

RESTRICTED(FOR OFFICIAL USE ONLY)*Not to be communicated to anyone outside H.M. Service***ADMIRALTY FLEET ORDERS**COMBINED OPERATIONS PERSONNEL AND ROYAL MARINE LANDING CRAFT
PERSONNEL—DEFINITIONCOMBINED OPERATIONS PAY, DRAFTING AND RECORD ORGANIZATION
FUNCTIONS OF H.M.S. "COPRA."C.O. AND R.M.L.C. PERSONNEL—PAY ORGANIZATION—INSTRUCTIONS
GOVERNING THE CENTRALIZATION OF PAY ACCOUNTS AND METHOD
OF PAYMENT.

C.O. AND R.M.L.C. PERSONNEL—SERVICE DOCUMENTS.

COMBINED OPERATIONS PERSONNEL—ABSENTEES AND DESERTERS IN
UNITED KINGDOM.

C.O. AND R.M.L.C. PERSONNEL—REPORTS AND RETURNS.

ADMIRALTY, S.W.1,

28th June, 1945.

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

A list of these Orders is enclosed.

By Command of Their Lordships,

H. V. Markham

To Commanders-in-Chief, Flag
Officers, Senior Naval Officers,
Captains and Commanding Officers
of H.M. Ships, Vessels, and C.O.
Craft, Superintendents or Officers
in Charge of H.M. Naval Estab-
lishments, Base Supply Officers,
C.O.'s. Landing Craft Bases and
C.O. Establishments.

NOTE.—The scale of distribution is shown on page 2.

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The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10, exceptionally distribution is extended to each L.C.T., L.C.I.(S.), L.C.I.(L.), and any new types of Major Landing Craft and to Naval Parties Nos. 4001 to 4311, with additional copies for Combined Operations Officers at the following bases:—

	<i>No. of additional copies</i>
H.M.S. "Armadillo"	25
H.M.S. "Appledore"	50
H.M.S. "Brontosaurus"	100
H.M.S. "Copra" (Pay)	100
H.M.S. "Dinosaur"	300
H.M.S. "Dundonald"	50
H.M.S. "Foliot"	50
H.M.S. "Lynx II"	20
H.M.S. "Monck"	100
H.M.S. "Mylodon"	50
H.M.S. "Northney"	100
H.M.S. "Robertson"	50
H.M.S. "St. Matthew"	50
H.M.S. "Turtle"	100
H.M.S. "Westcliff"	500
H.M.S. "Woolverstone"	50
H.M.S. "Hamilcar"	50
H.M.S. "Saunders"	200
H.M.S. "Braganza"	1,000

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3441.—Combined Operations Personnel and Royal Marine Landing Craft Personnel— Definition

(C.O.P. 7055/45.—28 Jun. 1945.)

Officers and ratings who are allocated to Combined Operations and are borne on the books of "Copra" to man the following are known as "C.O. Personnel":—

- (a) All types of landing craft and landing barge.
- (b) Staffs of landing craft and landing barge squadrons and flotillas.
- (c) Landing craft ferry units. (L.C.F.U.).
- (d) Landing craft recovery units. (L.C.R.U.).
- (e) Landing craft obstruction clearance units. (L.C.O.C.U.).
- (f) Naval beach commandos. (N.B.C.).
- (g) Naval beach signal sections. (N.B.S.S.).
- (h) Naval section bombardment troops. (N.S.B.T.).
- (i) Combined Operations pilotage parties. (C.O.P.P.).
- (j) Landing ship tank pontoon barge units. (L.S.T.P.B.U.).
- (k) Sea Reconnaissance units. (S.R.U.).
- (l) Naval Scout Unit. (N.S.U.).

2. Royal Marine officers and other ranks allocated for employment as above are available for general service, but for the period of their employment in these duties they will be known as "R.M.L.C. personnel".

(A.F.O. 1653/44 is cancelled.)

3442.—Combined Operations Pay, Drafting and Record Organization Functions of H.M.S. "Copra"

(C.O.P. 7055/45.—28 Jun. 1945.)

The functions of H.M.S. "Copra" are—

- (a) The drafting of all Combined Operations naval ratings and R.M.L.C. other ranks.
- (b) The maintenance of the records of all Combined Operations naval ratings and R.M.L.C. other ranks at home and abroad. (Records of officers are kept by Admiralty.)
- (c) The keeping of the pay accounts of all Combined Operations Naval and R.M.L.C. officers, ratings and other ranks at home and abroad, and the original Service Certificates of ratings and other ranks.

Note.—"Copra" also carries out certain of the above functions in respect of L.C. Base Mobile units *vide* A.F.O. 1662/45.

2. The Commanding Officer, H.M.S. "Copra" is also the Commanding Officer, H.M.S. "Westcliff," the principal holding base for C.O. and R.M.L.C. personnel. He is the sole drafting authority for C.O. and R.M.L.C. personnel at home and is directly responsible to the Admiralty for the drafting of men to meet the manning commitments authorized by the Admiralty; he will keep the Admiralty informed of the drafting situation as related to the known manning commitments.

3. The identification of the command of H.M.S. "Copra" with the command of H.M.S. "Westcliff" is designed to bring the centralized organization for the drafting, pay and records of C.O. and R.M.L.C. personnel into line with that of a general service depot.

The Commanding Officer, H.M.S. "Copra" accordingly exercises functions similar to those of the Commodore of a depot in respect of personnel borne on the books of "Copra". His position with regard to R.M.C.L. personnel is similar to that of the C.O. of a ship or establishment in which R.M. units are embarked.

4. This organization cannot, however, become fully effective until it becomes possible to rehouse the drafting and pay organizations in close proximity, and in the meanwhile the Captain (S.) "Copra" is authorized to correspond direct with the Secretary of the Admiralty and other authorities as shown in paragraph 11 on matters which do not also effect the drafting organization.

5. *Drafting and Records.*—The Drafting Office, H.M.S. "Copra", will maintain an up-to-date record of the whereabouts of all C.O. naval ratings and R.M.L.C. other ranks, but not of officers. Private correspondence for ratings and ranks who have left the ship, establishment or craft to which it is addressed, and whose whereabouts are not known, is to be sent under cover to "Copra" (Drafting) for redirection.

6. The Drafting Officer, H.M.S. "Copra", is accommodated in H.M.S. "Westcliff" at Southend. The postal address for all communications is—

Commanding Officer,
H.M.S. "Copra",
G.P.O. Box 9,
Southend-on-Sea, Essex.

Signals should be addressed to "Copra" (Drafting) and routed via "Westcliff".

7. *Pay and Service Certificates.*—The Captain (S.) H.M.S. "Copra" and the pay staff are accommodated in H.M.S. "Warren" at Largs. The postal address for all correspondence relating to pay, service certificates and Trade History Sheets is—

Captain (S.),
H.M.S. "Copra",
G.P.O. Box 456,
Largs, Ayrshire.

Signals should be addressed to "Copra" (Pay) and routed via "Warren".

8. "Copra" does *not* keep any accounts other than pay accounts; all questions relating to victualling accounts and Naval Store accounts (except in so far as they directly affect the pay ledger) should be referred to the appropriate local Base Supply Officer.

9. It should be noted that although major landing craft are formally commissioned as tenders to "Copra" they are not administered by "Copra". The detailed orders on this and other administrative aspects of the C.O. organization are listed in A.F.O. 1138/45.

10. *Medical History Sheets.*—The Medical History Sheets of all C.O. and R.M.L.C. personnel are centralized in H.M.S. "Copra", postal address for all communications is—

The Medical Officer,
H.M.S. "Copra",
G.P.O. Box 9,
Southend-on-Sea,
Essex.

Signals should be addressed to the Medical Officer, "Copra", (Drafting) and routed via "Westcliff".

All information regarding sickness, medical examinations, etc., should be reported to the Medical Officer, H.M.S. "Copra", for record purposes.

11. The Commanding Officer, H.M.S. "Copra", the Captain (S.), H.M.S. "Copra", and the Medical Officer, H.M.S. "Copra", may correspond direct with authorities and establishments concerned in carrying out the foregoing duties. On all questions of principle and matters of importance they are to correspond direct with the Secretary of the Admiralty.

On matters of local administration they will correspond through normal administrative channels.

(A.F.Os. 1138/45 and 1662/45.)

(A.F.O. 1655 is cancelled.)

3443.—C.O. and R.M.L.C. Personnel—Pay Organization—Instructions Governing the Centralization of Pay Accounts and Method of Payment

(C.O.P. 7055/45.—28 Jun. 1945.)

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Note.—The term "Copra" throughout this order refers to H.M.S. "Copra" (Pay) at Largs except where specific mention is made of "Copra" (Drafting).

The attention of Paying Officers is particularly directed to Section D, paragraphs 23 to 29, where a new procedure for entering payments in Pay Books is set out.

A.—CENTRALIZATION OF PAY ACCOUNTS

The principles on which centralized pay accounts are kept and C.O. personnel (which term for the purpose of this order includes R.M.L.C. personnel) are paid are as follows:—

2. On account of the extreme mobility of C.O. personnel their pay accounts are kept on centralized ledgers in "Copra," and are not transferred with them to ships, bases or foreign stations. In the case of foreign stations all documents requiring ledger or Service Certificate action are to be sent by air mail.

3. The functions and responsibilities of "Copra" are set out in A.F.O. 3442/45.

4. It is of vital interest to C.O. personnel that the instructions with regard to their accounts should be properly carried out, and it is also most important that the system on which the accounts are kept should be understood by authorities administering them.

5. C.O. personnel have little opportunity of personal access to their pay accounts and original Service certificates, and therefore every opportunity should be taken when practicable of personal contact with "Copra" at Largs. Full use should be made of telephone, teleprinter and other normal means of communication. For detailed procedure for visiting "Copra" (Pay) see Section N.

6. Paying officers (see Section C) are to pay officers monthly and ratings monthly or fortnightly, following normal naval practice on the station on which they are serving, the amount of pay and allowances due up to the date of payment. All C.O. personnel are required to carry a naval pay book, S.43A, in which details of payment are entered (see Section D) and payments are to be made by means of the emergency pay list, Form S.1039A (see Section H). For method of calculating pay due see Section F.

7. Paying officers must keep "Copra" accurately informed of payments made as directed in this order.

8. As the rate shown on the pay book is closely calculated and leaves only a fractional margin, the procedure authorized herein for calculating and making periodical payments will, if correctly applied, obviate any accumulation of credit on the ledger. If such a credit does arise, however, it will be communicated by "Copra" for payment without application. The need for quarterly settlements will not therefore arise, and they should not be applied for without properly substantiated cause.

9. Local Supply Officers are to provide cash for payments on presentation of Forms S.1039A by the paying officer. Supplies are to be treated as a transfer of cash to "Copra."

10. Local supply officers are to assist and advise paying officers on all general and particular points of accounting procedure, and provide such other assistance as may be practicable to ensure that the system works as smoothly and efficiently as possible.

B.—"COPRA" LEDGER ORGANIZATION

11. The centralization of accounts of C.O. personnel ensures that there is in "Copra" a complete history of an officer's and rating's account. No money entry in respect of personnel borne on the books of "Copra" is to be made in other ledgers, and in view of the procedure in Section L it should not normally be necessary to enter their names in other ledgers.

12. "Copra's" ledgers are organized in five main divisions—

Officers.

Seamen.

E.R. and miscellaneous.

R.M.L.C. personnel.

Landing craft base mobile personnel (regardless of rating) while in U.K.

13. Pay lists (S.1039A) and other similar lists which require ledger action are to be prepared in alphabetical order of first letter of surname (all A's together followed by all B's). Separate lists are required for each of the five divisions.

14. It is most important that the "Copra" ship's book numbers, as shown on the pay book alteration form, should be quoted in all emergency pay lists, communications, returns and documents sent to "Copra". Failure to do so makes it difficult to trace the individual among the very large numbers of pay accounts carried and leads to much delay in dealing with correspondence. If the "Copra" ship's book number is not known the reason should be stated (e.g. "No P.B.A.F.", "General Service Rating", or as the case may be).

The official number is only required by "Copra" (Pay) when the ship's book number is not known.

15. Initials or first Christian name of ratings should be shown on documents for purposes of identification. For instance, "Smith, A.B." without a ship's book or official number makes identification impossible.

16. In regard to officers, only correspondence affecting their pay accounts is to be sent to "Copra"; other correspondence concerning them is to be sent to Admiralty (for D.C.O.P.) through the normal channels.

C.—RESPONSIBILITY FOR MAKING PAYMENTS

17. The term "paying officer" denotes the officer responsible for paying C.O. personnel, for making the reports and returns to "Copra" as required by this Admiralty Fleet Order and for service certificate work described in A.F.O. 3444/45.

Paying Officer

- | | |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| (a) Major Landing Craft | Commanding Officer of Craft. |
| (b) Landing Barges | Flotilla or Commanding Officer. |
| (c) Minor Landing Craft flotillas | Flotilla Officer. |
| (d) C.O. Personnel embarked in Landing Ships. | Flotilla Officer or officer in charge of unit. |
| (e) Other C.O. Personnel in formed Units (e.g. N.B.C., L.C.O.C.U.). | Officer in command of unit. |
| (f) C.O. Personnel when in pools or under training at landing craft bases and formed into Divisions. | Divisional Officer. |
| (g) Other C.O. Personnel not in formed units or divisions as above, and not exceeding 100 in number. | Supply Officer of base at which accommodated or to which attached, or as directed by local naval authority. |

18. It will be observed that, except in very few cases, the primary responsibility for paying their officers and men rests on the flotilla, unit and commanding officers concerned. In the discharge of these responsibilities they are authorized to correspond direct with "Copra". Local supply officers are, however, to afford them all necessary assistance and advice in carrying out their duties.

It is also the responsibility of the paying officer to ensure that names, initials and ship's book numbers and ratings of all men paid are given in documents rendered to "Copra" in order that they may be identified with certainty. This point is referred to elsewhere in this order but is again stressed as paying officers will realise that without definite identification there is always a possibility of credits or debits being wrongly entered and delays in answering queries.

D.—PAY BOOK (S. 43A)

19. All C.O. officers and ratings are to carry a Naval Pay and Identity Book (Form S.43A), which is essential to the system under which they are paid.

20. Avoidable losses of pay books cause great inconvenience and flotilla and commanding officers should not hesitate to take suitable disciplinary action in appropriate cases. It is the responsibility of the local ship or base, not "Copra", to replace lost pay books. "Copra" should be informed of the loss, with particulars of the man's name, rating, ship's book number, etc., so that a new P.B.A.F. can be forwarded.

21. The general regulations about pay books are contained in a consolidated A.F.O. to be issued shortly.

22. In order to mitigate the effects of loss of pay books and reduce the inconvenience to all concerned arising therefrom, and to assist in the preparation of pay lists on S.1039A, flotilla officers and commanding officers of major landing craft and formed units are to keep an alphabetical record of the personnel of their flotilla craft or unit, including the following particulars:—

- Ship's book number.
- Official number.
- Whence received and date.
- Current rate of pay as shown in pay book.
- K.U.A. and clothing entries in pay book.
- Railway warrants issued (officers).
- Whether "G", "T" or "U.A."

23. From the date of receipt of this order all paying officers, as defined in paragraph 17, are to enter in pay books the particulars mentioned below of payments made to both officers and men of their units.

24. It is appreciated that this will entail extra clerical work. Although it should not be difficult in major landing craft and most formed units, it may not always be possible in pools held at C.O. bases; in such cases paying officers must do the best they can, but it is important that they should appreciate why this new procedure has now become necessary.

25. In view of the instructions that paying officers should not hesitate to pay when due all amounts to which they consider men are entitled, it has not previously been considered that the work involved in entering particulars of such payments in the pay books could reasonably be thrown on to flotilla and commanding officers in addition to their other duties. The approach to the time of release, however, has made it necessary that from now onwards it should be possible to obtain from the pay book a close approximation of the amount due to a man at a given time.

26. In many cases it is probable that a considerable interval may elapse between the time when a man about to become due for release is withdrawn from his unit and the date of his arrival at the release base in U.K. During such period regular payments of pay and allowances due to date may not be practicable and only casual advances may be possible. It is, nevertheless, essential that the final release base should be able to obtain from the pay books up to date information of recent payments and advances so that the man may receive as much as possible of the pay and allowances due before proceeding on release leave.

27. The notations of payments and advances made in pay books should be regarded as a guide only; final balances will be communicated by "Copra".

28. Whether or not the entries of payments can be made in all cases, *particulars in respect of the last regular payment and any subsequent advances are henceforward always to be made when a man is drafted away from his base or unit.* This is particularly necessary in the case of personnel returning to U.K.

29. The particulars to be entered in future in the pay books of all C.O. and R.M.L.C. personnel are as follows (entries are shown in the order of the columns of the "Cash Payments" section of the pay book):—

- (a) Date of the last regular payment or of any subsequent advance.
- (b) Flotilla, craft or unit by which payment was made.
- (c) (i) Total amount of last regular payment of all pay and allowances due in accordance with the Instructions on the cover of S.1039A or paragraph 35 of this Admiralty Fleet Order, or
- (ii) Amount of casual advance, not being regular payment as under (i) above.
- (d) After the amount as shown in (c) above, a notation *must* be made in front of the "Signature" column stating whether the payment was a regular payment (reg. payt.) or an advance (adv.).
- (e) Signature of paying officer.

As soon as an officer or rating becomes due for release in Class A or B, additional particulars must be recorded in the pay book as ordered in paragraph 44.

E.—PAY BOOK ALTERATION FORM (P.B.A.F.)

30. On first entry on the ledgers of "Copra", and again on notification of changes in rates of pay or any of the items referred to in paragraph 35(a) a P.B.A.F. showing the authorized monthly (officers) or weekly (ratings) rate of pay will be issued by "Copra". Immediately on receipt by the paying officer the P.B.A.F. is to be stuck into the pay book, and *when this has been done*, the top half is to be signed and returned at once to "Copra". If the individual to whom the P.B.A.F. relates has been drafted elsewhere or come under another paying officer, the officer who receives the form is responsible that it is correctly disposed of or returned to "Copra". If a C.O. officer or rating has not got a P.B.A.F. in his pay book, a notation "No P.B.A.F." should be inserted on Form S.1039A and continued until one is received, or a separate communication sent to "Copra" asking for a P.B.A.F.

There is always a possibility of a wrong P.B.A.F. being received, e.g. for a man of the same name, and therefore slips should be checked before insertion in pay books. Any apparent discrepancies in allotment, rating, etc. should be communicated immediately to "Copra".

If it is considered that an existing P.B.A.F. is out of date or inaccurate full particulars should be reported to "Copra" as by this means information with regard to rating, good conduct badges, etc. not previously communicated may be verified and action taken.

Note.—P.B.A.Fs. are normally printed on adhesive paper. For personnel on the East Indies Station P.B.A.Fs. will be issued on unglued paper and should be stuck into the pay book by means of lassophane tape which is supplied especially for the purpose and is obtainable on demand as an item of stationery. (A.F.O. 1363/45.)

31. The conscientious and prompt dealing with P.B.A.Fs. is a matter of great importance, and officers who are careless in this respect are doing a great disservice to the men in their charge.

32. Where a change arises which will affect one of the permanent items of pay (paragraph 35(a)) and consequently the rate shown on the P.B.A.F., particulars must be communicated to "Copra" (for method of notification by flotilla and commanding officers, see Section J). At the same time, particulars of the change, the date it is to be brought into effect, together with the resulting new monthly or weekly rate, are to be written in the pay book immediately below the P.B.A.F. The P.B.A.F. itself is *not* to be altered except that any alteration in the "G" or "T" notation may be made, noting the relevant dates and reporting such changes to "Copra". New P.B.A.Fs. will not be issued merely on account of a change in the "G" or "T" notation.

33. The paying officer should start paying the new monthly or weekly rate from the next payment due. When the new P.B.A.F. is received from "Copra" it should be stuck in over the entry in the pay book described above.

34. Should any sums accumulate on the ledger or any back pay become due, payment will be authorized by "Copra" automatically by means of the P.B.A.F.

F.—CALCULATION OF PAY DUE

35. The amount of pay due at periodical payments is the sum of (a) a calculation from the weekly rate shown on the P.B.A.F., and (b) local allowances, subject in both cases to adjustment as described below at (c).

(a) Amount shown on P.B.A.F.—this includes the following:—

- Pay of substantive rank or rating, including war bonus.
- Badge pay.
- C.O. allowance.
- War service increment.
- Kit upkeep allowance.
- Marriage allowance (officers).
- Allotment.
- Income tax deductions.
- Special pay.
- Non-substantive pay.
- Certain allowances (marked + in Section O).

(For method of notifying changes in these items see paragraphs 32 and 58.)

(b) Local allowances (which for the purpose of this order mean pay and allowances not included under (a) above, e.g., those not marked + in Section O) and geographical allowances such as Japanese Campaign Pay, will not be credited automatically by "Copra", but only as a result of information supplied by paying officers. It is the responsibility of the paying officer to ensure that sufficient information is forwarded to "Copra" to enable local allowances to be correctly recorded in the ledger, and to explain any difference between the amount shown on the P.B.A.F. and the total amount paid (see detailed instructions on the cover of Form S. 1039A).

(c) To arrive at the amount due it may be necessary to make adjustments as follows:—

- Add 1s. 6d. if rating is "Temperance".
- Adjust the P.B.A.F. rate as directed in paragraph 32.
- Add any back pay or settlement notified by "Copra".
- Deduct any local charges against pay in respect of punishments, loss of stores, etc., or overpayments notified by "Copra".
- Any such adjustments should be notified to "Copra" by means of S. 1039A or by separate report as convenient. See also paragraph 58 as to punishment affecting pay.

36. Paying officers must be careful to see that when the minimum rate of allotment required to qualify for marriage allowance or dependants' allowance has to be increased (e.g., on advancement to Able Seaman) the increase is deducted from the next and subsequent fortnightly payments. Relevant A.F.Os. are as follows:—

Marriage Allowance

A.F.O. 4392/43	Officers—Marriage allowance and children's allowances.	
A.F.O. 3489/44	Officers—Revised scales.	
A.F.O. 2085/45	} Ratings	} Marriage allowance.
A.F.O. 2086/45		
A.F.O. 2087/45		
A.G.M. 878A		
A.G.M. 880A		

Dependants' Allowance

A.F.O. 4257/42	Conditions of payment and rates of qualifying allotment.
A.F.O. 2842/44	Increased scale of allowances.
A.F.O. 2087/45	New system of qualifying allotments.

Allotments

A.F.O. 6382/42	} Stoppage, reduction and reinstatement of allotments in case of punishment, etc.
A.F.O. 150/44	
A.F.O. 2725/44	
A.F.O. 1663/45	

37. When in doubt about any of the above matters the nearest Supply Officer should be consulted.

G.—PAYMENTS

38. The whole amount of pay and allowances due to the date of payment, calculated as above, should normally be paid, either in cash or by deposit in the Post Office Savings Bank. When no local P.O.S.B. facilities are available, or while there is no opportunity for spending money (e.g. during operations) amounts not required may be left unpaid on Form S.1039A; similarly when the exact amount of local currency is not available. Such sums will remain to the man's credit on the ledger until drawn but are to be kept as low as possible. This is not to be used as a permanent method of disposing of pay surplus to requirements; the allotment and P.O.S.B. systems are provided for this purpose.

39. Only in very exceptional circumstances is back pay to be paid without prior reference to "Copra"; the local Supply Officer is to be consulted in cases of doubt.

40. For payment of officers, see Section I.

41. In making advances of pay to officers and ratings granted leave, paying officers are to be guided by A.F.O. 6240/42 (officers) and A.F.O. 1070/44 (ratings). Such payments may properly be made when officers and men are proceeding on draft unless this occurs on the day before the monthly or fortnightly payment is due.

42. Paying officers must remember that when personnel are transferred permanently or temporarily from their responsibility to that of another paying officer, the latter will assume that the rate of pay as shown on the current P.B.A.F. with any temporary amendments written in the pay book below it (see paragraph 32) will have been paid up to date unless they are informed otherwise. If a routine payment has not been made for any reason (e.g., operations), paying officers must act on the best information available to them.

43. Arrangements for periodical payments to personnel on leave or sick ashore must be made by the ship or base to which they are attached, and continued during sick leave or sickness even if reliefs have been subsequently drafted. If for any reason payment cannot be made by the ship or base, this can be done in U.K. by "Copra" if a specific request is sent giving relevant details, including ship's book number, name, rating, date to which pay and leave allowance have been paid, address on shore and probable duration of illness. Particulars of personnel on leave or sick on shore are in any case to be sent to "Copra" so that the necessary credits can be made.

H.—EMERGENCY PAY LIST, S. 1093A

44. The expanded form of Emergency Pay List, S. 1039A, is to be used in future for all payments to C.O. and R.M.L.C. personnel (except that Form S. 1039 should be used for the mid-monthly advance on stations where monthly payments operate).

45. Detailed instructions are printed on the cover on Form S.1039A. Supply Officers to whom these forms are presented are to see that these instructions have been complied with before certifying them as having been "Examined" and in particular are to ensure that the "Copra" ship's book number is shown. They are also required to certify the correctness of the rates of allowances claimed. Responsibility that the amounts of pay and allowances claimed are due continues to rest with the Paying Officer (as defined in paragraph 17 above) whose certificate must always be completed.

46. Supply officers who can transact P.O.S.B. business are to facilitate deposits and withdrawals by C.O. and R.M.L.C. personnel as much as possible (see paragraph 4 of Instructions on Form S. 1039A).

47. Disposal of Forms S.1039 and S.1039A. After payment the original and duplicate forms are to be handed or sent back to the Supply Officer who supplied the money, the triplicate copy being retained on board for record purposes.

The supply officer who supplied the money will transfer the total sum supplied (i.e. cash plus P.O.S.B. deposits) to "Copra", the original pay list being attached to the Supply and Receipt Notes and the duplicate retained with his duplicate cash account.

Any money which cannot be disbursed owing to the sudden discharge, absence, sickness, etc., of a man for whom money has been drawn should be—

- (a) returned to the Supply Officer from whom it was drawn, or
- (b) if he is not available, to any Supply Officer, or
- (c) if neither course is practicable, sent by the Commanding Officer to "Copra" by money order or postal order.

Whichever method is used a list should be prepared in triplicate giving full particulars of the sums not paid, including the date of the relative pay list. Two copies of this list should be forwarded with the money, and the triplicate copy retained on board with the triplicate copy of the original pay list.

The Supply Officer receiving money returned as above will, as may be most convenient to him, either—

- (a) amend the Emergency Pay List and transfer the amended amount supplied by him to "Copra";
- (b) take the sum on charge in his cash account as a transfer of cash from "Copra", a copy of the "Pay not paid" list being transmitted with the supply and receipt notes and the second copy of this list retained with his duplicate cash account;
- (c) forward the amount returned to "Copra" by cheque or remittance, accompanied by a copy of the "Pay not paid" list.

48. Commanders-in-Chief abroad are requested to forward to "Copra" a copy of any station orders regarding local currencies, local allowances and conditions of payment.

I.—PAYMENT OF OFFICERS

49. Payment of officers will be made in the same way as for ratings, by local Supply Officers on Emergency Pay Lists, Form S.1039A. Officers wishing money sent to their banks regularly must use the ordinary allotment procedure.

50. Separate forms, S.1039A, are to be used for payments to officers and "Copra" ship's book numbers are always to be shown.

51. The date and amount of each advance are to be entered in the pay books and initialled by the paying officer. All officers borne in "Copra" must be in possession of pay books complete with P.B.A.F. giving current pay details.

52. Officers are normally to be paid once a month, at the end of each month, in accordance with usual Naval practice. It should not normally be necessary for them to be paid casual advances at other times, but exceptions may be made before going on leave, or abroad, or when the duties on which they are engaged or about to be engaged prevent them from drawing their monthly pay at the proper time.

53. *Supply officers and other paying officers are to discourage the payment of casual advances to these officers, except as above, and such advances should be regarded as the exception rather than the rule.*

54. Allotments must be limited to the amount due in respect of full pay, War Service Increment, Marriage Allowance and C.O. Allowance, less income tax deductions.

55. Allowances of a temporary nature such as Lodging and Provision Allowance, Colonial Allowance and Japanese Campaign Pay will not be shown in the "daily rate" column or included in the "monthly rate" in pay books, but sums due in respect of them may be drawn in addition to the monthly rate.

56. When an officer's rate of pay or allowances increases through promotion, grant of War Service Increment or Japanese Campaign Pay, increased income tax will be payable from the 1st April following. Officers should restrict drawings accordingly pending receipt of a revised P.B.A.F. from "Copra".

57. Where, *exceptionally*, officers require to draw their pay in London they should apply to the Supply Officer, H.M.S. "Odyssey", Chelsea Court, Chelsea, S.W.3. They should not call at the Admiralty for this purpose.

J.—NOTIFICATION OF CHANGES IN P.B.A.F. RATE OF PAY

58. Notification of changes of items enumerated in paragraph 35 of this order should normally be made to "Copra" by Flotilla and Commanding Officers as follows:—

Advancements in rating, award of non-substantive rating, good conduct badge, progressive pay.	Request Form S.498. For non-substantive ratings <i>see also</i> Section O.
Punishments affecting pay (<i>see</i> paragraph 61).	S.468 for all punishments affecting pay, not only warrant punishments.
Allotment changes of a voluntary nature, or those which are compulsory on advancement to qualify for marriage allowance or dependant's allowance, or on reduction in rating.	S.63D to accompany request for advancement when applicable. Form S.496 for initial claims for dependant's allowance.
Officers' marriage allowance, reduction in rating, cessation of full pay, deprivation of good conduct badges, etc.	Separate report.
War Service Increments	S.44 required when first paid. Subsequent increase to be paid on S.1039A, provisional date to be noted in Remarks column. "Copra" will confirm by P.B.A.F. in due course

59. "Copra" will take appropriate ledger action on receipt of notification as above and will also take ledger action automatically, i.e. (without any action being required of paying officers) in regard to promotions of officers, specialist allowances of officers, adjustments of war bonus and kit upkeep allowance on change of rating, rate of income tax deductions, cessation or change in rate of C.O. allowance, etc.

60. Forms S.1039A provide means whereby most, if not all, local information affecting pay and allowances of C.O. personnel can conveniently be reported to "Copra".

61. Paying officers are also to notify "Copra" of any other particulars affecting the ledger, including the following:—

- (a) Free travelling warrants issued to officers.
- (b) Any information affecting pay and allowances received by paying officers direct and not through "Copra".
- (c) Reports of desertion and recovery from desertion (A.F.O. 3445/45).
- (d) When C.O. personnel are accommodated or victualled in one of H.M. ships or establishments being an independent command, particulars of punishments awarded are to be communicated to "Copra" by the Commanding Officer of the ship or establishment; on all other occasions by the paying officer. Major landing craft are *not* independent commands (*see* A.F.O. 2315/44).
- (e) Punishments affecting pay. It is important that full particulars including number and date of warrants and name of ship issuing the warrant should be given. It is also important that decisions after periodic review of suspended sentences should be communicated to "Copra".

62. When any doubt arises on any of the above matters the advice of the local Supply Officer should be sought.

K.—RELEASE PROCEDURE

63. When an officer or rating becomes due for release in Classes A or B, the general procedure laid down in A.F.Os. is to be observed strictly, otherwise hardship to the individual may occur.

64. The following points have particular importance and modify paragraph 83 of A.F.O. 1140/45 for C.O. and R.M.L.C. personnel:—

- (a) As the exact amount of pay due on leaving a flotilla, craft or unit for release will not be known by the paying officer, it is essential that all officers' and ratings' pay books should contain—
 - (i) Particulars required under paragraph 29 of this order.

- (ii) Base from which cash was drawn for the last payment. (Notation "cash drawn from H.M.S." should appear in pay book directly below particulars required by (i) above.)
- (iii) Which category A and B allowances (those commonly payable to C.O. and R.M.L.C. personnel are noted in Section O of this order) the individual was entitled to before leaving the flotilla, craft or unit for passage to the place of release.
- (iv) For ratings abroad, the date of last leaving U.K. if known.

Note.—Items (iii) and (iv) should be entered on one of the blank pages at the end of the pay book.

- (b) Copies of ratings' service certificates and other service documents must be brought up to date and every effort should be made to forward them in an envelope *with the rating* as they may affect his rate of pay during Foreign Service or resettlement leave.
- (c) Written reports on the ability of technical ratings are to be made by the Commanding Officer or appropriate technical officer. These are to be forwarded with the other service documents so that the man's Trade Certificate can be completed as it may be required to obtain civil employment.

L.—VICTUALLING AND CHECK SHEETS

65. Victualling and check sheets in respect of C.O. personnel are *only* to be rendered to "Copra" when they are necessary to communicate information affecting pay, as indicated below:—

- (a) Crews of major landing craft and landing barges. No victualling and check sheets are required. All information affecting pay and allowances is shown on S.1039A.
- (b) Minor landing craft flotillas. Victualling and check sheets are not required provided movements affecting pay are communicated to "Copra" by some other method—e.g., by separate list or communication.
- (c) C.O. personnel victualled in H.M. ships and shore establishments or by the Army. Victualling and check sheets are required only on the same occasions as for minor landing craft flotillas embarked as at (b).

66. Thus the alteration in allowances due to the movement of a rating between a Major Landing Craft and a shore establishment will be notified on the craft's Form S.1039A and is *not* to be reported to "Copra" on a Victualling and Check Sheet; similarly the movement of a rating between one shore establishment and another will not normally affect his pay and is not to be included in a victualling and check sheet rendered by either establishment to "Copra".

67. Paying officers are responsible for informing "Copra" of the name, ship's book number and rating of "G" men for whom rum was not available, or to whom it was not allowed to be issued for other than disciplinary reasons, and the dates between which no issue was made.

Note.—Grog money for "G" men on short leave will be credited to the mess and paid with Victualling Allowance. It should not be claimed on S.1039A.

68. In regard to C.O. personnel victualled in shore establishments the most convenient method of notifying "Copra" of movements affecting pay is a matter for each individual establishment to decide; the following form has been found convenient for this purpose:—

H.M.S.

The Captain (S), H.M.S. "Copra",
G.P.O. Box 456, Largs, Ayrshire, Scotland.

C.O. Personnel—Notification of Movement Affecting Pay or Allowance.

The undermentioned movement has occurred in H.M.S.
and is communicated for necessary ledger action:—

Name and S.B. Number	Rank or Rating	Date	Movement
		a.m.	Checked to:—
		p.m.	Victualled from:—

(Sgd).....Supply Officer.

M.—PASSENGERS IN LANDING CRAFT

69. When G.S. personnel are embarked temporarily or as passengers in L.C. any extra allowances to which they are entitled during passage, e.g. H.L.M., should be claimed (but not paid) on Form S.9 in duplicate. The forms require the approval of the Flotilla Officer if in company and are then to be sent to the base where the passenger's ledger account is, or to which it will be transferred, if known. Separate forms are required for each ledger base.

If this information is not known the S.9 is to be sent to the Supply Officer at the port of disembarkation, not to "Copra" (Pay).

70. It should not normally be necessary for G.S. personnel temporarily embarked to be given advances of pay; if an advance is made the emergency pay list is to be disposed of as in the preceding paragraph.

71. The victualling of passengers in L.C. is dealt with in paragraph 15 of A.F.O. 3116/45.

N.—ARRANGEMENTS FOR VISITING "COPRA"

72. When possible, and always when whole flotillas, units or other considerable numbers of men are shortly proceeding abroad, or on return from abroad, an officer from the flotilla or unit concerned is to visit "Copra" personally so that individual and collective difficulties and queries can be cleared up. It is most important that every opportunity should be taken to get pay books, pay book alteration forms and copies of service certificates up to date.

If an officer cannot be spared a rating may be sent provided he carries the written authority of his Flotilla or Commanding Officer to visit "Copra".

73. Lists should either be sent in advance or brought with the officer or rating showing information required, names being arranged in alphabetical order, showing "Copra" ship's book number, and divided into the five divisions of "Copra" (see paragraph 12).

74. As only a limited amount of accommodation is available at Largs for officers and ratings visiting "Copra" on duty, prior confirmation is to be obtained in all cases by signal addressed to H.M.S. "Warren", repeated H.M.S. "Copra" (Pay), that accommodation is available.

O.—ALLOWANCES

75. The principal allowances and non-substantive ratings to which C.O. and R.M.L.C. personnel are entitled are shown in this section. In some cases (e.g. items (1), (7) and (8)) the conditions of payment are different or stated differently from those laid down in K.R. and A.I. and to that extent supersede them; in others (e.g. items (6), (19) and (27)) this order is the sole authority for payment.

76. Officers and ratings borne for Landing Craft Base Mobile duties (A.F.Os. 1661/45 and 1662/45) are *not* C.O. personnel and are entitled to allowances in accordance with the normal General Service regulations.

77. The allowances and non-substantive rates are divided into three subsections, those payable to officers only, those payable to both officers and ratings, and those payable to ratings only; they are numbered consecutively for convenience of reference. Those marked with an asterisk (*) are shown on the P.B.A.F. The category shown under the "Rate" column of certain allowances refers to that shown in K.R. and A.I., Appendix XVII, Part 3, and is required in connection with the special release procedure referred to in paragraph 64 (a).

78. Paying officers are authorized to pay as soon as due, without previous reference to "Copra", all allowances and non-substantive rates shown hereunder, but see detailed instructions on the cover of Form S.1039A.

79. It is essential that full particulars, including dates, rates and total amounts, should be communicated to "Copra" on Form S.1039A for each individual officer or man entitled to or paid allowances. A man may get into debt on the ledger unless all payments made to him are accurately reported to "Copra" by the paying officer.

80. All communications for "Copra" *must* show the ship's book number, and nominal lists should be arranged if possible in alphabetical order and with separate lists for each division of "Copra" (see paragraph 12).

81. Allowances Payable to Officers.

Payable to	Rate	Remarks
* (1) Command Money		
(a) To the officer attached in command of a major landing craft while the craft is formally commissioned.	At seagoing rates provided the craft proceeds to sea on a minimum of 8 days a month over an average of a quarter, otherwise at harbour rate. (Taxable.)	Payable from date of attachment. The number of days at sea during the month to be certified by the Commanding Officer on Form S.1039A. Included in monthly rate shown in pay book.
(b) To the officer attached as Squadron or Flotilla Officer commanding a squadron or flotilla of major landing craft.	At seagoing rates provided the squadron or flotilla proceeds to sea on a minimum of 8 days a month over an average of a quarter, otherwise at harbour rates. (Taxable.)	As (a) above.
(c) To the officer attached as Squadron or Flotilla Officer commanding a squadron or flotilla of minor landing craft or landing barges.	At harbour rates appropriate to the rank of the officer. (Taxable.)	Payable from date of attachment. Included in monthly rate shown in pay book.
* (2) First Lieutenant's Allowance		
To officer (other than the Commanding Officer) performing executive duties in major landing craft when the complement allows Lieutenant or alternative and provided complement of craft is 25 or over.	1s. 6d. a day. (Taxable.)	Payable from date of attachment. Included in monthly rate shown in pay book.
* (3) Navigating Allowance		
To Flotilla (N) officers when attached in lieu of N. specialist until qualified for N.* allowance.	1s. 0d. a day. (Taxable.)	Not payable concurrently with Command money. Payable from date of attachment. Included in monthly rate shown in pay book.
* (4) Store Allowance		
To the Engineer Officer of each major landing craft flotilla carrying its own store accounts, provided the accounts are satisfactorily kept.	6d. a day. (Taxable.)	Payable from date of attachment. Included in monthly rate shown in pay book.

Payable to Rate Remarks

(5) Mediterranean Allowance

A consolidated allowance in lieu of Colonial Allowance and Field Allowance, payable to officers serving on shore in Mediterranean area.	4s. 6d. a day (not taxable).	Payable concurrently with C.O. allowance. To be claimed and paid on Form S.1039A, approval of higher authority being sought in accordance with instructions on cover of form.
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Note.—Combined Operations Communications Officers (C.O.C.Os.) are not entitled to a specialist or non-specialist allowance in their capacity as such.

82. Allowances Payable to Officers and Ratings

* (6) C.O. Allowance

To all C.O. and R.M.L.C. personnel unless P.O.W. or classified as fit only for shore service.	Naval officers of and above rank of Lieutenant, Royal Marines, officers of and above rank of Captain and Lieutenant, Royal Marines over 4 years from date of entry, 1s. 6d. a day. Naval officers below rank of Lieutenant, Lieutenant Royal Marines under 4 years from date of entry and 2nd Lieutenant, Royal Marines, 1s. 0d. a day. Ratings and Other Ranks, 6d. a day (Taxable).	Payable continuously from date of appointment or draft to "Copra" except during following periods:— (a) When in receipt of H.L.M., F.A., or L.U.C.A. (b) After the 30th day in hospital or after the 30th day on sick leave until return to duty. (c) When full pay is not payable, e.g. while undergoing cells, detention, etc. (d) During resettlement and transfer leave prior to demobilization. (Note.—It remains payable during normal leave periods including F.S.L.) Included in monthly or weekly rate shown in pay book.
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Notes. (i) Dominions personnel who are on Dominions rates of pay but who are within the category of C.O. personnel are entitled to the allowance at the above rates under the same conditions.

(ii) C.O. allowance is reckoned as part of pay for the purposes of mullets, is not subject to conduct deductions under K.R. & A.I., Art. 506, and will not affect increase of allotment in connection with marriage or dependant's allowance.

(7) Hard Lying Money

(a) To officers and men for each day in which they live and sleep on board major landing craft or landing barges whether in harbour or at sea.	At full rates appropriate to rank or rating. (Taxable).	Payable in substitution of C.O. allowance. To be claimed and paid on Form S.1039A. Form S.9 for H.L.M. is not required for C.O. or R.M.L.C. personnel.
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Payable to	Rate	Remarks
<i>Hard Lying Money—cont.</i>		
(b) To officers and men when they live and sleep on board minor landing craft for a minimum period of seven consecutive nights.	At full rates appropriate to rank or rating. <u>(Taxable)</u>	Payable in substitution of C.O. allowance. To be claimed and paid on <u>Form 1039A</u> , approval of higher authority being obtained in accordance with instructions on cover of form.
(8) <i>Field Allowance.</i>		
To officers and men when they live under canvas for a minimum period of 30 consecutive days.	At usual rates. <u>(Taxable)</u> .	As 7 (b) above.
<i>Note.</i> —It should be clearly understood that Hard Lying Money, Field Allowance or Living Under Canvas Allowance (see No. (14)) are paid in substitution of Combined Operations Allowance and are <i>not</i> payable concurrently with it under any circumstances.		
(9) <i>Colonial Allowance.</i>		
To officers and men under the same conditions as for G.S. personnel.	At usual rates. <u>(Not taxable.)</u>	Payable concurrently with C.O. allowance. To be claimed and paid on <u>Form S.1039A</u> , approval of higher authority being obtained in accordance with instructions on cover of form.
(10) <i>Climate Pay.</i>		
To officers and men under the same conditions as for G.S. personnel.	At usual rates. <u>(Not taxable.)</u>	As (9) above.
(11) <i>Japanese Campaign Pay.</i>		
To officers and men under the same conditions as for G.S. personnel.	At usual rates. <u>(Taxable.)</u>	As (9) above. <u>(Not included in P.B.A.F.)</u>
(12) <i>Far East Allowance.</i>		
To officers and men under the same conditions as for G.S. personnel.	At usual rates. <u>(Not taxable.)</u>	As (9) above. <u>(Not included in P.B.A.F.)</u>
(13) <i>Diving Pay.</i>		
To qualified officers and men who use approved shallow water diving apparatus.	As in K.R. and A.I., Article <u>1623</u> . <u>(Taxable.)</u>	To be claimed and paid on <u>Form S.1039A</u> .
83. <i>Allowances Payable to Ratings.</i>		
(14) <i>Living under Canvas Allowance.</i>		
To ratings when they live under canvas for a minimum period of 30 consecutive days.	6d. a day. <u>(Not taxable.)</u>	Payable in substitution of C.O. allowance. To be claimed and paid on <u>Form S.1039A</u> , approval of higher authority being obtained in accordance with instructions on cover of form.

Payable to	Rate	Remarks
(15) <i>Tropical allowance.</i>		
To ratings under the same conditions as for G.S. personnel.	At usual rates. <u>(Not taxable.)</u>	Payable concurrently with C.O. allowance. To be claimed and paid on <u>Form S.1039A</u> , approval of higher authority being obtained in accordance with instructions on cover of form.
(16) <i>Rupee Concession (R.C.).</i>		
To ratings on shore in India.	—	Instructions will be promulgated later.
(17) <i>Machinery Allowance.</i>		
(a) To the E.R.A. Mechanician or motor mechanic ratings in charge of the machinery of major landing craft while the craft is in commission.	1s. 0d. a day. <u>(Taxable.)</u> Category B.	To be claimed and paid on <u>Form S.1039A</u> .
(b) To the stoker rating of a major landing craft in charge of the machinery while the craft is in commission.	6d. a day. <u>(Taxable.)</u> Category B.	To be claimed and paid on <u>Form S.1039A</u> .
(c) To stokers, First Class, and Royal Marine drivers (L.C.) allocated for duty as drivers in minor landing craft or landing barges whose engines exceed 100-h.p.	6d. a day. <u>(Taxable.)</u> Category B.	To be claimed and paid on <u>Form S.1039A</u> .
<i>Notes.</i> —(i) Where necessary to employ stokers 2nd class and Royal Marine drivers still in their training period on this duty payment of the allowance will be permissible.		
(ii) This allowance is not payable during periods spent in pool or in personnel flotillas not allocated to craft.		
(18) <i>Engineer's Writer's Allowance.</i>		
To the qualified stoker rating (other than a mechanic) employed as Engineer's Writer on squadron staffs.	6d. a day. <u>(Taxable.)</u> Category B.	To be claimed and paid on <u>Form S.1039A</u> .
(19) <i>Acting Cook's Allowance.</i>		
(a) To the rating who has successfully completed the "Dinosaur" cookery course and who is carrying out the duty of cook in major landing craft, irrespective of whether a Cook (S) is borne and of whether two seamen cooks or one are allowed.	6d. a day. <u>(Taxable.)</u>	Payable from 1st December, 1944. To be claimed and paid on <u>Form S.1039A</u> , stating in Remarks column of form that the rating is "Dinosaur" trained.

Payable to	Rate	Remarks
(19) <i>Acting Cook's Allowance</i> —contd.		
(b) To the non-“Dinosaur” trained rating acting as cook in a major landing craft or landing barge when the average number victualled is 15 or more.	6d. a day. (Taxable.) Category B.	To be claimed and paid on Form S.1039A, giving in the remarks column of the form the numbers cooked for and the number of days each rating qualifies for the allowance.
(c) To the non-“Dinosaur” trained rating acting as cook in a major landing craft or landing barge when the average number victualled is under 15.	3d. a day. (Taxable.) Category B.	To be claimed and paid on Form S.1039A, giving in the remarks column of the form the numbers cooked for and the number of days each rating qualifies for the allowance.
(d) To the ratings carrying out the duties of cook in a naval beach commando when exercising or operating away from a naval establishment or beach group.	6d. a day. (Taxable.) Category B.	To be claimed or paid on Form S.1039A, giving in the remarks column of the form the numbers cooked for and the number of days each rating qualifies for the allowance.

Note.—Normally two ratings per N.B.C. should be regarded as eligible for this allowance, but when numbers cooked for exceed 100 payment may be made to a third rating.

(e) To the rating acting as cook for minor landing craft crews, when exercising or operating on shore and messed in their own camp and not otherwise catered for.	6d. a day. (Taxable.) Category B.	To be claimed and paid on S.1039A stating in the remarks column the numbers cooked for and the number of days each rating qualifies for the allowance.
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Note.—One rating is eligible for the allowance when numbers cooked for are between 15 and 50, a further rating for every additional 50.

(20) *Breadmaking Allowance*

To the rating carrying out the duty of cook in major landing craft or landing barge on those days on which he bakes bread for the ship's company.	8d. a day. (Taxable.)	To be claimed and paid on Form S.1039A, the number of days for which the rating qualifies for the allowance being noted in the marks column of the form.
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(21) *Victualling Store Allowance*

To ratings performing victualling duties and in charge of stores in major landing craft which tender provision accounts on Forms S.461 and S.462.	6d. a day. (Taxable.) Category B.	To be claimed and paid on Form S.1039A.
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Note.—This allowance is not payable in respect of craft on the cash victualling system.

Payable	Rate	Remarks
(22) <i>Extra Duty Pay (R.M.)</i>		
To the R.M. clerk or storeman allowed for duty in the flotilla and squadron staffs of R.M. manned landing craft.	6d. a day. (Taxable.) Category B.	To be claimed and paid on Form S.1039A.

Note.—*Care of Mess Traps Allowance* is not payable in landing craft or landing barges.

84. *Non-Substantive Ratings.*

(23) *Acting Q.R.1 (S.V.)*

To the A.B., Marines or above, holding a gunnery non-substantive rating while performing the duties of C.O. Gunnery Instructor.	1s. 6d. a day. (Taxable.)	Ratings must be recommended, and if selected will be qualified and rated by an R.N. Gunnery School. Payment is to be supported by a certificate from the Flotilla Officer in Remarks column of Form S.1039A) that the rating has satisfactorily carried out these duties.
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Note.—A.B.'s and Marines may be granted the temporary acting rating of Leading Seaman or the temporary acting rank of Corporal, R.M., whilst employed as Acting Q.R.1 (S.V.).

*(24) *A.A.3 (C.X.)*

To A.B. (T.M.), Ord. Sea. or Marines (T.M.) who qualify.	3d. a day. (Taxable.)	Ratings are qualified and rated in a Royal Naval or C.O. Gunnery School. Included in weekly rate shown in Pay Book, when confirmed.
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Notes.—(i) Ord. Sea. may be granted the acting A.A. rating only, and confirmed on advancement to A.B.

(ii) This rating may be retained on advancement to Leading Seaman.

*(25) *Q.O. (C.X.)*

To A.B. (T.M.) or Ord. Sea. who qualify.	3d. a day. (Taxable.)	Ratings are qualified and rated in a Royal Navy Gunnery School. Included in weekly rate shown in Pay Book when confirmed.
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Note.—Ord. Sea. may be granted the acting Q.O. rating only, and confirmed on advancement to A.B.

<i>Payable to</i>	<i>Rate</i>	<i>Remarks.</i>
*(26) <i>Signalman (L.C.)</i>		
To Seaman ratings who qualify in signal courses as laid down in A.F.O. 3499/44:	Signalmen, L.C., 1st Class, 7d. a day.	Authority to grant rate:—
	Signalmen, L.C., 2nd Class, 5d. a day.	<i>At home</i> : C.Os. of Combined Operations ships and establishments administering landing craft.
	Signalman, L.C., 3rd Class, 3d. a day. (Taxable).	<i>Abroad</i> : Cs.-in-C. and Force Commanders. Included in weekly rate shown in Pay Book, when confirmed.

*(27) *Coxswain (C.O.)*

To P.Os., Ldg. Seamen, A.Bs. and R.Ms. of equivalent rank who are recommended and qualified as landing craft coxswain, and Sergeants, R.M.L.C. who are performing the duties of Sub-Divisional Leader, provided they do not hold a non-substantive rating other than Diver, 3rd Class Gunnery, or equivalent. This rating is dropped automatically if and when a C.O. coxswain is reverted to General Service.	6d. a day (taxable) ...	Granted on an acting basis from date of recommendation. Confirmation is dependent on recommendation by Commanding Officer after a minimum of 3 months in acting rating. Authority to grant rate: Flotilla Officer, subject to verification by "Copra" of date of entitlement. Included in weekly rate shown in Pay Book.
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Notes on Non-Substantive Ratings. (i) The non-substantive ratings of Signalman (L.C.) and Coxswain (C.O.) cannot be held concurrently.

(ii) Whenever a rating is paid as an acting non-substantive rating to fill a vacancy in complement, the following information must be reported monthly to "Copra":—

- (a) Non-substantive rating, e.g. A.A. 3.
- (b) Number allowed in complement.
- (c) Number borne.
- (d) Names, etc., of ratings who have carried out the duties, and the periods for which the duties have been carried out. (The number for any period must not exceed the difference between (b) and (c).)

(iii) No non-substantive ratings are included in weekly rate shown in Pay Book until confirmed, except Acting Coxswain (C.O.).

(A.F.Os. 4257/42, 6240/42, 6382/42, 4392/43, 150/44, 1070/44, 2315/44, 2725/44, 2842/44, 3489/44, 3499/44, 1363/45, 1661/45, 1662/45, 1665/45, 2085/45, 2086/45, 2087/45, 3116/45, 3442/45, 3444/45 and 3445/45.)

(C.A.F.O. 254/45, A.F.Os. 2936/43, 5167/43, 6308/43, 1069/44, 1654/44, 2567/44, 2827/44, 3269/44, 4075/44, 5151/44, 5255/44 and A.G.M. 440A of 9th March, 1945, are cancelled.)

3444.—C.O. and R.M.L.C. Personnel—Service Documents

(C.O.P. 7055/45.—28 Jun. 1945.)

The procedure for dealing with service documents of C.O. and R.M.L.C. personnel, which, except for conduct sheet, kit list, divisional record and medical history sheet, are kept permanently in H.M.S. "Copra" (Pay) is as follows:—

2. *Responsibilities of H.M.S. "Copra" (Pay).*—When a rating is first allocated to Combined Operations his service documents are all transferred to H.M.S. "Copra" (Pay), who will—

- (a) Retain the original service certificate, keeping it up to date from information supplied by Flotilla and Commanding Officers and other authorities.
- (b) Forward a copy of the service certificate, together with the original conduct sheet, kit list and divisional record sheet to the rating's Flotilla or Unit Officer, or where the rating is not in a formed flotilla or unit, to the Commanding Officer of the ship or establishment in which he is serving.
- (c) Forward the original medical history sheet to the Medical Officer, H.M.S. "Copra" (see A.F.O. 3342/45, paragraph 10).

Service Certificates

3. *Responsibilities of Flotilla, Unit or Commanding Officer.*—When a rating is drafted within the Combined Operations organization the Flotilla, Unit Commanding Officer or other Paying Officer as defined in A.F.O. 3443/45, paragraph 17, is—

- (a) To ensure that his copy service certificate and the enclosures are transferred to the Flotilla, Unit or Commanding Officer to whose command the rating is being transferred. Whenever possible these documents should be sent in a sealed envelope with the rating concerned.
- (b) To scrutinize all copies of service certificates on receipt and to make the necessary notations to keep them up to date. If uncertain as to the form or whereabouts of an entry to be made in the service certificate, the local Supply Officer should be consulted.
- (c) If a rating has arrived from draft without his copy service certificate, to apply immediately to his former Paying Officer asking for the documents to be forwarded.
- (d) To ensure that all ratings in his flotilla or under his command are brought forward for advancement, award of good conduct badges, war service increment, including subsequent increases, etc., on the correct date.
- (e) To notify H.M.S. "Copra" (Pay) promptly of any notations made under (b) above affecting pay.
- (f) If in the United Kingdom, to forward copy service certificate and other service documents to H.M.S. "Copra" (Pay) when a rating's service in Combined Operations ceases. If abroad, every effort should be made to send the copy service certificate and service documents *with the man* to his next ship; if this is not practicable, instructions as to disposal of these documents should be sought from the C.-in-C. or local administrative authority.

4. *Applications for Copies of Service Certificates.*—Applications are only to be made to H.M.S. "Copra" (Pay) for copies of service certificates under the following circumstances:—

- (a) When a rating first joins Combined Operations.
- (b) When application to the man's previous craft or flotilla has been unsuccessful.
- (c) When a Paying Officer is informed that the landing craft or the unit under his command is about to go abroad.

Any application to H.M.S. "Copra" (Pay) is to state the reason for the application.

5. *Unforwarded Copy Service Certificates.*—If for any reason Paying Officers still have in their custody copies of service certificates of ratings who are no longer under their command, they should deal with them as follows at the earliest opportunity:—

- (a) For ratings drafted away during the previous four weeks, despatch to the flotilla, unit or base to which the rating was discharged.
- (b) For ratings drafted away at an earlier date, send to H.M.S. "Copra" (Pay).

History Sheets and Trade Certificates

6. The original history sheets and trade certificates of C.O. personnel are also centralized in H.M.S. "Copra" (Pay), and in view of their value to a rating after his release, it is most important that these documents should be kept up to date (see paragraph 149 of A.F.O. 1808/45). In order to achieve this, the following procedure is to be followed as from the date of this order.

7. A copy history sheet and trade certificate, where appropriate, should be commenced at once by Flotilla and Commanding Officers for every rating under their command. These copies, which should be clearly marked "COPY", are to be kept with the copy service certificates and completed as instructed on the forms; if, however, the rating has been in the flotilla or craft less than three months, this fact should be noted; further remarks are only required if the reporting officer's knowledge of the rating justifies them. *Any original history sheets or trade certificates at present held by Flotilla or Commanding Officers are to be returned to H.M.S. "Copra" (Pay) forthwith.* Whenever a report is made by Flotilla or Commanding Officers on the copy history sheet, an extract of this report is to be forwarded to H.M.S. "Copra" (Pay). When the rating is eventually discharged to H.M.S. "Westcliff" for dispersal, all copy service documents are to accompany him where possible and the copies will be compared with the original documents, the latter being completed as necessary in "Westcliff".

8. Copies of history sheets and/or trade certificates should be obtained by Flotilla and Commanding Officers through their local administrative authority in the usual way.

9. Flotilla and Commanding Officers are reminded that they must still complete the S.264 (Divisional Record).

General

10. *Provisional Advancements, etc.*—For general instructions relating to provisional advancements, awards of pay and badges, progressive pay and character and efficiency assessments when service certificates are not available, see A.F.O. 5735/44.

11. *Ratings Sentenced to Imprisonment, Absentees and Deserters.*—The procedure for dealing with service certificates and other service documents of C.O. personnel sentenced to imprisonment or detention or who become absentees or deserters is set out in A.F.O. 2987/45 and A.F.O. 3445/45.

12. It is of the first importance that the above instructions are carefully and promptly complied with. Unless this is done a Flotilla Unit or Commanding Officer cannot be in possession of information which is essential to the proper carrying out of his duties in relation to the ratings under his command.

(A.F.Os. 5735/44, 1662/45, 1808/45, 2987/45, 3442/45, 3443/45 and 3445/45.)
(A.F.O. 2447/44 is cancelled.)

3445.—Combined Operations Personnel—Absentees and Deserters in
United Kingdom

(C.O.P. 7055/45.—28 Jun. 1945.)

The following instructions concerning the reporting of combined operations personnel (including R.M.L.C. personnel serving under the Naval Discipline Act) who become absentees in U.K. are to be regarded as modifying A.F.O. 1960/45 for these personnel.

The importance of the reports required from Flotilla and Commanding Officers cannot be overstressed as financial hardships to dependants may be caused if there are delays in rendering them (*see* A.F.O. 150/44).

2. The Flotilla or Commanding Officer of the craft or unit is to report the circumstances to the local base (as defined in paragraph 5 below) by a signal, repeated to the Commanding Officer, H.M.S. "Copra" and H.M.S. "Copra" (Pay) within 48 hours of a rating becoming an absentee, giving the following particulars and requesting that a warrant for arrest for absence be issued:—

Name, initials, rating, official number, ship's book number, date and time of commencement of absence, home or leave address (if known), whether conduct sheet and copy of service certificate are held. Particulars are also to be shown on victualling and check sheets and Form S.1039A where in use.

3. A further signal is to be sent to the same addressees immediately if the absentee is apprehended, reports for duty, or any information is gained as to his whereabouts or cause of absence, giving date, time, and place of apprehension or return as the case may be.

4. If the absentee has not satisfactorily explained his absence or returned by the eighth day, the Commanding Officer of the local base is, if he considers it necessary to issue a warrant for arrest for desertion, at the same time informing the Commanding Officer, H.M.S. "Copra" and "Copra" (Pay) of his action and giving a decision as to whether the man is to be marked "Run". Also at the same time the Flotilla or Commanding Officer is to forward all service documents held by him (including copy of service certificate) to the authority issuing the warrant. If these are not held by the Flotilla Officer or Commanding Officer of the unit, H.M.S. "Copra" (Pay) will forward extracts or a copy of the man's service certificate on request by the local authority concerned.

5. For the purpose of this order the "local base" is defined as follows:—

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|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| (a) Major landing craft and landing barges. | The base at which the craft was lying when the absence was first reported. |
| (b) Personnel of minor landing craft flotillas, naval beach commandos, and other formed units when not embarked. | The base in which last accommodated when absence was first reported. (<i>See</i> Note (i)). |
| (c) Personnel embarked in Royal Fleet auxiliaries and merchant vessels, including landing ships other than White Ensign and troop transports. | The base at which the ship was lying, or to which she was proceeding, when the absence was first reported. |

Note.—(i) In the case of a rating "breaking draft", if it appears obviously more convenient that the action ordered should be taken by the base to which the rating was proceeding, the base in which he was last accommodated is responsible for requesting such base to take action accordingly.

In any case of doubt, or where the case does not fall within one of the above categories, the Commanding Officer, H.M.S. "Copra" will initiate necessary action if so requested, and on receipt of the requisite information. In all cases H.M.S. "Copra" (Pay) will initiate necessary action in regard to stoppage and restarting of allotments.

6. Where the warrant for arrest has been issued by the local base, that base will be responsible for the provision of escorts where necessary on receipt of information of an absentee's apprehension and for the subsequent investigation of the case.

If the man reports at or is received at a base other than the local base, the Commanding Officer of that base is responsible for the investigation and any necessary disciplinary action, application being made to H.M.S. "Copra" (Pay) for his service documents.

In either case the Commanding Officer, H.M.S. "Copra" and H.M.S. "Copra" (Pay) are to be kept informed of charges proved, details of punishments awarded, date and number of warrant (if appropriate), and disposal of rating, in order that necessary accounting and drafting action may be taken.

Note.—As soon as possible after the surrender or apprehension of a combined operations absentee or deserter the naval authority concerned should examine his pay book (S.43A), and question him concerning his weekly allotments, informing H.M.S. "Copra" (Pay) by signal whether allotments are to dependants. Such information, if signalled promptly to H.M.S. "Copra" (Pay), will ensure that only the appropriate allotments are recommended at nominal rates in accordance with K.R. & A.I., Article 1756, clause 3 g (v and vi), and that the debt of the rating concerned is not unnecessarily increased.

7. Before proceeding to a foreign station, the Flotilla Officer or Commanding Officer is to inform the base at the port of departure (on Form S.219 if available) of particulars of absentees on sailing, stating also what other base, if any, has been informed.

8. If the absentee has not been recovered within 30 days, his copy service certificate and other documents connected with the case are to be transferred by the local base to H.M.S. "Copra" (Pay) for all further action.

Note.—A deserter's effects are not to be sent to H.M.S. "Copra" but are to be disposed of by the local authority in accordance with K.R. & A.I., Article 1769, clause 8, and Form S.46 forwarded to H.M.S. "Copra" (Pay).

9. Where the warrant for arrest has been issued by the Commanding Officer, H.M.S. "Copra", H.M.S. "Copra" will, on receipt of information from the police of the arrest of an absentee, make a signal to the appropriate base arranging for his disposal. This signal should state—

- (a) Place, time and date of arrest.
- (b) Name, initials, rating and official number of the man arrested.
- (c) Date and time of rating's commencement of absence.

At the same time H.M.S. "Copra" (Pay) should send the man's copy service certificate and other service documents, together with any written evidence concerning the case, to that base.

10. Where the absentee's unit at the date of arrest is not definitely known, or is abroad, absentees will normally be sent (*see* paragraph 9) to the following bases for the case to be investigated and dealt with:—

<i>Locality of Arrest by Police</i>	<i>Base for Disposal</i>
Western Approaches	H.M.S. "Dundonald"
Rosyth, Orkneys and Shetlands ...	H.M.S. "Stopford"
Nore	H.M.S. "Westcliff"
Portsmouth	H.M.S. "Squid"
Plymouth	H.M.S. "Foliot"

11. The Commanding Officer of the base receiving the signal referred to in paragraph 9 is to arrange for an escort to collect the absentee, and is to forward the information required in paragraph 6 above to the Commanding Officer, H.M.S. "Copra", after dealing with the case.

12. C.O. personnel who are persistent deserters may be drafted for C.O. duties afloat in craft with a complement of 20 or above, or abroad in accordance with the procedure outlined in C.A.F.O. 769/45.

13. The procedure for dealing with C.O. personnel undergoing sentence of imprisonment or detention is laid down in A.F.O. 2987/45.

(C.A.F.O. 769/45, A.F.Os. 150/44, 1960/45 and 2987/45.)

(A.F.O. 1663/45 is cancelled.)

3446.—C.O. and R.M.L.C. Personnel—Reports and Returns

(C.O.P. 7055/45.—28 Jun. 1945.)

Section A. Officers—Special Confidential Reports and Watchkeeping Certificates.

Section B. Ratings—Forms S.498, S.500, S.501, S.502, S.503.

Section C. Officers and Ratings—Volunteers and Casualties.

A.—OFFICERS

Special confidential reports on Forms S.206 are to be rendered half-yearly on 31st December and 30th June on all C.O. and R.M.L.C. officers. Intermediate short reports stating fitness or otherwise for higher responsibility are not required.

2. It is important that a periodical report is received on every C.O. and R.M.L.C. officer. In many cases, because of frequent changes of attachment, officers have not served three months under one senior officer when a report is due. Notwithstanding K.R. & A.I., Art. 865, paragraph 5, a reporting officer should, wherever possible, make an assessment in Section II of Form S.206 even though he has less than three months' knowledge of the officer. The period covered by the report will be taken into consideration. Reports covering short periods, one month or less, of attachment "in pool" are not required.

3. Attention is invited to the fact that reports on officers should be based on an assessment of their capabilities in their acting rank where applicable, bearing in mind that an officer in this category is serving in a rank above his substantive rank. When such assessments are made the fact should be noted in Section IV of the report.

4. Reports required by K.R. & A.I. may be combined with these half-yearly reports, but those required by other Admiralty Fleet Orders (e.g., for promotion) must be rendered under the appropriate order. A separate report under this order is not required if at the same time one is being rendered under another order.

5. Attention is drawn to the importance of naval officers obtaining watchkeeping certificates at the earliest opportunity and to the necessity for regularity in the issue of these certificates by flotilla officers. Without a W/K certificate a Sub-Lieutenant can be promoted to Acting Lieutenant only and will rank below all confirmed Lieutenants.

6. When rendering reports on Naval officers under this order a recommendation for higher responsibility (Section III of Form S.206) should not be made unless the officer has been granted a restricted W/K certificate for landing craft. When such certificate is granted at time of making the recommendation a copy should be forwarded with the report.

7. Naval officers serving in N.B.C., N.B.S.S., C.O.P.P. and other special units who have been prevented by the nature of their duties from obtaining a W/K certificate should be granted a certificate in lieu thereof when recommended for promotion.

8. For the purpose of these reports Form S.206 is to be amended as follows:—

Section III. Delete words after (h) and (l) and substitute:—

(h) Ability in handling craft.

(l) Fit for higher responsibility in Combined Operations.

Section V. Delete and substitute:—

(k) Suitable to specialize in Combined Operations as

9. In all reports on C.O. and R.M.L.C. officers "Ship" should be given as H.M.S. "Copra" additional for (state craft or minor landing craft, flotilla, etc., according to the officer's attachment).

10. Reports are to be forwarded through administrative authorities to Secretary of the Admiralty (D.C.O.P., or A.O.C.R.M. as appropriate), except where A.F.Os. specifically give instructions to the contrary.

B.—RATINGS

11. The following forms are to be used where applicable for C.O. and R.M.L.C. personnel:—

Form S.498—Request form for all requests requiring the attention of H.M.S. "Copra", including requests that require ledger or certificate action.

Form S.500—Monthly list of men recommended for C.O. non-substantive courses.

Form S.501—Monthly return of C.O. ratings and R.M.L.C. ranks in major landing craft or relief crews.

Form S.502—Monthly return of C.O. ratings and R.M.L.C. ranks in major landing craft flotilla staffs.

Form S.503—Monthly return of C.O. ratings and R.M.L.C. ranks in major landing craft squadron staffs.

(Note.—The monthly return of ratings/ranks in minor landing craft flotillas is to be made in manuscript.)

12. These forms are obtainable on demand from the S.N.S.O., R.N. Store Depot, Park Royal, or from the (Superintending) Naval Store Officers who hold stocks of forms on stations abroad. Supply officers of landing craft bases maintain adequate stocks of these forms to meet the requirements of minor landing craft flotillas and emergency supplies for major landing craft flotillas at their bases.

13. Forms S.501, S.502, S.503 in respect of landing craft on foreign stations should be rendered in duplicate, the original to H.M.S. "Copra" (Drafting), the duplicate copy being forwarded through the local administrative authority to the station drafting office.

14. In addition depots, ships and establishments *abroad* holding C.O. ratings, and R.M.L.C. other ranks are required to forward on the last day of each month, nominal lists to H.M.S. "Copra" (Pay) and H.M.S. "Copra" (Drafting) with a copy to the station drafting authority, giving drafting changes which have taken place during the month from any of the draft or special units mentioned below, including changes from one to another of the units, etc.:—

(a) Major landing craft crews, stating craft number and flotilla number.

(b) Minor landing craft flotillas, stating flotilla number.

(c) Special C.O. units, stating nomenclature.

(d) Personnel lent ship for base duties or detached service stating nature of duties and where serving.

Note.—Lists of drafting changes should not include ratings/ranks detached, discharged to hospital, etc., for periods under 14 days, as such reports would probably be non-effective by the time the list is received in H.M.S. "Copra" or by the station drafting authority.

C.—OFFICERS AND RATINGS.

Volunteers

15. For particulars of reports of volunteers for further service, including service in the Japanese campaign, see A.F.O. 3122/45.

Casualties

16. H.M.S. "Copra" (Drafting) and H.M.S. "Copra" (Pay) are to be included in the address of all communications sent to Admiralty and Commodores of Port Divisions, Commandants of Royal Marine Divisions reporting casualties, including wounded, of C.O. and R.M.L.C. personnel.

17. Forms S.1121 (report of death) are not rendered by H.M.S. "Copra" (Pay) for C.O. and R.M.L.C. personnel. Officers responsible for reporting casualties are to notify details of burial to the Secretary of the Admiralty (C.W. Casualties), repeated to Director of Navy Accounts (Branch 3), the appropriate depot or division for ratings, and R.M. other ranks and the Imperial War Graves Commission (*vide* A.F.O. 3142/45).

(A.F.Os. 3122/45 and 3142/45.)

(A.F.Os. 1785/44, 5740/44, 6227/44, 1818/45 and A.G.M. 516A, 26 Mar. 1945 are cancelled.)

