Hospitals Council (Inc.) that the rates of contribution to the fund have been raised and that all new contributors entering the scheme since May 1940 have been asked to contribute

AFO's 1303/40 2559/40 2790/40

are cancelled

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NAVY OFFICE—COLL. OF MERSEY

applicant's Commanding Officer to the effect that leave has been granted to enable him/her to attend to business or urgent private affairs. If the contingency occurs during leave, application may be made direct to the appropriate Regional Petroleum Officer.

Petrol coupons are not to be provided by Naval Issuing Authorities for this purpose.

(A.F.Os. 1303/40, 2559/40, 2790/40, 415/41, 1994/41 and 2494/41—not in annual volume—are cancelled.)

A.F.O. 360/41 3411.—V.A.D. Members—Withdrawal of Civilian Identity Cards

(M.D.G. 32704/43.—29 Jul. 1943.)

The Civilian Identity Cards, whether old or new issue, held by Naval V.A.D. members, are to be withdrawn immediately, and Sailors' Pay Book and Identity Book (Form S.43a) should be issued in lieu to V.A.Ds. other than Commandants and Assistant Commandants, who should be provided with the Naval Officers Identity Card (Form S.1511).

2. The cards withdrawn should be forwarded to the Registrar General, National Central Registration Office, Southport, Lancs., a note being made in the record of the members concerned of their Civilian Identity number. The cards should be accompanied by a nominal roll giving the name, number and identity card number, and a copy of the nominal roll should be forwarded to the Medical Director-General, Admiralty.

3. Should any V.A.D. member receive a post card regarding the exchange of her Civilian Identity Card from a local National Registration Office, no steps are to be taken to exchange the identity card, but the post card should be returned endorsed "V.A.D. (Naval)" to the office from which it was issued.

*3412.—Payment of Contributions to the Merseyside Hospitals Id. in the £ Contributory Fund—Reserve and T.124 (and variants) Personnel

(D.N.A. 12863/43.—29 Jul. 1943.)

Facilities to contribute to the Merseyside Hospitals Id. in the £ Contributory Fund have been granted to the following:—

- (i) T.124 personnel; as from 1st April, 1940.
- (ii) T.124 officers who transferred to general service under A.F.O. 3451/40; as from 1st April, 1941.
- (iii) All personnel who were contributors in civil life and are now serving with the Royal Navy; as from 1st April, 1941.

2. The general purpose of the fund is to provide contributors and relatives ordinarily resident with and wholly dependent on contributors, with free maintenance as in-patients, or free out-patient service, at certain hospitals in the Merseyside area. Full details are given on the application forms.

3. Contributors who are manual workers are entitled to the privileges of the fund whatever their income may be. Non-manual workers whose incomes exceed the following limits may contribute but are not entitled to the free privileges of the scheme:—

Single persons, widows or widowers without dependants	£4 a week.
Married persons without dependants, or single persons with one dependant.	£5 a week.
Married persons with dependants, or single persons with more than one dependant.	£6 a week.

4. The rates of contribution at 1st April 1940 were as follows:—

	Income.	Weekly contribution.
Weekly.	Quarterly.	
Under £1 a week.	—	1d.
£1 and under £2	Under £26 ...	1d.
£2 and under £3	£26 to under £39	2d.
£3 and under £4	£39 to under £52	3d.
£4 and under £5	£52 to under £65	4d.
£5 and under £6	£65 to under £78	5d.
£6	£78	6d.

5. Intimation has been received from the Merseyside Hospitals Council (Inc.)

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applicant's Commanding Officer to the effect that leave has been granted to enable him/her to attend to business or urgent private affairs. If the contingency occurs during leave, application may be made direct to the appropriate Regional Petroleum Officer.

Petrol coupons are not to be provided by Naval Issuing Authorities for this purpose.

(A.F.Os. 1903/40, 2559/40, 2790/40, 415/41, 1994/41 and 2494/41—not in annual volume—are cancelled.)

A.F.O. 360/45 3411.—V.A.D. Members—Withdrawal of Civilian Identity Cards

(M.D.G. 32704/43.—29 Jul. 1943.)

The Civilian Identity Cards, whether old or new issue, held by Naval V.A.D. members, are to be withdrawn immediately, and Sailors' Pay Book and Identity Book (Form S.43a) should be issued in lieu to V.A.Ds. other than Commandants and Assistant Commandants, who should be provided with the Naval Officers Identity Card (Form S.1511).

2. The cards withdrawn should be forwarded to the Registrar General, National Central Registration Office, Southport, Lancs., a note being made in the record of the members concerned of their Civilian Identity number. The cards should be accompanied by a nominal roll giving the name, number and identity card number, and a copy of the nominal roll should be forwarded to the Medical Director-General, Admiralty.

3. Should any V.A.D. member receive a post card regarding the exchange of her Civilian Identity Card from a local National Registration Office, no steps are to be taken to exchange the identity card, but the post card should be returned endorsed "V.A.D. (Naval)" to the office from which it was issued.

*3412.—Payment of Contributions to the Merseyside Hospitals 1d. in the £ Contributory Fund—Reserve and T.124 (and variants) Personnel

(D.N.A. 12863/43.—29 Jul. 1943.)

Facilities to contribute to the Merseyside Hospitals 1d. in the £ Contributory Fund have been granted to the following:—

- (i) T.124 personnel; as from 1st April, 1940.
- (ii) T.124 officers who transferred to general service under A.F.O. 3451/40; as from 1st April, 1941.
- (iii) All personnel who were contributors in civil life and are now serving with the Royal Navy; as from 1st April, 1941.

2. The general purpose of the fund is to provide contributors and relatives ordinarily resident with and wholly dependent on contributors, with free maintenance as in-patients, or free out-patient service, at certain hospitals in the Merseyside area. Full details are given on the application forms.

3. Contributors who are manual workers are entitled to the privileges of the fund whatever their income may be. Non-manual workers whose incomes exceed the following limits may contribute but are not entitled to the free privileges of the scheme:—

Single persons, widows or widowers without dependants	£4 a week.
Married persons without dependants, or single persons with one dependant.	£5 a week.
Married persons with dependants, or single persons with more than one dependant.	£6 a week.

4. The rates of contribution at 1st April 1940 were as follows:—

	Income.		Weekly contribution.
Weekly.	Quarterly.		
Under £1 a week.	—		1d.
£1 and under £2	Under £26	...	1d.
£2 and under £3	£26 to under £39		2d.
£3 and under £4	£39 to under £52		3d.
£4 and under £5	£52 to under £65		4d.
£5 and under £6	£65 to under £78		5d.
£6	£78		6d.

5. Intimation has been received from the Merseyside Hospitals Council (Inc.) that the rates of contribution to the fund have been raised and that all new contributors entering the scheme since May, 1940 have been asked to contribute at the rate of 1d. in each £1 and part of £1. Contributors of longer standing have been asked to increase their contribution voluntarily.

6. The higher rates of contribution are as follows:—

	Income.		Weekly contribution.
Weekly.	Quarterly.		
Up to and including £1	Up to and including £13		1d.
Above £1 up to and including £2	Above £13 up to and including £26		2d.
Above £2 up to and including £3	Above £26 up to and including £39		3d.
Above £3 up to and including £4	Above £39 up to and including £52		4d.
Above £4 up to and including £5	Above £52 up to and including £65		5d.
Above £5 up to and including £6	Above £65 up to and including £78		6d.

7. An appropriate note is to be inserted in the "Remarks" column of the ledger against the accounts of any personnel who have declined to contribute at the higher rate and ("Lower Rate") should be added to the relevant notation on pay documents. The absence of the note ("Lower Rate") should be regarded as indicating that the higher rate is payable.

8. Pay (substantive and non-substantive), seafarers' war risk money, overtime allowance, speed money and any similar type of payment are regarded as income, but compensatory allowances such as provision allowance, lodging allowance, subsistence, K.U.A., grog money, etc., are not to be reckoned as income. Personnel on weekly wages, who are required to provide their own food, are to be reckoned as in receipt of income reduced by the weekly amount of the food element in their pay—at present 17s. a week for officers and 10s. a week for ratings.

9. Personnel who desire to contribute to the fund are to put in a request to that effect to the Accountant Officer, where one is borne, or in small ships to the Commanding Officer, who is to notify the Base Accountant Officer concerned of the number of requests. Accountant Officers are to demand from the Secretary, Merseyside Hospitals Council (Inc.), 40 Upper Parliament Street, Liverpool, 8, an Employer's Acceptance Form for each ship concerned and the necessary supply of application forms, one for each contributor.

10. The Accountant Officer is to complete and return the acceptance form(s), shewing (a) the Secretary of the Council as responsible for issuing Hospital Letters of Introduction and (b) payment being made direct to the Council. The application forms are to be distributed to the prospective contributors, and arrangements made for collection when the forms have been completed. The accounts of contributors are to be suitably noted in the remarks column of the ledger and the signed application forms forwarded to the Secretary of the Council.

11. Contributions are to be charged in the "Other Charges" column of the ledger for each Monday a man is borne for pay, or until a declaration is made terminating contributions. For a full quarter, the total quarterly charge will be the amount of weekly contributions multiplied by the number of Mondays contained in the actual quarter.

12. These deductions are to be accounted for on the lines of ship's subscriptions when charged against pay, as set out in K.R. & A.L., Art. 1529. The total amount of the charges on ledger is to be forwarded to D.N.A. by means of a remittance list (Form S.66) at the end of each quarter. The Accountant Officer should claim credit on a separate voucher for this amount in his cash account and debit himself with a similar amount when remitting. A separate Form S.66 (outside) containing a Form S.66 (inside) together with a separate list of contributors and their contributions, for each ship concerned, is required for each remittance. The list should show the disposal of any contributors discharged or transferred during the quarter.

13. A copy of each contribution list is to be forwarded as an enclosure to the ledger and another copy retained with the duplicate cash account.

14. At the time of a contributor's discharge from the Royal Navy, the Accountant Officer is to inform the Council that the discharge has taken place and to communicate the amount of the contributions which have been charged during the quarter and which will therefore be included in the remittance at the end of the quarter.

15. The fact that an officer or rating is a contributor to the fund is to be noted on his transfer list, pay ticket or other pay documents, and also the date to which contributions have been charged.

16. The attention of contributors is drawn to the fact that applications for letters of introduction to hospitals are to be made to the Secretary of the Council at 40, Upper Parliament Street, Liverpool, 8, by themselves or dependants.

(K.R. & A.I., Art. 1529.)

(A.F.O. 3451/40—not in annual volume.)

(A.F.Os. 1787/40, 2256/41 and 4148/41 are cancelled.)

3413.—Gramophone Records—Supply Through Royal Naval Film Corporation

(N.—29 Jul. 1943.)

Arrangements have been made whereby gramophone records published by His Master's Voice, Columbia, Parlophone and Regal-Zonophone, may be purchased for use on board H.M. ships only, at a special discount of 33½ per cent. This concession does not extend to H.M. Naval Establishments ashore, nor to the purchase of records by individual officers and men for their own personal use.

2. Orders for these records should be forwarded by Commanding Officers to the Secretary of the Royal Naval Film Corporation and should be accompanied by cash payments; postage charges should also be added on the scale of 9d. per dozen records.

3. Purchase tax is not applicable to H.M. seagoing ships in commission, entitled to receive mess and canteen stores duty free; Commanding Officers concerned should therefore enclose a certificate to the R.N.F.C. when forwarding orders for records, as follows:—

“Purchase of goods free of Purchase tax for shipment as stores onboard H.M.S....., which is entitled to receive mess and canteen stores duty free.”

4. Any adjustments made necessary through records demanded not being available, or for other reasons, will be made by the Secretary of the R.N. Film Corporation with the ship concerned.

5. Neither the Gramophone Companies nor the R.N.F.C. can undertake to select records but the R.N.F.C. will, on request, endeavour to obtain and forward the latest catalogues for which a small charge will be made. It should be noted, however, that catalogues are in short supply and it is recommended that, whenever practicable, details of records required should be ascertained locally.

(A.F.O. 122/41 is cancelled.)

*3414.—H.M.S. “Kelvin”—Disposal of Canteen Funds

(N.—29 Jul. 1943.)

The sum of £84 ls., representing their surplus funds, has been received from the Canteen Committee of H.M.S. “Kelvin” by the Duke of Gloucester's Red Cross and St. John Fund.

2. In accordance with the Committee's wishes, this donation is being used by the Red Cross and St. John Fund for the benefit of prisoners of war.

3415.—Meal Orders

(N. 10919/43.—29 Jul. 1943.)

Meal Orders, D.N.A. Form 899, are to be issued to provide for the meals of Petty Officers and below of the Royal Navy, Women's Royal Naval Service and reserve forces, and of equivalent ranks of the Royal Marines, when travelling on duty, whether singly or in parties. They are also to be used for the homeward journeys of recruits rejected at the final entry establishment. It is to be understood that, except in the circumstances mentioned in paragraph 5, they are to be issued as the usual procedure when subsistence allowance at the daily rates would otherwise be payable; and care is to be

taken that they cover the full number of meals necessary for the journey. The total value of the orders issued, however, must be within, but not necessarily up to, the amount which would be payable as subsistence allowance (see also paragraph 19).

2. Chief Petty Officers and Chief Wrens may be allowed to make their own arrangements for meals, and on arrival to claim subsistence allowance.

3. When large drafts are supplied with meals from the General Mess, Chief Petty Officers and Chief Wrens may be included in the arrangements made.

4. The Meal Order system does not apply to Royal Marines under War Office Operational Control, who are moved by Army Movement Control, and to whom rations are issued before departure from depots.

5. Where ratings are required to find their own accommodation on arrival at their destination Meal Orders should not be issued, subsistence allowance according to scale being paid.

6. During hostilities the space provided on the Meal Order Form for the name of the ship is to be left blank.

7. Meal Orders are primarily available at the refreshment rooms at the principal railway stations, but they may be presented at any other refreshment room if it is known that they will be accepted.

8. When drafts are moving under prior arrangements made by P.R.T.O., Admiralty, officers or ratings in charge of drafts are to report to the R.T.O. at the point at which meals have been ordered and the R.T.O. will advise them where the meals have been arranged.

9. The price of the standard meals served by refreshment contractors in exchange for Navy Meal Orders is 1s. 6d., irrespective of the number served. In no circumstances, therefore, should the value of the Meal Order issued exceed the standard price of 1s. 6d. for each rating. (See also paragraphs 12 and 13.)

10. The constitution of the standard meal is as follows:—

- (a) 1 meat sandwich (meat 2 oz.) or 1 meat pie (about 6 oz.).
- (b) 1 piece of cake or bun and 1 small roll with butter (or margarine), or 2 slices of bread and butter (or margarine).
- (c) 1 sausage or 2 oz. of cheese.
- (d) 1 pint of tea or coffee.

11. When food exactly as described in the specification is not available, other food of equivalent value will be supplied by arrangement with the officer or rating in charge of the party.

12. Where a full standard meal is not considered necessary, a Meal Order may be issued at the discretion of the Issuing Officer for a lesser value than 1s. 6d. (for exceptions regarding meals on steamers, see paragraph 27).

13. Where it is known in advance that drafts will exchange Meal Orders at a N.A.A.F.I. Canteen or Voluntary Organisation, and that a satisfactory meal will be provided at a lower cost than the standard rate of 1s. 6d., the cost of such meals should be ascertained, and the value of the Meal Orders issued should be restricted accordingly.

14. The standard meal cannot be obtained in restaurant cars, but the railway companies have agreed to Meal Orders, value 1s. 6d., being accepted in restaurant cars from individual ratings and small drafts travelling by rail, towards the cost of a meal such as is served in restaurant cars to the general public, the difference between the value of the Meal Order surrendered and the cost of the meal taken in the restaurant car being paid by each individual rating at the time of ordering such meal.

15. Where there is any doubt as to whether there is a restaurant car on the service, however, individual ratings and small drafts should obtain bag meals for the journey before departure.

16. Instructions are to be issued to officers and ratings in charge of parties that they are to take particular care to see that meals are supplied

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according to standard or are fully equivalent thereto, and that when completing the certificate at the foot of D.N.A. Form 899 the actual number of meals supplied is to be stated in the space provided. If there is any cause of complaint it should be noted briefly on the Meal Order before it is surrendered to the Refreshment Contractor, and a report should be furnished to the Commanding Officer of the ship or depot on completion of the journey. Commanding Officers should at once report any genuine complaints to the Admiralty, so that they may be investigated as they arise.

17. Depots and ships forwarding drafts are to request the Principal Railway Transport Officer, Admiralty, London, to provide meals en route. P.R.T.O. will arrange for the provision of suitable meals and, depending on the length of the journey and available facilities, he will, if necessary, request depots and ships to provide bag meals before departure.

18. When Meal Orders are issued but not used, they should be cancelled and attached to any claim made by the rating for cash in lieu. Subsistence allowance at the scale rate is not to be paid in such circumstances—*see also* paragraph 19.

19. Subsistence allowance, less the value of Meal Orders used, should not be paid, as this practice tends to defeat the objects of the Meal Order system. On exceptional occasions circumstances may make it impossible to ensure that the number of meals required for the journeys are completely covered by Meal Orders issued before the journey is begun. When such circumstances occur, provided that it be certified that they are unavoidable and could not be foreseen, discretion may be exercised to the extent of paying the actual cost of the additional meals required and of any accommodation necessary. Care should be taken that the total amount paid in this way, together with the value of the Meal Orders issued, does not exceed the amount payable under the authorised scale of subsistence allowance.

20. When meals are obtained without payment in cash or the surrender of Meal Orders by Naval personnel travelling on duty, the caterer should in all cases be furnished by the officer or rating in charge of the party with a certificate showing the number of meals (breakfasts, dinners, teas or suppers) received and whether they were satisfactory, together with sufficient information about the party to enable their identity to be established. These particulars should also be notified to the Director of Navy Accounts, Branch 2.

21. Where ratings travelling on duty are provided with meals in kind by their mess, a sum of 4*d.* a head may be paid in cash to enable liquid refreshments to be obtained for the party. This money should be signed for by the officer or rating in charge of the party, and a certificate given that it has been expended by him for the provision of liquid refreshment, or distributed to the individual ratings for that purpose.

22. On all occasions where more than one meal for each rating is to be obtained, separate Meal Orders are to be issued, so that no Meal Order shall contain authority for more than one meal per rating.

23. The numbers and value of Meal Orders issued are to be shown in the space provided on the Travelling Route Order (Form S.542).

24. Where Meal Orders have not been issued from any cause, an explanation is to be furnished on the Route Order.

25. Small parties and individual ratings, for whom meals have not been ordered in advance, are allowed liberty of choice as to food from the refreshment rooms at the tariff prices up to the value shown on the Meal Order.

26. It should be noted that the liberty of choice as to food may not always be obtainable on board steamers, where the arrangements are necessarily different from those at railway refreshment rooms.

27. Meal Orders intended for use on the steamers serving the Orkney and Shetland Islands should always be made out for the maximum amount, viz., 1*s.* 6*d.*, and be appropriately marked for use on those steamers.

28. As a guide to the number of Orders probably required for use on the steamers it is notified that the ordinary duration of the passage is as follows:—

Scrabster (Thurso) and Scapa (Kirkwall) ...	About 2 hours.
Aberdeen and Orkney	About 12 hours.
Aberdeen and Shetland (direct)	About 16 hours.
Aberdeen and Shetland (viâ Orkney)	About 24 hours.

29. When Meal Orders are issued to ratings of the Dominion Navies, or to R.N. ratings on loan, or transferred to a Dominion Navy, the serial number of the relative railway warrant issued for the journey should be noted thereon.

30. Meal Orders issued to ratings of Allied Navies should be endorsed with the name of the Allied Government concerned.

31. When meals are ordered through the Principal Railway Transport Officer, Admiralty, for ratings of the Royal Indian Navy, care should be taken to draw a distinction between the number of British and the number of Indian ratings in the draft.

(A.F.O. 4265/41.)

(A.F.O. 2205/37, Section VIII only—not in annual volume—2241/40, paragraph 4 only, 4610/42, 264/43 and 1903/43 are cancelled.)

3416.—Canadian Army Personnel Admitted to R.N. Hospitals, Auxiliary Hospitals and Sick Quarters

(M.D.G. 33522/43.—29 Jul. 1943.)

A list of Canadian Army personnel admitted to R.N. Hospitals, R.N. Auxiliary Hospitals and Sick Quarters is to be forwarded weekly to Director of Medical Services, Canadian Military Headquarters, 2, Cockspur Street, London, S.W.1.

2. This list should show regimental number, name, rank, unit and date of admission and diagnosis.

3417.—Royal New Zealand Navy—Pay, etc., Arrangements

(N. 17056/43.—29 Jul. 1943.)

The following amendments are to be made to the A.F.Os. quoted concerning the pay of ratings of the Royal New Zealand Navy:—
A.F.O. 498/40, Schedule "A".

Add:—

Rating.	Substantive Rates of Pay	
	Rate per Diem.	
	1939 Scale.	1940 Scale.
Radio Mechanic Branch.	s. d.	s. d.
Radio Mechanic	8 6	9 2
Leading Radio Mechanic	10 1	10 9
Petty Officer Radio Mechanic	11 4	12 3
After three years as such	11 9	12 9
After six years as such	12 3	13 3
Chief Petty Officer Radio Mechanic	13 3	14 3
After three years as such	13 9	14 9
After six years as such	14 3*	15 3*

* With subsequent triennial increments of 6*d.* per diem.

A.F.O. 2807/41 (Coding Branch).

Cancel and substitute:—

Rating.	Rate per Diem.	
	1939 Scale.	1940 Scale.
	s. d.	s. d.
Ordinary Coder	5 0	5 6
Coder	8 0	8 8
After three years' combined service as Ordinary Coder and Coder	8 3	8 11
After six years' combined service as Ordinary Coder and Coder	8 5	9 1
Leading Coder	9 4	10 2
After one year as such, if recommended and specially proficient	9 6	10 4
Petty Officer Coder	10 10	11 9
After three years as such	11 0	11 11
After six years as such	11 4	12 3
Chief Petty Officer Coder	12 4	13 4
After three years as such	12 10*	13 10*

* With subsequent triennial increments of 6d. per diem.

N.B.—Non-substantive pay will not be allowed in addition to the above rates of pay.

(R.N.Z.N., Navy Orders No. 694 of 25 Nov. 1942, and 767 of 8 Mar. 1943.)

(A.F.Os. 498/40 and 2807/41—not in annual volume.)

3418.—Admission of Polish Naval Personnel to R.N. Hospitals and Sick Quarters—REPORT

(M.D.G. 32382/43.—29 Jul. 1943.)

A weekly report of admission of Polish Naval Personnel to R.N. Hospitals and Sick Quarters in the United Kingdom is in future, to be rendered to the Principal Medical Officer, Polish Naval Headquarters, 51, New Cavendish Street, London, W.1.

2. This report should state name, rank or rating and official number and give a diagnosis of the illness.

*3419.—New Zealand General Election

(N. 16353/43.—29 Jul. 1943.)

A General Election of Members to the New Zealand Parliament will be held within the next three months. At this Election all men and women ordinarily resident in New Zealand who are members of any of His Majesty's Forces will be entitled to vote, even though their names may not be on the Electoral Roll. This applies also to those under 21 years of age.

2. In order that all those in the Services are given an opportunity of recording their votes, it is necessary that all should register their names with the Commanding Officer of the Unit to which they are attached. The Commanding Officer should communicate such names to the Special Electoral Officer at the Office of the High Commissioner for New Zealand, 415, Strand, London, W.C.2, together with particulars as to the official number, rank, full Christian names, last address in New Zealand and approximate date of leaving New Zealand. These arrangements relate only to New Zealand personnel serving in H.M. Ships and Establishments in Home Waters.

3. This right to vote also applies to any persons ordinarily resident in New Zealand who are actually serving with any of His Majesty's Forces as members of any voluntary aid or other voluntary organisation.

4. Any further information required may be obtained from the Special Electoral Officer.

5. Changes of address after registration must be notified by the Commanding Officer concerned to the Special Electoral Officer.

3420.—Sports—R.N. and R.M.—Sports Control Board—Donation

(N.—29 Jul. 1943.)

(Included in Notice Boards Issue only.)

3421.—Naval War Charities

(P.M.—29 Jul. 1943.)

(Included in Notice Boards Issue only.)

Section 3.—G., T., N., E., etc., & STORES ; HULL, EQUIPMENT & FITTINGS

3422.—Guns and Breech Mechanisms—20-mm. Oerlikon

(G. 2500/43.—29 Jul. 1943.)

A.F.O. 1413/43 is to be amended as follows:—

Section IV, paragraph 14, line 6. Delete "adequately" and substitute "thoroughly".

Add following sub-para. after para. 14.

"It is important to ensure that the exterior of the barrel and front end of the Breech Casing is completely cold as the metal of the barrel under the front buffer which is around the shell is likely to retain heat after the visible portions of the barrel are cold."

(A.F.O. 1413/43.)

3423.—Guns and Breech Mechanisms—20-mm. Oerlikon, Marks II and IV—Modification to Trigger Hooks, Sears and Levers Parallelogram Rear

(A.S. 14377/42.—29 Jul. 1943.)

The following modification is approved:—

Gun	20-mm. Oerlikon, Marks II and IV.
Parts affected	Trigger hooks, sears, and levers parallelogram rear.
Purpose	To prevent failures due to bolt not going forward when trigger is pressed.
Nature of modification	Radiusing top edge of trigger hook. Engaging surface and root radius of sear to be polished. Chamfering bottom inside edges of lever parallelogram rear.
Drawing	No. D.3114/73.
By whom to be done	Royal Naval Armament Depots.
Degree of urgency... ..	As convenient.

2. This modification should be carried out only on guns experiencing failures of this nature after having been cocked for a considerable period.

3424.—Gun Mountings—0.5-in. Twin Mark IV—Canadian 300 Knot Foresights

(Ships concerned)

(G. 3512/43.—29 Jul. 1943.)

A.F.O. 1639/43, section 5, para. 7 (a) should be amended as follows:—
For "Nos. CAN.1-226" read "CAN. 1 to 386".

(A.F.O. 1639/43.)

3425.—Ammunition—General—Shell of Crucible Steel Co. Manufacture—Necessity for Care in Visual Examination

(A.S. 6384/43.—29 Jul. 1943.)

During scraping and painting of shell, B.L., 15-in., A.P.C., Mark XXII, B.N.T. of Crucible Steel Company's manufacture, one was discovered with a crack in the side. The crack is probably confined to the surface and is a late developing hardness crack.

2. When carrying out the visual examination of projectiles laid down in C.B. 3063 R, Article 239, special attention should be directed to shell manufactured by this firm.

3. The relevant markings on these shell are :—

C.S.C. OF A.

on periphery of base.

4. To R.N. Armament Depots only. Special attention should be given to shell of C.S.C. of A. manufacture in the course of examination and repair.

(C.B. 3063 R.)

3426.—Aircraft—Ammunition, Pyrotechnics—Accidental Release of Parachute Flares

(G.016999/42.—29 Jul. 1943.)

Instances have occurred of parachute flares being released from light series carriers by the shock of the aircraft's landing.

2. Investigation has shown that these accidents are probably due to a combination of two causes :—

(a) Loosening of the crutches in flight allowing the flare to become relatively free.

(b) Weakness of the loading latch spring, allowing the flare to shake off with the shock of landing.

3427.—Diesel Dynamos, Locking of Fan Impellers—As. and As.—REPORT

H.M Ships "Newcastle", "Sheffield", "Birmingham" and "Glasgow"

(T. 03243/43.—29 Jul. 1943.)

Reports have been received from ships of the "Southampton" class that trouble has been experienced with the fans mounted on the armature shafts of the 300 kW. diesel dynamos of Messrs. Metropolitan Vickers manufacture, due to breaking of the securing bolts and shearing of the dowels.

2. In one instance the failure was overcome by making and fitting new 11/16-in. diameter dowels but after consultation with the manufacturers it has been decided that both bolts and dowels should be replaced throughout by fitted bolts.

3. In order to avoid similar trouble on other diesel generators of this type the bolts and dowels are to be replaced by fitted bolts not less than 11/16-in. diameter. Locking plates are to be fitted as necessary to effectively lock both the heads and the nuts of the fitted bolts. When this modification is carried out the concentricity of the fan impeller with the shaft should be carefully checked.

4. The work is to be carried out by Dockyard Staff at the first opportunity, but if trouble occurs before this can be done the modification is to be carried out by ships' staff.

5. In the event of the modification being made as the result of trouble, the tail bearing of the dynamo should be inspected in order that any damage caused by vibration of the fan can be rectified. An item, Classification "A", is to be inserted in the ship's As. and As. list to cover the work.

6. Upon completion of the work the ship and dockyard copies of the "As Fitted" drawings are to be modified as necessary and a report forwarded to the Admiralty.

3428.—Electrical Spare Gear

Submarine Depot Ships

(D. 8685/43.—29 Jul. 1943.)

The arrangements for the operation of the spare gear folio system covered by A.F.O. 1504/41 are to be amended so far as depot ships, dockyards and bases abroad are concerned, so as to avoid the delay now involved in the sending of the folios to and from the Admiralty and to reduce the chances of the loss of the folios in transit.

2. When submarine electrical spare gear is transferred from one station to another, both stations being abroad, folios are to be sent direct from the despatching station to the receiving station and lists of the folios forwarded are to be sent at the same time direct to Admiralty.

3. The lists must quote the following information for each case of spare gear despatched :—

Number of the folio.

Number of the case.

Service of the contents.

The date of despatch of each consignment of spare gear must also be given.

4. It should be carefully noted that the folio number is of particular importance and that the lists should be compiled with strict accuracy.

5. Lists of gear received need not be rendered ; but the cases received should be checked against the folios and any discrepancy reported immediately to the despatching station and Admiralty.

6. For spare gear transferred between depot ships and dockyards in the United Kingdom, and between home stations, and stations abroad, the instructions contained in A.F.O. 1504/41 should still be complied with.

(A.F.O. 1504/41.)

3429.—22·4-in. U.S.A., Mark XXVI, 1, 2 and 3 Exercise Heads—Introduction of Adapters for Depth and Roll Recorders

(T. 09099/43.—29 Jul. 1943.)

22·4-in. U.S.A., Mark XXVI 1, 2 and 3 exercise heads have two pockets in the head. The foremost is designed to take a "headlight" and the after pocket is fitted with a torch pot, neither of which is at present used.

2. To accommodate a Depth and Roll Recorder, Mark III, a Plate, St. No. T.476, and Washer, St. No. 638, are used :—

(a) When the foremost pocket is being used, the blank at present fitted must be removed, but the leather washer under this blank retained.

(b) When the after pocket is being used, the cover should be removed and torch pot transferred to the foremost pocket.

3. The recorder error is approximately 4 feet shallow, when used in the foremost pocket, and ZERO when used in the after pocket. This figure is based on very few runs, however, and may have to be amended.

4. Plates, St. No. T.476 and Washers, St. No. 638, are to be demanded from nearest torpedo depot in the proportion of one each for every exercise head carried.

3430.—Torpedoes, 21-in., Mark VIII*-IX—Transmission Gear—Introduction of R.N.T.F. Involute Tooth Form Design**

(A.S. 13063—29 Jul. 1943.)

It has been decided to introduce for future manufacture 21-in. Mark VIII** and IX** transmission gearing an R.N.T.F. design with involute tooth form. This is additional to the Morris design having involute form referred to in A.F.O. 5290/42.

2. This new unit will be known as the "R.N.T.F." involute design. The sleeve shaft, crown wheel, crosshead complete and certain thrust washers are common to both the "Morris" and "R.N.T.F." involute units.

3. The attached table shows the stamp number of the component for all types of 21-in., Mark VIII-IX** transmission gearing.

4. The "R.N.T.F." involute design gearing is interchangeable with the existing R.N.T.F. standard bearing only as a complete unit. The existing standard R.N.T.F. type of gearing will no longer be manufactured.

5. The introduction of the "R.N.T.F." involute design gearing has necessitated the introduction of a new design propeller shaft, in order to accommodate the straight spline feature of the "Morris" crown wheel common to this "R.N.T.F." gearing; this shaft will be accounted for as follows:—

Section V. Shafts Propeller, for Q.R. St. No. 11764

6. This shaft differs from that used with the "Morris" design transmission unit inasmuch as the forward end is not "built up"; the two shafts are, however, completely interchangeable. Lubrication holes are not provided in the shaft; the shaft head is reduced in length, as in the "Morris" type shaft, to facilitate assembly for the reasons given in A.F.O. 5290/42, paragraphs 4 and 5.

(A.F.O. 5290/42.)

Transmission Gearing for 21-in. Torpedoes

Item	Existing types of gearing		Current and future production types of gearing			
	R.N.T.F. Standard, Mark VIII*, IX-IX**	R.N.T.F. Standard, Mark VIII**	R.N.T.F. Involute, Marks VIII** and IX**	Morris, Marks VIII** and IX**		
Propeller shaft	Stamp Number 5313	Stamp Number 5313	Stamp Number 11764	Stamp Number 8910		
Sleeve shaft	4662	4662	8911			
Crown wheel	6375	6375	8913			
Crosshead (complete) ...	5125	8041	8042			
	5207				8039	
	623					272
	—					
272	8038					
8642		8912				
4407			Not fitted			
580				8130		
2333	8129					
4666		8131				
2335			8132			
4494				8130		
4483	8129					
2316A		8131				
2387			8132			
—				8130		
940	8129					
538		8131				
1676			8132			
4385				8130		
Key for propeller shaft ...	8130				8130	8130
Key for sleeve shaft ...	8129	8129			8129	
Bush propeller, L.H. ...	8131	8131	8131			
Bush propeller, R.H. ...	8132	8132	8132			

3431.—Torpedo Stores—Discs St. No. 8988—Introduction and Allowances

(A.S. 9841/43.—29 Jul. 1943.)

With reference to the introduction of valves relief, St. No. 8977, vide A.F.O. 716/43, it has been approved to allow spare rubber seating discs for these valves to sea service.

2. The discs will be accounted for as follows, viz.:—

Section IV—

Discs, I.R., relief valve in E.R. bulkhead, St. No. 8988, and will be added to the contents of the undermentioned cylinders in the proportions indicated, viz.:—

Cylinders, complete I.R. gear, 21-in., Marks VIII-VIII** 3 per cylinder.
Cylinders, complete I.R. gear, 21-in., Marks IX-IX** ... 3 per cylinder.

3. Ships and vessels concerned are to demand the quantity of discs, St. No. 8988, required to complete cylinders on board from the nearest torpedo depot.

4. Torpedo Store Accounts and labels of cylinders are to be amended as necessary.

(Capt. S(3), No. T.10, dated 4 Jul. 1943.)
(A.F.O. 716/43.)

3432.—Torpedo Stores—Benches for Stripping Engines St. No. T.543—Introduction and Allowances

New Construction Ships and Bases

(A.S. 9363/43.—29 Jul. 1943.)

It has been approved for the allowances of Blocks, St. No. T.275A and Adapters, St. Nos. T.365 (18-in.) and T.366 (21-in.) for Naval (and R.A.F.) Air Stations, Ships and Shore Bases to be adjusted to one for every two or less number of parting positions.

2. A portable bench for stripping and adjusting torpedo engines for use with Block, St. No. T.275A, has been introduced for new construction ships and bases.

3. The bench is designed for stripping and adjusting 21-in. engines but can be readily adapted for use with 18-in. engines by fitment of an adapter.

4. The new bench and adapter which will be accounted for as follows, viz.:—

Section II

Benches, stripping and adjusting engines, 21-in., St. No. T.543.

Adapters for use with Benches, St. No. T.543, to enable 18-in. engines to be stripped and adjusted, St. No. T.544

will be allowed to the following services in the proportions indicated:—

Aircraft Carriers

Allowances of Benches St. No. T.543 and Adapters, St. No. T.544	
"Pretoria Castle"	1 of each
"Nairana"	1 of each
"Vindex"	1 of each
"Campania"	1 of each
"Colossus" Class	1 of each
"Implacable" Class	2 of each
"Ark Royal" Class	3 of each

Naval Air Stations

Inskip	2 of each
Fearn	4 of each
Ronaldsway	2 of each
Wingfield	3 of each

Cruisers

Allowances of Benches, St. No. T.543	
"Royalist"	1
"Bellona"	1
"Black Prince"	1
"Diadem"	1
"Spartan"	1
"Swiftsure"	1
"Bellerophon"	1
"Minotaur"	1
"Tiger"	1
"Defence"	1
"Superb"	1

					<i>Allowances of Benches, St. No. 543</i>
<i>Depot Ships</i>					
"Westernland"	4
"Montclare"	4
<i>Shore Bases</i>					
Arrochar	2
Freetown	2 (together with 1 Adapter, St. No. T.544)

Note.—The supply of Benches and Adapters (where applicable) will not be made retrospective.

5. The allowances detailed in paragraph 4 above have been based on one bench, St. No. T.543, and adapter, St. No. T.544 (where applicable) to every two or less number of parting positions and similar allowances will be made to all future new construction fleet, light fleet and escort carriers, naval air stations, cruisers, depot ships and bases.

6. Naval air stations, ships and shore bases are to adjust to the revised allowances of Blocks, St. No. T.275A, and Adapters, St. No. T.365 and/or T.366 at the first opportunity.

7. Supply of Benches, St. No. T.543, and Adapters, St. No. T.544, to the services detailed in paragraph 4 will be made without demand on receipt of the items from manufacture; deliveries from manufacture are not expected to mature for a few months.

8. Torpedo Store accounts are to be amended as necessary.

3433.—Torpedo Tube Lagging—Fitting Instructions

Overseers and Dockyards concerned.

(T. 01473/43.—29 Jul. 1943.)

The following arrangements should be made for provision and fitting of torpedo tube lagging.

2. *New Construction.*—(a) The lagging will be supplied by the tube manufacturer and will be despatched to the Shipbuilder unpainted. The necessary paint will be included in the consignment.

(b) The fitting of the unpainted lagging to the torpedo tubes will be carried out by the makers of the lagging whenever possible. If this is not possible, the work should be carried out by the Shipbuilder.

(c) The final fitting and painting of the pads should be carried out by the Shipbuilder.

3. *Ships Refitting.*—The torpedo tubes will only be lagged in ships fitting for Arctic conditions.

(a) Application for lagging should be made to Admiralty (D.T.M.).

(b) The lagging will be supplied as in 2 (a) above.

(c) Where possible, the lagging will be fitted by the manufacturers, but where this is not possible, the work should be carried out by the refitting yard.

(d) To facilitate fitting, guidance drawings will be supplied and pads marked with tags so as to be identifiable.

3434.—Compasses—Pattern 1151A

Coastal Craft

(C.D. 374/43.—29 Jul. 1943.)

In view of certain criticisms made about the Pattern 1151A compass when used in Coastal Craft a series of trials have been carried out in H.M.S. "Bee" to determine whether the compass is satisfactory as an instrument and whether the grid was a useful accessory.

2. As a result of trials extending over several weeks, it has been established that the pattern 1151A compass is steady under all ordinary sea-going conditions provided it has been carefully adjusted.

3. It was found that the pattern 1162 grid ring is seldom used and it will therefore no longer be supplied except when specially demanded. Grid rings in service and not now required should be returned to N.S.O., Slough.

4. In order to facilitate steering a course by lubber a new card has been produced with markings every 2° known as pattern 01151A.

All steering compasses pattern 1151A should be replaced by pattern 01151A as the latter become available.

5. A request has been put forward for magnifying glasses to facilitate steering and 12 of these are being made up at Slough and will be issued for trial four to each of the following:—

H.M.S. "Bee"

H.M.S. "Beehive"

H.M.S. "Midge"

6. Trials with a master compass working repeaters are in progress.

7. A requirement has arisen for a compass in the chart-house to be used in connexion with the plot. As no safe distances have been allowed round this position it cannot be expected that a compass placed there will be reliable. Nevertheless, as these boats are built mainly of wood, in certain craft, compasses may work sufficiently well to meet the requirements of tactical plotting but not of navigation. Where a compass is being placed in the chart-house to be used in connexion with the plot the following precautions should be taken:—

(a) The position for this compass should be carefully selected in each boat having regard to any magnetic or electrical apparatus already in place.

(b) When the position has been decided upon, the compass should be fixed in that position.

(c) A corrector box should be fitted.

(d) The compass should be adjusted and a deviation table provided.

3435.—Magnetic Compasses—Correction of in B.Y.M.S.

(C.D. 292/43.—29 Jul. 1943.)

The degaussing coils fitted in B.Y.M.S. consist either of a single M coil or of M, F, Q and A coils.

2. When the single M coil is fitted, U.S., Type "B", compass corrector coils are used, consisting of a B coil around the flinders bar case, C coils on the spheres and a H.E. coil. Flinders bars were fitted in America to increase the strength of the B coil. Experience has shown this to be unnecessary.

3. With the second type of degaussing arrangement, U.S., Type "G", corrector coils are fitted on the standard compass in lieu of B and C, i.e., coils are fitted at bow and quarter on the binnacle. Details of the method of correction using these coils will be found in Addendum No. 1 to C.D. Pamphlet No. 7, obtainable from the Director, Admiralty Compass Observatory, Slough.

4. A.F.O. Diagram 219/43 shows the type of regulating resistance box which has been standardised for American types of compass corrector coils. In this case it is shown for a B.Y.M.S. fitted with Type "G" compass corrector coil equipment adapted for a ship fitted with M, F, Q and A.D.G. coils. (*Note.*—The Q coil is too far from the compass to require correction.)

5. It has been found that the most satisfactory correction of the standard compass is obtained if the flinders bar, spheres and C coils are removed. A coefficient D of about 1° is then left uncorrected. The spheres and C coils removed should be returned to the N.S.O., Admiralty Compass Observatory, Slough.

6. The steering compass as fitted has no provision for heeling error magnets while the 4-in. horizontal magnet racks provided give a very coarse adjustment. Each vessel concerned should demand a Pattern 1135 corrector box from the N.S.O., Slough, if in Home Waters and from the nearest dockyard if abroad.

7. Where previous records are lacking, 7½ in. is the estimated position for the 3½-in. spheres at the steering compass.

3436.—Loss of Officers' Sextants—Replacement—REPORTS

(N.S. 016287/43.—29 Jul. 1943.)

In view of the difficulty which is being experienced by Officers *abroad* in obtaining from commercial sources replacements of sextants *lost by enemy action*, it has been approved to supply the instruments from Naval stocks to Naval Officers of executive rank, and to R.F.A. Officers, subject to the following conditions:—

- (a) That sextants are not available from normal commercial channels.
- (b) That instruments can be supplied without prejudice to official requirements.
- (c) That sale is authorised by a competent authority after considering whether replacement is necessary to enable Officer to perform his duties.
- (d) That for R.F.A. Officers supply is limited to sextants, Patterns 701 or 702. For Naval Officers A.F.O. 4082/42 relates, and sextant Pattern 491 may be preferred.
- (e) No percentage charge is to be added to the rate book prices of sextants so supplied.
- (f) All sales to Officers, and the charge made is to be reported to the Admiralty, and for R.F.A. Officers this information is to be noted also on any claims for loss of personal effects passed to local Ministry of War Transport representatives.

(S.N.S.O. Durban's message 171008/Jun.)

(A.F.O. 4082/42.)

3437.—Sextants—Additional Allowance*Flotilla Leaders and destroyers of "Tribal" and later classes, except "Hunts"*

(N.S. 20651/43.—29 Jul. 1943.)

An additional sextant (of commercial type, pattern 701V or 702M) is to be allowed as spare to each flotilla leader and destroyer of "Tribal" and later classes, except "Hunts".

2. Priority of supply will be given to the Eastern Fleet.
3. Ships concerned, in commission, should forward demands to their storing yards or naval store depots accordingly. Supply to ships of new construction should be made by storing yards in the usual manner.
4. B.R.332a—Establishment of Naval Stores for Flotilla Leaders and Destroyers—will be amended.

(C-in-C., Eastern Fleet, 13 Apr. 1943, No. 753/E.F.667/15.)

3438.—Brotherhood 60 kW. Turbo Generator Oil Baffles—REPORTS*"Hunt" class Destroyers*

(D. 9586/43.—29 Jul. 1943.)

In consequence of reports which have been received of difficulty due to excessive quantities of water in the lubricating oil in 60 kW. turbo-generators of Messrs. Brotherhood's manufacture fitted in "Hunt" class destroyers, it has been decided to modify the design of the oil baffles.

2. Arrangements have been made for baffles of new design to be sent direct to the Commanding Officers of all ships concerned, together with full instructions for fitting, which is to be carried out by ships staffs at the earliest opportunity.

3. The completion of the fitting is to be reported.

(A.F.O. 6173/42.)

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

3439.—Cylindrical Boilers Fitted with Howdens Forced Draught System—Burning of Fire Bars*Trawlers, Tugs and Auxiliary Vessels*

(D.8812/43.—29 Jul. 1943.)

Serious bending and burning of the fire bars has recently been experienced in trawlers fitted with Howdens forced draught system.

2. It is important that under all conditions there is a sufficient flow of air through the furnace bars to prevent overheating. Particular attention should be paid to this point when the forced draught fan is shut down. The ashpit doors should be opened slightly allowing admission of air direct to the furnaces through the bars.

3. When fire bars are being fitted the side bars and the bridge should be carefully examined to ensure that no air can pass from the ashpit except through the fire bars.

4. Engineers Officers on the staff of Administrative Authorities should ensure that this is brought to the notice of the engine men concerned.

(A.S.C.B.S., Message 211510/Apr., 1943.)

3440.—Lubricating Oil for General Motors—Two Stroke Engines*Cancelled by* (D.8760/43.—29 Jul. 1943.)

A.F.O. 337/47

Engines of general motors two-stroke type as fitted in B.D.Es., B.Y.M.S., rescue tugs, landing craft and other vessels require lubricating oil of detergent type to ensure satisfactory operation, particularly if the engines are required to run at full output. Oil of one of the following grades should be used:—

- (a) U.S. Navy Symbol 9250, or
- (b) U.S. Army Specification 2-104-A., S.A.E. 30.

2. If neither of these grades is available, Admiralty I.C.E. oil may be used; but the above oils, which are of detergent type, should be substituted at the first available opportunity.

3. Attention is drawn to A.F.O. 2170/43, which contains general instructions concerning the use of detergent oils.

(A.F.O. 2170/43.)

3441.—Used Lubricating Oil—Disposal

(N.S. Fuel 1356/43.—29 Jul. 1943.)

It is essential that used lubricating oil should *not* be wasted. This is especially important in the case of motor boat engines, where, although the amount of used oil removed from the sump of any one engine is small, the aggregate of all the many small craft now in service is large.

For ships' motor boats, endeavour should be made to change the sump oil when in harbour so that the used oil can be immediately landed.

2. Special steps are to be taken by Commanding Officers and other Officers concerned to ensure that such oils are returned for disposal to (Superintending) Naval Store Officers, Base Accountant Officers, Base Engineer Officers, or other appropriate Officer, according to the storing organisation at the base. Suitable arrangements are to be made for the provision of containers for the return of used oils, and for the various descriptions to be kept separate as far as possible.

3. Returns of lubricating oils at home are to be dealt with as shown below:—

- (a) *Special mineral lubricating oil (white)*

i.e., used in steam engines and hydraulic systems:—

- (i) At Portsmouth To be regenerated in the Dockyard.

- (ii) At Chatham, Sheerness, Portland and Devonport. To be forwarded to Portsmouth for treatment.
- (iii) At all other places. ... To be dealt with as at (b) below.
- (b) *Special mineral lubricating oil (red) i.e., used in internal combustion engines :—*
 At all places Accumulated quantities of a minimum of 1,000 gallons should be reported monthly to the Lubricating Oil Pool, Brettenham House, Lancaster Place, W.C.2, who will inform yards and bases direct of the arrangements made for disposal. In cases where quantities of 1,000 gallons or more are received a special report should be forwarded to the Lubricating Oil Pool.
- (c) *Special mineral lubricating oil mixed :—*
 At all places To be dealt with as at (b) above.
- (d) *Admiralty internal combustion engine oil :—*
 At all places To be dealt with as at (b) above.
- (e) *All other grades (other than aero engine lubricating oils) :—*
 At all places To be dealt with as at (b) above.
- (f) *Aircraft lubricating oils* To be dealt with in accordance with A.F.O. 1833/42.
- (g) *Motor vehicle lubricating oils* To be dealt with in accordance with A.F.O. 546/43.

4. With regard to paragraph 3, sub-section iii, (b), (c), (d) and (e), the price to be paid for the oil will be 4d. per gallon irrespective of type or condition on site exclusive of drums. Payment will be made locally at the time of removal by the firm nominated by the Lubricating Oil Pool to remove the oil.

5. The following information should be given when reporting quantities to the Lubricating Oil Pool :—

- (a) Quantity.
 (b) Description of oil.
 (c) How contained.
 (d) Whether facilities exist for transferring the used oil into :—
 (i) Rail tank cars.
 (ii) Road tank wagons.
 (e) Whether oil would have to be removed in barrels.

6. In regard to (e) paragraph 5, the yards and bases at which this applies are to ensure that drums removed by contractors are returned carriage paid so that they can be refilled with dirty oil. If the empty drums are not required to be returned to the yard or base by the contractor a report should be forwarded to the Admiralty stating number affected.

7. The present contracts for the removal of used lubricating oils (C.P. 8D/71112/42, dated 29 Sep. 1942) with Mr. A. J. Cole, Messrs. Arthur Brown and Co., Ltd., Messrs. Pressure Lubricants, Ltd., will continue in operation until date of expiry, viz., 31 Aug. 1943.

8. Used lubricating oils at bases abroad are to be sold to the best advantage or used as fuel oil by mixing with bunkers of R.F.As.

(A.F.O. 3659/41 is cancelled.)

3442.—Lubrication of Reciprocating Machinery—As. and As.

(Trawlers based on or proceeding to tropical stations.)

(D. 010935/43.—29 Jul. 1943.)

In order to minimise wear of the reciprocating auxiliary machinery of Admiralty and Admiralty-converted trawlers when operating in tropical waters, the following item, classified "A", is to be included in the lists of As. and As. for these vessels based on and proceeding to tropical stations :—

"Oil boxes or cups to be fitted to all auxiliary machinery, including bridle gear of pumps, where oil holes only are provided for lubrication."

(F.O.C. West Africa, 21 Apr. 1943, No. 477/803.)

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

3443.—Oil Fuel Sprayers—Replacement of Pattern 1 by Pattern 13

(N.S. 36558/42.—29 Jul. 1943.)

Pattern 1 oil fuel sprayers, Patterns 2 to 12 spindles and caps, and cleaning tools, Pattern 3985, will no longer be supplied after existing stocks have been exhausted.

2. These fittings will generally be replaced by new patterns, as given in the following list, which shows approximate equivalent sizes :—

Old Pattern.		Pattern.
1	replaced by	13 and 13a
2	—	No equivalent
3	replaced by	15
4	replaced by	15
5	—	No equivalent
6	replaced by	19
7	replaced by	19
8	replaced by	14
9	replaced by	15
10	replaced by	16
11	replaced by	19
12	—	No equivalent

Where spindles, Patterns 2, 5 and 12, are required after existing stocks are exhausted, it will be necessary to supply complete sprayers, Pattern 13, and carriages, Pattern 13a, together with sprayer caps of the new patterns equivalent to those fitted in ships concerned.

Cleaning tools for the new patterns referred to above are provided for in A.F.O. 2771/42.

3. A.F.O. Diagram No. 222/43 shows the standard design of bracket on boiler fronts for use with sprayers and carriages, Pattern 13. The brackets on boiler fronts for sprayers, Pattern 1, will generally be suitable or may be modified to take Pattern 13 sprayers. Where this is not possible, ships should include an item in their defect lists for replacement of these brackets by those of standard design in anticipation of requirements for replace sprayer parts.

4. Replacement of sprayer brackets is unnecessary provided that four circular holes pitched to suit the new pattern sprayer carriage can be arranged in the existing brackets.

5. Details of the amendments necessary to the Sea Store Establishments will be included in a later Fleet Order.

(A.F.O. 2771/42.)

3444.—Cancelled

3445.—Radar Types 271/2/3P, 271/3Q, 251M, 282/4/5, 284M1, 285M1—Patterns W2585A, W2586A and W4578 Power Supply Boards

(S.D. 012098/43.—29 Jul. 1943.)

It has been found that the accuracy of Pattern W2079 voltmeters having prefix letters EA or EK which may be fitted in the above quoted boards, is seriously affected by change of frequency.

2. All these instruments are to be returned to S.N.S.O., Glossop, for correction by the manufacturers, and a new Pattern W2079 or Pattern 7579 voltmeter drawn in lieu.

3. Pattern 7579 voltmeter supersedes Pattern W2079 which will be issued until stocks are exhausted.

3446.—Radio and Signalling Stores—Pattern Numbers

(N.S. 16205/43.—29 Jul. 1943.)

A new series of pattern numbers is being adopted for radio and signalling stores added to the Authorised List of Naval Stores. This series, which will not bear a prefix, will range from 50,000 to 69,999.

3447.—W/T and Radar Offices

M.T.Bs. 347-362

(S.D. 03112/43.—29 Jul. 1943.)

In M.T.Bs. 347-362 separate offices for W/T and Radar are to be fitted.

2. Where this has not already been arranged, constructional modifications should be made in accordance with Drawing D.N.C. 28/A/1682, copies of which may be obtained from the Director of Naval Construction Department, Admiralty.

3. The above D.N.C. Drawing should be used in conjunction with A.S.E. Layout Drawing 31182 and Messrs. Vosper's Ltd. Joinery Drawings 10939 and 10940, copies of which may be obtained from the Admiralty.

4. The electrical modifications required to be fitted in the wake of constructional alteration are to be fitted in accordance with Drawing D.E.E. 10841/R2, copies of which may be obtained from the Director of Electrical Engineering Department, Admiralty.

3448.—Asdic Installations—Establishment Lists—Errata

(N.S. 015123/43.—29 Jul. 1943.)

Lists of Errata to Asdic Establishment Lists as detailed hereunder have been prepared and copies will be distributed in due course to all Services concerned by the Superintending Naval Store Officer, R.N. Store Depot, Copenacre, Hawthorn, Wiltshire.

Errata No.	Dated.	Establishment		A/S Types.
		List No.	Dated.	
1	31 May, 1943	A/S 77	8 Jan. 1942	127 AV/CV
1	31 May, 1943	A/S 89	24 Dec. 1942	127 DV
2	31 May, 1943	A/S 76	12 Jun. 1942	128 AV/CV
1	31 May, 1943	A/S 91	6 Oct. 1942	128 DV
1	31 May, 1943	A/S 27	31 Mar. 1941	129
1	31 May, 1943	A/S 74	10 Mar. 1942	129A

3449.—“Q” Attachment for Asdic Installations—Establishment List

(N.S. 015516/43.—29 Jul. 1943.)

Establishment List No. A/S 99 dated 14th June, 1943, of Naval Stores comprising “Q” Attachment for Asdic Installations, has been prepared and copies will be distributed to the services concerned by the Superintending Naval Store Officer, R.N. Store Depot, Copenacre, Hawthorn, Wiltshire.

3450.—Dinghy Type “K”—Baler Cord—Lengthening

(A.E./N.S.Air 4608/43.—29 Jul. 1943.)

The “K” type dinghy baler cord is to be lengthened, by splicing, to an overall length of 3 ft., in order that the baler may be emptied over either side of the dinghy without the necessity of detaching it.

2. One end of the cord is to be attached to the handle of the baler and the other to the eyelet in the bellows patch; in both cases by means of two half hitches.

3. In stowage the line is to be hanked and placed inside the baler, which is then inverted over the topping-up bellows, in the usual way.

4. 2-oz. Kite Cord, Stores Ref. 32A/104 (1-lb. cops) is to be used for this modification, demands being lodged on R.N. Store Depots (at home) or H.M. dockyards (abroad) for the quantity required to effect this alteration.

5. R.N. store depots (at home) and H.M. dockyards (abroad) should arrange for the work to be carried out on all “K” type dinghies held in store.

3451.—Martlet Aircraft—Security of Rudder and Elevator Hinge Bolts and Aileron Tab Hinges

(A.M.R./A.D.P. 1535/43.—29 Jul. 1943.)

Owing to possible insecurity of the nuts on the rudder and elevator hinge bolts, at the earliest opportunity a small incision is to be made in the fabric and the nuts inspected for security. Split pins are to be renewed or inserted as necessary.

2. Martlet V aircraft of serial numbers subsequent to J.V.362 need not be inspected.

3. Cases have occurred of aileron tab hinge pins slipping inboard and overlapping the wing surface, thus preventing aileron travel in one direction. All Martlet aircraft are to be examined and where necessary the hinges are to be locked by crimping the ends.

4. Martlet V aircraft of serial numbers subsequent to J.V.349 need not be inspected.

(Admiralty messages 683R and 669R.)

3452.—Naval Aircraft—Procedure for Dealing with “Rogue” Aircraft

(A./A.W.D. 917/43.—29 Jul. 1943.)

The following procedure is to be followed in Home Commands in the case of “rogue” aircraft, i.e., those which for reasons which are not apparent possess peculiarities or irregularities to an unacceptable degree.

2. Any aircraft in Home Commands which is suspected of being a rogue is to be reported by signal together with brief relevant particulars to Flag Officer, Naval Air Stations, or Commodore, N.A.S. (N) as appropriate. The flag officers concerned will notify Admiralty, with a copy of such notification direct to the Chief Naval Representative, Ministry of Aircraft Production.

3. The Chief Naval Representative will arrange with the A. and A.E.E., Boscombe Down, for a pilot to be sent to carry out a check test on the rogue aircraft at the air station concerned.

If such check test confirms the opinion of the squadron concerned, and the cause of the defect is not apparent, the aircraft will be transferred to Boscombe Down, F.O.N.A.S. arranging for the provision of a replacement aircraft to the squadron.

4. If corrected within 14 days, the aircraft will be returned to service use. If not so corrected, the aircraft will be retained and transferred to C.R.D. charge.

5. Immediately it becomes apparent that the aircraft will be retained longer than 14 days, the A. and A.E.E. will inform Admiralty (Director of Air Equipment and Director of Aircraft Maintenance and Repair) and Ministry of Aircraft Produc-

tion of the fact by signal. The Ministry of Aircraft Production will then take necessary action to transfer the aircraft to C.R.D. charge without the normal allotment forms.

6. The foregoing supersedes and modifies the instructions promulgated in Admiralty Message 704R, which is accordingly cancelled.

3453.—Swordfish and Walrus Aircraft Fitted with Pegasus III and VI Engines—Operational Limitations

(A.M.R. 608/43.—29 Jul. 1943.)

The oil temperature limitations for the above engines have now been amended to :—

- | | | | |
|---------------------------------------|-----|-----|--------|
| (i) Minimum for take-off | ... | ... | 15° C. |
| (ii) Maximum for continuous arising | ... | ... | 80° C. |
| (iii) Maximum for climbing conditions | ... | ... | 80° C. |
| (iv) Emergency maximum (5 min. limit) | ... | ... | 90° C. |

2. Leaflet A.P. 1451D/MI, amendment 4 refers.

3. These general limitations now exceed those laid down for certain special conditions in C.A.F.Os. 207/42 and 2189/42, which are therefore, cancelled.

(C.A.F.Os. 207/42 and 2189/42 are cancelled.)

3454.—Alterations and Additions—Procedure

(“Flower” Class Corvettes)

(D.018055/43.—29 Jul. 1943.)

It has been decided that the class list of alterations and additions approved for “Flower” Class Corvettes in Home Waters is to be applicable to all “Flower” Class Corvettes.

2. The Captain (D), Liverpool, is the co-ordinating authority and all correspondence concerning alterations and additions for these ships is to be forwarded to him.

(A.F.O. 2398/41—not in Annual Volume—is cancelled.)

3455.—Aircraft Carriers—Introduction of Standard Deck Landing Control Officer's Position

(A.C.R.D./A.M. 6909/42.—29 Jul. 1943.)

In all new construction aircraft carriers the platform, escape, and communication arrangements for the deck landing control officer are now standardised, so far as constructional limitations allow, to meet the arrangements shown in a guidance drawing (A.M. No. 200/42) reproduced in A.F.O. Diagram No. 220/43.

2. This D.L.C.O.'s position is normally sited abreast about the third to fifth arrester wire from astern, but this is dependent upon the general layout of the deck. It must be on the port side of the flight deck forward of the port sector light, the optimum position for the latter being 150 ft. forward of the round down lights if sufficient space is available (vide C.A.F.O. 1057/43 on Flight deck lighting).

3. It is desirable that an escape into an adjoining walkway, gallery deck, or sponson should be provided, whenever possible, to enable the D.L.C.O. and his talkers to escape if a burning aircraft crashes near them. This is in addition to the hemp safety net.

4. Existing aircraft carriers are to insert an item, Classification “A”, in their next list of As. and As. to modify existing arrangements to those shown in the above quoted diagram.

(C.A.F.O. 1057/43.)

3456.—A.R.L. Desiccating Attachments

(N.S. 19458/43.—29 Jul. 1943.)

A.F.O. 2971/43 is to be amended as follows :—

Sub-paragraph of paragraph 2. *Cancel* “the services shown in column 2” and *substitute* “Durban, Gibraltar, Colombo, Alexandria, Malta, Bermuda, Simonstown and New York”.

(A.F.O. 2971/43.)

3457.—Berthing Wires

(“O” and later Classes, Emergency Destroyers, “Battle” and “Weapon” Classes)

(D.4453/43.—29 Jul. 1943.)

It has been approved to supply 3 in. F.S.W.R. berthing wires in place of the 2½ in. originally supplied and shown in the rigging warrants for the above-mentioned vessels.

2. Worn or defective 2½ in. berthing wires of “O” and later classes in service are to be replaced by 3 in. F.S.W.R. berthing wires.

3. Vessels under construction are to be equipped with seven 3 in. F.S.W.R. berthing wires.

4. Rigging warrants are to be amended accordingly.

(R.A.(D.) H.F.—27 Mar. 1943, No. 296/HD.311.)

(A.F.O. 4660/42.)

3458.—Bottom Compositions for L.S.T.(2)s,

(Dockyards, P.E.R.Os. and E.R.Os.)

(D. 9481/43.—29 Jul. 1943.)

When recoating of the hulls of the undermentioned L.S.T.(2)s., is necessary the following approved bottom compositions, as indicated, are to be applied :—

Ship	Bottom Compositions
L.S.T.(2) 63 International
L.S.T.(2) 64 Red Hand
L.S.T.(2) 65 Red Hand
L.S.T.(2) 164 Moravia
L.S.T.(2) 198 Moravia
L.S.T.(2) 200 British
L.S.T.(2) 301 British
L.S.T.(2) 305 International
L.S.T.(2) 321 Clark
L.S.T.(2) 365 Clark
L.S.T.(2) 366 Macarthur
L.S.T.(2) 406 Macarthur
L.S.T.(2) 418 Algicide
L.S.T.(2) 424 Peacock

2. If the U.S.A. Navy type composition is adhering well and in good condition it should not be removed, but after cleaning thoroughly by brushing, one coat of approved protective and one coat of approved anti-fouling should be applied. If deteriorated or flaking, it should be removed as completely as circumstances permit and the surface thoroughly cleaned and wire brushed before application of the number of coats found necessary of the new composition.

3. The extent to which removal of the U.S.A. Navy composition is found necessary or considered desirable at the next earliest opportunity should be indicated on the D.495 form. Special care is to be taken to report the state of the U.S. compositions in order that the protective and anti-fouling qualities of these types of compositions in comparison with British types may be assessed.

4. Application should be made to the Admiralty, Bath, for particulars of the compositions to be applied to any further L.S.T.(2)s., that may be docked in this country.

3459.—Canvas Hose and Branch Pipe—Allowance of

Miners

(N.S. 13221/43.—29 Jul. 1943.)

The allowance to miners of canvas hose for fire purposes has been reviewed and is being amended to a scale basis viz. :—

1—40-ft. length—for each weatherdeck fire main hose connection.	} Size as required to suit connections fitted. Hoses 30 ft. long to be supplied in lieu if required.
1—20-ft. length—for each fire main hose connection below the weatherdeck.	

This supersedes the former allowance of two canvas hoses, 40 ft. x No. 2 size. In addition, branch pipes fitted with jet/spray nozzles (Home Office or Fyrex type) are to be allowed to each vessel on the basis of approximately 30 per cent. of the total number of firemain hose connections fitted in the ship.

2. Miners in commission should forward demands to their storing yards or bases as necessary. Supply to miners of new construction should be arranged by the storing yards or depots in the usual manner.

3. B.R.372—Establishment of Naval Stores for Minelaying Lighters—will be amended.

(A.F.O. 5806/42.)

3460.—Counterpanes, Coverlets and Mattress Covers—Revised Allowances

(N.S. 28636/42.—29 Jul. 1943.)

The following amendment is to be made to A.F.O. 6071/42 :—
Paragraph 1 (c).

Cancel and substitute :—

Mattress covers.—To be reduced from two to one for each mattress, Pattern 21, 399, T.372, T.373 and T.374, plus 50 per cent. spare.

(A.F.O. 6071/42.)

(C.-in-C., Rosyth letter, dated 5 Feb. 1943, No. 497/316D.)

(F.O.I.C. Harwich letter, dated 4 Feb. 1943, No. 233 (L) 89.)

3461.—“D” Ring Patches for Dinghy Packs of Naval Aircraft

(N.S. Air 2387/43.—29 Jul. 1943.)

“D” ring patches for dinghy packs (for quick release unit, Ref. 27C/2038) have been introduced, and are required to be sewn on all “Mae Wests” in the Naval Service.

2. These patches are merely a method of providing a ring on the “Mae West” to which the “K” dinghy lanyard is attached on entering the aircraft, so as to ensure that the dinghy does not float out of reach if the owner has to swim.

3. Ships and services concerned should forward demands to their respective R.N. Store Depots at home or Storing Yards abroad, for the necessary quantities, quoting this Order as the authority for supply.

4. Deliveries from contractors are expected to commence in mid July, and supplies to ships and services should begin about the end of July.

5. Arrangements have been made for the necessary quantities to be despatched to Yards abroad to cover the requirements of ships and services attached to Foreign Stations. Details of the quantities being supplied are being forwarded direct to (Superintending) Naval Store Officers concerned.

3462.—Derrick—Fitting on Mainmast—As. and As.

(“Assurance” Class Rescue Tugs)

(D.T.D.1642/43.—29 Jul. 1943.)

Earlier vessels of the “Assurance” class are fitted with a derrick on the foremast, and, in order to handle the portable salvage pumps, the derrick is to be moved and re-sited on the mainmast.

2. The C.Os. of vessels concerned are to include an item, classification “B”, in their next lists of As. and As. to cover the work involved.

3. Applications for the drawing showing additional mast and derrick fittings are to be made to Admiralty, Bath.

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

3463.—Ballast—Fitting of

H.M. Destroyers

(D/C.P. 86599/41.—29 Jul. 1943.)

Attention is invited to the instructions contained in C.A.F.Os. 1511/41 and 1189/42 concerning the obtaining of ballast direct from Messrs. T. W. Ward quoting contracts C.P. 54588/41 and C.P. 46092/42.

2. Considerable quantities of ballast are still outstanding on these contracts, and it is thought that repair authorities may be making other arrangements for the supply of ballast.

(C.A.F.Os. 1511/41 and 1189/42.)

3464.—Fitting of Secondary Steering Gear—As. and As.

H.M. Rescue Tugs—“Eminent” Type

(D.T.D. 1605/43.—29 Jul. 1943.)

It has been approved to fit secondary steering arrangements in “Eminent” type tugs. Commanding Officers of vessels concerned should include an item classification “A” in their next lists of As. and As. to cover the work of fitting secondary steering gear.

2. A drawing showing the secondary steering gear will be supplied on request to Admiralty, Bath.

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

3465.—Guard Stanchions and Chains to Magazine Hatches on Mess Decks—As. and As.

Admiralty Design Trawlers (A/S, M/S) of “Tree,” “Dance,”
“Shakespearean” and “Isles” Classes

(D. 03787/43.—29 Jul. 1943.)

Sea experience has shown the necessity to fit guard stanchions and chains around the magazine hatch on the lower deck on the above-mentioned vessels.

2. The Commanding Officers of the vessels concerned should include an item, classification “B,” in their next lists of As. and As. to cover this work.

(C.-in-C., Portsmouth, 8 Feb. 1943, No. 682/S/5613/1/9.)

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

3466.—Leak Stoppers

Aircraft Dinghies

(N.S. Air 5487/43.—29 Jul. 1943.)

It has been found that the medium size wooden leak-stopper (Ref. 27C/1909), when wet, tends to bind up with the small and large wooden stoppers, and the use of this leak-stopper is therefore to be discontinued.

2. The medium size rubber leak-stopper (Ref. 27C/1912) is to be used in lieu of the medium size wooden stopper, and demands for replacements of any medium size wooden stoppers held should be forwarded to the pertinent R.N. Store Depot at home or Storing Yard abroad.

3. Stocks at R.N. Store Depots and Storing Yards should be examined and the necessary adjustment made.

3467.—Lubricating Oil—Economy in the Use of

(D.9447/43.—29 Jul. 1943.)

The present situation with regard to the supply of lubricants makes it imperative that every possible means shall be taken to reduce the expenditure of lubricating oils to a minimum.

2. To this end the following measures are to be adopted :—

- (i) Commanding Officers of ships and establishments are to nominate an officer, or officers, to scrutinise expenditure of lubricating oil and to check any wasteful expenditure, loss by leakage, etc., or unnecessary rejections of used oil.

In ships and Fleet Shore Establishments where an Engineer Officer is included in the complement, this officer is to be nominated.

- (ii) Special care is to be exercised in the handling and storage of oil drums and other containers to avoid damage which would lead to loss by leakage.
- (iii) All demands for lubricating oil are to be carefully scrutinised by the officer referred to in (i) above and a record of expenditure for all services is to be kept.

As far as practicable, similar arrangements are to be made in Dockyards and Repair Establishments.

- (iv) Special attention is to be paid to the collection of used oil from bearings by the use of savealls, drip trays, etc. So far as practicable all such oil is to be filtered and re-issued for minor services or returned for reclamation. Attention is drawn to A.F.O. 3659/41 in this connection; far greater use can be made of the methods of oil disposal outlined therein than at present obtains.

Used oils other than aero engine lubricating oils, regarding which separate instructions have been issued, S.M.L.O. and I.C.E. oil are to be bulked and returned as dirty oil, mixed.

- (v) Attention is drawn to the importance of using the appropriate grade of oil for the various services, *vide* Engineering Manual, Article 75.

In this connection the unsuitability of S.M.L.O. for open type engines does not appear to be sufficiently appreciated and must be emphasised; the appropriate grade for such engines is Admiralty compound oil.

Proprietary brands of oil are to be avoided wherever practicable in favour of the appropriate grade of Admiralty oil, except at ports and bases where arrangements have been made for the supply of oils for Trawlers and Auxiliary Vessels as laid down in A.F.Os. 1007/40 and 2958/40.

- (vi) Excessive pressure in forced lubrication systems increases leakage losses. Such losses are likely to be considerable in older ships where the forced lubrication system is extended to the plummer blocks. The available head for the gravity returns from the aftermost blocks is small.

The oil pump discharge pressure, which has been found sufficient for satisfactory operation at full power, is not to be exceeded under normal conditions and it will generally be possible to throttle the oil supply to the plummer blocks.

Careful and regular watch is to be kept on all parts of the forced lubrication systems of both main and auxiliary engines and steps should be taken at the earliest opportunity to remedy any defects.

Where there is persistent leakage from particular bearings, the bearing clearances and the clearances between the shaft and the adjacent oil baffles are to be checked and adjusted as necessary.

- (vii) In all modern ships centrifugal separators are fitted and the fullest possible use is to be made of these machines for renovating the oil from both main and auxiliary engines generally, as well as that from the hydraulic systems of gun turrets and mountings.

- (viii) Very considerable reductions can be effected, without loss of efficiency, in the expenditure of lubricating oil for open type reciprocating engines by careful attention to bearing adjustment, length and size of worsteds, etc., in accordance with Machinery Handbook, Article 152.

Bearings on the shafting between the steering engines and steering gear, and on the steering gear itself, are common sources of wasteful expenditure of lubricating oil.

(A.F.Os. 1007/40, 2958/40 and 3659/41.)

(A.F.Os. 3690/42 and 4186/42 are cancelled.)

3468.—Major Landing Craft—Docking—REPORTS

(D/D.N.E. (C.O.) 3874/43.—29 Jul. 1943.)

The following periods between docking for major landing craft are promulgated :

L.C.T.1	12 months
L.C.T.2	12 months
L.C.T.3	12 months
L.C.T.4	6 months
L.C.T.5	6 months
L.C.F.2	12 months
L.C.F.3	12 months
L.C.F.4	6 months
L.C.I. (S)	3 months
L.C.I. (L)	6 months
L.C.S. (L) (2)	3 months

2. In view of the growing pressure on docking and slipping facilities, it is desired, if found practicable after experience, to increase the period between dockings of L.C.I. (S) and L.C.S. (L) (2).

3. Administrative and docking authorities are to report after two successive dockings of these craft whether an increase in the period of three months can be recommended, and if so, the maximum period proposed.

(C.C.O., message 061608/Apr., 1943.)

(A.F.O.2774/43 is cancelled.)

3469.—Mizzen Mast—Shortening of—As. and As.

105-ft. Motor Minesweepers

(D/M/015323/42.—29 Jul. 1943.)

In all 105-ft. motor minesweepers, in order to improve the forward arc of fire of the 0.5-in. machine gun, the mizzen mast is to be shortened and supported by angle stays in accordance with the arrangements shown on Drawing D.N.C.29/A/733.

2. This item is an approved A. and A. Classification "A", for all vessels in service.

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

3470.—Naval Stores—Revised Allowances

Submarines, Submarine Depot Ships, Dockyards and Bases concerned

(N.S. 16055/43.—29 Jul. 1943.)

The allowances of certain stores to submarines of "1940 'S'," "T" and "U" Classes have been revised as shewn in the Appendix to this Order.

2. In addition, the allowances of certain other stores to all classes of submarines have been revised as follows :—

- (a) Boxes, steel, galvanised, pattern 1474.

Chests, light steel, pattern 1477.

Bags, canvas, weighted, pattern 1536

One box, pattern 1474, is to be allowed to all submarines in lieu of one steel chest, pattern 1477. This box can also be used in lieu of a bag, pattern 1536, at present allowed, and the allowance of these bags to all submarines is hereby withdrawn.

- (b) Squares, steel, pattern 4252

One square, pattern 4252, is to be allowed to each submarine depot ship, as depot ship spares, for any number of submarines attached.

3. Submarines, in commission, should adjust stocks on board accordingly, demands being forwarded to storing yards or Naval Store Depots (through Depot Ships) as necessary. Any stores held on board in excess of the revised allowances should be returned to the Depot Ship for subsequent return to the storing yard or Naval Store Depot. The necessary adjustments to the first outfits of naval stores for submarines under construction should be made by warrant and supplying yards in the usual manner.

4. B.R.363—Establishment of Naval Stores for Submarines of "Oberon" and later classes—will be amended.

APPENDIX

Pattern No.	Description	Denom.	Allowances						Remarks
			"1940" "S" Class		"T" Class		"U" Class		
			Present	Revised	Present	Revised	Present	Revised	
2523A	<i>B.8</i> Gauges, pressure, C.O. ₂ , 5-in. face	No.	1A	Nil	1A	Nil	1A	Nil	A=As spare, for each C.O. ₂ machine fitted with gauges of this pattern. B=Size and length as necessary. C=For each fold up lavatory, pattern 733A. D=Unless provided with special washstands
—	Hoses, canvas, ventilating ...	"	As required	1B	As required	As required	As required	Nil	
S.4794 S.4793	<i>B.9</i> Receivers } For fold up lavatories Cans ... } pattern 733A	"	IC	Nil	IC	Nil	IC	Nil	
3872	<i>B.11</i> Callipers, micrometer, inside, 2in.— 32 ins.	Set	1	1	1	1	1	1	
4252	Squares, steel ...	No.	1	1	1	1	1	1	
733A	<i>E.4</i> Lavatories, fold up ...	"	2D	Nil	1D	Nil	2D	Nil	

(S.N.S.O., Portsmouth, 11 Feb. 1943, No. IVC/052/42.)
(A.F.Os. 2189/41—not in Annual Volume—and 3158/42.)

3471.—Neil Robertson Stretcher—Allowance

M. A/S B's

(N.S. 25085/43.—29 Jul. 1943.)

An additional Neil Robertson stretcher, pattern 475, is to be allowed to each M.A./S.B employed on air/sea rescue duties. One is already allowed vide paragraph 2 of A.F.O. 1955/42.

2. Bases concerned should forward demands to storing yards to complete attached craft to the revised allowance.

(A.F.O. 1955/42.)

3472.—Rudder and Steering Indicators in H.M. Ships—As. and As.

(D.017493/43.—29 Jul. 1943.)

Where conning and steering positions are separated, rudder indicators are to be fitted at conning positions in capital ships, monitors, A/C carriers, cruisers and destroyers. This does not apply to emergency conning positions unless already approved or fitted.

2. Smaller ships, including sloops, corvettes, trawlers and tugs, are to be fitted with wheel indicators in conning positions.

3. In many of H.M. ships the above requirements are already satisfied. Where doubt exists as to the application of this order to any particular ship or class, the matter should be referred for Admiralty decision.

4. Provision of the rudder indicator equipment is being arranged at the Admiralty but it is anticipated that delivery will not commence for some considerable time. Demands for this equipment should be forwarded by Overseers to Director of Stores (6B).

5. Supply of the necessary parts and fittings for wheel indicators should be arranged by refitting yards during ships' refits. The indicator is to comprise a graduated quadrant with a simple pointer driven by either rod gearing or Arens control from the steering telemeter transmitter or control shafting. Non-ferrous material is to be used for parts within 12 ft. of the compass.

The choice of rod gearing or Arens control is left to the discretion of the refitting authority in conjunction with ships' officers, it being borne in mind that the primary intention of the indicator is to show the sense of the movement rather than to record its amount with scrupulous exactness.

6. Ships concerned are to forward an A. and A., Classification "A", for the work to be carried out.

(A.F.Os. 6292/42 and 2753/43 are cancelled.)

3473.—Shield for Aldis Lantern, Pattern 5110E

(N.S. 36888/42.—29 Jul. 1943.)

A.F.O. Diagram 221/43 (A.S.E. Drawing No. 36956) shows a design for a shield which can be fitted on to the front of an Aldis lantern in order to cut down the dispersion of the beam. In a trial model dispersions of $3\frac{1}{2}^{\circ}$ horizontal and $2\frac{1}{2}^{\circ}$ vertical were obtained.

2. This shield may be of value to Shore Signal Stations and ships in harbour who have to communicate over a considerable distance when minimum dispersion is essential. Ranges up to six miles can be obtained under favourable conditions.

3. The aperture in the shield is fitted with a pocket into which can be fitted neutral or coloured glass filters, if required to cut down the range. Frosted glass should *not* be used, as this will disperse the light.

4. This fitting, if required, should be made by the Depot Ship or Base Staff.

3474.—Standard Drawings of Fittings, etc.

H.M. Ships, Dockyards and W.P.Ss.

(D. 9166/43.—29 Jul. 1943.)

The following is a complete list of standard drawings prepared to date:—

<i>Standard Ship Fittings.</i>	<i>Section No.</i>	<i>Curator's No.</i>
Standard handwheels for P.F. & D. services	27/A1	578755
Standard stuffing boxes and glands	27/A2	578756
Standard screw down valves, 2-in. to 6-in. diameters	27/A3	578757
Standard pipes and flanges for P.F. & D. services, 2-in. to 6-in. diameters	27/A4	578763
Standard screw down non-return valves, 2-in. to 6-in. diameters	27/A5	578758
Standard brackets and mitre wheels	27/A7	579517
Standard universal joints	27/A8	579518
Standard brackets and indicators	27/A9	580035
Standard sea valves, 2½-in. to 6-in. diameters	27/A10	580036
Standard screw down N.R. and flood valves, 2½-in. to 6-in. diameters	27/A11	581501
Standard sea valves, 7-in. to 12-in. diameters	27/A12	581701
Standard pipes and flanges for P.F. & D. services, 7-in. to 12-in. diameters	27/A13	581702
Standard details for valve gearing bridges	27/A16	582150
Standard deck sockets for destroyers	27/A17	582255
Standard double face sluice valves, 2-in. to 8-in. diameters	27/A18	583150
Standard locking arrangements for valves on P.F. & D. services	27/A19	583730
Standard right angle screw down valves	27/A21	584476
Standard 2½-in. screw down R.A. valve with No. 3 H.C.	27/A22	584477
Standard 3½-in. screw down R.A. valve with 2 No. 3 H.C.	27/A24	585994
Standard 3½-in. screw down R.A. valve with No. 4 H.C.	27/A25	585995
Standard screw down valves, 7-in. to 12-in. diameters	27/A26	586643
Standard 5-in. double face sluice valve for oil fuel filling	27/A28	599392
Standard 7-in. screw down right angle valve	27/A29	599351
Standard 4-in. screw down valve for oil fuel filling	27/A31	597651
Standard 2-in. screw down valve for oil fuel filling	27/A32	599393
Standard 2½-in. screw down valve for oil fuel filling	27/A33	599394
Standard flange table for oil fuel filling	27/A34	599352
Standard 3-in. screw down valve for oil fuel filling	27/A35	600450
Standard 8-in. screw down non-return valve	27/A36	599353
Standard 5-in. screw down valve for oil fuel filling	27/A39	600452
Standard 6-in. screw down valve for oil fuel filling	27/A40	600453
Standard 3½-in. screw down valve for oil fuel filling	27/A41	600451
Standard 7-in. screw down valve for oil fuel filling	27/A42	600454
Standard 7-in. double face sluice valve for oil fuel filling	27/A43	601620
Standard 5-in. storm valve	27/A46	603376
Standard 10-in. double face sluice valve	27/A47	603377
Standard 12-in. double face sluice valve	27/A48	604250
Standard aluminium 9½-in. side scuttle	27/A49	601711
Standard aluminium 12½-in. side scuttle	27/A50	601712
Standard aluminium 14½-in. side scuttle	27/A51	601713
Standard 6-in. storm valve	27/A52	604250
Standard 7-in. storm valve	27/A53	604251
Standard circular aluminium ventilation valves, 3-in. to 7-in. diameters	27/A54	605401
Standard 5-in. double face rapid opening sluice valve	27/A55	606901
Standard 4-in. non-return valve	27/A56	603615
Standard 6-in. flashtight handing scuttle	27/A57	605413
Standard 6-in. flashtight scuttle, supply type	27/A58	605414
Standard 6-in. flashtight scuttle, return type	27/A59	605415
Standard 4-in. double face sluice valve for oil fuel filling	27/A61	606902
Standard rectangular aluminium ventilation valves, 3-in. to 7-in.	27/A62	606401

Standard Ship Fittings—contd.

	<i>Section No.</i>	<i>Curator's No.</i>
Standard circular aluminium ventilation valves, 8-in. to 13-in. diameters	27/A63	606903
Standard rectangular aluminium ventilation valves, 8-in. to 13-in.	27/A64	606904
Standard 4½-in. double face sluice valve for oil fuel filling	27/A65	607122
Standard 3-in. double face sluice valve for oil fuel filling	27/A66	606909
Standard rectangular aluminium ventilation valves, 14-in. to 18-in.	27/A67	607123
Standard circular aluminium ventilation valves, 14-in. to 18-in. diameters	27/A68	607124
Standard 2-in. diameter sea valve	27/A69	606905
Standard 3½-in. screw down non-return valve with No. 4 H.C.	27/A70	606906
Standard 9-in. double face sluice valve	27/A72	606907
Standard 6-in. double face sluice valve for oil fuel filling	27/A73	606910
Standard 9½-in. and 12½-in. sidelights for destroyers	27/A74	606920
Standard 3½-in. double face sluice valve	27/A75	606921
Standard 2½-in. screw down valve for oil fuel filling	27/A76	606922
Standard 3½-in. double face sluice valve for oil fuel filling	27/A77	606927
Stop cocks for fresh water services	27/A81	606931
Standard 3½-in. double face sluice valve for oil fuel filling	27/A82	606932
Standard 8-in. non-return flap valve	27/A83	606935
Standard food lifts	27/A84	606933
Standard 1½-in. screw down valve	27/A85	606937
Standard 4½-in. screw down valve for oil fuel filling	27/A86	606938
Details of gunmetal insets for aluminium ventilation valves	27/A87	606939
Standard 2½-in. screw down non-return valve for destroyers	27/A88	606941
Standard handwheels for oil fuel valves, cancelling 27/A30	27/A89	606942
Standard ball bearing brackets	27/A92	625260
Standard 1½-in. R.A. screw down valve with No. 2 H.C.	27/A94	631670
Standard 1½-in. screw down valve	27/A95	631671
Standard 1-in. screw down valve	27/A96	631672
Standard 5-in. ball bearing bracket	27/A98	631673
Standard 1½-in. diameter sea valve	27/A99	631674
14½-in. diameter Naval brass side scuttle	27/A100	633401
9½-in. diameter Naval brass side scuttle	27/A103	633402
Standard 8-in. screw down non-return valve	27/A105	633403
Standard 8-in. non-return valve, cancelling 27/A44	27/A106	633404
Standard fabricated mild steel universal joints	27/A107	638604
Standard M.C.I. and fabricated mild steel handwheels	27/A108	638605
Standard method of gearing, cancelling 27/A20	27/A109	638606
Standard expansion universal joints and couplings	27/A110	638607
Fabricated mild steel ventilation valves, 3-in. to 7-in., circular and rectangular	27/A111	638608
Fabricated 2½-in. screw down valve with No. 3 H.C.	27/A112	638609
Fabricated 5-in. double face sluice valve	27/A114	638611
Fabricated ball bearing mitre wheel brackets	27/A116	639431
Fabricated 2-in. double face sluice valve	27/A117	639440
Fabricated 4-in. screw down valve	27/A120	641094
Fabricated 5-in. screw down valve	27/A121	641095
Fabricated 6-in. screw down valve	27/A123	641096
Fabricated 4-in. double face sluice valve	27/A124	641097
Fabricated 3-in. double face sluice valve	27/A125	641098
Fabricated 3-in. screw down valve, cancelling 27/A119	27/A126	641099
Fabricated 2-in. screw down valve, cancelling 27/A113	27/A127	644580
Fabricated 7-in. screw down valve	27/A128	643748
Fabricated 8-in. screw down valve	27/A129	643749
Fabricated 9-in. screw down valve	27/A130	643750
Fabricated 10-in. screw down valve	27/A131	643751
Fabricated 11-in. screw down valve	27/A132	643752
Fabricated 12-in. screw down valve	27/A133	643753
Fabricated 6-in. double face sluice valve	27/A135	647223
Fabricated 7-in. double face sluice valve	27/A136	647224

<i>Standard Ship Fittings—contd.</i>		<i>Section No.</i>	<i>Curator's No.</i>
Fabricated 8-in. double face sluice valve	27/A137	647225	
Fabricated storm valves	27/A138	639699	
Fabricated ventilation valves, 8-in. to 13-in., circular and rectangular	27/A139	647226	
Fabricated 2½-in. screw down and non-return R.A. valve	27/A140	647250	
Handwheels from pressed steel plate	27/A141	647227	
Fabricated 3-in. screw down non-return R.A. valve	27/A142	647251	
Fabricated 4-in. screw down right angle valve	27/A143	647252	
Fabricated 6-in. screw down right angle valve	27/A144	647253	
Fabricated 3-in. screw down non-return valve	27/A145	647254	
Fabricated 3-in. double face sluice valve for oil fuel filling	27/A149	647444	
Fabricated 3½-in. double face sluice valve for oil fuel filling	27/A150	647445	
Fabricated 2½-in. non-return valve	27/A151	653699	
Fabricated 4-in. double face sluice valve for oil fuel filling	27/A154	647446	
Fabricated 4½-in. double face sluice valve for oil fuel filling	27/A155	647447	
Fabricated 5-in. double face sluice valve for oil fuel filling	27/A156	647448	
Fabricated 6-in. double face sluice valve for oil fuel filling	27/A157	647449	
Fabricated 7-in. double face sluice valve for oil fuel filling	27/A161	647464	
Fabricated 3½-in. screw down valve with No. 4 H.C.	27/A162	659249	
Fabricated 5-in. screw down non-return R.A. valve	27/A163	659250	
Fabricated 5-in. screw down non-return and flood R.A. valve	27/A164	659248	
Standard gunmetal ventilation valves, 19-in. × 19-in. to 24-in. × 24-in.	27/A168	667331	
Standard combined stuffing box and bracket for valve gearing	27/A170	657196	
Method of providing universal joints with 4-in. expansion	27/A172	667431	
Fabricated ventilation valves, 14-in. to 18-in., circular and rectangular	27/A187	683776	
Fabricated 3-in. geared storm valve	27/A191	682250	
Fabricated 2-in. geared storm valve	27/A192	693959	
Fabricated 4-in. geared storm valve	27/A193	682251	
Fabricated 5-in. geared storm valve	27/A195	682252	
Fabricated 6-in. geared storm valve	27/A198	693959	
Fabricated 7-in. geared storm valve	27/A199	693957	
Fabricated 4-in. screw down valve with rising spindle	27/A202	703263	
Fabricated 3-in. non-return valve	27/A203	698941	
Fabricated 3½-in. non-return valve	27/A204	698942	
Standard 3-in. diameter mitre wheels and brackets	27/A207	698750	
Fabricated 2½-in. screw down valve with No. 3 H.C.	27/A208	698975	
Fabricated 3½-in. double face sluice valve	27/A210	701150	
Fabricated 2½-in. screw down non-return valve	27/A212	699060	
Fabricated 2½-in. screw down non-return and flood valve	27/A213	699061	
Geared bridge of 7-in. to 12-in. sea valves, alternative to 27/A16	27/A216	701151	
Fabricated 2½-in. geared storm valve	27/A217	703264	
Fabricated 3½-in. screw down valve	27/A218	703265	
Fabricated 9-in. double face sluice valve for oil fuel filling	27/A220	703266	
Fabricated 10-in. double face sluice valve for oil fuel filling	27/A222	703267	
Fabricated 2½-in. screw down valve	27/A223	703268	

2. When requisitions for valves to Admiralty standard drawings are forwarded, no prints of the valves are required.

3. Demands should state whether indicating gears and/or handwheels are required.

4. With regard to rectangular ventilation valves, the first dimension quoted should be for the side which is at right angles to the spindle, e.g., 10-in. × 6-in.; the spindle is at right angles to the 10-in. side.

5. Prints or velograph copies of the drawings can be obtained from the Curator of Drawings, St. Paul's Hall, Monmouth Street, Bath.

(A.F.O. 2602/40—not in annual volume.)

(A.F.Os. 3928/40, 589/41—not in annual volume—and 4989/41 are cancelled.)

3475.—Tubular Heaters for Submarines—Introduction

(N.S. 21308/43.—29 Jul. 1943.)

In view of the general use of tubular heaters in H.M. Submarines of "1940" S, T and A classes, pattern numbers have been allocated and the heaters added to the Authorised List of Naval Stores under Subhead F2B, Schedule C.809, as follows:—

<i>Pattern</i>	<i>Description</i>
19482	Heater, low temperature, tubular "Unity", 2 ft. long, 220 v.
19483	Heater, low temperature, tubular "Unity", 3 ft. long, 220 v.
19484	Heater, low temperature, tubular "Unity", 4 ft. long, 220 v.
19485	Heater, low temperature, tubular "Unity", 5 ft. long, 220 v.
19486	Heater, low temperature, tubular "Unity", 6 ft. long, 220 v.

2. For new construction supply is a shipbuilders' liability but an initial purchase has been arranged for "T" Class submarines, building in H.M. Dockyards and for replacements, etc. :—

<i>Pattern</i>	<i>Delivery at—</i>		
	<i>Mossley</i>	<i>Stroud</i>	
19482	90	60	
19483	30	20	At present fitted on "S" Class only
19484	90	60	
19485	30	20	At present fitted on "S" Class only
19486	90	60	

3. One spare heater will be allowed to each Depot Ship for every four fitted in attached submarines, and Depot Ships should forward demands to their storing yards accordingly when necessary. The allowance per submarine will be in accordance with approved drawings and specifications.

4. B.R.363—Establishment of Naval Stores for Submarines of "Oberon" and later classes—will be amended.

3476.—Ventilator, Wardroom—As. and As.

Admiralty Design A/S M/S Trawlers of "Tree," "Dance," "Shakespearian" and "Isles" Classes

(D. 07412/43.—29 Jul. 1943.)

In order to maintain adequate ventilation to the wardroom flat and to exclude spray, etc., the mushroom ventilator at present sited on the upper deck in the above-mentioned vessels should be raised to a height of 6-ft. above the deck and the trunk made watertight.

2. The Commanding Officers of vessels concerned are to include an item, classification "B," in their next lists of As. and As. to cover the work involved.

(C.-in-C., Med., 9 Mar. 1943, No. 562/Med.(W)/122/10.)

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

3477.—Watertight Door at Wardroom Entrance—As. and As.

Admiralty Design A/S M/S Trawlers of "Tree," "Dance," "Shakespearian" and "Isles" Classes

(D. 07412/43.—29 Jul. 1943.)

Experience has shown the necessity for replacing the existing weather tight door on the upper deck at 69 station by one of watertight construction in all vessels of the above-mentioned classes.

2. Opportunity should also be taken to examine or renew, as necessary, watertight plugs and securing chains to casing drains in the vicinity.

3. The Commanding Officers of vessels concerned are to include an item, classification "B," in their next lists of As. and As. to cover the work involved.

(C.-in-C., Med., 9 Mar. 1943, No. 562/Med.(W)/122/10.)

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

3478.—Watertight Hatch—Cable Locker—As and As.

Admiralty Design A/S—M/S Trawlers of "Tree", "Dance", "Shakespearian" and "Isles" Classes

(D. 09323/43.—29 Jul. 1943.)

In order to facilitate ready access to the cable locker in the above-mentioned ships for the purpose of stowing the cable it has been approved to replace the existing manhole by a watertight hatch. In order to ensure that the W.T. integrity of the ship is not prejudiced attention is drawn to the necessity for keeping the hatch closed when not in use.

2. The Commanding Officers of the vessels are to include an item, classification "B", in their next lists of As. and As. to cover the work involved.

(*C.-in-C., Portsmouth, 10 Apr. 1943, No. 1825/S/7863/2.*)

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

Section 4**OTHER STORES—NAVAL STORES, VICTUALLING STORES, MEDICAL STORES, CONTRACTS****3479.—Ammeters—Voltmeters—Introduction of New Patterns**

(N.S. 18539/43.—29 Jul. 1943.)

The new patterns of Ammeters (Patterns 13986 and 13987) and Voltmeter (Pattern 13988) referred to in A.F.O. 2783/43, are for replacement purposes in destroyers for main switchboards and dynamo panels. The first fitting of these items is shipbuilders' supply.

2. Supply should only be made on Overseers' or Yard Officers' demands for the purpose stated above.

3. Demands for all other services should be referred to Admiralty.

(*A.F.O. 2783/43.*)

3480.—Bags for Sterilizing Dressings—Issue

(M.D.G. 34352/43.—29 Jul. 1943.)

Metal drums for sterilizing surgical dressings are no longer obtainable and in future fabric bags will be issued in lieu.

The bags are available in the following sizes :—

No. 1 size (small)	13 in. by 17 in.
No. 2 size (medium)	23 in. by 24 in.
No. 3 size (large)	25 in. by 34 in.

3481.—Cap Ribbons—Ratings in Submarines

(V. 0570/43.—29 Jul. 1943.)

Ratings serving in submarines may wear cap ribbons lettered "H.M. S/M." and A.F.O. 5958/42 is to be amplified accordingly.

2. Demands for these ribbons should be forwarded either to—

H.M. Naval Victualling Depots, Southern Area, Thatcham, Berks, or
H.M. Naval Victualling Depot, Jamestown, Dunbartonshire, or
H.M. Naval Victualling Depots, Lancashire Area, Accrington,

and they are to be issued on repayment to ratings requiring them.

3. Ratings serving in submarines who are still in possession of ribbons lettered "H.M. Submarines" may use them until they are worn out, and if there are any stocks of such ribbons in submarine depot ships they may be issued on repayment. No further supplies of ribbons thus lettered will be made during the war.

(*Flag Officer Submarines' No. 386/S.M. 163 of 17 Feb. 1943 and No. 1137/S.M. 78 of 21 May 1943.*)

(*A.F.O. 5958/42.*)

3482.—"Cotton—Administration of Departmental Allocations"

(C.P. 24225/43.—29 Jul. 1943.)

Requirements of Government Departments for cotton, whether for textiles incorporating the material or for the more indirect requirements in which it is used to a minor extent, are covered by bulk allocations made over given periods by the Materials Committee of the Ministry of Production. As from the beginning of August 1941 allocations have with certain exceptions been made so far as practicable direct to the using Departments of State: for some requirements which pertain to particular industries allocations have been made to industrial groups or controls. A list of these groups is given below. In future, cotton will be released only on the authorisation of the Department or group concerned.

2. The Admiralty have received two quotas :—

(a) For cotton in all oilskins and anti-gas clothing, purchased by the Admiralty and other Departments.

(b) For all other Naval requirements except such as are catered for by industrial group allocations.

3. Both quotas are administered by the Director of Contracts. Any requests for licences or certificates to obtain cotton out of these two quotas which may be addressed to other Admiralty Departments, Naval Establishments or local Production Officers should be referred without delay to the Director of Contracts as follows :—

(a) Oilskin and anti-gas clothing :—

Chief Visiting Inspector (A.G.C.),

Admiralty Contract Department,

Rex House, 4/12, Regent Street, London, S.W.1.

(b) General Admiralty quota :—

Director of Navy Contracts,

Branch 6C,

Rex House, 4/12, Lower Regent Street, London, S.W.1.

4. Applications for cotton out of groups' quotas may be made direct to the group authority by contractors.

5. All questions of policy or of variations of the allocations will as at present be dealt with by Principal Priority Officer, Admiralty, London, S.W.1.

Industrial Groups which have received allocations of Cotton :—

Symbol	Industry and address to which communications relating to approval of contracts should be sent	Type of product covered
D	<i>Surgical Dressings—</i> Director of Medical Supplies, Ministry of Supply, Portland House, Tothill Street, London, S.W.1.	Surgical lint, bandage cloth, surgical plasters, etc.
LC	<i>Boot and Shoe Industry—</i> Director of Civilian Leather Supplies, Leather Control, Telephone House Harpur Street, Bedford.	Linings, outsides, reinforcing fabrics for manufacture of boots and shoes.
PC	<i>Plastics Industry—</i> Plastics Controller, Universal House, 56/60 Buckingham Palace Road, London, S.W.1.	Woven fabric, incorporated in plasters.
WC	<i>Wool Industry—</i> Wool Control, Bradford.	Cotton yarn used in the woollen industry for the production of mixture cloths with a content of not less than 15 per cent. wool.

<i>Symbol</i>	<i>Industry and address to which communications relating to approval of contracts should be sent</i>	<i>Type of product covered</i>
H	<i>Hosiery Industry—</i> Hosiery Rationing Committee, 2, Canning Street, Leicester.	All hosiery yarns spun from cotton or cotton and staple fibre.
P	<i>Paper Industry—</i> Paper Control, Great Western Hotel, Reading.	Mechanical cloths used in the paper industry e.g. paper-machine dry felts, rag-chopper felts, paper-cutter felts, etc.
RC	<i>Rubber Industry—</i> Rubber Control, Empire House, St. Martins le Grand, London, E.C.1.	Cotton used in the rubber industry for reinforcement of rubber hose for rubber belting cotton for gas masks, masks, for rubber footwear, etc., but excluding cotton used for tyres.
IC	<i>Cotton for Electrical Insulation (Cable and Covered Conductors Industries)—</i> Inter-Services Sub-Committee A, Ministry of Supply, Iron Trades House, Grosvenor Place, London, S.W.1.	Cable cloths insulating yarn.
NF	<i>Narrow Fabrics and Braids Industries—</i> Narrow Fabrics Directorate, Ministry of Supply, 28, Quay Street, Manchester, 3.	Narrow fabrics as defined in the Narrow Fabrics Order No. 1: i.e. woven fabrics less than 18 in. in width; e.g. belting (other than rubber impregnated), tapes, webbings: flat or tubular braids but not cords. Solid woven belting of all widths.
DC	<i>Cordage—</i> Directorate of Cordage Production, The Grange, Newtown Common, Near Newbury, Berks.	All cotton twines, cords or ropes, including braided cords, and cotton packing.
TT	<i>Tyre Industry—</i> Ministry of Supply (T.T.2), Empire House, St. Martins le Grand, London, E.C.1.	Cotton requirements for all tyres except for aircraft.
RT	<i>Rubberised Textiles—</i> 4th Floor, St. James Buildings, 89, Oxford Street, Manchester, 1.	Cotton piece goods for manufacture of rubberised and synthetic rubberised textiles.
J	<i>Jute Industry—</i> The Jute Control, Dundee.	Cotton yarn for partial replacement of Jute in various fabrics.
A	<i>Abrasives—</i> Abrasives Control, Palace Chambers, Bridge Street, S.W.1.	Cotton cloth incorporated in abrasives for all purposes.

(A.F.O. 4439/41 is cancelled.)

3483.—Log Books for American Propellers

(N.S. Air 5354/43.—29 Jul. 1943.)

Any service holding Hamilton hydromatic propellers, Type 23E50-313, serial Nos. 110292 and 106148, should apply for the corresponding log books to the Director of Stores, Admiralty, Union House, Lower Regent Street, S.W.1.

3484.—Machinery, etc., Shipped Direct from Contractors' Works—Transfer of Correspondence, etc., from Park Royal to Admiralty

(N.S. 829/43.—29 Jul. 1943.)

With reference to the arrangements already in force for shipment of machinery, etc. (Vote 8/III), direct from contractors' works to be dealt with at the Admiralty, and not by the Superintending Naval Store Officer, Park Royal, shipping specifications, correspondence, etc., should now be addressed to Director of Stores (1.J), Admiralty, Whitehall, S.W.1.

(A.F.O. 5705/42 is cancelled.)

3485.—Officers' Mess Traps—Glass Tankards

(V. 2841/42.—29 Jul. 1943.)

Glass Tankards, $\frac{1}{2}$ pint, to which the pattern No. 126T, has been assigned, will in future be supplied to Officers' Messes in H.M. Ships and Establishments at home, in substitution for one-third of the number of Tumblers, Pattern P.437, at present allowed.

2. H.M. Ships and Establishments Commissioning at Home, will in future be supplied with tankards up to one-third of the present scale allowances of tumblers, P.437. H.M. Ships and Establishments already in commission at home should draw tankards in respect of one-third of the scale allowances of tumblers, P.437 as replacements of tumblers become necessary.

3. Tumblers only will continue to be supplied to H.M. Ships and Establishments abroad pending further instructions.

(C-in-C., Home Fleet's No. 428/H.F. 801/46 of 26 Mar. 1943.)

(C-in-C. The Nore's No. 7497/405 S. of 23 Dec. 1942.)

(A.F.O. 94/42.)

3486.—Petroleum Board—Supplies from—Accounting Arrangements

(D.N.A. 11586/43.—29 Jul. 1943.)

The accounting arrangements in respect of all supplies of petroleum and oil obtained from the Petroleum Board are as follows:—

(1) The form of receipt for supplies is issued by the Petroleum Board in duplicate and each set of forms bears a distinctive and separate ticket number. One copy of the form is retained by the Board's Regional Depot for forwarding to the Board, the other is passed to the recipient of the supply.

(2) The copy returned to the recipient of the supply (e.g., the driver of a vehicle or other representative of the purchasing officer) is to be promptly surrendered to the purchasing officer for accounting purposes. It is to be used in lieu of Form D.55 and will be the supporting receipt to the yard, or depot accounts.

(3) A statement of all supplies received is to be rendered in the following form by each yard, base or other establishment, as early as possible after the end of each month directly to the Director of Navy Accounts, Branch 6, Foxhill Hutments, Bath, who will make payment to the Petroleum Board for all supplies:—

Date of Supply.	P. Board Ticket No.	Quantity and description of supply.	No. of Containers.		Place of delivery.
			Supplied.	Returned.	

(4) The statement should also be supported by a certificate from the officer authorising the purchase that the supplies detailed in the statement were required for Admiralty service.

(A.F.Os. 3744/39—not in annual volume—3421/39, 2038/42 and 2893/43 are cancelled.)

A.F.O. 3487.—Protective Clothing—Gratuitous Issue to Executive Branch Officers on First Appointment

(V. 2651/43.—29 Jul. 1943.)

A free issue of the undermentioned items of protective clothing is to be made to Commissioned, Subordinate and Warrant Officers of the Executive Branch of the R.N., R.N.R. or R.N.V.R., including officers on T.124 agreements or variants, entered on and after the 8th April, 1943:—

Gum boots	1 pair.
Sea boot stockings	2 pairs.
Oilskin coat	1 No.
Oilskin sou'wester	1 No.

2. The issue is to be made normally in the ship or establishment in which the officers are borne when promoted to officer rank, or, in the case of direct entries, in the ship or establishment to which they are first appointed.

3. Individual receipts for the articles issued are to be obtained by the Accountant Officer and forwarded into office with his clothing account in the usual way.

4. All issues of protective clothing under this Order are to be noted in the officer's pay book (S.43A).

5. If any of the items are not required, or not taken up, no money payment is allowable in lieu.

3488.—Stores and Correspondence for the Naval Store Department—Glasgow Area

(N.S. 03456/43.—29 Jul. 1943.)

The undermentioned particulars regarding addresses to which correspondence and stores for the Glasgow Area should be forwarded are promulgated for information.

Establishment	Address for Correspondence and stores	See Notes 1 and 3	Telephone numbers	Stores accommodated
Area N.S. Offices, St. Enoch Hotel, Glasgow, C.1.	Suptg. Naval Store Officer, Naval Offices, St. Enoch Hotel, Glasgow, C.1.	C	Central 8700 Extn. 115	Central Offices for Naval Store Business. Transport, Staff and wages. No storage accommodation.
R.N. Store Depot, Brunswick Street.	S.N.S.O., R.N. Store Depot, 110, Brunswick St., Glasgow, C.1.	C and N.S.	Central 8700 Extn. 192	Naval Stores (ex Subhead "F") other than heavy lifts. Outward shipping.
R.N. Store Depot, Stamford Street.	S.N.S.O., R.N. Store Depot, Stamford Street, Glasgow, S.E.	N.S. (see note 1)	Central 8700 Extn. 210 Bridgeton 1625	Subhead "F" (electrical) other than D/G cable and heavy lifts.
R.N. Store Depot, Dumbreck Road.	S.N.S.O., R.N. Store Depot, 69, Dumbreck Road, Glasgow, S.1.	C and N.S.	Central 8700 Ibrox 1175	W/T and Radar (stores by rail via Maxwell Park Station).
R.N. Store Depot, Cook Street.	S.N.S.O., R.N. Store Depot, L.M.S. Siding, Cook Street, Glasgow, C.5.	N.S. (see note 1)	South 0311	Stores in transit for H.M. ships and services. Inward shipments.
R.N. Store Depot, Agamemnon Street, Dalmuir.	S.N.S.O., R.N. Store Depot, Agamemnon Street, Dalmuir.	N.S. (see note 1)	Central 8700 (Dalmuir Store) Clydebank 1455	Chain cable, mooring gear, electric cable, oils, P/V equipment, scrap, boats, lockers and firebricks. Heavy lifts.
R.N. Store Depot, Paisley.	S.N.S.O., R.N. Store Depot, Power Station, Blackhall Street, Paisley.	N.S. (see note 1)	Paisley 5303	Boiler tubes commissioning stores, etc.

Notes

(1) Correspondence for Stamford Street, Cook Street, Dalmuir and Paisley should be addressed to Brunswick Street.

(2) Stores for ships building or refitting should be addressed to the shipyard concerned (unless otherwise ordered), existing instructions regarding job numbers for H.M. ships being strictly followed.

3. C=Address for correspondence. N.S.=Address for stores.

(A.F.O. 2525/40—not in annual volume—is cancelled.)

3489.—Stores for R.N. Air Stations, Hatston and Twatt

(N.S. 03138/43.—29 Jul. 1943.)

Much delay and inconvenience is caused due to the fact that stores for R.N. Air Stations Hatston and Twatt, are being despatched via Thurso, at which port there are very limited facilities for handling stores.

2. All rail consignments of stores for Hatston and Twatt should be forwarded via the Naval Store Officer, H.M. Naval Base, Invergordon, for onward shipment by Store Carrier. This does not apply to Naval Armament Stores regarding which separate instructions have been issued.

3. The Naval Store Officer, Invergordon, should be informed by signal in cases of extreme urgency, and requested to forward the stores by the quickest possible route.

(A.F.O. 4322/41—not in annual volume.)

*3490.—Wireman (J) Branch—Badges

(V. 2631/43.—29 Jul. 1943.)

The non-substantive badges for wear by ratings of the Wireman (J) Branch are as shown below:—

Petty Officer Wireman (J) ...	Existing badge for Leading Torpedo Man (Low Power) (Patterns 125A and 125B) with letter "J" below.
Leading Wireman (J) ...	Existing badges for Leading Torpedo Man (Patterns 123A and 123B) with letter "J" below.
Wireman (J) ...	Existing badges for Seaman Torpedo Man (Patterns 134A and 134B) with letter "J" below.

2. The issuing prices for the torpedo badges described above are given in A.F.O. 3292/42, and prices and pattern numbers for the letter "J" are as follows:—

Pattern No.	Issuing Price
	s. d.
106A Red. Letter "J" ...	— 1 each.
106B Blue. Letter "J" ...	— 1 for 2.

3. The first issue of two red and three blue badges and letters may be made gratuitously to any of the men now serving who were not given badges with their initial free kit. Future entrants are to be given the necessary badges with their initial free outfit in the usual way. Replacements will be provided by the men out of Kit Upkeep Allowance.

(A.F.Os. 3292/42 and 1542/43.)

3491.—W.R.N.S.—Uniform Kits—Air Mechanics

(V. 3927/43.—29 Jul. 1943.)

A.F.O. 328/43 is to be amended as follows:—

Class C

Categories.

Delete :

"*Ratings in R.N.A.S. Workshops".

Insert :

"Air Mechanics ; Wrens (M) (Air) ;"

Free Issue.

To categories entitled to †2 cotton flannels *add* :—
" Air Mechanics ; Wrens (M) (Air) "

Loan Issue.

To categories entitled to " †2 overall suits, 1 piece," *add* :—
" Air Mechanics ; Wrens (M) (Air) "

From categories entitled to " †1 overall suit, 1 piece," *delete* :—
" Ratings in R.N.A.S. Workshops."

(A.F.Os. 328/43 and 746/43.)

(FONAS No. 4352/945/46, 7 July, 1943.)

Section 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

3492.—Amendments to Books

(E.F.O.—29 Jul. 1943.)

The undermentioned amendments (A.F.Os. P.432—447/43) 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.

Demands from Shore Establishments in the Portsmouth Command should be sent to the Portsmouth Book Office, 54, Bedford Street, Leamington Spa, Warwickshire, and from other Shore Establishments at home to R.N. Store Depot, Park Royal, London, N.W.10.

Amendments required for personal copies of the main books should be obtained from Distributing Authorities abroad, and from Park Royal when the Officer or rating is serving at home.

- A.F.O. *P.432/43.—B.R. 378 (X)—Kingfisher A.S.E.—Amendment No. 5.
*P.433/43.—B.R. 378 (A)—Swordfish A.S.E.—Amendment No. 11.
*P.434/43.—B.R. 380 (B)—Barracuda S.C.L.—Amendment No. 2.
*P.435/43.—B.R. 378 (B)—Barracuda A.S.E.—Amendment No. 10.
P.436/43.—O.U. 6090B—Range Table No. 232 for 4.7-in. Guns—Amendment.
P.437/43.—B.R. 632 (C)—Gunnery Training Manual, Volume III—Amendment No. 4.
P.438/43.—B.R. 772—Maintenance of Torpedo Tubes Fitted with H.P. Firing Gear—Amendment No. 2.
P.439/43.—B.R. 812—Drill for 40-mm. Mark IV Guns on Twin Mark IV Mounting, 1943—Amendment No. 1.
P.440/43.—B.R. 120 (5)—August, 1942—Amendment No. 5.
P.441/43.—B.R. 260/41—Handbook of the Mark XX Sinker—Amendment No. 5.
P.442/43.—B.R. 295—Handbook for Naval Rangefinders and Inclometers, Volume I—General Amendment No. 1.
P.443/43.—B.R. 317—Guard Cover for Mining Drill Book—Amendment.
B.R. 317 (2)—Mining Drill Book—Preparation of Soluble Plug Fittings—Amendment No. 3.
B.R. 317 (16)—Mining Drill Book—Preparation of Flooder Units—Amendment No. 3.
*P.444/43.—B.R. 378 (C)—A.S.E.—Firefly—Amendment No. 1.
P.445/43.—B.R. 875—R.F.A. Handbook—Amendment No. 3.
P.446/43.—B.R. 635—Regulations for Maintenance of 18-in. Marks XI, XII and XV Type Torpedoes—Amendment No. 9.
P.447/43.—B.R. 669—Instructions for the Conduct of Cash Duties—Amendment.

* Exceptionally A.F.Os. P.432, P.433, P.434, P.435 and P.444 will be distributed, without demand, by the Superintending Naval Store Officer, R.N. Store Depot, 191A, Askew Road, Shepherds Bush, W., who holds the stock of the parent book.

(A.F.O. 3342/43.)

3493.—A.M.S.Is.

(E.F.O.—29 Jul. 1943.)

There are no Admiralty Merchant Shipping Instructions for distribution with this issue of A.F.Os.

(A.F.O. 3343/43.)

3494.—Air Publications—Return of Surplus Copies

(N.S. Air 1575/43.—29 Jul. 1943.)

Attention is directed to paragraph 8 of the instructions contained in A.P. (N) 1 concerning the return of unwanted A.Ps., B.Rs., etc. Instances have recently been brought to notice where publications have not been returned from Services when the types of aircraft to which they apply have been changed.

2. In order that requirements of all Services may be met, it is essential that the action required by the above-quoted instruction shall be complied with in every instance.

3495.—Gunnery Publications—Withdrawal of Surplus Copies

Shore Establishments at Home

(G. 3840/43.—29 Jul. 1943.)

The stocks of several gun handbooks, drill books, etc., particularly the older books, are becoming exhausted.

2. It is essential to avoid reprinting such books as much as possible, and Local Book Offices, Coastal Force Bases, Gunnery Schools and other Shore Establishments at Home are to take stock of their gunnery books and are to return to store any copies for which no immediate requirements are foreseen. C.Bs. should be returned to M. Branch (Books), National Maritime Museum, Greenwich, S.E.10, and O.U.s. and B.Rs. to S.N.S.O., R.N. Store Depot, Edgware Road, Cricklewood, N.W.2.

3496.—B.R.141.—R.M. Clothing, Appointments, etc., Issuing Prices, etc.—Reprint

(V. 3301/43.—29 Jul. 1943.)

The above publication has now been reprinted and copies will shortly be distributed to ships and services concerned without demand.

2. On receipt of this reprint, copies of the earlier edition and errata thereto are to be disposed of in accordance with the instructions in B.R.1.

3497.—B.R. 317 (6), (7) and (10) Mining Drill Book—Cancellation

(T. 1814/43.—29 Jul. 1943.)

Pamphlets B.R. 317 (6), B.R. 317 (7) and B.R. 317 (10) of the Mining Drill Book are cancelled.

3498.—O.U. 6353 (41)—British Merchant and Fishing Vessels Sunk or Damaged and O.U. 6353 A (41) Foreign Merchant and Fishing Vessels sunk, by the Enemy from outbreak of War to 28th February, 1941.

(T.D.557/40, 570/40.—29 Jul. 1943.)

Supplements to the above-named publications are issued periodically, usually monthly, without demand, in accordance with the approved distribution list, from the R.N. Store Depot, 307 Elveden Road, Park Royal, N.W.10.

(A.F.Os. 2436/41, 5215/41, 5342/41—not in Annual Volume—508/42, 1846/42 and 3457/42 are cancelled.)

3499.—Form O.6—Ammunition Labels—Additions

(A.S./Sta. 16212/43.—29 Jul. 1943.)

Serial No.	Description	Where used	Page in Form O.6	Sta. No.
N.871	7 Signals, Emergency, five star, white.	On bottom of cylinder No. 408.	36	16212/43

2. Demands should be made as necessary in accordance with A.F.O. 97/43.

(A.F.O. 97/43.)

3500.—Form S.1098—Errata No. VII

(N.S. 24326/43.—29 Jul. 1943.)

The seventh errata to Form S.1098 has now been prepared, and copies will be supplied from Park Royal, without demand, to all H.M. Ships and Establishments concerned.

3501.—Form S.1563—Issue

(T.01105/43.—29 Jul. 1943.)

A new Form S.1563, is being introduced for use in H.M. ships when reporting failures of Ahead Throwing Weapons.

2. The establishment is 10 copies to each ship fitted.

3. Ships concerned are to demand copies from the Naval Store Officer, R.N. Store Depot, 307 Elveden Road, Park Royal, London, N.W.10.

3502.—A.B.C.A. Map Review—REPORT

(N. 27397/42.—29 Jul. 1943.)

Commencing on 7th August, 1943, distribution will be made without demand to ships and naval establishments of the A.B.C.A. Map Review. The Map Review is a sheet, 40 in. by 30 in., having on one side a coloured map of the world with an illustrated summary of the war news of the preceding fortnight. On the other side is some feature of interest, e.g. a map of the Mediterranean, photographs illustrating the Chinese war effort, etc.

2. The map review is issued fortnightly. It should be displayed on a notice board or bulkhead.

3. The side which has the current news and the map of the world should first be exhibited. After a few days the sheet should be reversed, so as to show the other side. Since the information on this second side is of semi-permanent interest the sheets should be retained after exhibition for subsequent reference.

4. The Map Review is popular in style and its object is to help ships' companies to follow intelligently the progress of the war. To achieve this purpose it is important that it should be displayed in sufficient numbers and in such places (including Canteens and Information rooms) as will enable every man to have a reasonable opportunity to examine it. The Information Officer (C.A.F.O. 2206/42) will normally be responsible for arranging display.

5. It is not considered necessary for the Map Review to be issued to officers messes, in which newspapers and periodicals are normally more freely available.

6. To ensure that the numbers supplied are adequate and, on the other hand, to effect economy in paper, ships and establishments should report if the number of copies supplied is found to be too small or too great. Where supply is made direct from Admiralty these reports should be made to the Secretary of the Admiralty (for D.E.D.). Where supply is through Administrative or Distributing Authorities this information should be sent to them.

(C.A.F.O. 2206/42.)

3503.—Certificates of Registry for British Ships—Issue

(T.D./M.4519/40.—29 Jul. 1943.)

New Certificates of Registry to replace certificates mislaid, lost or destroyed have been issued to the undermentioned British vessels under Section 18 of the Merchant Shipping Act, 1894 :—

Name	Description	Official Number	Port of Registry
" Afon Dulais "	Steamship	130055	Llanely
" Ayesha "	Motor yacht	149187	Colchester
" Baltrover "	Steamship	132840	London
" Berwick "	Sailing barge	120698	London
" Black Dragon "	Motor vessel	131806	Southampton
" Black Joke II "	Motor yacht	162942	Exeter
" Bluebell "	Sailing vessel	95304	Ipswich
" Brita "	Motor yacht	167067	Hull
" Britannia "	Sailing vessel	121062	Hull
" Cacouna "	Motor vessel	162785	Southampton
" Caplin "	Auxiliary motor vessel	111397	Bridgwater
" Cathay "	Steamship	148843	Glasgow
" Commander Horton "	Steam trawler	136233	Hull
" Crissie "	Fishing vessel	C.Y.341	Oban
" Dandolo "	Steam trawler	129341	Aberdeen
" Deloraine "	Steamship	113920	Glasgow
" Demoiselle "	Motor vessel	163631	Southampton
" Dormouse "	Motor vessel	149255	Southampton
" Dromus "	Motor vessel	166560	London
" Eileen "	Motor yacht	164045	Glasgow
" Ellida "	Motor yacht	136285	Glasgow
" Engadine "	Motor tug	168020	London
" Faolag "	Fishing vessel	C.Y.68	Castlebay
" Farewell "	Motor yacht	114567	Southampton
" Favorite "	Sailing barge	11233	Rochester
" Forresbank "	Motor vessel	148857	Glasgow
*" Fubbs "	Motor yacht	165082	Southampton
" Gien Mie "	Motor vessel	67864	Peel, I.O.M.
" Graygarth "	Steamship	135691	Southampton
*" Hikibydo "	Motor yacht	131791	Southampton
" Industry "	Lighter	121058	Hull
" Ismaila "	Steamship	168047	London
" Jontoni "	Motor yacht	166157	Littlehampton
" Kirkaline "	Tank lighter	139901	Dundee
" Lamorna "	Motor yacht	114558	Southampton
" Lilida "	Motor yacht	166788	Southampton
" Miervaldis "	Steamship	120461	Swansea
" Minna Dhu "	Motor vessel	124513	Southampton
" Miralda "	Motor vessel	162134	Cardiff
" Mooncrest "	Steamship	168159	London
" Nausikaa "	Motor yacht	166837	Southampton
" Nellie Laud "	Steamship	135263	Leith
" Northmoor "	Motor vessel	160612	London
" Oceana "	Motor yacht	80271	Cowes
" Otia "	Yacht	128616	Cowes
" Panopia "	Fishing vessel	127046	Buckie
" Paula "	Motor yacht	120330	Colchester
" Preesall "	Steamship	132413	Fleetwood
" Raven "	Motor yacht	132902	Colchester
" Richard Sugden "	Motor barge	160034	Hull
" Robina "	Steamship	135726	Belfast
" Rochester "	Steam trawler	109529	Lowestoft
" Rockville "	Steamship	144725	Liverpool
" St. Jude "	Fishing vessel	C.Y.39	Oban
" Satyr "	Motor vessel	149291	Southampton
" Sea Flower "	Fishing vessel	C.Y.107	Oban
" Silver Cloud "	Motor yacht	164757	Greenock
" Silver Spray "	Fishing vessel (sail)	C.Y.126	Castlebay

Name	Description	Official Number	Port of Registry
"Starbank"	Steam trawler	133620	Leith
"Swift"	Steamship	113604	Hull
"T. H. Burton"	Motor vessel	162357	Liverpool
"Vireo"	Steam trawler	133392	Hull
"Vulturino"	Steamship	135597	London
"W. H. Podd"	Fishing vessel (steam)	128767	Glasgow
"Winefride"	Motor yacht	162932	Beaumaris
"Wyvern"	Auxiliary motor vessel	145847	Cowes
"Yewglen"	Steamship	137788	Glasgow
"Zeta"	Motor vessel	148932	Glasgow

* The original certificate has been recovered and cancelled.

2. On arrival in United Kingdom ports of any of the above-named ships, Naval Control Service Officers should ascertain whether the original certificate of registry has been found, and if so it should be returned to the Director of Trade Division, Admiralty, S.W.1.

(A.F.Os. 1307/42, 3302/42, 6336/42 and 2681/43 are cancelled.)

3504.—H.M.S. "Viking" and S.S. "Viking"—Delay in Mails Caused by Using Incorrect Prefix

(M. 07253/43.—29 Jul. 1943.)

Mail for the L.S.I. vessel named s.s. "Viking" (at present used as accommodation ship) is being incorrectly addressed "H.M.S." and consequently delivered to H.M.S. "Viking".

2. Care must be taken that correspondence intended for the L.S.I. vessel s.s. "Viking" is correctly addressed with the prefix "s.s."

3. All personnel (naval and civilian) accommodated aboard s.s. "Viking" should be instructed to inform relatives, etc, that correspondence must be addressed s.s. "Viking".

3505.—Mails Delayed in Merchant Vessels—Appointment of Port Liaison Officers (Mails)

(M.2025/43.—29 Jul. 1943.)

Experience has shown that many cases of delay to mails are attributable to merchant vessels being diverted en route, or being delayed in sailing.

2. To counter this, in regard to despatches from the United Kingdom, Port Liaison Officers (Mails) have been appointed to the following ports:—

Greenock	Londonderry
Glasgow	Cardiff (for Bristol Channel).
Liverpool	

3. One of their main duties will be to ensure that delays of this nature do not recur.

4. It is, however, impracticable to appoint such officers to the smaller shipping ports and arrangements are to be made at all ports in the United Kingdom other than those mentioned in paragraph 2 above for reports to be forwarded to Admiralty by signal in the following cases:—

(a) On the arrival of a merchant ship carrying mail which has been diverted en route.

(b) On delay in sailing of a merchant ship on which mail has been loaded. This report should contain an estimate of the duration of the delay.

3506.—Radar Material Section—Signal Department—Admiralty—Address

(S.D. 012113/43.—29 Jul. 1943.)

From Friday, 11th June, the Radar Material Section of D.S.D., previously serving at Bath, was transferred to London.

2. Since that date all matters dealing with allocation and fitting of Radar in so far as they affect D.S.D. have been dealt with in London.

3. All signals concerning Radar matters previously addressed to D.S.D. (Bath) are to be addressed D.S.D. (London).

4. V/S, W/T, R/T, D/F, Wa/T, and S.R.E. will for the present continue to be dealt with at Bath.

(A.G.M. 35A, 8 Jun. 1943, is cancelled.)

3507.—Repair Bases, Corpach and Dunstaffnage—Communications

(M. 1836/43.—29 Jul. 1943.)

With reference to A.F.O. 3113/43, to avoid confusion, the short titles of the Chief Constructors-in-Charge at these repair bases should be amended to read "C.C. Corpach" and "C.C. Dunstaffnage" respectively.

(A.F.O. 3115/43.)

3508.—R.N. Auxiliary Hospital, Rainhill—Open for the Reception of Patients

(M.D.G. 27875/43.—29 Jul. 1943.)

The R.N. Auxiliary Hospital, Rainhill, Liverpool, is now open for the reception of patients.

2. The telephone number is: Rainhill 191-192, and the telegraphic address is: NAVOSPITAL, Rainhill.

Section 6.—SHORE ESTABLISHMENTS

3509.—Position of Civil Servants in regard to War and Other Injuries during the Emergency Period

(C.E. 9356/43.—29 Jul. 1943.)

Certain rates under the Personal Injuries (Civilians) Scheme, 1941 (A.F.O. 414/42) have been revised as under:—

Part II

Injury Allowances

Rates of injury allowances (Article 9)—revised with effect from the 19th April, 1943:—

(i) Male person who is married and whose injury may be compensated on the higher scale, i.e. a war service injury or a war injury sustained by a gainfully occupied person:—

Not in hospital	43s. 9d.
In hospital	35s. 0d.

(ii) All other persons except unmarried persons under 18 years of age:—

Not in hospital	35s. 0d.
In hospital	24s. 6d.

Part III

Pensions and allowances in respect of Injuries causing Serious and Prolonged Disablement or Death

(a) Pensions to disabled persons (Article 11)—revised in two stages:—

(i) With effect from the 4th February, 1942:—

Increased rates for injuries which may be compensated on the higher scale:—

Male person aged 18 and over	37s. 6d.
Male person aged under 18	18s. 9d.
Female person aged 18 and over	27s. 6d.
Female person aged under 18	15s. 0d.

(ii) With effect from the 21st April, 1943:—

Current rates for all classes of injuries:—

All persons aged 18 and over	37s. 6d.
All persons aged under 18	18s. 9d.

(b) Allowances to disabled persons in respect of wives (Article 12)—revised with effect from the 4th February, 1942 :—

The maximum additional weekly allowance 9s. 2d.
awarded to a person living with his wife.

(c) Allowances to disabled persons in respect of dependant children (Article 13)—revised with effect from the 4th February, 1942 :—

(i) Dependent children of a male person in respect of whose wife no allowance is being paid, or dependent children of a female person :—

First child	9s. 2d.
Second child	7s. 1d.
Each additional child	5s. 5d.

(ii) Dependent children of a male person in respect of whose wife an allowance is being paid :—

First child	7s. 1d.
Each additional child	5s. 5d.

(d) Pensions to widows of deceased persons (Article 15)—revised with effect from the 2nd February, 1942 :—

(i) Pension payable to a widow aged 40 years and over, 25s. 0d.
or awarded an allowance in respect of a dependent child of her husband, or incapable of self support.

(ii) Pension payable in all other cases 17s. 6d.

(iii) Over-riding maximum for allowances awarded to 17s. 6d.
widows who were separated from their husbands at the time of their decease.

(e) Allowances to widows of deceased persons in respect of dependent children (Article 16)—revised with effect from the 2nd February, 1942 :—

First child	9s. 6d.
Second child	7s. 0d.
Each additional child	5s. 6d.

(f) Pensions to dependent children of deceased persons (Article 17)—revised with effect from the 2nd February, 1942 :—

(i) Pensions awarded to children of a male person who are not residing with or under the control of his widow being a widow who was eligible for a pension at the time of his death :—

First child	9s. 6d.
Second child	7s. 0d.
Each additional child	5s. 6d.

(ii) Pensions awarded to children of a male person provided that there is no pension payable to the widow and the children are motherless or have been removed from the control of their mother, and pensions awarded to the children of a female person :—

First and each additional child 11s. 0d.

(g) Pensions to parents of deceased persons (Article 18)—revised with effect from the 2nd February, 1942 :—

The minimum pension payable to parents in need 6s. 6d.
of such pension.

(A.F.O. 414/42.)

3510.—Dispersal Bonus—Effect of Increases of Pay

(L. 5281/43.—29 Jul. 1943.)

When dispersal bonus has been calculated in accordance with the provisions of A.F.O. 5101/42, no account is to be taken of subsequent rises in the pay of individual workmen, e.g. by way of bonus increases, class rises, award of classified rates, etc. In effect, the amount of dispersal bonus, once calculated, remains constant.

(A.F.O. 5101/42.)

3511.—Special Paid Leave for Industrial Employees Attending Home Guard, Air Training Corps, etc., Camps and Courses

(L. 5839/43.—29 Jul. 1943.)

A.F.O. 1276/43 is to be amplified as follows :—

(a) No qualifying period of service is required for the grant of this special paid leave.

(b) The amount of special leave with pay should normally be limited to a maximum of 6 days a year, any extra days being taken out of annual leave allowance: local officers have discretion, however, to extend this maximum to 9 days for employees whose leave entitlement does not exceed 6 days annually (*see* Home Dockyard Regulations, Appendix I).

(c) Payment for this special leave should be calculated on the same basis as for annual paid leave, i.e., at ordinary time rate.

(d) If workpeople receive pay (e.g., compensation for loss of earnings), as distinct from allowances, in lieu of accommodation or rationing, from Service Authorities while on leave, payment for periods of special leave should be abated by the amount of pay received from Service sources. This proviso will not operate for days taken out of annual leave (*see* (b) above).

(A.F.O. 1276/43.)

3512.—Admiralty Civil Police—Supply of Mark III Pattern Spectacles for use with A/G Respirators

(C.E./M.D.G. 10863/43.—29 Jul. 1943.)

The supply at the public expense of Mark III pattern spectacles for use with A/G respirators has now been extended to members of the Admiralty Civil Police.

2. The issue of these spectacles is to be limited to those men whose vision without the aid of spectacles would be such as to incapacitate them for effective duty when wearing an A/G respirator.

(A.F.O. 1187/43.)

3513.—Extended Employment of Women Industrials in Admiralty Establishments in Wartime—Rates of Pay, Conditions of Service, and Returns

(L. 7110/43.—29 Jul. 1943.)

Subsequent to the promulgation of A.F.O. 3438/41, a considerable number of additional Fleet Orders relating to the extended employment of women in Admiralty Establishments has been issued. Accordingly, the various Orders on this subject have now been included in this Order. It should be noted that this Order does not embody any changes in existing instructions.

2. *Rates on Completion of Training (Skilled Labourers and Mechanics).*—Under agreements reached on the Shipbuilding Trade Joint Council :—

(a) Women who are engaged on work, which, according to the lines of demarcation already established by agreement or practice in H.M. Dockyards and other Admiralty Establishments, would normally be performed by mechanics, by skilled labourers of Schedules I to V and VII of the Skilled Labourer's Schedule (*vide* Appendix II, Instructions for the Conduct of Cash Duties), or by Storehouse Assistants, are, when trained, to be paid as follows :—

(i) If capable of performing the work without special assistance or supervision—the minimum of the basic rates (adjusted in accordance with A.F.O. 1997/43, paragraph 1), which would be payable to male workers similarly employed, plus Admiralty Industrial Bonus.

(ii) Otherwise, either 75 per cent. or 85 per cent. of the minimum of the basic rates payable to male workers similarly employed, plus a corresponding percentage of the Admiralty Industrial Bonus, according to the degree of special assistance or supervision required.

(b) In determining the percentage of base rate and of bonus payable to any woman, due regard must be paid to the following considerations:—

- (i) The formula quoted in paragraph 2 (a) (i) allows payment of the 100 per cent. rate in all cases where *either* the woman in question actually takes the place of a man on a "head for head" basis, or the amount of assistance or supervision is no greater than would be given if a man were employed.
- (ii) It will *generally* be true that a woman who has satisfactorily completed her training period (during the last weeks of which she has been in receipt of 75 per cent. of the man's total rate of pay) is deserving of advancement to one of the higher percentages. Where this is not so, consideration should be given to the desirability of transfer to other work; but if her skill and experience, while not sufficient to warrant payment of the 85 per cent. rate, yet are such that reversion would not be in the interests of the Service, she should continue to be paid the 75 per cent. rate for a further probationary period, subject to review at intervals. The determining factor in such cases will be the extent to which *special* assistance or supervision is required.

(c) The percentage rates to be paid as in paragraph 2 (a) (i), (ii), are to be determined locally in consultation and agreement with the Trade Union representatives concerned—in the case of the work of mechanics and of titular grades, the representative of the Craft Union concerned. Such local agreements will be immediately effective, but will be subject to confirmation by the Executive representatives of the Union or Unions concerned, and by the Admiralty (paragraph 9 refers).

Note A.—At Establishments other than the Dockyards (e.g. R.N. Air Stations), exactly the same arrangements hold as above, except that the women's rates will be based on the appropriate minimum rate (basic plus bonus) of the corresponding male grade in the Establishment concerned.

3. *Rates During Training (Skilled Labourers and Mechanics).*—Under agreements reached on the Shipbuilding Trade Joint Council:—

(a) During the training period, payment is to be made as follows:—

- (i) For the first eight weeks after entry, women are to be paid a basic rate of 26s. a week, plus women's bonus (at present 22s. plus 3s. time workers' bonus, where applicable).

Note (b).—Women who are already in receipt of a rate in excess of 51s., may retain that rate for Stage I of training, and until eligible to receive a higher rate in accordance with paragraph 3 (a) (ii) (iii), or paragraph 2 (a).

- (ii) At the end of eight weeks, and for a further 12 weeks, the basic rate and bonus described under 3 (a) (i) above, are to be increased by amounts calculated as follows:—

Basic Rate.—One-third of the difference between the basic rate of 26s. and the minimum basic rate payable to the grade of men who would normally be employed on the work in question. (In the case of women training for titulars' work, this will be the male titular rate).

Bonus.—One-third of the difference between the women's bonus (at present 22s., plus 3s. for time workers), and the Admiralty Industrial Bonus.

(Examples of the rates payable during Stage II of training to women employed on plain time work, or on job contract, are set out in A.F.O. 2572/43).

- (iii) At the end of 20 weeks, and for a further period of 12 weeks, they are to be paid a basic rate equal to 75 per cent. of the minimum basic rate payable to the grade of men who would normally be employed on the work in question, plus 75 per cent. of the Admiralty industrial bonus.

Note (c).—In the case of women replacing skilled labourers Schedules I and II, the Stage II training rate is at present higher than the 75 per cent. rate which should normally be

paid for Stage III, and the Stage II rate may, therefore, be retained for Stage III of training, and until the woman concerned is eligible for a higher rate under paragraph 2 (a).

- (b) Women who, during the training period, or after it, are found to be unsuitable or show insufficient skill, are to be transferred to such other work as may be available and suitable for them.
- (c) The normal training period of 32 weeks for women training for mechanics or skilled labourers' work of grades superior to Schedule I may exceptionally, if a woman possesses special experience, or has undergone a course of training before entry, be curtailed, and the appropriate percentage rate under paragraph 2 (a) (i) and (ii), be paid at any time, subject to certification of competency by the local officers, and to the agreement of the Trade Union representatives concerned.
- (d) In the case of women replacing skilled labourers of Schedule I, the training period will normally be curtailed on account of the relatively simple nature of the work involved. Women who have already attained a satisfactory degree of experience and efficiency should be placed at once on one of the rates (75 per cent., 85 per cent., or 100 per cent. of the minimum corresponding men's basic rate and of men's bonus) as in paragraph 2 (a), in consultation and agreement with the appropriate trade union representatives.

4. *Women replacing ordinary labourers.*—Under agreement reached on the Shipbuilding Trade Joint Council, women replacing ordinary labourers should be paid 80 per cent. of the basic rate and of the bonus payable to ordinary labourers in the establishment concerned.

5. *Girls employed on men's work.*—Girls of 16 and 17 years when employed on men's work may be paid as follows:—

Aged 16	Appropriate rate for adult women similarly employed, less 45 per cent.
Aged 17	Appropriate rate for adult women similarly employed, less 35 per cent.

6. *Overtime payments.*—Overtime payments are to be made in accordance with Sections A and B, Appendix IV of Cash Duties Instructions, as set out in paragraph 3 of A.F.O. 5347/41.

7. *Excluded categories.*—The following categories of female industrial employees are excluded from the scope of this A.F.O.:—

- Colour makers.
- Spinners in roperies.
- Telephone operators.
- Girl messengers.
- Women employed in R.N. Cordite Factory, Holton Heath, or R.N. Propellant Factory, Caerwent.
- Women employed in the laboratories of Armament Supply depots.
- Female examiners (non-mechanic) of the Naval Ordnance Inspection Department.
- All female employees, other than those at 5 above, for whom juvenile rates of pay have been authorised.
- Domestic grades (e.g. office cleaners, maids in R.N. hospitals).
- Canteen workers.

8. *Part-time Women Industrials on Men's Work.*—The arrangements for part-time women, generally, as set out in A.F.O. 2221/43, apply also in this case.

9. *Returns.*—(a) An agreed record should be kept of all jobs on which women are substituted for men. Departments are therefore required to forward the following particulars to the Secretary of the Admiralty (Labour Branch), in respect of each job carried out by women in substitution for men:—

- (i) Description of job.
- (ii) Class of male worker customarily employed on the job in the Establishment in peacetime. (In the case of skilled labourers, the schedule and number of the group should be reported.)
- (iii) The Union whose local representative has agreed to the substitution.

Note D.—A single copy only of this return is required and the signature of the local representative of the Trade Union concerned is not necessary. The purpose

of this return is to enable formal agreements to be compiled at the Admiralty, and after ratification by the Trade Union Executive, two copies are sent to the Establishment, one to be retained, and the other to be forwarded to the local representative of the Trade Union concerned.

(b) In order to obtain an accurate monthly statement of the number of females employed in lieu of males, reports should be forwarded on the first of each month in the form shown below :—

- (i) Number of females (in lieu of males) ;
 (a) entered during the preceding month,
 (b) discharged during the preceding month.

- (ii) Total number of females now employed in lieu of males.
 Whole-time and part-time employees should be shown separately.

The only categories of female industrials that are to be omitted from these returns are those grades in which women were regularly and normally employed in peacetime, e.g. Colour Women, Ropery Women and Office Cleaners.

Superintendents of Dockyards, etc., are requested not to make a summary of the returns rendered by Dockyard Departments, or by other Establishments under their control, but to collect and forward the returns rendered by each separate unit.

(Admiralty Letters L.9904/42 of 18 Aug. 1942 and 27 Jul. 1942; A.L. L.13873/42 of 18 Dec. 1942 and A.L. L.41/43 of 8 Jan. 1943.)

(A.F.Os. 5347/41, 6458/42, 1997/43, 2221/43, 2572/43.)

(A.F.Os. 3326/41, 3438/41, 86/42, 3182/42, 3323/42, 5229/42 and 1277/43 are cancelled.)

3514.—Factories (Canteens) Order, 1943—Application to Admiralty Establishments at Home : Provision of Buildings and Equipment for Industrial Canteens in Co-operation with Controller of Canteens

(L. 7330/43.—29 Jul. 1943.)

For convenience all previous instructions on the provision of buildings and equipment for industrial canteens in Admiralty Establishments have been consolidated in this Order which together with A.F.Os. 1279/43, 3015/43 and 3515/43, contains all current instructions relating to the setting up and operation of industrial canteens.

2. *Application of order.*—In compliance with the Factories (Canteens) Order, 1943, and the Docks (Provision of Canteens) Order, 1941, it has been decided that canteen (restaurant) facilities shall be provided in Admiralty Establishments in which 250 or more persons are employed, if the Ministry of Labour Inspector of Factories and/or the Ministry of Supply Canteens Department consider such provision necessary.

3. *Procedure in submitting proposals for new building work and maintenance of buildings.*—Accordingly in all cases where the Officer-in-Charge of an establishment decides that an industrial canteen (as defined in A.F.O. 3515/43, paragraph 2) should be set up or that an extension of or alteration to existing canteen facilities involving substantial expenditure under Votes 10 or 8 or both is necessary, proposals are in future to be submitted before any plans of new construction or adaptation of buildings, etc. are made. Details of the amount and character of work involved in the proposals should be stated in general terms only and a statement as to numbers of industrials and non-industrials employed in the establishment should be included. If such proposals are approved in principle, arrangements will be made at the Admiralty for a visit by a representative of the Controller of Canteens (Ministry of Supply) so that plans can be drawn up and agreed locally, in close consultation between the Controller of Canteens, the local Inspector of Factories, and all Admiralty departments concerned. Such plans, together with estimates of the cost involved, will then be forwarded to the Secretary of the Admiralty for any necessary approval in the usual way, i.e. showing expenditure under different Admiralty Votes. At the same time a schedule of equipment required should be forwarded as drawn up by the Ministry of Supply and agreed locally. Expenditure on such items of equipment is to be shown in the estimates under the appropriate heads of charge. As regards existing canteens, reasonable maintenance of the buildings and fixed plant may be undertaken on local approval; redecoration should be limited to that essential for hygienic reasons.

4. *Building standards.*—Normally the following considerations should be taken into account while plans are being prepared :—

- That mixed dining (i.e. non-segregation of sexes) is acceptable.
- That so far as possible an existing building in the establishment should be adapted for the purpose.
- That failing (b) the possibility of requisitioning suitable premises in the immediate neighbourhood should be considered.
- That if a new building has to be provided it will be of temporary construction.
- That the seating accommodation in the canteen will be based generally on an allowance of 10 sq. ft. per head.
- That the service in the canteen should be on the lines of a cafeteria.

In future no fixed standard as to the amount of seating accommodation to be provided will apply, but in each case sufficient accommodation shall be planned for the canteen to cater for the largest number of people who necessarily and regularly use it at the same time, or can be reasonably expected to use it in the future, regard being had to the desirability and practicability of staggering meal times, probabilities of expansion or contraction in the establishments, and the extent to which improvements in the canteen are expected to encourage more people to use it

5. *Supply of equipment : first supply and replacements ; redundant items.*—(a) The Admiralty, by agreement with the Ministry of Supply Canteens Department now obtains items of fixed and loose equipment (machinery, mess traps, kitchen utensils, etc.) for industrial canteens through the agency of the Canteens Department. Supplies will be arranged at headquarters, on receipt of the schedule and estimates mentioned in paragraph 1. In the case of fixed equipment and furniture normally chargeable to Votes 10 and 8 but not required in connection with new building work demands for supplies should be forwarded to the Admiralty showing detailed requirements under the respective heads of charge, and a statement giving the following information (or reference to an up-to-date previous report in which it is contained) :—

- Total number of employees in the establishment, industrial and non-industrial shown separately.
- Number of shifts and total number of employees on largest shift.
- Percentage of employees it is desired to supply.
- Percentage of employees it is desired to seat at one time, if more than 25 per cent.
- Details of existing buildings and plant (including fuel and sizes).

(b) Demands for new or replacement articles of loose equipment (messtraps and kitchen utensils) for industrial canteens may be sent direct to the Assistant Controller of Canteens (Plant), Ministry of Supply, Shell Mex House, Strand, London, W.C.2, and in this event Officers-in-Charge should furnish the particulars specified above as to the numbers of employees, size of shifts and existing buildings and plant. In addition they should be prepared to furnish such information in support of these demands as the Controller of Canteens may require, without reference to the Admiralty. Equipment ordered thus must be paid for at the prices stated by the Ministry of Supply as a charge to the canteen account, unless Admiralty approval has been given for it to be supplied as a charge to the establishment. (See A.F.O. 3515/43, paragraphs 1 and 6).

(c) All redundant kitchen or canteen equipment, fixed or loose, which is now Admiralty property, is to be regarded as part of a central pool. The Controller of Canteens is authorised to remove and use such equipment by arrangement with local officers.

6. *Installation of equipment.*—When only a small quantity of equipment is ordered it is left to officers of technical departments to arrange installation as under existing arrangements. When installation as well as provision of equipment is being undertaken by Ministry of Supply, it has been decided that the Controller of Canteens shall have discretion, in particular cases, to entrust Vote 8 and Vote 10 work involved in the installation of new canteen equipment to private contractors,

even when the work falls within a dockyard or other naval establishment. Such contract work, which will not include electrical installation, will normally be limited as follows:—

Gas and/or steam ...	All pipe-work, fittings, etc., from a point pre-determined and agreed by yard officers and Ministry of Supply.
Condense	All pipe work.
Cold water	All pipe-work fittings, etc. on the "dead" side of storage tank, or stop-cock on main as may be applicable.
Hot water	All secondary services, including calorifier.
Drainage	Terminating at traps on fittings, e.g., access traps on sinks, etc.
Domestic services ...	Water to lavatory basins, W.Cs., etc., will not be included. Contractors will leave suitable tees if required.

The carrying out of any necessary *water pressure tests* and the installation of *heating and ventilating plants*.

In addition, the contractor will be made responsible for providing the Admiralty with all necessary building drawings in connection with the contract work, i.e. trench drawings, etc.

The Ministry of Supply has agreed to be responsible for informing the Admiralty of the total cost of such installation work, for which any necessary Admiralty approval will be obtained. The contractor employed, although given his contract by the Controller of Canteens' Department, will work under the general supervision of the Admiralty Department which would normally be responsible for the installation.

(A.F.Os. 833/42 and 1634/43 are cancelled.)

(A.F.Os. 1279/43 and 3015/43.)

3515.—Factories (Canteens) Order, 1943—Organisation and Management of Canteens for Industrial Workpeople

(L.7331/43.—29 Jul. 1943.)

In continuation of A.F.O. 3514/43, the following expenditure in connection with the provision and maintenance of restaurant facilities for Admiralty industrial workpeople, in canteens opened before or since September, 1939, as long as they cater for 250 or more persons, or otherwise when special Admiralty approval has been given, shall be a charge to the Crown and shall be passed through the ordinary accounting system of the establishment:—

- (i) The cost of all building work and all initial supplies of equipment.
- (ii) The cost of maintenance of all buildings, and maintenance and renewal of fixed plant and canteen furniture (tables, black-out, floor covering, etc.).
- (iii) The cost of all rates and taxes levied on the canteen premises.
- (iv) The cost of electricity, steam, gas, water, telephones (*see* A.F.O. 1769/43, Section IV (3)), transport (*see* A.F.O. 2807/43) and other services used in running the canteen. The accounts for these supplies are to be referred quarterly (or at such other periods as may be requisite in connection with supplies from outside sources) to the Superintending Civil Engineer, the Superintending Electrical Engineer or other appropriate officer before payment. If charges arising in connection with these services or the consumption of any of the items mentioned be considered unreasonable, the account as preferred should be paid, but the matter reported with comments to the Head of the Establishment for transmission to the Secretary of the Admiralty (Labour Branch).

2. (a) All canteens which are normally used by not less than 250 industrial Admiralty employees, may be classified as "industrial". Following this decision, certain non-industrial canteens and luncheon or refreshment clubs, to which the financial arrangements set out in Treasury Circular 9/22, dated 6th April, 1922, have hitherto applied, are eligible to come within the provisions of this Order and of A.F.O. 3514/43.

(b) It is not intended, however, to disturb current arrangements unnecessarily, and the decision to change from "non-industrial" conditions of management, etc., to "industrial" conditions, as defined in the Orders quoted, will only be taken if a recommendation to this effect is submitted to the Secretary of the Admiralty (Labour Branch). Such recommendations should be supported by a statement giving full particulars of the size and capacity of the canteens, the numbers employed at the establishment, the composition of the Canteen Committee, arrangements for accounting and audit, and a copy of the last annual balance sheet, together with the information required by paragraph 7 (f) of this Order.

(c) When in future it is desirable, on grounds of administrative simplicity and economy, to set up mixed canteens for non-industrials and industrials, the canteen will be classed as "industrial" unless there are to be less than 25 per cent. industrial users.

3. Industrial canteens are now being operated (i) by an outside catering firm or contractor, or by an association or society of workpeople, on a profit-making basis; (ii) by the Admiralty, through a Canteen Committee (a voluntary committee of workpeople and management staff), or directly through the agency or with the advice of the Ministry of Supply; (iii) by a committee of workpeople on a non-profit-making basis, i.e. operated more or less on the principle laid down at paragraph 6 of this Order, no member of the committee holding other than a nominal financial stake in the canteen.

By agreement with the Ministry of Supply, the Admiralty has obtained the services of their Canteens Department as expert adviser in all matters relating to the setting up and organisation of industrial canteens, and can if necessary request the Canteens Department to act as their agent in running such canteens, either departmentally or by employing a contractor. If the Ministry of Supply employs a contractor, the canteen would be operated as those described at 3 (i) of this order, i.e. under the conditions set out in paragraph 4 below. If a canteen is run departmentally by the Ministry of Supply, capital expenditure and running costs will be borne by the Admiralty in the same way as in a canteen run entirely by a Canteen Committee. A Canteen Manager will be appointed and there will normally be an Advisory Committee representing workers and management, for the purpose of making constructive suggestions for improvements, the voicing of complaints and the discussion of any points likely to be beneficial to the operation of the canteens in general. The Manager will be an *ex officio* member of the Committee.

4. In Establishments where a canteen is operated by an outside catering contractor, etc., as under 3 (i) above, the form of agreement to be entered into should provide:—

(A) For the Admiralty to accept the obligations set out under paragraph 1.

(B) For the contractors to accept the following obligations:—

- (i) To provide in a clean, appetising and wholesome manner hot cooked meals, light refreshments, tea and other beverages during such hours as are required in the establishment to which the contract refers at such prices as shall be agreed with the Admiralty or with the Ministry of Supply acting as their agent. No alteration in prices shall be made without the prior written consent of the Admiralty or of the Ministry of Supply acting as their agent.
- (ii) The size of the portions provided must be subject to the reasonable approval of the Department or Ministry at any time.
- (iii) To provide such staff as is necessary to ensure quick and efficient service of all meals. The adequacy of the service provided must be subject to the approval of the Department or Ministry at any time.
- (iv) To pay fair and reasonable wages to their employees, and submit a list of such wages for the approval of the Department or Ministry.
- (v) To maintain all loose equipment (crockery, cutlery, kitchen utensils, etc.) in a thoroughly satisfactory condition and to the numbers of such items originally supplied by the Department or Ministry.
- (vi) To keep in a thoroughly clean condition the canteens, kitchens and all equipment therein, including tables and chairs.

(vii) To effect insurances for :—

- (a) workmen's compensation.
- (b) all third party risks including food poisoning or damage to the employees or property of the Department or Ministry.

(viii) Where a contractor is managing on behalf of the Ministry of Supply, to provide a weekly or monthly statement of the sales made in the canteens to the Controller of Canteens, Ministry of Supply, Shell Mex House, Strand, London, W.C.1.

5. (i) In all establishments where canteens are at present operating under the type of management described at 3 (i) the head of the establishment should report to the Secretary of the Admiralty (Labour Branch) as soon as possible any important differences between the form of agreement authorised above and the contract or agreement effective within the establishment, stating when the contract or agreement is due to expire, and commenting generally on the standard of service provided in the canteen(s). If the terms on which a canteen is operated are less formal, but the Head of the Establishment is satisfied that by comparison with the standard of service indicated at 4 (B), the canteen is being well run, a statement to this effect should be made.

(ii) In establishments where it is desired that an industrial canteen should be run by catering contractors, a provisional three-months' contract may be entered into by the Head of the Establishment on the terms set out at 4 (A) and (B) above. Covering Admiralty approval must subsequently be obtained, in any case before the contract is renewed.

6. In establishments where industrial canteens are operated by the Admiralty, as under 3 (ii) above, either (i) through a voluntary committee, or (ii) directly, through the agency of the Ministry of Supply, the principle upon which they must be run is that they should neither make profit nor incur loss after meeting the cost of—

- (a) goods used ;
- (b) wages of all canteen operatives ;
- (c) food supplied to the canteen operatives ;
- (d) maintenance and replacement of loose equipment ;
- (e) laundry ;
- (f) salaries of canteen managers and all other staff ;
- (g) overhead charges, e.g. Health and Unemployment Insurance for canteen employees, tickets used in the canteen.

7. In practice such canteens are in future to be run as follows :—

- (a) All the running costs set out at 6 (a) to (g) above are to be paid out of the canteen receipts which are the property of the Admiralty.
- (b) A canteen account is to be opened and maintained by the Cashier of the establishment and in no circumstances are the items appearing therein to be included in the cash account of the establishment. This account will be a statement of receipts and payments and should be balanced and forwarded quarterly, supported by vouchers to the Director of Navy Accounts. Expenditure under this account will not be chargeable under Navy Votes, and the question of dealing with any surplus or deficit will be considered as occasion arises. The account is, however, intended to be a self-balancing one, and, except in special circumstances, a surplus or deficit will be adjusted by raising or lowering prices in the canteen.
- (c) In any case, prices charged for all items sold in the canteens must be reported to the Admiralty for covering approval (if this has not already been done or unless the prices have been fixed by the Ministry of Supply), and no alterations in these prices are in future to be made without prior Admiralty or Ministry of Supply approval, except for items sold at a controlled price, e.g. chocolate, cigarettes, etc.
- (d) Bills passed to the Cashier for payment must be duly certified as correct by the Manager or person in charge of the canteen and countersigned by some person appointed by the Head of the Establishment who will, in canteens managed by a Canteen Committee, normally be the Chairman

or some other member of that Committee and, in canteens managed by the Ministry of Supply, an officer appointed in consultation with that department.

- (e) The Cashier's responsibility for bills on the canteen will be limited to actual cash transactions. He will also be responsible for the calculation and payment of salaries and wages of the canteen staff. Time sheets duly certified by the Manager or person responsible for time-keeping of the staff must be furnished to the cashier weekly. The Cashier will not be responsible for the maintenance of stock accounts and the compilation of balance sheets or such other statements as may be required. These, together with arrangements for audit, will be the responsibility of the person appointed by the Head of the Establishment as described at paragraph 7 (d).
- (f) All staff employed in these canteens will in future be Admiralty employees with either non-industrial or industrial status, and their services should be recorded in the service registers. Admiralty covering approval is necessary for all rates of wages and salaries at present being paid (except where these have been fixed by the Ministry of Supply acting as agent for the Admiralty) and a statement should be made as soon as possible by the Head of the Establishment or the Canteen Committee, as to the conditions of service of all canteen operatives employed in canteens of this type not under Ministry of Supply control, including the Manager or Manageress and any part-time labour.
- (g) No insurance of stocks of food, etc., nor against workmen's compensation or employers' liability risks need be effected. Plant and equipment is the property of the Admiralty and the Canteen Committee is not responsible for its insurance.

If the canteen is being run through the agency of the Ministry of Supply departmentally, the Cashier should forward a copy of the quarterly account, as rendered to Director of Navy Accounts, to the Controller of Canteens, Ministry of Supply, Shell Mex House, Strand, London, W.C.1. It will also be necessary to render to the Controller of Canteens :—

- (a) a weekly statement of the takings and total wages paid ;
- (b) a 4-weekly trading account and profit and loss account.

The Cashier is not to be responsible for making these statements which should be the responsibility of the person appointed by the Head of the Establishment as described at 7 (d).

8. (1) The lines on which industrial canteens of the type described at paragraph 3 (iii) above should be operated are as follows :—

- (a) The Canteen Committee will be required to meet the expenses set out in paragraph 6 of the Order, the Admiralty bearing the costs set out in paragraph 1.
- (b) Arrangements for audit of accounts annually are to be made to the satisfaction of the Head of the Establishment.
- (c) A list of current prices charged in the canteen, a list of salaries and wages paid to canteen staff, and a copy of the latest balance sheet or audited accounts are to be prepared by the Committee and forwarded by the Head of every establishment where canteens are operating under this form of management to the Secretary of the Admiralty (Labour Branch) at an early date, together with a note of the lines on which the canteen is operating, for information and covering approval; provided that such a report has not already been made in another connection within the last six months. Henceforward, changes in prices, salaries or wages are to be reported to Admiralty, similarly, and a statement of accounts forwarded annually.
- (d) In general, the continuance of a Committee as the managing body of the canteen will be subject to Admiralty approval of the standard of service provided in the canteen. The general obligations set out in paragraph 4 (b) of the Order, as binding on catering contractors operating an industrial canteen in an Admiralty establishment, will apply to a Canteen Committee operating a canteen under the terms of paragraph 3 (iii) of this Order, at least as regards items (i) to (vii) inclusive. The

Ministry of Supply, Canteens Department, Shell Mex House, Strand, London, W.C.2, will act as adviser to the Admiralty on standards of canteen service.

(2) Prior permission to set up new canteens under the terms of paragraph 3 (i) or (iii) of this Order or to transfer to either of these types of management in an existing canteen must be obtained from the Admiralty. It is not intended that further canteens should be operated under 3 (i) or (iii) other than exceptionally.

(3) It should be noted that the Admiralty has no responsibility for any debt accumulated by a Canteen Committee under 3 (iii) of this Order and that the Head of the Establishment should explain that in its dealings with tradespeople, etc., the Committee must make it clear throughout that the Admiralty is not the purchaser.

(A.F.Os. 4218/42, 4467/42, 5232/42 are cancelled.)

(A.F.Os. 1769/43 and 2807/43.)

3516.—Assistant Overseers, Grade II—Revised Overriding Maximum Rates of Pay

(C.E. 8418/43.—29 Jul. 1943.)

The first sentence of paragraph 2, Article 134, Instructions for the Conduct of Cash Duties (B.R.669), which deals with the rates of pay of Assistant Overseers, Grade II, is to be amended to read as follows :—

The maximum rate payable to Assistant Overseers, Grade II, inclusive of the additional pay, is 108s. 6d. for hired men, and 105s. or 105s. 6d. for established men, according to whether the latter are entitled to reckon their seventh day's pay as a pensionable emolument or not (see Article 4 (2) and Home Dockyard Regulations, Article 465, paragraph 5A in subsection (g)).

2. The revised maximum rates are to operate as from the 20th March, 1943.

3. B.R.669, Cash Duties Instructions, will be amended.

3517.—Contracts Orders and Letters

(C.P. 85225/43/2A.—29 Jul. 1943.)

There has been an increase in the number of requests received by the Director of Navy Contracts for copies of orders and letters. Records often show that copies were provided at the time the order or letter was issued and the provision of further copies often involves re-typing. In view of the urgent need for economy in the use of paper and labour it is essential that every care be taken to preserve all copies received until it is clear that they have fulfilled the purpose for which they are provided.

2. Delay in dealing with requests for copies is frequently caused owing to the reference number not being easily identifiable. All requests should therefore include :—

Reference number in full.

Date of issue.

Contractor's name in full.

Brief but clear description of store.

3518.—Foreign Currency—Disposal

(D.N.A. 11430/43.—29 Jul. 1943.)

Attention is drawn to A.F.O. 3152/43 in Section 2 of the issue dated 15th July, 1943.

(A.F.O. 3152/43.)

3519.—Shipment of Vote 8 III Material for H.M. Ships Building Abroad

(P./N.S. 03270/43.—29 Jul. 1943.)

In order that the effect of shipment of Vote 8 III material on dates of completion of H.M. ships building abroad may be closely watched, it is necessary that full information as to progress of despatch shall be communicated to the Admiralty (D.C.W. Overseas Section).

2. To enable this to be done and at the same time to facilitate prompt shipment, particular attention is necessary to the following points :—

(i) *Material ordered from Contractors for direct shipment.*—Admiralty contracts should invariably contain instructions to the firms to forward shipping particulars to the Director of Stores (1J(M)), Admiralty, S.W.1, at the earliest possible date.

The copies of the contracts sent to the D. of S. must show the service for which the material is intended.

In specifying requirements, Admiralty Technical Departments should ensure that Director of Contracts is fully informed of the necessary details.

(ii) *Material ex stock.*—Admiralty Technical Departments should instruct the officer responsible for supply to furnish (Superintending) Naval Store Officers with (a) shipping particulars, (b) authority for despatch, and (c) the service.

3. On the departure of each freight ship, information as to consignments forwarded and ships for which intended will be summarised by D. of S. (Freight Section) and communicated to D.C.W. (Overseas Section).

(A.F.O. 4467/41 is cancelled.)

