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# ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,  
9th November, 1944.

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

A list of these Orders is enclosed.

By Command of their Lordships,

*H. V. Markham*

*To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships, Vessels and C.O. Craft (see A.F.O. 3758/44) Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.*

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

HEAD OF "P" BRANCH



## ADMIRALTY FLEET ORDERS

No. Subject.

9th November, 1944.

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

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

5843. Death of the Archbishop of Canterbury—Message of Condolence.  
 5844. Message on United States' Navy Day—27th October.  
 5845. Message on Yugoslavia's Navy Day.  
 5846. R.N. Air Station, Ayr—Independent Command.  
 5847. R.N. Air Establishments in Mediterranean—Revised Administrative Arrangements.  
 5848. Vessels not carrying their own Accounts and Manned by General Service and Patrol Service Ratings—Pay and Victualling Accounts and Service Certificates—REPORTS.

## SECTION 2.—PERSONNEL, PAY, SERVICES, DISCIPLINE, ETC.

5849. Honours and Awards—"London Gazette" Supplement of 31st October, 1944.  
 5850. Honours and Awards—Recommendations for Merchant Navy and D.E.M.S. Personnel.  
 5851. Honours and Awards—Polish Navy.  
 5852. Honours and Awards—Royal Netherlands Navy.  
 5853. Naval Staff Course—Syllabus for Wartime Course.  
 5854. Fleet Air Arm—Grant of Acting Rank of Lieutenant to Officers carrying out the Duties of Senior Pilot and Senior Observer in each Squadron under the Command of a Lieutenant-Commander.  
 5855. Junior Engineer Officers—Rates of Full Pay.  
 5856. Promotion from the Lower Deck to Permanent Executive and Air Commissions—Fleet Selection Boards—REPORTS.  
 5857. Warrant Wardmaster—Professional Examination, July, 1944.  
 5858. Officers of the South African Union Defence Force Seconded to the Royal Marines—Provisional Accounting Instructions.  
 5859. Complement Amendment (H.M. Coastal Craft).  
 5860. Command Money and Entertaining Allowance—Captains.  
 5861. Accountant Branch—Change in Title of Branch and Officers.  
 5862. Wartime Staff Course—Specialist Allowance.  
 5863. Rank of R.M. N.C.Os. in Command of Detached Parties Abroad.  
 5864. Reconsideration of Permanent Flying Medical Categories.  
 5865. Service Documents—Delay in Receipt.  
 5866. Transfers to the South African Naval Forces—Pay Adjustments for Certain Ratings.  
 5867. Artificer Apprentices—Recommendation of Candidates with Service Claims.  
 5868. W.R.N.S. Personnel with Knowledge of South East Asia—Returns.  
 5869. W.R.N.S.—Desertion—Discharge and Disposal of Service Certificates.  
 5870. W.R.N.S.—Supply Ratings—Change in Title.  
 5871. Service Register for Parliamentary Elections and Notification of Bye-Elections.  
 5872. Naval Pensions Increase Scheme, 1944.  
 5873. Post Office—Postage Stamps for Fleet Mail Offices.  
 5874. Gas Works—Vacancies for Gas Stokers and Labourers—Volunteers—REPORT.  
 5875. Use of Admiralty Motor Transport by Naval Personnel for Recreational Purposes in Overseas Commands.  
 5876. Compulsory Treatment of Venereal Disease—Defence Regulation 33B.  
 5877. Respirator Dermatitis and Issue of Special "Derm" Facepiece.  
 5878. Tool Kits—Conditions of Supply, etc.  
 5879. Hotel and Restaurant Cookery—Examination and Certification.  
 5880. Instructional Technique Courses.  
 5881. Adult Education—Revised and Consolidated Orders—REPORT.  
 5882. The War in the Far East—Instructional Films.  
 5883. Officiating Ministers of Religion.  
 5884. Officiating Ministers of Religion.

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

*(Gunnery—(Guns, Mountings, Ammunition, Turrets, Directors, Fire Control, Diving Apparatus, Magazines, etc., and Stores.)*

5885. Aircraft—General—Established Proportion of Machines in Aircraft Carriers for Belting and Positioning Ammunition—REPORT.  
 5886. Aircraft—Ammunition—Cartridge Engine Starter—Testing Before Use.

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

5887. Aircraft—Pyrotechnics—Cartridges, Signal, 1-in. Red, Mark XII—Withdrawal of Certain Lots.  
 5888. Aircraft—Guns, Machine, Browning 0.50-in. and 0.30-in. Belt Filling Machines of U.S. Design (Bureau Type).  
 5889. Aircraft—Guns—Hispano, 20 mm.—Locking Pieces—REPORT.  
 5890. Aircraft—Pistols, Signal, 1½-in., No. 4, Mark I\*, Ref. 7B/982—Allowances—REPORTS.  
 5891. Ammunition—Miscellaneous A.A.D. Weapons—"Snowflakes", Reduction in Allowance.  
 5892. Ammunition—S.A. 20 mm. Oerlikon H.E.T., Lot N.F.C.H. 8.B.37—Critical Examination.  
 5893. Ammunition Supply—Naval Armament Depots—Supply Tests and Returns of Ammunition—REPORT.  
 5894. Armament Stores—Swords, Naval—Withdrawal at Home—REPORT.  
 5895. Guns—General—Drifts No. 32 for Q.F. 2-pdr., Mark II\*C and VIII Guns.  
 5896. Guns—Q.F., 4-in., Marks V-V\*\*\*, Vc and "A", Marks V-V\*—Crank Buffer Plungers and Springs.  
 5897. Guns—Q.F., 25-pdr., Mark II—Fitting Muzzle Collar.  
 5898. Guns—Q.F., 2-pdr., Mark VIII—Tool Depressing Extractor—Modification.  
 5899. Guns—Q.F., 40 mm.—All Types—Modification to Auto. Loaders.  
 5900. Guns—20 mm. Oerlikon—Reflectors, Mirror, Mark I—Introduction.  
 5901. Guns—20 mm. Oerlikon Breech Casings with Oversize Screw Threads.  
 5902. Guns—Browning 0.50-in. (all types)—New type Accelerators and Detent Springs.  
 5903. Gun Mountings—American—Screwing Tackle for American Threads.  
 5904. Gun Mountings—5.25-in. Twin R.P.10, Marks I and II—4.5-in. R.P.10, Marks II and IV and 2-pdr. R.P.10, Mark VI—Backlash in Training and Elevating Control Motions.  
 5905. Gun Mountings—U.S. 40 mm. Bofors—Marks I and II—Power Drives, Marks 5 and 6—Failures of Pintle Sealing Rings in A-End Fluid Pumps.

*(Torpedo—(Torpedoes, Tubes, Mines and Minesweeping, Depth Charges, Paravanes, Electrical Equipment, Anti-Gas, Aircraft Torpedoes, etc., and Stores.)*

5906. Torpedoes—U.S.A. 22.4-in., Mark 13—Mark 13, Mods. 2 and 3 Warheads—Introduction.  
 5907. Depth Charge Pistols—All Marks—Pistol Primer Tube Joint Leakage—Use of Aquadag.

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

5908. A.R.L. Plotting Tables—Fitting.  
 5909. Aircraft—Supply of Stop Watches for Naval Flying Personnel.  
 5910. Courses for Officers in Adjustment of Magnetic Compasses.  
 5911. Courses for Officers in Adjustment of Magnetic Compasses.  
 5912. Errors of the Gyro-compass.

*(Engineer—(Main and Auxiliary Engines, Boilers, other Machinery in Charge of the Engineer Officer, including Catapults, Coal and Oil Fuel, and Engineering Stores.)*

5913. Boilers—Salt Water Feed—Provision of—As. and As.  
 5914. C.S.A. Smoke Apparatus—Bakelite Sprayer Components for.  
 5915. Condensers—Tube Packing—Crane's Flexible Metallic.  
 5916. Propeller Shaft Couplings—Grease Retaining Muffs.  
 5917. Transport of Landing Craft Engines Within the United Kingdom—Introduction of Special Packing Cases.

*(Signals—(W/T and V/S Apparatus, Radar, D.F., S.R.E., Wa/T and Stores.)*

5918. Radar Outfits, J.E.—P.P.I. Ventilation—As. and As.  
 5919. Radar, Type 274—Fitting-out Information.  
 5920. Type HT-11A R/T Set—Fitting-out Information.  
 5921. V/S Equipment Supply.  
 5922. Waveguide Systems, Size "A"—Fitting out Information.

*(Aircraft—(Technical.)*

5923. Aircraft Equipment—Oxygen—Discharging of Bottles.  
 5924. Aircraft Dinghies—Testing and Deflating Adaptor.  
 5925. Aircraft Radio—Setting-up of A.R.I. 5206.



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.)*

5926. Aircraft Radio—Indicating Unit, Type 96 (Ref. 10QB/198) for Use with A.S.V. Mark IIN.  
 5927. Aircraft Radio—Procedure for Demanding Spares.  
 5928. Air Lookout Sights, Non-Magnetic, Pattern 12952—Supply Position.  
 5929. Batteries, Patterns 1350 and 1351—Allowances of Spares.  
 5930. Batteries, Dry, Old—Disposal of.  
 5931. Binoculars—Allowances.  
 5932. Binoculars for Use of Bridge Personnel.  
 5933. Compressed Asbestos Fibre Jointing—Second Grade Quality.  
 5934. Corrosion Due to Galvanic Action.  
 5935. Cylinders for Oxygen Gas—Allocation of Admiralty Number.  
 5936. Lamp, Pattern 664SM, for Night Sights—Introduction.  
 5937. Rubbers, Pattern 264, for Earpieces of Navyphones.

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

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

5938. Razors—Hollow Ground.  
 5939. W.R.N.S.—Tropical Caps for Ratings Below Petty Officer.

## SECTION 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

5940. A.M.S.Is.  
 5941. Amendments to Books.  
 5942. B.R. 30—Substitution of "International Law" (Hall).  
 5943. B.R. 980 (G)—Revised Page 1 and Additional Page 13 for Range Table 409, for Q.F. 5.25-in. Guns, Mark I, July, 1944—Issue.  
 5944. B.R. 980 (X)—Revised and Additional Pages to Range Tables 402B and 402C, for Q.F., 4.5-in. Guns, Marks I, III, IV and V, dated August, 1944—Issue.  
 5945. Form S.1331—Abolition.  
 5946. Ammunition Packages (Filled and Empty)—Fired Cartridge Cases, Primers, Tubes, Igniters, etc.—Recovered Plugs, Links Ammunition, etc.  
 5947. Ammunition Packages—Fired Cartridge Cases, Primers, Tubes, Igniters, etc.—Recovered Plugs, Links Ammunition, etc.  
 5948. Diaries, etc., 1945—Issue.  
 5949. Escort Trawlers—Supply of A.F.Os. (D. As. Abroad).  
 5950. Mail Lost by Enemy Action.  
 5951. Royal Naval Medical Bulletin, No. 13—Issue.  
 5952. W.R.N.S.—London External and London Base Units—Addresses of.

## SECTION 6.—SHORE ESTABLISHMENTS

5953. Civilian Non-Industrial Staff—Sick Leave.  
 5954. Typing Grades—Tests on Entry or Re-grading.  
 5955. Established Typists Employed on Shorthand Duties.  
 5956. Promotion of Members of the Established Typing Grades to the Clerical Class.  
 5957. Promotion of Clerical Assistants (Treasury and Departmental) to the Clerical Class.  
 5958. Temporary Non-Industrial Staff—Reckoning of Broken Service for Increment and Sick Pay Purposes.  
 5959. Balance of Civil Pay—Increases in Service Emoluments.  
 5960. Civilian Industrial and Non-Industrial Staff in Establishments at Home—Mass Radiography for the Detection of Tuberculosis.  
 5961. Starting Pay of Temporary Clerical and Typing Staff on Upgrading.  
 5962. Medical Examination, Treatment, etc., of Civilian Non-Industrial Staff.  
 5963. Employees not Engaged in Shipbuilding, Ship-Repairing, Engineering or the Manufacture of Explosives—Return.  
 5964. Special Leave for Staff Association Purposes.  
 5965. National Health and Pensions and National Unemployment Insurance of Matrons, Assistant Matrons and Masseuses.  
 5966. Eastern Mediterranean and Aden Works Districts.  
 5967. Guns—Q.F., 4-in. XVI\* and XXI—Breech Blocks—Modification.

*(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.

5843.—Death of the Archbishop of Canterbury—Message of Condolence  
(M. 011607/44.—9 Nov. 1944.)

The following message was sent to Mrs. Temple :—

"My colleagues of the Board of Admiralty and I send you, on behalf of the Royal Navy and of ourselves, our profound sympathy on the death of your revered and well-beloved husband. The counsels of Church and State have suffered irreparable loss in his sudden and untimely passing.—  
 A. V. ALEXANDER."

5844.—Message on United States' Navy Day—27th October  
(M. 2663/42.—9 Nov. 1944.)

The following message was sent to the Secretary of the Navy, Washington :—

"On this Anniversary of the United States' Navy Day, I have much pleasure in sending, on behalf of the Board of Admiralty and the Royal Navy, cordial greetings to all officers and men of the United States Navy.

The past year has witnessed further notable triumphs by our two navies in close collaboration. Their part in the successful assault upon the coasts of Normandy and the subsequent support of the Allied armies in France will be specially memorable among their joint achievements. The United States Navy has continued to take heavy toll of the Japanese and we welcome this opportunity of congratulating our comrades on their many brilliant and enduring victories in the Pacific. It is very fitting that news of the great victory off the Philippines comes on the eve of Navy Day. As the war in Europe draws to its close the Royal Navy makes ready to transfer its main effort to the Far East, and in the spirit of the recent Conference at Quebec it looks forward to further fruitful co-operation in that theatre. The concentrated attack upon the brutal forces of Japan which will result, will hasten the day when the last of our foes will be crushed and when the mariners of the United Nations will see the establishment of that lasting peace which they have fought so hard to win and so richly deserve.—A. V. ALEXANDER."

2. The following reply has been received :—

"The United States Navy appreciates your greetings on our Navy Day. Our respect for the officers and men of the Royal Navy grows as the war continues. It is a high privilege to have such associates.—

JAMES FORRESTAL."

5845.—Message on Yugoslavia's Navy Day  
(M. 013733/43.—9 Nov. 1944.)

The following message was sent to H.M. King Peter :—

"On the occasion of Yugoslavia's Navy Day, I desire on behalf of the Board of Admiralty and the Royal Navy to send once again through Your Majesty cordial greetings to all officers and men of the Yugoslav Navy. We rejoice with them at the liberation of Belgrade and are confident that before long the Nazis will be expelled from the remaining areas of Yugoslavia still occupied.—A. V. Alexander."

2. The following reply was received :—

"I wish on behalf of the officers and men of the Yugoslav Navy to thank you for the kind greetings of the Board of Admiralty and the Royal Navy on Yugoslav Navy Day. My Navy and myself are deeply grateful for all the assistance forthcoming from your naval authorities and I feel confident that with the powerful help of the British comrades in arms my sailors will soon be successful in delivering the beloved coast of their homeland from the grasp of the enemy.—Peter II R."



## 5846.—R.N. Air Station, Ayr—Independent Command

(A. 01052/44.—9 Nov. 1944.)

R.N. Air Station, Ayr (H.M.S. "Wagtail") became an independent command on 1st November, 1944.

2. Accounts will continue to be carried in H.M.S. "Sanderling" until further notice.

(C.A.F.O. 2122/44.)

## 5847.—R.N. Air Establishments in Mediterranean—Revised Administrative Arrangements

(A. 01780/44.—9 Nov. 1944.)

The accounts of the following Squadrons, which have hitherto been held by H.M.S. "Cormorant II" (R.N. Air Section, Gibraltar) were transferred on 31st October, 1944, as indicated below:—

No. 775 Squadron	... ..	H.M.S. "Nile."
No. 727 Squadron	} ... ..	H.M.S. "St. Angelo."
No. 728 Squadron		
No. 779 Squadron	... ..	H.M.S. "Cormorant."

2. R.N. Air Section, Gibraltar, ceased to be an independent command and H.M.S. "Cormorant II" was formally paid off on that date. The accounts of the Section are now borne in H.M.S. "Cormorant."

3. The Officer-in-Charge, R.N. Air Section, Gibraltar, in his capacity as Commanding Officer, Naval Air Sections, Mediterranean, will continue to be responsible to the Commander-in-Chief, Mediterranean, for the drafting of all Naval air personnel and for the allocation of maintenance and repair of aircraft and engines throughout the Mediterranean.

(A.F.O. 5510/44 is cancelled.)

## 5848.—Vessels not Carrying their Own Accounts and Manned by General Service and Patrol Service Ratings—Pay and Victualling Accounts and Service Certificates—REPORTS.

(M. 01539/44.—9 Nov. 1944.)

The pay accounts of destroyers, sloops, minesweepers, frigates, corvettes, etc. and small craft building, fitting-out or undergoing large repairs are to be dealt with as follows:—

(a) Key officers and ratings standing by ship while building, converting or undergoing large repairs at home and abroad (e.g., in U.S.A.). To be discharged to base depot ship at port of building as soon as appointed or drafted. To be entered on base depot ship books and paid by the Base Supply Officer. On receipt of the signal giving the operational base, the accounts of these officers and men are to be disposed of, as from the date of commissioning, as indicated in paragraphs 3 and 4.

The above category is intended to cover officers and ratings who are likely to be standing by the ship for more than one pay day.

(b) Remainder of ship's company. To remain on the books of their depot until ship commissions and operational base is signalled by Admiralty. Depots to make fortnightly payments. On receipt of the signal giving the operational base, depots to dispose of accounts as from date of commissioning as indicated in paragraphs 3 and 4.

2. Depots are to make certain that any ratings drafted to small vessels not carrying their own accounts are paid the fortnightly pay due to them if discharged in a pay week.

3. Disposal of accounts of vessels commissioning for service in home waters.—The following routine is to be followed:—

(a) Destroyers allocated to Home Fleet. Transfer to H.M.S. "Vindictive II".

Note.—Accounts of destroyers allocated to Home Fleet for working up only are to be retained in their manning depots and transferred to operational bases direct on completion of working up.

(b) Destroyers, sloops, frigates and corvettes allocated to Plymouth Command. Transfer to H.M.S. "Drake IV".

(c) Destroyers, sloops, frigates and corvettes allocated to Western Approaches Command. (See note below). Transfer to base depot ships at operational bases (H.M.S. "Eaglet" for vessels based on Liverpool, H.M.S. "Ferret" for Londonderry and H.M.S. "Orlando" for Greenock).

(d) Destroyers, sloops and frigates allocated to Rosyth Escort Force. Transfer to H.M.S. "Cochrane II".

(e) Vessels allocated to Nore Command (see note below):—

(a) Destroyers, sloops and frigates. Transfer to H.M.S. "Pembroke IV".

(b) Corvettes based on Harwich. Transfer to H.M.S. "Badger".

(f) Destroyers, sloops and frigates allocated to Portsmouth Command. Transfer to H.M.S. "Victory III".

(g) Fleet minesweepers and attached Fleet dandies. Accounts to be carried in H.M.S. "Boscawen".

(h) Small craft ... .. Transfer to operational base.

Note.—When vessels are allocated as in (c) and (e) above, C.-in-C., Western Approaches and C.-in-C., Nore are to inform the following authorities of the allocation of the vessels within their Commands, and of the base in which accounts are to be borne:—

A.S.C.B.S.

F.O.i/c. or N.O.i/c. and the Base Supply Officer of the port at which vessel is building.

F.O.i/c. or N.O.i/c. and the Base Supply Officer of the new accounting base.

Manning depot.

Ship.

4. Disposal of Pay and Victualling Store Accounts of Vessels Commissioning for Service Abroad.—The following routine is to be followed:—

(i) Destroyers, sloops, frigates, corvettes and Fleet minesweepers allocated for service abroad. (a) Pay accounts of key officers and ratings to be transferred from base depot ship at port of building to the manning depot on commissioning. Accounts to be transferred from the manning depot to the operational base when the vessel leaves U.K.

(b) Victualling accounts are to be dealt with at the manning depot so long as the pay accounts are kept at that depot. Local Base Supply Officers should, however, furnish such assistance as may be necessary in connection with victualling accounts.



- (ii) Vessels manned by R.N.P.S. fitting out for service abroad.
- (a) Accounts to be transferred to H.M.S. "Fortitude" when vessel is allocated for service abroad and to operational base when ship actually leaves U.K.
- (b) On a vessel being definitely allocated for foreign service, H.M.S. "Europa" and H.M.S. "Fortitude" will be included in the Admiralty signal directing that the vessel is to be sailed to a convoy assembly port. The signal will also include particulars of the station for which the vessel is destined, but precise information as to the vessel's future operating base cannot usually be given as the allocation is made by the Flag Officer concerned.
- (c) On receipt of this signal, H.M.S. "Europa" should inform the Base Supply Officer nearest to the vessel's fitting out port. It will be the responsibility of this Base Supply Officer to provide the vessel with the initial set of accounts or forward them to H.M.S. "Fortitude". Provision accounts should be opened on Forms S.461 and S.462, Part I and the change to the inventory system (A.F.O. 3452/44) where appropriate should be effected by the new supply base when the vessel arrives at her destination abroad. Loan clothing and implements should be dealt with on the inventory system from the date of commissioning.
- (d) The base nearest to the fitting-out port should inform H.M.S. "Fortitude" of the date of commissioning and instruct the Commanding Officer to inform H.M.S. "Fortitude" of the vessel's movements prior to leaving the United Kingdom. Supply and receipt notes, victualling and check sheets, and a nominal list of the crew on board on commissioning should be forwarded by the Base Supply Officer concerned to H.M.S. "Fortitude" without delay.
- (e) When the vessel's ultimate operational base is not known, H.M.S. "Fortitude" should transfer the vessel's accounts c/o the Fleet or Staff Supply Officer on the staff of the local Flag Officer on the station, if the accounts cannot be transferred on board the vessel herself.
- (iii) Vessels paying off, (manned by R.N.P.S.). When manned by R.N.P.S. are to be paid off, their pay and victualling accounts are to be transferred to the paying-off base. The date of transfer should be the day, or a day or two prior to the date of sailing from the operational base. (This also applies to vessels manned by R.N.P.S. proceeding to the U.K. from abroad to pay off).

5. *Landing ships, tank (class II) and landing ships, emergency repair.*—Pay accounts are to be carried in manning depots with the exception of the accounts of L.S.T. on service in the Eastern Fleet and India, which are carried in H.M.S. "Lanka". (Where landing ships, tank, carry landing craft, pay accounts of the

combined operations personnel manning the landing craft will be carried in H.M.S. "Copra", as in the case of pay accounts of other combined operations personnel.)

Victualling accounts should be rendered through the operational base.

6. *Pay accounts of coastal force craft.*—Pay accounts of all coastal force personnel, are to be retained on the books of H.M.S. "Hornet" until the vessels proceed to their operational base, when accounts are to be transferred accordingly.

7. *Vessels temporarily commissioned with "runner" crews by R.N.P.S. Central Depot—Accounts.*—(a) When instructions are issued to the R.N.P.S. Central Depot to provide a "runner" crew, the R.N.P.S. Central Depot is to provide the Commanding Officer (or senior rating if no officer is included in the crew) on leaving Lowestoft, with a letter, in duplicate, addressed to the Base Supply Officer at the port at which the vessel will commission, instructing the Base Supply Officer to transfer the victualling accounts of the vessel on sailing to the Base Supply Officer at the port of final destination, forwarding the letter with the accounts. The duplicate copy of the letter should be retained by the Commanding Officer or senior rating who is to be instructed that he is to produce it to the authorities at intermediate ports when drawing stores.

(b) The Commanding Officer or senior rating should also be informed that any purchases from N.A.A.F.I. or from private tradesmen must be paid for in cash and he should be provided with a suitable advance of victualling allowance for this purpose by the Base Supply Officer at port of commissioning, and, if necessary, by Base Supply Officers at intermediate ports. Particulars of such advances should be noted on the duplicate copy of the letter referred to above for the information of Base Supply Officers at subsequent ports of call.

(c) The Base Supply Officers at port of commissioning and intermediate ports should communicate to the port of final destination particulars of all charges incurred by the vessels immediately the vessels leave the port, including advances of victualling allowance under the arrangements referred to in the previous paragraph, together with supply notes for victualling stores issued.

(d) "Runner" crews will continue to be borne for pay on the books of H.M.S. "Europa" being lent for victuals only on the books of the base of final destination.

8. *Transfer of accounts of tenders and service certificates of personnel between accounting bases at home and abroad.*—(a) To reduce difficulties liable to arise in case of tenders transferred to and from United Kingdom and stations abroad, or from one station abroad to another, the following procedure is to be followed whenever practicable.

(b) Pay accounts should be closed to a date as near to that of sailing as possible and victualling accounts closed to the end of the previous month, the ships' companies being borne for victuals on the ledger of the new parent base from the beginning of the month in which the pay accounts are transferred.

(c) Accounts and documents relating to the ledger, provisions, loan clothing and mess traps should be despatched to the new supply base on board the vessel whenever possible, and details of the dates to which accounts have been closed should be communicated both to the tender and to the new supply base. The form shown in the appendix to this A.F.O. is suggested as suitable for the purpose.

(d) Tenders should be provided with sufficient contingent money to cover their estimated requirements for pay and purchases of provisions until their arrival at the next naval base where further supplies of cash can be obtained. Should the vessel have insufficient money on board for the above purposes on arrival at an intervening port where there is no naval supply officer, the necessary funds should be obtained from the local consul or other Admiralty agent and taken on charge in the contingent account.

9. All supply bases shown on the first two pages of the Pink and Red Lists, or in the Green List (with the exception of H.M.S. "Copra") have been requested to forward by the quickest possible route an up-to-date return of all ships and craft borne on their books, the returns being addressed to the Secretary of the Admiralty (Military Branch). When only pay accounts or only victualling accounts are held, this is to be indicated.

All transfers of accounts subsequent to the date of this return are to be reported to Admiralty by signal as soon as they are made.



10. This A.F.O. does not apply to major landing craft, landing barges or minor landing craft. The principal A.F.Os. relating to their accounts are as follows:—

Pay ... .. A.F.O. 2827/44.  
 Victualling ... .. A.F.Os. 5170/43, 5171/43, 614/44, 1012/44.  
 Naval Stores ... .. A.F.Os. 5172/43, 1011/44.

## APPENDIX

Specimen Form

## TRANSFER OF ACCOUNTS OF TENDERS

From: The Supply Officer, H.M.S.....  
 Date.....  
 To: The Commanding Officer, H.M.S.....  
 The Supply Officer, H.M.S.....  
 (Copy to each)

The accounts of H.M.S..... have been closed in H.M.S..... and transferred to H.M.S..... as follows:—

- (a) Pay accounts borne to.....194..... inclusive  
 Climate pay has been credited to.....194..... inclusive  
 Hardly money has been credited to.....194..... inclusive  
 Tropical allowance has been credited to.....194..... inclusive  
 Extra pay for breadmaking has been credited to.....194..... inclusive  
 (b) Victualling accounts closed.....194..... inclusive  
 (c) Cash adjustments on messing statements have been made to.....194..... inclusive  
 (d) Balance of contingent account (£ ) will be transferred separately to new supply base.

2. Service certificates and enclosures, and the accounts and documents relating to ledger, provisions, loan clothing and mess traps are being despatched to new supply base on board the vessel (or will follow by first opportunity)\*.

3. The schedule of allowances is forwarded with the pay documents.

4. In the absence of special directions to the contrary, all accounts and returns due to be rendered to the depot ship are henceforth to be sent to the new supply base.

Supply Officer.

\* Delete whichever does not apply.

(A.G.M. 757A of 19th October, 1944 is cancelled.)

(A.F.Os. 5170/43, 5171/43, 5172/43, 614/44, 1011/44, 1012/44 and 2827/44.)

(A.F.Os. 3901/41, 4606a/41, 2130/42, 3218/42, 3362/42, 1809/43 and 5073/43 are cancelled.)

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

\*5849.—Honours and Awards—“London Gazette” Supplement of 31st October, 1944  
 (H. & A.—9 Nov. 1944.)

CENTRAL CHANCERY OF THE ORDERS OF KNIGHTHOOD,

St. James's Palace, S.W.1.

31st October, 1944.

The KING has been graciously pleased to give orders for the following appointment to the Most Excellent Order of the British Empire:—

To be an Additional Officer of the Military Division of the said Most Excellent Order:

Lieutenant Commander George Robert Marshal Going, D.S.O., R.N.,  
 for courageous service during a successful attack on the Japanese naval base at Sabang.

The KING has been graciously pleased to approve the award of the British Empire Medal (Military Division) to:—

Acting Petty Officer Eric Alfred Seivers, R.A.N.R., P.M.1577,  
 for courage and endurance in the care of survivors from a torpedoed Merchant Ship.

ADMIRALTY,  
Whitehall,

31st October, 1944.

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

For outstanding courage, skill and determination in pressing home a successful attack on the Japanese naval base at Sabang:

Third Bar to the Distinguished Service Order

Captain Richard George Onslow, D.S.O., R.N.

Bar to the Distinguished Service Cross

Lieutenant-Commander Otto Humphrey Becher, D.S.C., R.A.N. (Sydney, New South Wales).

The Distinguished Service Cross

Lieutenant-Commander Gilbert Lescombe Farnfield, D.S.O., R.N. (Enscote Lawn, Warwick).

Temporary Lieutenant-Commander (A) Norman Stanley Hanson, R.N.V.P (Carlisle).

Lieutenant John Peel Dixon, M.B.E., R.N. (Bournemouth).

Lieutenant Geoffrey Vernon Gladstone, R.A.N. (Wagin, Western Australia).

Temporary Lieutenant William Christopher Malcolm, R.N.V.R. (North Shields).

Temporary Lieutenant (A) Percival Sidney Cole, R.N.V.R. (Potters Bar, Middlesex).

Temporary Sub-Lieutenant (A) Francis Bentinck Heffer, R.N.Z.N.V.R. (Wellington, New Zealand).

The Distinguished Service Medal

Chief Petty Officer James Henry Hutchings, 13779, R.A.N. (Sydney, New South Wales).

Chief Petty Officer Wilmot Stanley, P/J.114581 (Nottingham).

Petty Officer Ernest Ronald Coleman, D/JX.131869 (St. Albans).

Temporary Leading Seaman Harry Gwalter, P/JX.299015 (Forest Gate, London).

Leading Seaman Henry James Smith, D/JX.129638 (Fitzwarren, Somerset).

Mention in Despatches (Posthumous)

Petty Officer Henry George Page, C/SSX.18576 (Maidenhead, Berkshire).

Mention in Despatches

Vice-Admiral Sir Arthur John Power, K.C.B., C.V.O.

Rear Admiral Clement Moody, C.B.

Rear Admiral Arthur Duncan Read, C.B.

Captain William York La Roche Beverley, R.N.

Captain Ralph Alan Bevan Edwards, C.B.E., R.N.

Captain Horace Geoffrey Norman, C.B.E., R.N.

Captain Albert Lawrence Poland, C.B., D.S.O., D.S.O., R.N.

Captain Malcolm Walter St. Leger Searle, R.N. (Porchester, Hants).



Commander Christopher Douglas Bonham-Carter, R.N.  
 Commander William Kaye Edden, O.B.E., R.N.  
 Commander William John Lamb, R.N.  
 Commander Peter Charles Sandeman Tupper-Carey, R.N.  
 Lieutenant-Commander George Robert Anderson Don, D.S.C., R.N.  
 Lieutenant-Commander Edward Trevor Lloyd Dunsterville, R.N. (Eaton Socon, St. Neots).  
 Lieutenant-Commander George Barton Rowe, R.N. (Chorleywood, Herts).  
 Lieutenant William Barrett, R.N. (Bournemouth).  
 Lieutenant Hubert Harold Dannreuther, R.N. (Hastings).  
 Lieutenant Ronald Stephen Forrest, R.N. (Bridge of Earn, Perthshire).  
 Temporary Lieutenant Richard Antony Orton, R.N.V.R. (Harrow).  
 Temporary Lieutenant Walter James Reid, R.A.N.V.R. (Melbourne).  
 Temporary Lieutenant Arthur William Sutton, R.C.N.V.R. (Saskatoon, Canada).  
 Temporary Lieutenant (A) John Oswald Crawford Lee, R.N.V.R. (Arundel, Sussex).  
 Temporary Surgeon Lieutenant David Gerald Thompson, M.R.C.S., L.R.C.P., R.N.V.R. (South Croydon).  
 Temporary Sub-Lieutenant (A) Matthew Thomas Blair, R.N.V.R. (Saltburn, Yorkshire).  
 Temporary Sub-Lieutenant (A) Alan Shore Booth, R.N.V.R. (West Kirby, Cheshire).  
 Temporary Chief Petty Officer Walter Thomas Smith, P/J.20123 (Bingley, Yorks).  
 Acting Chief Petty Officer Peter Burns Stephen, P/JX.283138 (Fraserburgh, Aberdeenshire).  
 Temporary Chief Yeoman of Signals William Jowett, C/JX.133197 (Wakefield).  
 Chief Petty Officer Telegraphist James Edward Yeomans, D/J.110974 (Manchester).  
 Acting Chief Electrical Artificer Peter Robert Leslie, D/MX.54686.  
 Temporary Chief Stoker Reginald Norman Leatch, R.A.N., 19267 (Sydney).  
 Petty Officer Ernest Arthur Brookes, P/JX.129689 (Liverpool).  
 Temporary Acting Petty Officer Frederick Charles Percival, P/J.101479 (Manor Park, E.12).  
 Air Artificer Fourth Class Roger Felix Barns, FAA/FX.79318 (Haslemere).  
 Air Artificer Fourth Class Archibald Ingram Currie, FAA/FX.76681 (Ballymena, Northern Ireland).  
 Acting Ordnance Artificer Fourth Class Ernest David Hartley, R.A.N., B.3466 (Cairns, Australia).  
 Acting Petty Officer Air Mechanic (A) Thomas Lester, FAA/FX.77560 (Purfleet).  
 Temporary Petty Officer Cook Donald Arthur Ferguson, R.A.N., S.3630 (Bellevue Hill, New South Wales).  
 Acting Leading Seaman Alex Charles Emery, D/JX.161025.  
 Leading Signalman Robert Ashley Harrison, D/JX.156429 (Blackpool).  
 Leading Supply Assistant Joseph Henry Green, P/MX.82687 (Huddersfield).  
 Able Seaman John Gordon Cox, D/JX.305729.  
 Able Seaman Edward Lloyd Maxwell, R.A.N., H.1336 (Belbrice, Tasmania).  
 Able Seaman Ernest Arthur Petchey, C/JX.316347 (Brixton, S.W.2).  
 Ordinary Seaman John Leslie Allam, P/JX.523545 (Stockenchurch, Bucks).  
 Seaman Roderick Ross McArthur, R.N.R., X.10531 B (Stornoway, Lewis).  
 Musician Charles Stanley Dressing, R.M.B.2793 (London).

#### 5850.—Honours and Awards—Recommendations for Merchant Navy and D.E.M.S. Personnel

(H. & A./T.D. 670/44.—9 Nov. 1944.)

Recommendations for Honours and Awards to the Merchant Navy are made through the Admiralty "Honours and Awards Committee" by the Minister of War Transport. In order that meritorious conduct may receive appropriate recognition and not pass unnoticed, the Admiralty are largely dependent on recommendations from Naval Authorities.

2. Up to the present, recommendations have emanated from the following main sources:—

- Those made by Commanders-in-Chief and Senior Officers as for R.N. personnel;
- Those made as a result of Admiralty interviews of officers and men from merchant ships which have been in action with the enemy;
- Those made by the Ministry of War Transport as a result of depositions made by Masters or surviving officers of merchant ships which have been in action.

3. In future (from 10th November, 1944), Merchant Navy interviews at the Admiralty will be discontinued, so that only sources (a) and (c) will remain. It is essential, therefore, that all Naval Authorities both ashore and afloat should forward to their Commanders-in-Chief or Administrative Authorities recommendations in the usual form for such acts of gallantry or merit as come to their notice, including any by Service personnel, e.g., D.E.M.S. embarked or serving in merchant ships.

4. Naval Authorities concerned may be Senior Officers of escorts or forces in which Red Ensign ships are included, or Interviewing Officers (S.Os. (I), N.C.S.Os., etc.) who contact Masters on the arrival of ships in harbour. On some stations, P.S.T.Os. are required to forward recommendations for periodic awards to the Commander-in-Chief or Flag Officer concerned.

5. It is important that recommendations, or information that a recommendation may be made, shall reach the Admiralty as early as possible. They should, therefore, be sent on without delay, and where Form S.1533 or S.1534 is forwarded direct to the Admiralty in accordance with A.F.O. 6023a/42, a note is to be made on the form that a recommendation has been made to the Commander-in-Chief. It is important that these Forms should be accompanied by a full narrative for the information of the Honours and Awards Committee when considering recommendations made under paragraph 2 (c) above.

(A.F.O. 6023a/42, paragraphs 5, 6 and 7 are cancelled.)

#### 5851.—Honours and Awards—Polish Navy

(H. & A. 169/44.—9 Nov. 1944.)

The King has been graciously pleased to approve the following award for distinguished service ashore:—

*British Empire Medal (Military)*

Chief Petty Officer Czeslaw Olensinski, Polish Navy.

2. This award will not be gazetted.

#### 5852.—Honours and Awards—Royal Netherlands Navy

(H. & A. 169/44.—9 Nov. 1944.)

The King has been graciously pleased to approve the following Honorary Appointment for distinguished services ashore:—

*To be an Additional Officer of the Order of the British Empire*

Surgeon Lieutenant-Commander D. C. Canne, Royal Netherlands Navy.

2. This appointment will not be gazetted.

#### 5853.—Naval Staff Course—Syllabus for Wartime Course

(C.W. 52845/44.—9 Nov. 1944.)

The Naval Staff Course was re-instituted in a modified form in November, 1943.

2. The course, which is of 10 weeks' duration, is designed to train staff officers, emphasizing inter-service aspects, and to adjust administrative with operational requirements. The syllabus, therefore, covers subjects with which many sea-going officers may be unfamiliar.

3. The present syllabus is as follows:—

- First week—Admiralty Organization. Naval Secretariat. General Staff Duties.
- Second week—Action Information Organization. Principles of War and Strategy. Appreciations.
- Third week—Trade Protection. Convoy. Naval Law. W/T and Radar. Cyphering.
- Fourth week—Army Organization. Fleet Air Arm. Coastal Command.
- Fifth week—Intelligence.
- Sixth week—Staff Aspects of A/S Units, Coastal Forces, Minesweeping, Minelaying, Maintenance and Victualling of Fleet. U.S. Navy.
- Seventh week—Far Eastern Problems. Japanese Navy. Staff Aspects of Home Commands.



Eighth week—Combined Operations.

Ninth and tenth week—Problems connected with Captured Ports. Personnel. Welfare.

4. R.N. and R.M. officers will be eligible for selection as in Article 328, K.R. & A.I., but the restriction on seniority of Lieutenants is waived temporarily.

5. R.N.R. and R.N.V.R. officers of the rank of Commander, Lieutenant-Commander and Lieutenant (Executive and Special Branches) will also be considered for the course. Whilst it is most desirable that Reserve Officers should have had sea or operational experience, application may be forwarded in respect of R.N.R. and R.N.V.R. officers (including Special Branch) not possessed of such experience, provided that their qualifications are of a high standard, and that they are specially recommended.

If officers have not had service afloat or on a base staff, the Commanding Officer's report should state, *inter alia*, the grounds upon which the special recommendation is made.

6. Two Engineer and two Supply Officers will be included in each course.

7. In normal circumstances, qualifications at the Staff College will lead to an appointment of more scope and responsibility than would have been the case if the officer had not undergone the course.

(A.F.O. 385/44.)

(A.F.O. 3926/44 is cancelled.)

*See AFO 2557/40*  
**5854.—Fleet Air Arm—Grant of Acting Rank of Lieutenant to Officers Carrying Out the Duties of Senior Pilot and Senior Observer in each Squadron under the Command of a Lieutenant-Commander**

(C.W. 54521/44.—9 Nov. 1944.)

It has been decided that, where Naval air squadrons are commanded by a Lieutenant-Commander, the officers carrying out the duties of Senior Pilot and Senior Observer should be granted the acting rank of Lieutenant while holding these appointments if they are below that rank.

2. The Admiralty are unaware of the names of those officers who are actually carrying out the duties referred to as it sometimes happens that Sub-Lieutenants with the most flying experience, but not necessarily the most seniority, perform these functions.

3. It is, therefore, requested that Commanding Officers of H.M. ships and Naval air stations should forward to the Admiralty in each case, the names of the officers, accompanied by Forms S.206, in their squadrons performing the duties of Senior "P" or "Q" to whom it is desired the acting rank of Lieutenant should be granted while holding the appointment. In the case of officers serving abroad, applications should be forwarded by air mail.

**5855.—Junior Engineer Officers—Rates of Full Pay**

(C.W. 50258/44.—9 Nov. 1944.)

The following table shows the present rates of full pay of engineer officers of the rank of Acting Sub-Lieutenant, Sub-Lieutenant and Lieutenant.

	<i>Per diem</i>
	<i>s. d.</i>
(i) <i>Permanent R.N. Officers.</i>	
Acting Sub-Lieutenant (E) ... ..	11 0
Sub-Lieutenant (E), on confirmation in rank... ..	13 0
Sub-Lieutenant (E), on grant of Engine-room Watchkeeping Certificate ... ..	15 0
On promotion to Acting Lieutenant (E) ... ..	16 6
On confirmation in rank of Lieutenant (E) ... ..	19 0
(ii) <i>Temporary R.N. Officers.</i>	
Acting Sub-Lieutenant (E) ... ..	11 0
Sub-Lieutenant (E) ... ..	15 0
On promotion to Lieutenant (E), or if granted the acting rank of Lieutenant (E)... ..	19 0
(iii) <i>Temporary R.N.R. Officers.</i>	
Sub-Lieutenant (E) (Patrol Service duties) ... ..	15 0
On promotion to Acting Lieutenant (E) (Patrol Service duties) ... ..	16 6
On entry as, or promotion to, Lieutenant (E) ... ..	19 0

(iv) *Temporary R.N.V.R. Officers.*

*Per diem.*

(a) Entered for General Fleet duties—to transfer to Temporary R.N.:	<i>s.</i>	<i>d.</i>
Probationary Acting Sub-Lieutenant (E) ... ..	11	0
Probationary Sub-Lieutenant (E) ... ..	13	0
(b) Entered for Patrol Service duties:		
Sub-Lieutenant (E) ... ..	15	0
Acting Lieutenant (E) ... ..	16	6
Lieutenant (E) ... ..	19	0
(c) Officers other than those in Categories (a) and (b):		
Acting Sub-Lieutenant (E) ... ..	11	0
Sub-Lieutenant (E) ... ..	15	0
On promotion to Lieutenant (E), or if granted the acting rank of Lieutenant (E) ... ..	19	0

2. A.F.O. 3446/40 (so far as it relates to Engineer Officers) and A.F.O. 6368/42 are cancelled.

(A.F.O. 3446/40.)

(A.F.O. 6368/42 is cancelled.)

**5856.—Promotion from the Lower Deck to Permanent Executive and Air Commissions—Fleet Selection Boards—REPORTS**

(C.W. 61195/44.—9 Nov. 1944.)

With reference to A.F.Os. 147/44 and 148/44, the next Fleet Selection Boards for candidates for permanent executive and air commissions should be held early in December, 1944, and the results reported to the Admiralty (C.W. Branch). The date for determining the maximum age will be 1st July, 1944.

2. Nil reports are also required and names of any unsuccessful candidates should be reported.

(A.F.Os. 147/44 and 148/44.)

**5857.—Warrant Wardmaster—Professional Examination, July, 1944**

(C.W. 60398/44.—9 Nov. 1944.)

The following successful results were obtained at the examination held on 20th July, 1944:—

Ship or Establishment	Rating	Name.	Official No.	Part 1 300	Part 2 250	Part 3 200	Part 4 150	Total, Max. 900
R.N.A.H., Durban ...	S.B.P.O. ...	T. W. Wild ...	C/MX.49575	225	180	160	140	705
R.N.A.H., Idsworth...	S.B.P.O. .	E. J. Mackney	P/MX.50253	230	170	160	125	685
R.N.H., Chatham ...	S.B.C.P.O.	J. A. Hall ...	C/MX.46865	210	175	145	130	660
H.M.S. "Kenya" ...	S.B.C.P.O.	T. W. P. Williams	D/M.39285	240	135	160	95	630
H.M.S. "Royal Arthur"	S.B.C.P.O....	J. McCondie...	C/MX.45130	185	180	120	140	625
R.N.H., Plymouth ...	S.B.C.P.O.	G. B. Narramore	D/M.38038	205	140	145	120	610
H.M.S. "Malabar"...	S.B.C.P.O.	A. Toleman ...	C/MX.45543	220	130	150	80	580
H.M.S. "London" ...	S.B.C.P.O.	E. P. Spelman...	C/M.39010	220	140	120	90	570
H.M.S. "Queen Elizabeth"	S.B.C.P.O.	H. E. M. Jones	P/M.37199	210	125	135	85	555
H.M.S. "Woolwich"	S.B.C.P.O.	J. B. R. Fleming	C/MX.45342	170	155	110	120	555
H.M.S. "Illustrious"	S.B.C.P.O.	A. G. White ...	D/MX.47017	180	140	110	110	540
R.N.H., Chatham ...	S.B.C.P.O.	W. G. Townsend	C/M.38233	205	130	105	90	530
H.M.H.S. "Vasna" ...	S.B.P.O.(Ty)	H. Butlin ...	D/MX.48831	165	140	100	95	500
R.M. Training Group (Wales).	S.B.C.P.O.	C. F. Weeks ...	C/MX.47059	170	125	120	80	495
R.N.H., Plymouth ...	S.B.C.P.O.	C. J. Bastin ...	D/MX.46907	160	125	105	85	475
H.M.H.S. "Vasna"	S.B.G.P.O.	A. G. Popplewell	D/MX.47460	160	125	100	75	460



**5858.—Officers of the South African Union Defence Force Seconded to the Royal Marines—Provisional Accounting Instructions**

(C.W. 3889/44.—9 Nov. 1944.)

The following is the substance of Admiralty "A" Message 185A of 10th June, 1944 :—

South African Union Defence Force Officers seconded to the Royal Marine Divisions are to be paid by Naval Accountant Officers or Paymasters of Royal Marine Divisions provisionally at the rates at present shown in their U.D.F. Pay Books. Officers are to be entered forthwith on the ledger from the date of appointment to their present ship or establishment from the details shown in the Pay Book, i.e. pay and allowances due, and are to be charged with advances of pay, made after that date, plus allotments, etc. Naval Pay Books are to be prepared forthwith, giving rates of pay, etc., shown in the U.D.F. Pay Book, as well as details of payments entered on the Pay Book prior to that date. The U.D.F. Pay Books are then to be returned immediately to the Accountant Officer, South African Naval Forces, Box 849, Capetown, or c/o the Commander-in-Chief, South Atlantic.

2. Duplicate Transfer Lists will be prepared in South Africa, the original copy of which will be sent to the ship or division from which the U.D.F. Pay Book was returned, and the duplicate through the first ship or establishment that the officer joined on secondment.

3. The account should be examined on receipt of the original Transfer List and if necessary adjusted. On the duplicate Transfer List should be noted (a) the details of allowances to which the officer is apparently entitled, with relevant dates, and (b) advances made. This Transfer List should then be forwarded to the next ship to which the officer was appointed, and similar action taken until it is received in the ship in which the officer is now serving. The officer should be entered for pay and allowances as necessary as from the date of secondment, and the necessary charges made.

4. Allowances such as Travelling, Subsistence and Provision allowance and Special Service Group allowance under C.A.F.O. 243/44 will be payable for the present under R.N. Regulations and at R.N. rates. Field Allowance may be credited at 2s. 6d. a day, but Combined Operations Allowance is not to be paid.

5. The Naval Accountant, S.A.N.F., will continue to pay allotments until arrangements can be completed for them to be taken over by the Cashier, H.M. Dockyard, Simonstown.

6. Further instructions giving other conditions of secondments, together with a detailed statement of pay and allowances appropriate to U.D.F. Officers will be promulgated in due course.

(C.A.F.O. 243/44.)

("A" Message 185A of 10th June, 1944, is cancelled.)

**5859.—Complement Amendment**

H.M. Coastal Craft

(N/M/S. 0313/44.—9 Nov. 1944.)

The following amendment is to be made to the scheme of complement of H.M. Coastal Craft, issued with Admiralty Letter N/D.P.S. 157/42/M of 8.3.43 :—

Motor Launches

Insert notation (s), in column headed "A" and "B" types without torpedo tubes, against A.B. or Ord. Smn. and Ord. Sig. together. Note (s) as follows :—

(s) In boats employed on Minesweeping duties, reduce 1 A.B. or Ord. Smn. and add 1 Ord. Sig.

**5860.—Command Money and Entertaining Allowance—Captains**

(C.W. 14811/44.—9 Nov. 1944.)

It has been decided that, with effect from 9th October, 1944, the distinction between the higher and lower rates of command money and entertaining allowance payable to Captains, hitherto based on tonnage, is to be made according to the class of ship as follows :—

(a) *First Class*

Captains and Acting Captains in command of :—

Battleships  
Battle Cruisers  
Fleet Carriers  
Light Fleet Carriers  
Cruisers whose main armament consists of at least nine guns of 6-in. calibre.  
Captains (D)  
Captains (S)

	Command Money		Entertaining Allowance	
	s.	d.	s.	d.
(i) Sea-going ... ..	10	0	8	0
(ii) in reserve commission ... ..	7	0	5	0
	(maximum)		(maximum)	

(b) *Second Class*

Captains and Acting Captains in command of any other ships.

	Command Money		Entertaining Allowance	
	s.	d.	s.	d.
(i) Sea-going ... ..	7	0	5	0
(ii) in reserve commission ... ..	5	0	2	6

2. The remaining rates and conditions of issue continue unaltered.

3. K.R. & A.I. will be amended.

(K.R. & A.I., Appendix I, Part 3, No. 13 (a).)

**\*5861.—Accountant Branch—Change in Title of Branch and Officers**

(C.W. 19583/43.—9 Nov. 1944.)

The abbreviation for the new rank of Commissioned Cookery Officer in Appendix I of A.F.O. 5617/44 should be amended to read Cd Ck O.

(A.F.O. 5617/44.)

**5862.—Wartime Staff Course—Specialist Allowance**

(C.W. 36425/44.—9 Nov. 1944.)

Officers of the rank of Lieutenant-Commander and Lieutenant, including those of the Reserves, who pass the Wartime Staff Course, are eligible for specialist allowance of 2s. 0d. a day under the general conditions laid down in K.R. & A.I. Article 1566, with the exception that this allowance is not payable to officers of the Special Branch, except in the case of those transferred from the Executive Branch subject to the following conditions :—

- That they are qualified for the Executive Branch and are medically fit therefor.
- That they were transferred to the Ex-S category solely because the nature of their appointments precluded them from obtaining a watchkeeping certificate.

2. Captains, R.M., and Lieutenants, R.M., who pass the course are eligible for this allowance, at the same rate of 2s. 0d. a day, under the conditions of Article 1571, K.R. & A.I.

3. Officers who have passed the Wartime Staff Course will have the notation (S.S.C.) placed against their names in the Navy List. These notations will appear in the October issue of the Navy List.



**5863.—Rank of R.M. N.C.Os. in Command of Detached Parties Abroad**

(N. 26302/44.—9 Nov. 1944.)

When serving abroad, should it be necessary for a corporal to be appointed in command of a detachment of strength *not* less than 20 other ranks, on the authority of his Commanding Officer he may be granted the acting rank of sergeant for the period during which the party is detached, under the authority of K.R. & A.I., Art. 750.

(Art. 750, K.R. &amp; A.I.)

**5864.—Reconsideration of Permanent Flying Medical Categories**

(M.D.G. 43126/44.—9 Nov. 1944.)

A flying medical category of A.p.B is given only after full investigation, when it is considered that the individual is medically unfit for further flying duties.

2. If, on the expiration of at least 12 months from the date of allocation of an A.p.B category, an officer or rating considers that he has recovered completely from his disability, he may submit to his Commanding Officer that his return to flying duties might be considered.

3. If in the opinion of the Commanding Officer the submission is justified, the application should be forwarded to the Admiralty with his covering remarks.

4. In the event of Admiralty approval being given instructions regarding medical reboard will then be issued.

(A.F.O. 4906/43.)

**5865.—Service Documents—Delay in Receipt**

(N/M. 2507/44.—9 Nov. 1944.)

Attention is drawn to the necessity for full service documents accompanying ratings who are discharged to depot under C.A.F.O. 2126/44.

(K.R. &amp; A.I., Arts. 856 and 1734.)

(C.A.F.O. 2126/44.)

**5866.—Transfers to the South African Naval Forces—Pay Adjustments for Certain Ratings**

(N. 23422/44.—9 Nov. 1944.)

With reference to A.F.Os. 1922/44 and 3514/44, it is notified that as the present pay code for personnel of the South African Naval Forces was not introduced until 1st June, 1943, vide A.F.O. 3913/43, ratings transferred to that Force from a date prior to 1st June, 1943, may be entitled to pay adjustments in respect of extra duty allowances specified in paragraphs 16 to 19, Appendix 1, A.F.O. 3022/43, under the pay code in force until 31st May, 1943.

2. In view of the impossibility now of obtaining the certificates required by A.F.O. 3022/43, Appendix 1, paragraph 17, it has been agreed with the South African authorities that the following rules should be adopted:—

(a) A.F.O. 3022/43, Appendix 1, paragraph 17.—Payment of extra duty allowance under this paragraph may be made, up to 31st May, 1943, inclusive, to ratings whose assessment for efficiency was not below "Satisfactory" for the year ended 31st December, 1943.

(b) A.F.O. 3022/43, Appendix 1, paragraphs 18 and 19.—Payments of these allowances may be made on a certificate from the rating on the lines of that specified in A.F.O. 1752/42. Such certificate should state that the rating was carrying out the duties or held one of the non-substantive rates mentioned on or before the 1st June, 1943.

3. Adjustments of ratings' accounts in respect of the above provisions should be noted as having been made under A.F.O. 5866/44, and in the case of 2 (b) should be supported by the stipulated certificate. The details should also be shown on the extract of ledger accounts forwarded to the Accountant, S.A.N.F., in accordance with A.F.O. 3022/43, paragraph 58.

4. Under the S.A.N.F. pay code operative from 1st June, 1943, extra duty pay is abolished (vide paragraph 3 of A.F.O. 3913/43), but it should be noted that any extra duty pay granted under the rules set out in paragraph 2 above might give entitlement to a personal allowance under the conditions specified in paragraph 5 of A.F.O. 3913/43.

(A.F.Os. 1752/42, 3022/43, 3913/43, 1922/44 and 3514/44.)

**\*5867.—Artificer Apprentices—Recommendation of Candidates with Service Claims**

(N. 25424/44.—9 Nov. 1944.)

The next Open Competitive Examination for the entry of Artificer Apprentices in the Engine Room, Electrical, Ordnance and Air Branches of the Royal Navy will be held in April next, successful candidates being entered in July, 1945.

2. Candidates must be between the ages of 15 and 16 on 1st May, 1945.

3. A limited number of candidates with Service claims who reach the qualifying standard in this examination will be nominated for entry by the Lords Commissioners of the Admiralty from the list of candidates recommended by Commanders-in-Chief at home and abroad, the Admiral Commanding Reserves, Flag Officers Commanding in Home Waters, the Engineer-in-Chief of the Fleet, the Adjutant-General, Royal Marines, and the Flag Officer, Naval Air Stations. These candidates must be the sons of Commissioned Officers, Warrant Officers, Chief Petty Officers, Petty Officers or 1st Class Petty Officers, Royal Navy; or the sons of Commissioned Officers, Warrant Officers or Non-Commissioned Officers of or above the rank of Sergeant, Royal Marines; or the sons of Clerks, Draughtsmen, Inspectors and Foremen of the Artisan branches, or skilled Artisans of H.M. Dockyards not below the grade of Chageman.

4. Service nominations are restricted to:—

(a) Boys whose fathers are dead.

(b) Boys whose fathers have been invalided or who have, for some similar reason, strong claims to special consideration on compassionate grounds.

(c) Boys whose fathers can show long and faithful service, or other such sound reasons for consideration.

5. In allotting Service Nominations, Their Lordships' preference will be given (within category (a) in paragraph 4) to orphans whose fathers have been killed in action, or have been lost at sea on active service, or killed on duty, or have died of wounds in action or injuries received on duty within six months from the date of such action or injuries. Boys who are ineligible solely because their fathers were below the rank or grade specified in paragraph 3 may be included in the recommendations for nomination if considered deserving and suitable candidates. Their names will be considered after those candidates mentioned in paragraph 3.

6. In exceptional circumstances, officers and men holding the ranks mentioned in paragraph 3 may apply for a recommendation for boys to whom they stand in the position of guardian. Independent and satisfactory evidence that the boy has been brought up by his guardian for five years or more should be forwarded with the recommendation.

7. It is desirable that individual applications should be in the hands of the authorities quoted in paragraph 3 by 1st December, to facilitate action in compliance with the following paragraph.

8. Lists of recommendations must reach the Secretary of the Admiralty by 1st February next, and in order that each boy recommended may receive proper consideration, the following particulars are to be given:—

**Candidates—**

(1) Full name.

(2) Date of birth.

(3) Home address.

**Claim to consideration—**

(1) Father's full name.

(2) Rank or rating (O.N. or Divisional No. to be stated).

(3) Length of service (excluding time below the age of 18).



- (4) Medals and decorations held by father; any notation of meritorious service or other special commendation.
- (5) If father is dead, date of death and, if death occurred while serving or within six months of wound or injury received on duty, particulars of the cause of death.
- (6) If father is alive, but not now serving, particulars of the date and cause of discharge, age on discharge, and present employment.

*Family Circumstances—*

- (1) Number and ages of other dependent children (i.e. excluding candidate).
- (2) Any other particulars (e.g. if mother a widow or has married again).

9. An application for a Service nomination does not in itself constitute an application for admission to the examination. The application to take the examination must be forwarded by the candidate himself to the Civil Service Commission, Burlington Gardens, London, W.1, in accordance with the regulations issued by that department. Applications should reach the Civil Service Commission, at the latest, by 15th January, 1945.

(A.F.O. 5637/44 is cancelled.)

**\*5868.—W.R.N.S. Personnel with Knowledge of South East Asia—Returns**

(C.W. 59890/44.—9 Nov. 1944.)

A Register is established within the organization of the Inter-Service Topographical Department containing the essential particulars of Service personnel with special knowledge (topographical or otherwise) of countries within the South East Asia Command.

2. In order that W.R.N.S. Officers and ratings with experience of Burma, Malaya or Thailand may also be added to the Register, Commanding Officers are requested to bring this order to the notice of all ranks and arrange that anyone possessing such knowledge, or who knows of any person possessing such knowledge shall communicate with the Officer-in-Charge, Contact Register (British and Foreign) N.I.D. 21A, Admiralty, stating whether she can, if desired, attend for interview.

3. Particulars of the exact areas specially known, with the dates of most recent visits or residence, should be supplied and where knowledge of languages is claimed, an indication of proficiency should be given.

4. A specimen form showing the type of information required for the Contact Register is given below.

**CONTACT REGISTER (British and Foreign) INFORMATION FORM**

Name (in full).....  
 Permanent Address.....  
 Present Address.....  
 Rank and Unit  
 or Civil Occupation.....Date of Birth.....  
 Languages Spoken.....  
 Special Qualifications,  
 Technical knowledge, etc.  
 Periods of Residence Abroad  
 (give dates):  
 Knowledge of Localities  
 (all names in block letters):

(A.F.O. 2980/44.)

**5869.—W.R.N.S.—Desertion—Discharge and Disposal of Service Certificates**

(N.L. 3210/44.—9 Nov. 1944.)

The discharge of ratings of the W.R.N.S. who have deserted may be authorized at home by the Commanders-in-Chief, The Nore, Portsmouth, Plymouth, Western Approaches and Rosyth, the Admiral Commanding Orkneys and Shetlands, and the Flag Officer Commanding Dover. Overseas, discharge may be authorized by the

Commanders-in-Chief, Eastern Fleet, Mediterranean and South Atlantic, the Flag Officer Levant and Eastern Mediterranean and the British Admiralty Maintenance and Supply Representative, Washington.

2. Discharges under this order will be reported by name to the Director, Women's Royal Naval Service, as soon as they are authorized. Reports from overseas will be made by signal.

3. A deserter should not be formally discharged unless she has, subsequent to being marked "R," communicated in writing with, or has reported in person to, a Naval authority.

4. When finally discharged, a deserter may be supplied with her Certificate of Service, together with Discharge Form S.1558 and Board of Trade Form C.R.S.C.1, but not until she has surrendered her Sailor's Pay and Identity Book (Form S.43A). Where she is in touch locally with the Naval authorities, it may be possible to get her to call for her Service Certificate and Forms S.1558 and C.R.S.C.1, and at the same time recover Form 43A. In other cases, the Service Certificate and Forms S.1558 and C.R.S.C.1 might be sent to the police with a request that they be handed to the deserter in exchange for Form S.43A.

5. Deserters from whom no communication or report is received are to continue to be marked "R" and Service Certificates and Forms S.1558 and C.R.S.C.1 are to be withheld from them. After one month's absence, the Ministry of Labour and National Service is to be notified that they are in a state of desertion and available for direction to other work of national importance. Their Service Certificates should be retained for three months from date of desertion, after which they should be forwarded to the Director, Women's Royal Naval Service.

6. Such deserters should be omitted from statistical returns when removed from ships' books (i.e. after three months).

7. The concession in K.R. & A.I. Article 589, clause 6, that forfeitures of pay, etc., do not apply to monies which should have been paid before desertion, but for some accidental reason were not paid, is not to be allowed to W.R.N.S. deserters unless they have returned to duty after being marked "R."

(K.R. & A.I. Article 589.)

(A.F.Os. 950/44 and 1190/44 are cancelled.)

**5870.—W.R.N.S. Supply Ratings—Change in Title**

(N. 27370/44.—9 Nov. 1944.)

As the result of the changes announced in the titles for male Supply ratings, it is necessary to change the title of W.R.N.S. Supply ratings.

2. In future these ratings will be known as Stores ratings, divided, as at present into four categories. The present and new titles are as follows:—

<i>Present Title</i>	<i>New Title</i>
Chief Wren Supply (Clothing) ...	Chief Wren Clothing.
P.O. Wren Supply (Clothing) ...	P.O. Wren Clothing.
Ldg. Wren Supply (Clothing) ...	Ldg. Wren Clothing.
Wren Supply (Clothing) ...	Wren Clothing.
Chief Wren Supply (F.A.A. Stores) ...	Chief Wren Air Stores.
P.O. Wren Supply (F.A.A. Stores) ...	P.O. Wren Air Stores.
Ldg. Wren Supply (F.A.A. Stores) ...	Ldg. Wren Air Stores.
Wren Supply (F.A.A. Stores) ...	Wren Air Stores.
Chief Wren Supply (Naval Stores) ...	Chief Wren Naval Stores.
P.O. Wren Supply (Naval Stores) ...	P.O. Wren Naval Stores.
Ldg. Wren Supply (Naval Stores) ...	Ldg. Wren Naval Stores.
Wren Supply (Naval Stores) ...	Wren Naval Stores.
Chief Wren Supply (Victualling) ...	Chief Wren Victualling.
P.O. Wren Supply (Victualling) ...	P.O. Wren Victualling.
Ldg. Wren Supply (Victualling) ...	Ldg. Wren Victualling.
Wren Supply (Victualling) ...	Wren Victualling.

3. The change is to be made on Service Certificates and other official documents as opportunity offers.

(A.F.Os. 5617/44 and 5618/44.)



## \*5871.—Service Register for Parliamentary Elections and Notification of Bye-Elections

(N. 24850/44.—9 Nov. 1944.)

With reference to A.F.O. 3105/44, the new parliamentary register will replace the 1939 register and the absent voters' list now maintained by the depots with effect from 1st December, 1944.

2. From that date, in order to ensure that all Naval and W.R.N.S. personnel, and members of Q.A.R.N.N.S. and V.A.D., of 21 years of age or over who are stationed in the United Kingdom and have declared to an address which may be in the constituency concerned, shall receive notice of a pending bye-election in sufficient time to enable them to vote by post, the following procedure will be adopted.

3. On receipt by the Admiralty of notification that a bye-election is pending, an A.F.O. will be published, if time permits, stating the date of the issue of the writ, the name of the constituency and the address of the registration officer. If necessary, notification will be made by signal to ships and establishments in home waters.

4. On receipt of this information, commanding officers of ships and establishments in home waters will immediately complete Form S.1300D, a specimen of which is given in the appendix below, with the date of the issue of the writ, the name of the constituency and the address of the registration officer, and will post the form in a prominent position on notice boards after inserting the name of the office (paragraph 3).

5. Naval and W.R.N.S. personnel, and members of Q.A.R.N.N.S. and V.A.D. of 21 years of age or over who are stationed in the United Kingdom, and who have completed a service declaration on Form S.1300B, may, if they believe that the address to which they have declared is situated in the constituency concerned, apply to vote by post at that bye-election. For this purpose they should complete S.1300C, which may be obtained on board (or, in the case of naval personnel on leave, from registration officers), and forward it to the appropriate registration officer in order that he may be notified of the address to which ballot papers are to be sent. This form must be received by the registration officer within 24 days of the date of the issue of the writ, and should be completed and forwarded as soon as an election is announced, but not until then. The submission of this form will automatically cancel the appointment of any proxy as regards that particular bye-election. If any form S.1300C has already been forwarded to registration officers they will be invalid and another completed form at the time of an election will be necessary to secure an effective vote.

6. Naval and W.R.N.S. personnel, and members of Q.A.R.N.N.S. and V.A.D. on the service register, who do not send in Form S.1300C may vote in person, but where a proxy has been appointed only if the proxy has not already voted. The appointment of the proxy is then cancelled as regards that particular bye-election.

7. In no circumstances will special leave be granted solely for the purpose of voting in person.

8. Arrangements are being made for supplies of Forms S.1300C and S.1300D to be made to ships and establishments in home waters.

9. Paragraphs 4 to 8 above do not apply to personnel serving outside the United Kingdom, as a ballot paper can only be sent to an address in the United Kingdom. Personnel serving abroad can only vote if they have appointed a proxy in accordance with the pamphlet "Parliamentary Registration" and completed the Armed Forces Declaration Card (notified in A.F.O. 3105/44) Part 2. Copies of this pamphlet are available for reference in all ships and establishments.

10. K.R. and A.I., Article 1457 and Appendix XXI, will remain in abeyance until further notice.

S.1300D

## APPENDIX

## Notification of a Pending Bye-Election

A WRIT WAS ISSUED ON.....19..... FOR A  
BYE-ELECTION FOR THE.....DIVISION  
OF THE PARLIAMENTARY BOROUGH/COUNTY OF.....  
ADDRESS OF REGISTRATION OFFICER.....

All Naval and W.R.N.S. personnel of 21 years of age or over, serving in the United Kingdom, who have completed a service declaration on Form S.1300B may, if they believe that the address to which they have declared is situated in the above constituency, apply to vote by post at this bye-election. For this purpose an application for a ballot paper should be made on Form S.1300C to the electoral registration officer at the above address. This form must be received by the registration officer within 24 days of the date of the issue of the writ. An application to vote by post will automatically cancel the appointment of any proxy for this particular election. Personnel should take care when completing Form S.1300C to give their full service postal address, including rank and Navy number.

Form S.1300C can be obtained from the..... office, or, in the case of personnel on leave, from the registration officer at the above address.

Naval personnel who do not send in Form S.1300C may vote in person, but where a proxy has been appointed, only if the proxy has not already voted.

In no circumstances will any special leave be granted solely for the purpose of voting.

A pamphlet containing further information about parliamentary registration, completion of the Armed Forces Declaration Card (Form S.1300B) and the method of voting, is available on application.

## 5872.—Naval Pensions Increase Scheme, 1944

(P.M. 3267/44.—9 Nov. 1944.)

Naval Pensions Increase Scheme, 1944.—Under the Pensions (Increase) Act, 1944, provision has been made for the increase of certain pensions payable in respect of public service, and a Naval Pensions (Increase) Scheme has been introduced to provide corresponding increases to Admiralty pensions. The following summary of the principal regulations governing the increase of pension under the Naval scheme is promulgated for information. It is intended only as a general explanation and does not replace the regulations themselves.

2. The scheme is divided into two distinct parts, viz. :—

- (i) A "General" Scheme providing increases which are dependent upon certain conditions, including the total income of the pensioner. The conditions and rates are set out in paragraphs 3 to 10 below.
- (ii) An "Automatic" Scheme providing increases which are limited to pensions not exceeding £645 a year, but are payable without regard to the income or other circumstances of the pensioner. The conditions and rates are set out in paragraphs 11 to 17 below.

## "General" Scheme

3. Pensioners eligible.—Those eligible for increase of pension under the scheme are :—

- (a) Pensioners who are in receipt of pensions, chargeable to Navy Votes, in respect of their services, and who belong to one of the following classes :—

Officers and men of the R.N. and R.M.  
Members of Queen Alexandra's Royal Naval Nursing Service.  
Riggers and Yard Craftmen of H.M. dockyards.  
European members of the Hong Kong dockyard police.  
Naval Shipwrights granted pensions for combined Naval and civilian dockyard service.  
Schoolmistresses of the R.M. girls' and infants' schools.

- (b) Widows of officers of the R.N. and R.M. who are in receipt of "ordinary" pensions chargeable to Navy Votes in respect of their husbands' services, and other dependants who are in receipt of pensions payable in respect of those services.
- (c) Widows and dependants of Riggers and Yard Craftmen of H.M. dockyards, of European members of the Hong Kong dockyard police and of Naval Shipwrights, who are in receipt of annual pensions or allowances.
- (d) Other pensioners whose pensions have been increased under the Pensions (Increase) Scheme of 1920/24 or whose pensions would be increasable under those schemes but for the income limits imposed thereby.



*Note.*—Officers and men in receipt of Greenwich Hospital or Travers Pensions are ineligible for any increase in respect of such pensions but may be granted increases in respect of their Naval pensions. For this purpose a Greenwich Hospital Age Pension or increased age pension will be treated as part of a Naval pension.

4. *Conditions of eligibility.*—(i) The pensioner must (a) have attained the age of 60 years (or where the pension is a widow's pension 40 years) or (b) be under the age of 16 years or (c) have been invalided from the Royal Navy on account of physical or mental infirmity or (d) if not so invalided be permanently incapacitated by physical or mental infirmity from engaging in any regular full-time employment or (e) if a woman pensioner have at least one dependant.

(ii) The pensioner's income from all sources inclusive of pension and pension increase shall not exceed £300 a year if the pensioner is married or has at least one dependant or in any other case £225 a year, but in assessing income for this purpose the first £52 a year of income other than the increasable pension or pensions will be disregarded.

*Notes.*—(a) The expression "income" in the case of a married pensioner includes the income of both husband and wife.

(b) A pensioner will be regarded as unmarried unless the husband or wife of the pensioner is alive and where a husband and wife are living apart they may be treated as unmarried persons at the discretion of the Admiralty.

(c) The expression "dependant" means—

(i) a person who has not attained the age of 16 years or who is receiving full-time instruction at any educational establishment or is undergoing full-time training for a trade, profession or vocation, or

(ii) the father, mother, brother, sister, child, uncle or aunt of the pensioner or of the husband or wife of the pensioner, or of the deceased husband or wife of the pensioner, or the child of any such persons ("child" including legitimate and illegitimate children, step-children and statutorily adopted children), or

(iii) the step-father or step-mother of the pensioner, who is wholly or mainly supported by the pensioner and whose total income from other sources (apart from any income from a scholarship or other educational endowment) does not exceed £52 a year.

5. *Scale of increases.*—The scale of increases which may be granted is as follows:—

Status	Amount of pension (including any increase under the Pensions (Increase) Schemes of 1920-24)	Maximum Increase
(a) (i) Married, or ... .. (ii) Unmarried with at least one dependant	Not exceeding £100 a year.	30 per cent.
(b) Unmarried without a dependant	Not exceeding £75 a year.	
(a) (i) Married, or ... .. (ii) Unmarried with at least one dependant.	Exceeding £100 but not exceeding £200 a year.	25 per cent.
(b) Unmarried without a dependant	Exceeding £75 but not exceeding £150.	
(a) (i) Married, or ... .. (ii) Unmarried with at least one dependant.	Exceeding £200 a year	20 per cent.
(b) Unmarried without a dependant	Exceeding £150 a year	

or such smaller amount as is sufficient to bring the income up to the appropriate limit set out in paragraph 4 (ii) above.

If the amount to which a pension may be increased under the above scale is less than the amount to which a smaller pension might be increased, it may be increased to the latter amount.

In certain cases other pensions received by the pensioner are aggregated with the Admiralty pension to fix the percentage of increase admissible on the latter.

*Note.*—There are special rules for certain classes of pensioners whose pensions have been assessed wholly or partly on a civilian basis (i) where the pension has been increased as a result of the grant of war bonus, or other similar allowance, since 3rd September, 1939, and (ii) where part of the pension has been surrendered in favour of the wife or husband of the pensioner.

6. *Period for which increases may be granted.*—This scheme applies to pensions payable in respect of any period between the 1st January, 1944, and the 31st December, 1945, inclusive.

7. *Title of Pensioners to claim at any time hereafter if not immediately eligible for benefit.*—Any pensioner who, by reason of age or circumstances, is ineligible for benefit immediately under this scheme, may apply for an increase of pension hereafter if and when he or she becomes eligible.

8. *Rule regarding commuted pension.*—Any portion of a pension which has been commuted prior to 1st January, 1944, will be disregarded, but later commutation may be taken into account.

9. *Persons retired with a gratuity and no pension.*—No person who retired or was discharged with a gratuity only is eligible for any benefit under this scheme.

10. Steps have been taken to despatch forms of application to such pensioners as appear to be entitled to benefit under the scheme. Any person who considers he fulfils the conditions for an award and has not received a form should make application to the Secretary of the Admiralty (P.M. Branch), S.W.1.

#### "Automatic" Scheme

11. *Pensioners eligible.*—Those eligible for increase of pension under this scheme are:—

(a) Officers of the R.N. and R.M. who are in receipt of retired pay which has been subject to cost-of-living variations, or based upon the consolidated rates authorized by Order-in-Council of the 4th May, 1935. (Officers who retired under special Retirement Schemes whose retired pay was specifically exempted from subsequent periodical review are ineligible for these increases.)

(b) Riggers and Yardcraft personnel of H.M. dockyards.

(c) Naval Shipwrights granted pensions for combined Naval and Civilian Dockyard Service.

12. *Scale of Increases*—

(i) If the pension does not exceed £400 a year ... 10 per cent. increase

(ii) If the pension exceeds £400 a year, but does not exceed £600 a year ... 7½ per cent. increase

(iii) If the pension exceeds £600 a year, but does not exceed £645 a year ... Increased to £645 a year

13. *Periods for which increases may be granted.*—This scheme applies to pensions payable in respect of any period between the 1st January, 1944, and the 31st December, 1945, inclusive.

14. *Rules regarding commuted pensions.*—In computing the increases referred to in paragraph 12, any sum commuted from the original pension will be added to the existing rate, and eligibility for increase will be determined by, and the rate of increase assessed on, the total so obtained.

15. *Persons retired with a gratuity and no pension.*—No person who retired or was discharged with a gratuity only is eligible for any benefit under this scheme.

16. Steps have been taken to award the appropriate increases to pensioners who are eligible, and no special action is necessary on the part of the pensioner.

17. Pensioners eligible for an increase under the "Automatic" Scheme may be eligible also for an increase under the "General" Scheme. In assessing the amount of the increase which may be awarded under the latter scheme, however, the increase payable under the former scheme will be taken into account. (See paragraph 10 above.)



**5873.—Post Office—Postage Stamps for Fleet Mail Offices**

(D.N.A./M. 2199/44.—9 Nov. 1944.)

In order to facilitate the working of the Fleet Mail Offices abroad, the following uniform procedure is to be adopted.

Fleet Mail Officers abroad are to arrange for Base Supply Officers to make suitable contingent advances :—

- (a) in cash to enable them to acquire local postage stamps for re-sale ;
- (b) in United Kingdom postage stamps.

2. As regards (b), it is the responsibility of the Fleet Mail Officers to inform the Base Supply Officers of their requirements in sufficient time for the stamps to be requisitioned from the Post Office Stores Department, Stamp Section, High Wycombe, Bucks.

**\*5874.—Gas Works—Vacancies for Gas Stokers and Labourers—Volunteers—REPORT**

(N/D.P.S. 969/44/M.—9 Nov. 1944.)

Men are urgently needed at gas works for heavy labouring work. They must be prepared if required to undertake stoking duties in retort houses where most of the vacancies exist and where the arduous work is performed in conditions of heat.

2. There are a considerable number of vacancies at gas works in the London area and vacancies also exist at many other gas works in various parts of England, Wales and Scotland.

3. Wages and conditions vary at different gas works. At the larger undertakings the retorts are machine charged, but at many of the smaller works hand shovel charging has to be done. The rates of pay agreed with the Trade Unions range from 13s. to 16s. 6½d. per shift of 8 hours for stokers, and from 66s. to 82s. 5d. per week of 47 hours for labourers. In accordance with a national agreement, overtime is payable to labourers at time and a quarter for the first two hours and time and a half thereafter, subject to 47 hours having been worked during the week.

4. Stokers are usually required to work 7 rotated shifts of 8 hours each week, e.g., 6 a.m. to 2 p.m., 2 p.m. to 10 p.m., and 10 p.m. to 6 a.m. The national agreement provides for time and a half to be paid for all work on Sundays. Workers will be required to provide their own working clothes. Stokers usually wear old trousers, a flannel shirt, clogs or old boots. The clogs are sometimes provided by the undertaking. Industrial clothing coupons will be available for workers at the rate prescribed for the type of work.

5. Applications may be made for release from the R.N. or R.M. to undertake the above employment by men entered or mobilized on or before 31st December, 1940, provided they are free from hernia or chest trouble and are physically fit for the work involved. A low standard of vision involving the wearing of glasses, or monocular vision, is not a disqualification. The following categories are, however, ineligible to volunteer :—

Men serving abroad unless they arrive in the United Kingdom in the course of ordinary duty by the end of December, 1944.

Men already detailed for draft to foreign service on the date of this order.

Air Crew.

E.R.As. and E.As.

Radio and Electrical Mechanics.

Leading rates and above in Communications Branches of all types.

Leading rates and above in Air Maintenance Branches, including Naval Air (G.D.) Branch.

Photographers.

Supply and Writer ratings.

R.M. Engineers.

R.M. M/T Drivers.

R.M. Signallers.

C.S. and S.S. ratings and C.S. Marines whose first period of engagement has not expired.

The Admiralty may, however, refuse applications in special cases although the applicant is not in the above categories.

6. Applications should be made through Commanding Officers, who will arrange for the completion in triplicate of a form as shown in the Appendix in respect of each man. Completed forms will be forwarded to the Secretary of the Admiralty, Naval Branch, or for R.M. ranks through the Commandant of the R.M. Division to which the man belongs.

7. Efforts will be made to place men at gas undertakings near their home address, or elsewhere if they are prepared to work in other parts of Great Britain. Married men, or unmarried men with similar responsibilities, who are placed in employment away from their home area may, provided they fulfil the required conditions, qualify for payment of a lodging allowance from the Ministry of Labour and National Service at the rate of 24s. 6d. a week.

8. Men accepted for this employment whose release is approved will be released indefinitely to the Reserve List or, if pensioners or reservists, with exemption from service, under orders issued by the Admiralty. Men released under this order should be granted any leave due to them prior to ceasing Naval pay. Railway warrants should be issued for the journey to the intended place of employment, or if necessary, to the man's home and thence to the place of employment.

9. As soon as possible after Admiralty approval for release has been received a report is to be forwarded to the Admiralty (Naval Branch) stating the date of release, i.e., the date on which Naval pay ceases, in order that the necessary returns may be made to the M. of L. & N.S. and the Ministry of Fuel and Power, A.F.O. 5874/44 being quoted in the report.

10. Releases under this order are being made good by an equivalent number of recruits and Commanding Officers should therefore not discourage applications from eligible ratings.

11. Men who volunteer and are eligible for release under this order are not to be drafted from their present ship or establishment, or be allowed to proceed abroad, pending Admiralty decision on the application.

12. The reinstatement rights of men released under this scheme will be preserved so long as they remain in the employment for which they are released. Men leaving their employment will be liable to recall to Naval Service.

**APPENDIX***Work in Gas Undertakings*

Application form to be completed by ratings and R.M. other ranks and forwarded in triplicate to the Secretary of the Admiralty (Naval Branch) or through Commandants, R.M., in the case of R.M. ranks.

Port Division and Official No.....  
 Rank or rating.....  
 Name.....  
 Pension or Reserve No.....  
 Type of engagement (H.O., R.F.R., R.N.R., etc.).....  
 Date of entry or mobilisation.....  
 Home address.....

If it is not possible to place you within daily travelling distance of your home address are you prepared to work at any gas undertaking in (a) London.....  
 (b) Great Britain.....

(Vide paragraph 7 of A.F.O. 5874/44.)

If you could arrange your own accommodation with friends or relatives state the address or addresses :—

.....  
 .....  
 .....  
 Previous experience (if any).....



State nature of employment and name and address of employer.....

I wish to be released to undertake gas stoking or heavy labouring work at a gas undertaking under the conditions laid down in A.F.O. 5874/44.

Date..... Signature.....

The applicant is eligible under the conditions and is free from hernia and chest trouble and appears to be physically fit for heavy labouring work.

Date..... Signature.....

Commanding Officer,  
H.M.S.

(A.F.O. 536/41.)

**5875.—Use of Admiralty Motor Transport by Naval Personnel for Recreational Purposes in Overseas Commands**

(W.G.F./N.S. 2194/43.—9 Nov. 1944.)

Attention is drawn to A.F.O. 5716/44.

**5876.—Compulsory Treatment of Venereal Disease—Defence Regulation 33B**

(M.D.G. 58949/42.—9 Nov. 1944.)

A new Defence Regulation 33B (S.R. and O. 2277) has been issued, which provides for compulsory treatment of venereal disease.

2. The main purpose of the new Defence Regulation is to enable medical officers of health of counties and county boroughs in England and Wales and the corresponding authorities in Scotland to require a person (whether male or female) who has been indicated by two separate patients under treatment for venereal disease as the source of their infection, to submit to examination and treatment.

3. The machinery by which the object of the Regulation is achieved is as follows:—

(a) A "special practitioner" as defined by the Regulation, who receives from a patient found by him to be suffering from a venereal disease, information as to a person from whom the patient suspects that the disease was contracted, must, unless he is satisfied that the disease was not so contracted, send a notice in the prescribed form to the appropriate medical officer of health.

(b) If it appears to the medical officer of health that any person specified in the notices sent to him is a person from whom two or more patients suspect that they have contracted a venereal disease he must, unless he considers that there is no reasonable ground for believing that the disease was so contracted, serve on that person a notice requiring his or her attendance for examination by a "special practitioner" and also production of a certificate by a "special practitioner" showing that the requirements of the notice have been complied with.

(c) The "special practitioner" who examines the person concerned must then either send to the medical officer of health a clearance certificate in respect of the person examined stating that he or she is not suffering from a venereal disease in a communicable form or serve upon that person (the contact) a notice requiring the contact to attend for and to continue treatment in accordance with his directions. The medical officer of health is informed by the "special practitioner" of the action taken by him.

(d) When the contact is regarded by the "special practitioner" as free from venereal disease in a communicable form, he will supply a clearance certificate to that effect.

4. The Regulation provides with regard to any information given by a patient to a "special practitioner" as to the person from whom the patient suspects that the disease was contracted, that:—

(a) Such information shall be deemed for the purposes of the law regarding defamation of character to have been communicated in pursuance of a statutory duty: (This means that providing that the patient gives the information without malice and honestly believing in its truth the patient is protected in respect of any proceedings for alleged libel or slander in having given the information.)

(b) The "special practitioner" shall not, except with permission given by or on behalf of a Ministry of the Crown, disclose, otherwise than in pursuance of the Regulation, any such information so given to him. (If he does improperly disclose any such information he will be guilty of an offence under the Defence (General) Regulations.)

(c) If a patient in giving information for the purposes of the Regulation to a "special practitioner" makes a statement which he or she knows to be false in a material particular, or recklessly makes a statement which is false in a material particular the patient is guilty of an offence against the Regulation.

5. Failure to comply with the provisions of the Regulation or with any directions properly given thereunder is an offence against the Regulation and punishable accordingly.

6. So far as the Royal Navy is concerned, the following are "special practitioners":

Surgeon Captain G. H. Hayes, R.N.,  
Naval Health Officer, Chatham.

Surgeon Captain S. Bradbury, R.N.,  
Naval Health Officer, Plymouth.

Surgeon Captain E.C. Holtom, R.N.,  
Naval Health Officer, Portsmouth.

Surgeon Captain A. W. McRorie, R.N.,  
Naval Health Officer, Liverpool.

Surg. Lieut.-Commander A. B. Semple, R.N.V.R.  
Naval Health Officer, Greenock.

Surgeon Captain M. S. Moore, R.N.,  
Naval Health Officer, Rosyth.

Surg. Lieut.-Commander O. G. Lloyd, R.N.V.R.,  
Naval Health Officer,  
Orkney and Shetlands.

The necessary instructions have been given to these officers.

(A.F.Os. 933/43 and 1801/44 are cancelled.)

**5877.—Respirator Dermatitis and Issue of Special "Derm" Facepiece**

(T. 05780/44.—9 Nov. 1944.)

A small number of personnel is sensitive to the rubber of the respirator facepiece, which causes local dermatitis. This should be borne in mind by medical officers called upon to treat facial skin conditions. Simple patch tests with small cuttings of rubber from the edge of the facepiece can be applied to the arms for 24-48 hours to confirm sensitivity.

2. Cases in which sensitivity is confirmed should be dealt with below when the skin condition has cleared up.

3. Issue any Mark IV or IVA (stockinet covered) facepiece in the correct size with a date mark before 1942, or issue a Mark V or VA (black moulded) facepieces marked AVON with a date mark before 1942. Marks V and VA facepieces are available only in normal size.

4. If in the case of Marks V and VA facepieces an AVON facepiece is not available, issue one with a date mark before 1942 which does not bear any of the following markings:—

J.B., or R.W., or L. & B., or F.S. Co.

5. If after issue as above the individual concerned still shows a skin reaction, the case should be referred to the dermatologist of a naval or military hospital for further investigation.



6. When a satisfactory new facepiece cannot be used immediately the individual should retain the old facepiece for use only in emergency, until it can be replaced. The old facepiece should not be worn for drill.

*Note.*—Dermatologists of naval hospitals should be instructed to apply to the Chief Superintendent, Experimental Station, Porton, for sets of rubber patching discs, and details for using them.

7. If the dermatologist is satisfied that provision of a facepiece as specified in paragraph 4 will not effect a cure he will authorize and arrange for the issue of special "Derm" facepieces.

8. The "Derm" facepiece is of a distinctive brown colour and is marked "Derm" on the inside. They are supplied as follows:—

Respirator, G.S., IVA, Derm facepieces in sizes Large  $\alpha$ , Large, Small  $\alpha$  and Small.

Respirator, G.S., VA, Derm facepieces in size Normal.

Respirator, light type, Derm facepieces in sizes Large, Normal and Small.

Stocks of "Derm" facepieces will be distributed in limited quantities to the following R.N. Armament Depots: Chatham, Crombie, Kingswinford, Priddy's Hard, Plymouth, Alexandria, Bermuda, Bombay, Calcutta, Colombo, Durban, Gibraltar, Malta, Freetown, Simonstown and Kilindini.

9. Demands for *Derm facepieces*, which should be made on the nearest R.N. Armament Depot as shown in paragraph 8, are to specify the size required and are to be covered by a certificate from the dermatologist that issue is necessary. These facepieces, which on receipt will require to be exchanged for the ordinary facepieces on the respirator in use, are not to be drawn unless it has been proved that those specified in paragraph 4 are ineffective or unobtainable.

10. Two Derm facepieces will be issued, both of which will be held on permanent loan by the patient, together with container, haversack, etc., already held; the standard facepiece is to be withdrawn.

The facepiece in use, viz., that mounted to the container, will be identified by the normal method of marking; the second facepiece, which will act as a spare, is to be fitted with a tally of the usual type secured to one of the lower head harness buckles. The spare facepiece is to be stowed with the recipient's personal kit, care being taken to prevent damage.

11. The issue of Derm facepieces is to be recorded on the Medical History Sheet. When the patient is drafted to another ship or establishment the Medical Officer will, on receipt of the Medical History Sheet, inform the Anti-Gas Officer and the Divisional Officer concerned in order that appropriate decontamination arrangements and periodic inspection of the space facepiece can be initiated.

12. In the event of respirator damage or loss, the value of the Derm facepiece is to be considered to be similar to that of the standard general service facepiece.

(A.F.O. 704/43 is cancelled.)

#### 5878.—Tool Kits—Conditions of Supply, etc.

(N.S. 24702/44.—9 Nov. 1944.)

The following amendments are to be made to A.F.O. 4355/44:—  
Insert at the end of paragraph 4:—

"Electrical Fitter Apprentices will be allowed to purchase any of the tools shown in the Radio Mechanics' Kit."

Paragraph 11:—

*Delete* "Any tools required which are not available for supply from central store should be demanded from the storing yard in the usual way."

*Insert* "Demands should not be forwarded to Storing Yards for complete kits of tools, but only for such essential tools that cannot be supplied from stocks held by the ship or station. Pattern numbers should be quoted."

Appendix II:—

*Delete* "Radio Mechanics—The Commanding Officer, H.M.S. "Valkyrie." (Kits to be obtained from the Superintending Naval Store Officer, West Riding Area.)"

*Insert* "Radio Mechanics (W/T)—H.M. Signal School, Portsmouth. Radio Mechanics (R)—H.M.S. "Valkyrie"—H.M.S. "Collingwood", Sherbrooke House, Glasgow. (Kits to be obtained from Superintending Naval Store Officer, West Riding Area.)"

*Note.*—H.M.S. "Valkyrie" to issue to new entry Radio Mechanics (R) "Collingwood" and Sherbrooke House to issue to Radio Mechanics (R) from sea, who are undergoing refresher courses and to make up deficiencies in kits already supplied.

(A.F.O. 4355/44.)

#### \*5879.—Hotel and Restaurant Cookery—Examination and Certification

*See AFO 1394/45.* (N. 27008/44.—9 Nov. 1944.)

"The following detailed arrangements for the cookery examinations to be held by the City and Guilds of London Institute are promulgated for the information of all concerned.

For convenience, the Examination in Advanced Cookery for Hotels and Restaurants (Subject 152) is hereinafter referred to as the "Higher" examination, and that in Cookery for Hotels and Catering Establishments (Subject 151) as the "Lower".

#### WRITTEN EXAMINATIONS

2. The written examinations will be held on the following dates:—

(a) Higher—Monday, 13th November, 1944.

(b) Lower—Monday, 20th November, 1944.

3. Question papers for all accepted candidates will be despatched by the Institute direct to Commanding Officers of ships and establishments concerned. Full instructions regarding the conduct of examinations, invigilation by a commissioned officer, disposal of worked papers, etc., are included with each set of question papers.

4. If, for service reasons in any particular ship or establishment, it is impracticable for the examinations to be held on the proper dates, they are to be held as soon as possible afterwards and, in any case, within one month. In all such cases the Institute's certificate enclosed with the question papers must be completed and forwarded with the worked papers.

5. Candidates will be informed of results direct by the Institute, if possible in time to prevent unsuccessful candidates from taking the practical examination.

The Institute's certificates will be forwarded to successful candidates in due course.

#### PRACTICAL EXAMINATIONS

6. Owing to difficulties in the provision of quantities of special food and the fact that the Institute must know, in advance and for certain, the exact numbers of candidates to be examined on any one day in any one centre, it has not been possible to arrange for the practical examination of candidates from seagoing ships on this occasion (see paragraph 14 (d) regarding entry for the practical examination at a later date if then in a shore establishment).

7. Any candidates who applied for examination from a seagoing ship and have since been drafted to a shore establishment should, therefore, inform the Institute direct forthwith so that they may be included in the practical examinations if possible.

8. Similarly, any candidates from shore establishments who will be unable to attend as below should inform the Institute direct as early as possible.

9. It is impracticable for all candidates to be examined on the same date and the Institute will inform candidates direct of the time, date and examination centre at which they are required to attend for the practical examinations. The Institute will also inform naval examination centres direct of the names of candidates detailed to attend at each centre and the times of examination.

10. Both higher and lower practical examinations will in all cases be held on a Saturday.

#### Higher Examination

11. All practical examinations in this subject will be held in London. The exact dates are not yet known, but will probably be on or after 2nd December, 1944.



*Lower Examination*

12. Practical examinations in this subject will be held for candidates from all establishments in the areas shown at the following naval centres:—

Area	Examination Centre	Date
(i) Kent ... ..	R.N. Barracks, Chatham ...	18th November
(ii) Hampshire, Sussex, Dorset.	R.N. Barracks, Portsmouth...	18th November and 25th November
(iii) Devon and Somerset ...	R.N. Barracks, Devonport...	18th November
(iv) Suffolk and Lincolnshire	R.N. Patrol Service Depot, Lowestoft.	18th November

13. Candidates from other areas will be examined on or after 18th November at centres selected by the Institute, probably Army Cookery Schools. Details of these centres are not yet known but full instructions in accordance with paragraph 9 above will be issued direct to candidates by the Institute.

**RE-EXAMINATION, ETC., OF UNSUCCESSFUL CANDIDATES**

14. It is not intended that candidates who fail in the written should take the practical examinations (*see* paragraph 5 above), but it may not be possible for the results to be issued in time to prevent this.

15. The following rules for candidates who are prevented from taking the examinations by Service reasons or who fail in part or whole of the examinations have been agreed upon with the Institute:—

- Separate re-examinations will not be held and unsuccessful, etc., candidates are themselves responsible for applying at the first convenient opportunity for the next examinations, the dates of which will be published in A.F.Os. and the press.
- Candidates who fail in the written and do not, therefore, take the practical must re-enter for the whole examination. Half fees only required in such cases.
- Candidates who pass the written but fail in the practical may re-enter for the practical only. Half fees only required in such cases.
- Candidates who pass the written but are prevented by the exigencies of the Service from taking the practical (*see* paragraph 6 above) may re-enter for the practical only. No further fees required in such cases.
- Candidates prevented by Service reasons from taking the written examinations within one month of the due date (*see* paragraph 4 above) must re-enter for the whole examination. No further fees required in such cases.

**TRAVELLING EXPENSES AND EXPENDITURE OF SERVICE PROVISIONS***Service Foodstuffs*

16. Any Service foodstuffs expended on practical work in Naval Establishments used as examination centres are to be taken off charge in the Provision Account, supported by a certificate quoting this Order.

In order to avoid waste of food, it is essential that service provisions expended in this connection should be dealt with, as far as possible, in one of the following ways:—

- consumed in naval messes;
- used to make up dishes for naval instructional purposes;
- transferred to charitable organizations.

*Travelling Expenses*

17. Candidates for the above practical examinations are to be given facilities to attend at the required examination centre, as far as service conditions permit. Attendance at the practical examinations may be considered as a duty journey for the purposes of free railway warrants, travelling expenses, and subsistence for the minimum period necessary.

Reference to this Order should be made on all travelling expense claims submitted as above and on railway warrants.

(A.F.O. 3811/44.)

(A.F.O. 4700/44 is cancelled.)

**5880.—Instructional Technique Courses***Cancelled*

*See AFO 14/40* (C.W./N.T. 124/44.—9 Nov 1944.) *See AFO 139/45* *by AFO 5304/46*  
Instructional Technique Courses are now in progress at the following six Establishments:—

R.N. Barracks, Portsmouth	} For all except Gunnery Instructors.
R.N. Barracks, Chatham	
H.M.S. "Raleigh"	} For Gunnery Instructors.
H.M.S. "Excellent"	
Gunnery School, Chatham	
Gunnery School, Devonport	

Courses are usually of one week's duration, normally starting each Monday, and their object is to instruct Chief and Petty Officers, and Leading Rates, recommended as Instructors, in the art of instructing. The course in H.M.S. "Raleigh" serves Devonport depot and other establishments of the Plymouth Command.

2. The courses emphasize the basic principles of sound training, the qualities and standard of performance of good instructors, the essential principles of visual training, and give practice in the art of instructing. Every attempt is made to develop in the instructor the capacity for critical self-analysis.

3. In view of the proved value of these short I.T. Courses, it is considered desirable that Commanding Officers of Training Establishments should arrange for Training Commanders and Principal Training Officers to visit, as convenient, one of these Courses. It is considered that these Courses serve as a general guide to modern training methods, and to the problem of Instructor assessment.

4. Courses are essentially similar, although different subjects require slightly different methods of treatment; so far as possible, instructors are trained to instruct in their particular subjects. There are therefore small differences between the I.T. Courses of Gunnery Schools and those of the Depots.

5. As a general rule, there are vacancies for about six officers to attend these courses as observers. Applications to attend a course, and all requests for courses, are to be made direct to the Commanding Officers of the Establishments concerned.

(A.F.Os. 2975/44, 4876/44, 5377/44.)

(A.F.O. 3374/44 is cancelled.)

*See AFO 257/45* *See AFO 259/45* *See AFO 1536/45*  
**5881.—Adult Education—Revised and Consolidated Orders—REPORT**

*See AFO 12/45* *AFO 1020/45* (N. 25691/44.—9 Nov. 1944.)  
Adult education covers all educational activities outside the normal scope of service education and training. Its purpose is far wider than that of any scholastic curriculum. It is divided into three main sections.

- Current Affairs.*—To encourage men and women in the Navy to think about the causes and progress of the war, current and post-war problems, and their own duties and responsibilities as citizens.
- Vocational Studies.*—To assist, by means of organized classes and correspondence courses, in the transition from service life to civilian occupation.
- Cultural Activities.*—To cultivate the enjoyment of the arts, the practice of crafts and the enjoyment of hobbies.

2. It is highly desirable that commanding officers should stimulate in men and women an appreciation of the importance of making use of the educational facilities of the Service and of those provided by the Admiralty in A.F.O. 2958/44.

3. In each ship, establishment or unit, an officer detailed as Education Officer is to be responsible for adult education. If an Instructor or Schoolmaster Officer is borne, he should normally undertake these duties. In establishments where there are both Naval and W.R.N.S. personnel, a W.R.N.S. Officer should also be detailed, to ensure that provision is made for the educational interests of men and women alike. Education Officers should maintain close liaison with the Fleet, Command or Staff Education Officers (both Naval and W.R.N.S.), on the staffs of Commanders-in-Chief and Flag Officers-in-Charge.

A booklet giving guidance to Education Officers in the organization of adult education in the Service will be published shortly.



4. As far as possible, speakers and instructors for all types of adult education should be drawn from naval personnel with suitable qualifications. Payment may be made to officers and ratings who take classes (see Appendix III), the underlying principle being that the work should involve a continuous effort, outside normal service duties. Where further help is required, civilians may be employed and paid in accordance with Appendix II.

In addition to regular class work, officers and ratings with certain interests or hobbies may give guidance in other ways. Men or women with experience in dramatic or choral societies, students of literature, music and art can be asked to help in the formation of cultural groups, in conducting gramophone recitals or producing plays. Officers and ratings interested in the arts may combine to form a club of their own; this has already been done successfully at several ports.

Attention is drawn to the valuable training in manual skill given by handicrafts, which serve as a preparation for any trade in which such skill is important. The opening of a craft work centre in every shore establishment will become a matter of urgency for the period immediately following the cessation of hostilities. Provision is also made in this order for the supply of tools and materials for classes, but in view of the need for strict economy in the use of raw materials it may be difficult to obtain supplies, and those handicrafts requiring a minimum of equipment should be encouraged. In many crafts a few hours' instruction and some salvaged material will enable a man to start a hobby which he can carry on in his own ship with little or no further assistance.

5. *Civilian Lecturers and Teachers.*—(a) In the United Kingdom, civilian lecturers can be obtained through Regional Secretaries of the Central Advisory Council for Adult Education in H.M. Forces. Their addresses are given in Appendix I. Their regions cover the whole country and they can advise on the facilities which are likely to be of use to the Services in any area.

Education Officers should maintain close association with these bodies, which exist for the purpose of providing lecturers on all subjects and giving educational assistance to the Services in every form, including short courses in Current Affairs, instruction in the technique of discussion, the provision of brains trusts and so on.

Lecturers can also be obtained from Regional Officers of the Ministry of Information (see Appendix V) or from the Churches Committee (see Appendix VI) or from various private sources (C.A.F.O. 1025/43).

(b) Local education authorities are the normal source for the supply of class teachers. Contact with these authorities can either be made direct or through the regional secretaries mentioned above.

Members of H.M. Forces will normally be admitted free to existing classes provided by local education authorities. If, however, classes are specially organized for Naval ratings, payment will be required and may be made, as laid down in Appendix II, paragraph 5.

(c) Abroad, the sources through which lecturers and teachers may be obtained include universities, colleges, education authorities and the British Council. In addition, a number of Regional Committees' lecturers will be making short tours of bases abroad in the near future.

(d) Education Officers are advised to consult Command, Staff or Fleet Education Officers before making arrangements to employ civilian lecturers or teachers.

(e) The scale of fees, travelling expenses and subsistence allowances to civilians, at home and abroad, is given in Appendix II. Where lecturers or teachers are provided by the organizations mentioned above, these bodies will send in monthly accounts to Commanding Officers.

(f) Civilian teachers may be used to instruct in Service subjects where officers of the educational branches of the Royal Navy (or Acting Schoolmasters) are not available.

6. *Books and Stationery.*—Books, pamphlets, maps and stationery required for adult education, whether for loan to pupils, for the use of instructors or for information rooms, should be obtained from K.S.P.

Demands, in duplicate, are to be rendered through Command Education Officers. This is necessary because certain publications are distributed automatically through these officers. In those ships or establishments abroad in which this procedure would cause undue delay, demands may be sent direct to K.S.P.

Students should be encouraged to purchase their own books and to make use of the facilities provided by local libraries.

The above arrangements do not apply to books for Correspondence Courses (A.F.O. 2958/44 and 1055/41). Books for private study can generally be obtained on loan from R.N. War Libraries, 178, Great Portland Street, London, W.1 (A.F.O. 4905/43).

7. *Educational Films.*—A list of educational films is at present under preparation and a considerable number of titles will be added to naval film libraries in ports at home and overseas. The films may then be borrowed by Education Officers for programmes in their ship or establishment.

8. *Incidental Expenses.*—Commanders-in-Chief of Fleets and Administrative Authorities ashore may sanction expenditure not exceeding £25 in any financial year, on various minor incidental expenses which are considered necessary such as printing notices of lectures and classes (where this cannot be done on Service presses or through the Keeper of Stationery and Printing).

9. *Hire of lanterns, gramophones, cinema projectors, etc.*—The hire of privately-owned cinema projectors for instructional purposes is covered by A.F.O. 5377/44, paragraph 57.

Where a lecturer employed in accordance with paragraph 5 above uses a lantern, epidiascope, gramophone, radiogram or other instruments of this nature in his lecture, the following payments may be made. They should be reported under paragraph 11 (b) (i), below:—

(a) *Hire of equipment*

(i) *Lanterns, epidiascopes, gramophones.*—The lesser of the following sums:—

- (1) The actual cost of hire, or
- (2) 10s. a day or 16s. 4d. a week for a lantern, epidiascope or gramophone of value up to £35.  
13s. 4d. a day or £1 a week for a lantern, epidiascope or gramophone of value over £35.

(ii) *Lantern slides, gramophone records.*—The lesser of the following sums:—

- (1) The actual cost of hire, or
- (2) 2s. a day or 3s. a week per dozen.

(b) *Payment to lecturers for use of own equipment*

(i) *Lanterns, epidiascopes, gramophones, wireless sets, cinema projectors.*—A full-time or part-time lecturer who uses such equipment of his own will be entitled to claim payment in accordance with the following scale, subject in each case to his not receiving in any one calendar month more than the maximum shown in column III:—

I Price at which instrument was purchased new	II Rate for each occasion of use	III Maximum payment in any one calendar month
£1—£4	6d.	3s.
£5—£9	1s. 0d.	4s.
£10—£14	1s. 0d.	6s.
£15—£19	1s. 6d.	9s.
£20—£24	2s. 0d.	12s.
£25—£29	2s. 6d.	15s.
£30—£34	3s. 0d.	18s.
£35—£39	3s. 6d.	21s.
£40—£44	4s. 0d.	24s.
£45—£49	4s. 6d.	27s.
£50—£54	5s. 0d.	30s.
£55—£59	5s. 6d.	33s.
£60—£64	6s. 0d.	36s.
£65—£69	6s. 6d.	39s.
£70—£74	7s. 0d.	42s.
£75—£79	7s. 6d.	45s.
£80—£84	8s. 0d.	48s.
£85—£89	8s. 6d.	51s.
£90—£94	9s. 0d.	54s.
£95—£99	9s. 6d.	57s.
£100 and over	10s. 0d.	60s.



(ii) *Lantern slides and gramophone records.*—Payment for the use by lecturers of their own sets of lantern slides and gramophone records may be claimed as follows, subject to the monthly maximum shown :—

*Slides*—1s. for each occasion, with limit of 10s. in any one calendar month.

*Records*—1s. 6d. for each occasion, with limit of 12s. in any one calendar month.

(iii) *Films.*—Payment to lecturers for the use of their own films may be made as follows :—

"Sound"—5s. per reel; "Silent"—3s. 6d. a reel, with a maximum of 7s. 6d. for each occasion.

10. *Equipment.*—Tools, materials and equipment required for instruction in handicrafts, etc., may be obtained as follows :—

(a) All stores are to be obtained through the Supply Officer of the ship or establishment in which the instruction is given. Tools and equipment are to be taken on charge.

(b) The supply of Naval stores, and expenditure on local purchase for handicrafts are allowed where a class or group is taking part in an educational scheme designed to teach new crafts or to improve skill in those of which the students already have some knowledge.

(c) Naval stores are invariably to be used, provided they are immediately available in the local yard. If not, they and other articles may be obtained by local purchase if prices are reasonable.

The Supply Officer (or Barrackmaster, in the case of R.M. establishments) authorizing local purchase is to satisfy himself that the provisions of this paragraph are complied with.

(d) Local purchase should be made on form S.22 by the Supply and Education Officers. It should be headed "Adult Education Stores A.F.O. 5881/44". In addition to the copy for the cash account, a copy should be sent, as an order form, for retention by the dealer from whom the goods are obtained. This is required in practically all cases, where goods are bought in the United Kingdom, to enable the dealer to replace his stocks.

In the case of R.M. establishments, local purchase will be made on S.22 by the Barrackmaster and Education Officer, and bills after endorsement as necessary, will be passed to the Divisional Paymaster or Paymaster H.B.L.O., as the case may be, for payment. Expenditure on account of local purchase will be debited against the Adult Education Grant (Vote 5.E).

(e) In ships and establishments in which a Supply Officer is not borne, orders initiated by the Education Officer on S.22 should be placed through the Supply Officer of the base or depot ship or through a Naval Store Officer who will order on form D.258d.

(f) Certain materials, mostly controlled, are only obtainable from firms to which supplies have been allocated specifically for sale to the Navy for adult education purposes. Such allocations have been made to Messrs. Dryad Ltd., St. Nicholas Street, Leicester, for cotton, felt, rug-wool, Perspex and leather. If it is desired to obtain supplies of these materials from other firms, it may be necessary to arrange with the Controls for the required allocations. Applications for this must be made to the Secretary of the Admiralty (for D.E.D.).

The arrangements for the release of materials are very complicated and the information given in this paragraph is intended only as a general guide. Some of the materials mentioned above are occasionally released to local retailers and may be obtained from them if orders are made on S.22. In any case Education Officers are advised to ascertain privately from the firm concerned, before orders are placed, what tools or materials are suitable and available.

(g) Special arrangements have been made for leather. Authority to purchase not more than 250 sq. ft. of leather for handicraft purposes per quarter may be granted to ships and establishments making application to

the Director of Civilian Leather Supplies, Telephone House Harpur Street, Bedford, on Form S.22.

The application should be for the total quarter's requirements and should state the name of the firm from which the leather will then be ordered as required. If the application is approved the firm will be notified by the Leather Control or, if no firm has been nominated, the order will be directed to a suitable supplier.

(h) All purchases must be sanctioned by the Commanding Officer.

(i) For ships and establishments with complements under 200 an annual net expenditure on equipment, including the value of naval stores, up to £10 may be sanctioned by the Commanding Officer. For complements between 200 and 1,000 the corresponding limit is £25, and for larger complements £50. If greater expenditure is required, Commander-in-Chief's approval must be obtained.

By net expenditure is meant the balance between the cost of stores demanded or purchased and the sums realized by the sale of articles in accordance with paragraph (1).

(j) Permanent stores are to remain on charge in an Adult Education Stores Account and are to be mustered periodically.

(k) When a ship pays off, or if classes terminate without a reasonable probability of their being resumed, stores which have been obtained by local purchase are to be returned to the appropriate yard, duplicate lists being sent by the Supply Officer to the Commander-in-Chief or Administrative Authority and to the Secretary of the Admiralty (for D.E.D.).

(l) Articles made by trainees may be sold to them, or other persons at a price equal to the cost of the materials used. Sums so obtained are to be credited to Navy Votes.

11. *Authority for and Returns of Expenditure.*—(a) Payments to lecturers and teachers, both service and civilian, and for equipment are to be made by Supply Officers on the authority of Commanding Officers, except where otherwise stated above. Where a Commanding Officer is a Lieutenant or below the approval of his Senior Officer must be obtained.

(b) Ships and establishments are to report to the Admiralty (for D.E.D.), through Commanders-in-Chief afloat or Administrative Authorities ashore, expenditure on adult education under the following headings :—

(i) Payments to the bodies mentioned in paragraph 5 and to civilian lecturers and teachers obtained from other sources; also refunds of fees for Correspondence course (A.F.O. 2958/44, part I, paragraph 5 (d)).

(ii) Payments to Naval personnel acting as instructors.

(iii) Expenditure on equipment by local purchase, through the drawing of Naval stores, and under paragraphs 8 and 9.

Nil returns are not required. Returns are to be made quarterly on 30th June, 30th September, 31st December and 31st March, and should also show total expenditure, to date, in the financial year.

#### APPENDIX I

##### Central Advisory Council for Adult Education in H.M. Forces Regional Secretaries

Aberdeen	...	J. A. Dawson, C.S.I., C.I.E., Forestry Department, University of Aberdeen, Old Aberdeen. (Telephone : Aberdeen 8269.)
Aberystwyth	...	S. Herbert, M.A., J.P., 1, Marine Terrace, Aberystwyth. (Telephone : Aberystwyth 346/7.)
Bangor	...	Mrs. B. M. Wile, B.A., University College of North Wales, Bangor. (Telephone : Bangor 85.)
Belfast	...	A. J. Allaway, M.A., Queen's University, Belfast. (Telephone : Belfast 21821.)
Birmingham	...	B. C. L. James, M.A., 3, Great Charles Street, Birmingham, 3. (Telephone : Birmingham Central 3071/2.)



Bristol ... ..	W. E. Salt, O.B.E., M.A., B.Com., The University, Bristol, 8. (Telephone: Bristol 24997.)
Cambridge ... ..	G. F. Hickson, M.A., Stuart House, Cambridge. (Telephone: Cambridge 56275/6.)
Cardiff ... ..	Miss H. K. Haynes, University College, Cathays Park, Cardiff. (Telephone: Cardiff 4447.)
Edinburgh ... ..	Edward Blades, M.A., B.Sc., 1, Lockharton Crescent, Edinburgh, 11. (Telephone: Edinburgh 61072.)
Exeter ... ..	C. H. Roberts, M.A., Extra-Mural Department, University College of the South West, Exeter. (Telephone: Exeter 4141.)
Glasgow ... ..	R. G. M'Dowall, C.I.E., The University, Glasgow, W.2. (Telephone: Glasgow, Western 2604.)
Hull ... ..	G. E. T. Mayfield, B.A., University College, Hull. (Telephone: Hull 7753.)
Leeds ... ..	W. R. Grist, B.Sc., The University, Leeds, 2. (Telephone: Leeds 20251.)
Liverpool ... ..	Allan McPhee, M.A., B.Com., Ph.D., 22, Abercromby Square, Liverpool, 7. (Telephone: Liverpool, Royal 1258 and 5460.)
London ... ..	A. Clow Ford, M.B.E., B.A., 21, Bloomsbury Street, London, W.C.1. (Telephone: Museum 6811.)
Manchester ... ..	R. D. Waller, M.A., and W. Wales, B.A., Organising Secretary, The University, Manchester, 13. (Telephone: Ardwick 2681.)
Newcastle-on-Tyne ... ..	B. W. Abraham, M.Ed., 51, Grainger Street, Newcastle-on-Tyne, 1. (Telephone: Newcastle 21605.)
Nottingham ... ..	H. L. Featherstone, M.A., 14, Shakespeare Street, Nottingham. (Telephone: Nottingham 2024.)
Oxford and Reading ... ..	L. K. Hindmarsh, M.A., and E. H. Birchall, Joint Secretaries, Rewley House, Wellington Square, Oxford. (Telephone: Oxford 2524.)
St. Andrews ... ..	Neil S. Snodgrass, M.A., The University, St. Andrews. (Telephone: St. Andrews 872.)
Sheffield ... ..	G. P. Jones, M.A., D.Litt., and J. G. Boswell, M.Sc., Joint Secretaries, The University, Sheffield, 10. (Telephone: Sheffield 21144.)
Southampton ... ..	J. Parker, M.A., University College, Southampton. (Telephone: Southampton 74071.)
Swansea ... ..	Edwin Drew, University College, Singleton Park, Swansea. (Telephone: Swansea 5059.)

## APPENDIX II

*Approved Scales of Fees and Expenses for Civilian Lecturers or Teachers at Home and Abroad*

1. *Fees*.—Civilian lecturers may, when payment is required, be paid honoraria at the following rates:—

- (a) For a lecture or organized discussion forming part of an educational series, a single lecture of academic standing, a lecture provided as assistance at a training course, or a gramophone lecture consisting of a talk on musical appreciation illustrated by records—one guinea.
- (b) For a "popular" talk, e.g. a descriptive account of travel or other experience of the lecturer, an informal visit to a small group or unit

for the purpose of discussion, the supervision of a syndicate at a training course, or a gramophone recital—10s. 6d.

(c) For a class or demonstration designed to give instruction in handicrafts or other specific subjects—fee normally paid by the Local Education Authority.

2. When a part-time lecturer is asked to undertake a tour in the area of a Regional Committee other than that from which he holds a Certificate of Employment, arrangements may be made by the Command Education Officer concerned, in consultation with the Secretary of the Regional Committee and subject to the approval of the Central Advisory Council, to employ the lecturer on a weekly basis. The rate of payment will in this case be ten guineas for a week's tour in which not less than ten lectures are given over a period of six consecutive days. When such a tour covers more than one Service, the cost of fees and expenses for the week shall be borne by the Service having the largest share of the programme. If employment on a tour extends for odd days in excess of one or more such periods, lectures given on subsequent days will be remunerated at the appropriate rates set out above.

3. In exceptional cases, for lecturers obtained from sources other than Regional Committees, fees may be paid at a rate not exceeding two guineas per lecture. The fees of lecturers on the staff of the Ministry of Information and of speakers who are touring for them will be met by the Ministry. For other lecturers, fees and expenses will be paid in accordance with this Appendix.

4. If a lecturer undertakes a tour comprising visits to more than one ship or establishment, payment should be made for the tour as a whole. This should be done through Command or Fleet Supply Officers.

5. Payment to teachers supplied by Local Education Authorities should be at the rate current in the area for a part-time teacher. It is the practice of many Local Education Authorities to pay a war bonus to part-time teachers in technical and other institutions. Claims may be accepted in payment of fees up to a total maximum rate of 12s. 6d. an hour, including war bonus, where local circumstances demand it. The rate of 7s. 6d. an hour, however, should be taken as a guide to the basic rate exclusive of war bonus.

These rates may be applied, when necessary, to teachers engaged from sources other than the Local Education Authority.

6. *Expenses*.—Travelling expenses—third-class fare (or equivalent public transport cost) will normally be allowed, but in special circumstances first-class fare may be granted at discretion. This discretion will not apply to teachers who are being paid at the current local rate.

Where public transport is not available, or is not reasonably convenient, and alternative transport is not provided, mileage allowance at the usual rates for civilians will be allowed for the use of cars.

7. *Subsistence allowances*.—For part-time lecturers, whether giving their services without fee, or receiving an honorarium, within the limits indicated above, the following subsistence rates may be allowed:—

Night allowance (covering 24 hours) ... ..	23s. 6d.
For absence from home of over 10 hours ... ..	7s. 6d.
For absence from home of over 7 hours ... ..	3s. 6d.

For teachers paid at the normal local rates, the subsistence allowances will be:—

Night allowance (covering 24 hours) ... ..	20s. 0d.
For absence from home of over 10 hours ... ..	6s. 0d.

## APPENDIX III

*Conditions and Scales for Payment of Service Personnel (Officers and Ratings)*

A. *Conditions for payment*.—(i) Instruction must be given in the instructor's own time.

(ii) The subjects studied must be educational or vocational (including handicrafts and music). Service subjects, preparation for Service examinations and recreational subjects such as training of dance bands, ballroom dancing and P.T. are excluded.

In the case of folk-dancing, eurythmics and ballet dancing, where there are sufficient pupils who are intending to pursue any of these arts professionally after



the war, or where the practice of them is resorted to for training or keep-fit purposes, the expense of teachers (whether Service or civilian) should be borne on Navy Votes.

Where, however, the practice is purely for enjoyment purposes, the participants should bear any teaching expenses involved, the Naval Service immediately concerned affording, without charge, whatever accommodation may be available.

Tradesmen and artificers may be paid as instructors in their own subjects, provided that the class is not intended to meet Service requirements.

(iii) Payment may not be made to Instructor or Schoolmaster Officers.

(iv) A course must comprise at least four lessons or lectures.

(v) A class is not to be started for less than six pupils. Payment must cease if the number falls permanently below three.

(vi) Payment is not to be made for lectures on current affairs.

(vii) Where personnel can conveniently attend existing classes in technical colleges or otherwise, duplicate facilities are not to be arranged.

B. *Scales for payment.*—(i) The normal rate of payment is to be 2s. 6d. an hour. Rates may, however, be increased according to circumstances (depending on the standard of the subjects, the qualifications of the teacher and any other relevant factors) with a maximum of 7s. 6d. an hour. As a guide, the possession of a university pass degree or comparable qualifications would usually justify payment at the rate of 5s. an hour. In case of doubt, reference may be made to the Secretary of the Admiralty (for D.E.D.).

(ii) Payments should be credited in the miscellaneous credits column of the ledger and be described as "adult education", the authority for payment in each case being forwarded as a ledger enclosure. Special arrangements may be made when an officer or rating conducts a class in a ship or establishment other than that in which he is borne. The authority for payment is to be in the form given in Appendix IV to this Order.

#### APPENDIX IV

(To be forwarded as a ledger enclosure)

H.M.S. ....

Authority for Payment to a Naval Officer or Rating acting as Adult Education Instructor

Month of .....

Name and rank or rating of instructor .....

Subject .....

Rate of payment ..... Hours of instruction .....

I certify that the above instruction was given and that the conditions of A.F.O. 5881/44, Appendix IIIA, were complied with.

Name ..... Rank .....

Education Officer.

Approved .....

Commanding Officer.

The sum of £ s. d. has been credited to the above-named at List ..... No. .... in ledger of H.M.S. .... for quarter ended .....

Accountant Officer.

#### APPENDIX V

Ministry of Information Regional Information Officers

1. North (Newcastle) ... .. Prof. T. H. Searls, M.O.I., Metrovick House, Northumberland Road, Newcastle-on-Tyne, 2.  
(Telephone: Newcastle 27351.)
2. North Eastern (Leeds) ... .. R. K. Bacon, M.O.I., 7, Wetherby Road, Oakwood, Leeds, 8.  
(Telephone: Leeds 58241.)

3. North Midland (Nottingham) ... J. L. Nicol, H.M.I., M.O.I., Sherwood Buildings, South Sherwood Street, Nottingham.  
(Telephone: Nottingham 45697.)
4. Eastern (Cambridge) ... .. R. P. Winfrey, M.O.I., Bene't Passage, Bene't Street, Cambridge.  
(Telephone: Cambridge 55461.)
5. London Region ... .. F. G. Humphrey, M.O.I., County Hall, North Block, York Road, S.E.1.  
(Telephone: Waterloo 4042.)
6. Southern (Reading) ... .. Sir Arthur Willert, K.B.E., M.O.I., The Governor's House, Forbury Road, Reading.  
(Telephone: Reading 3283/4.)
7. South Western—  
(Bristol) ... .. G. C. M. MacKarness, M.O.I., 15, Belgrave Road, Bristol, 8.  
(Telephone: Bristol 37026/7.)  
(Plymouth) Sub-Office ... .. Ministry of Information, 11, Queen Anne Terrace, Tavistock Road, Plymouth.  
(Telephone: Plymouth 5847.)
8. Wales (Cardiff) ... .. Evan Hughes, M.O.I., 2, Cathedral Road, Cardiff.  
(Telephone: Cardiff 8245/6.)
9. Midland (Birmingham) ... .. J. R. B. Ferguson, M.O.I., Lombard House, Great Charles Street, Birmingham, 3.  
(Telephone: Central 7234/5.)
10. North Western (Manchester) ... George Mould, M.O.I., 3, Cross Street, Manchester.  
(Telephone: Deansgate 2173.)
11. Scotland—  
(Edinburgh) ... .. W. M. Ballantine, M.O.I., St. Andrews House, Edinburgh, 1.  
(Telephone: Edinburgh 33433, ext. 654.)  
(Glasgow) Sub-Office ... .. Ministry of Information, 95, Bothwell Street, Glasgow, C.2.  
(Telephone: Glasgow, Central 9584.)
12. South Eastern (Tunbridge Wells) D. Healey, M.O.I., 2, Culverden Gardens, Tunbridge Wells.  
(Telephone: Tunbridge Wells 3350.)
13. Northern Ireland (Belfast) ... F. M. Adams, M.O.I., Stormont Castle, Belfast.  
(Telephone: Belfast 63210.)

For purposes of security, it is essential that all correspondence for Mr. Adams of Northern Ireland should be sent through Regional Administration Division which has made special arrangements to ensure secrecy.

#### APPENDIX VI

The Churches' Committee for Supplementing Religious Education among Men and Women in H.M. Forces,  
Townsend House,  
Greycoat Place, London, S.W.1.  
Lecturers can be obtained from this body on application.

#### APPENDIX VII

Admiralty Fleet Orders dealing with Adult Education

Current Affairs, Reports, etc.—

- A.F.O. 4980/42.—Journalism—Advice to Members of H.M. Forces.  
A.F.O. 816/44.—Rehabilitation, Training and Resettlement.  
A.F.O. 4431/44.—Encouragement of Interest in Current Affairs.  
A.F.O. 5640/44.—Information about the War in the Far East.  
A.F.O. 5641/44.—Education in Current Affairs.



*Amenities and Equipment—*

- A.F.O. 4614/42.—Purchase of Clothing for Theatrical Use.  
 A.F.O. 1192/43.—Special B.B.C. Programmes for the Forces.  
 A.F.O. 4592/44.—Private Photography in H.M. Ships and Establishments.  
 A.F.O. 3413/43.—Gramophone Records through R.N.F.C.  
 A.F.O. 3502/43.—ABCA Map Review.  
 A.F.O. 4905/43. } Comforts, Amenities and Welfare Funds—R.N. War  
 A.F.O. 5469/43. } Libraries, Books, Gramophone Records, etc.  
 A.F.O. 4722/44.—Services Committee for the Welfare of the Forces.

*Lectures—*

- C.A.F.O. 1025/43.—Lectures in Naval Establishments.  
 A.F.O. 4589/41.—Provision of Lectures by Officers and Ratings.  
 A.F.O. 5161/43.—Combined Operations—Procedure—Lectures on.  
 A.F.O. 3821/44.—Lecturers in Current Affairs, including War in the Far East.

*Examinations and Courses—*

- A.F.O. 1055/41.—College of the Sea—Correspondence Courses.  
 A.F.O. 1657/43.—Examinations of Institution of Electrical Engineers.  
 A.F.O. 2958/44.—Correspondence and Postal Study Courses.  
 A.F.O. 2959/44.—Examinations of Civilian Examining and Professional Bodies.  
 A.F.O. 2960/44.—Grant of Leave to sit for Examinations in Law, Accountancy or other Profession in Civil Life.  
 A.F.O. 2961/44.—Matriculation Examination of the University of London, Concessions to Service Personnel.  
 A.F.O. 2962/44.—City and Guilds of London Institute Examination in Radio.  
 A.F.O. 3811/44.—Hotel and Restaurant Cookery—Examination and Certification.  
 A.F.O. 4071/44.—Courses in Anglo-American Relations and Current Affairs at Balliol College, Oxford.  
 A.F.O. 4237/44.—Correspondence Course in Flour Milling Science and Technology.  
 A.F.O. 4700/44.—Hotel and Restaurant Cookery Examinations.  
 A.F.O. 5010/44.—Courses in Current Affairs.  
 A.F.O. 5146/44.—Examinations of Civilian Examining and Professional Bodies.

*Films, and Provision of—*

- A.F.O. 5299/43.—War Record Films produced by Special Services of the U.S. Forces.  
 A.F.O. 5938/43.—35 mm. Fire Precautions and Rules for Installation.  
 A.F.O. 3661/44.—Instructional Film "The Enemy Japan"  
 A.F.O. 3664/44.—Instructional Film "Eve of Battle"  
 A.F.O. 4363/44.—Instructional Films: Newsreel. Editions of the Allied Offensive in Normandy.  
 A.F.O. 4876/44.—Visual Training Aids Employing Projected Images.  
 A.F.O. 5156/44.—Instructional Film "Technique of Instruction in the Army"  
 A.F.O. 5158/44.—Instructional Film "Weather at War"  
 A.F.O. 5377/44.—Instructional Film Training—Provision of Cinema Projectors, Films and Associated Apparatus.

*Books—*

- A.F.O. 2934/42.—Officers' and Seamen's Library Books. Return and Demand.  
 A.F.O. 4905/43.—Purchase of Books at Concessional Rates by Naval Units.  
 A.F.O. 1888/44.—Geographical Handbooks.  
 A.F.O. 2907/43.—"Guide to Mechanics of Export Trade" Pamphlet.  
 A.F.O. 4184/43.—British Survey.  
 A.F.O. 5154/43.—Forces Shorthand Phrase Book.  
 A.F.O. 3287/44.—Periodical: "Ditty Box"  
 A.F.O. 3895/44.—Books at Reduced Prices (Services Central Book Depot).  
 A.F.O. 3952/44.—Publication of Naval Magazines.  
 A.F.O. 4724/44.—Languages "From Scratch"  
 A.F.O. 5216/44.—Libraries—Officers' Reference—Annual Publications.  
 A.F.O. 5285/44.—Royal Naval War Libraries—Drama Loan Library.

*Maps and Charts—*

- A.F.O. 1505/43.—Europe and the Near East—Chart.  
 A.F.O. 5233/44.—Map of the Far Eastern War Area. Publication of Chart Q.6251.

*C.A.F.O. 428/43 is cancelled.*

*A.F.Os. 1789/41, 3895/41, 4146/41, 1525/43, 4251/43, and 4884/44 are cancelled.*

**5882.—The War in the Far East—Instructional Films**

(D.P.S./457/44/P.—9 Nov. 1944.)

The following films about the war in the Far East have already been distributed:—

- G.117 The Enemy Japan  
 G.605 The Battle of China.

2. The following further films will be available shortly:—

- D.542 Jungle Patrol  
 D.543 War in the Pacific  
 B.787 Eastern Battleground  
 G.617 When Asia Speaks  
 G.618 Fortress Japan  
 G.619 Mask of Nippon.

3. The six films referred to in paragraph 2 above can be obtained on temporary short loan by application to the following film libraries, who will be issued with the number of copies indicated, without demand:—

	No. of copies	
	35-mm.	16-mm.
Lyness Library ... ..	2	2
Rosyth Library ... ..	2	2
Greenock Library ... ..	2	2
Liverpool Library ... ..	2	2
Chatham Library ... ..	2	2
Portsmouth Library ... ..	2	2
Devonport Library ... ..	2	2
London Library ... ..	1	1
Londonderry Library ... ..	1	1
Colombo Library ... ..	2	2
Trincomalee Library ... ..	2	2
Malta Library ... ..	1	1
Alexandria Library ... ..	1	1
Gibraltar Library ... ..	1	1
C.-in-C. South Atlantic ... ..	1	1
F.O.C., West Africa ... ..	1	1
F.O.C.R.I.N. ... ..	2	2
F.O., East Africa ... ..	1	1
S.O.R.N.E. (I) ... ..	1	1
Commodore, Durban ... ..	1	1

4. Additional films in this series will be issued and information about them promulgated by subsequent Fleet Orders.

(*A.F.Os. 3661/44, 5377/44, 5409/44 and 5640/44.*)

**5883.—Officiating Ministers of Religion**

(C.E. 58221/44.—9 Nov. 1944.)

The following appointments have been approved:—  
*Church of England—*

- Calcutta (R.N. Base) ... .. Rev. C. J. Alchin,  
 Fort William, Calcutta.  
 (Appointment to date from  
 8th September, 1944.)  
 Gravesend (W.R.N.S. Establishment, Chilton House), Rev. R. M. Scantlebury,  
 The Rectory, Gravesend.

2. The usual facilities are to be afforded.

3. The Officiating Minister to Church of England personnel at Bathurst is the Rev. R. N. Coote, B.A., Assistant to the Bishop of Gambia.

4. A.F.O. 4889/44 should be regarded as amended accordingly.

(*A.F.O. 4889/44.*)



**5884.—Officiating Ministers of Religion**

(C.E. 58728/44.—9 Nov. 1944.)

The following appointment has been approved :—

*Church of Scotland—*

Kilmacolm (R.N. Auxiliary Hospital) Rev. Dr. J. Y. Campbell,  
St. Colomba's Church,  
Kilmacolm  
(vice Rev. Robert McNeill.)

The usual facilities are to be afforded.

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

**5885.—Aircraft—General—Established Proportion of Machines in Aircraft Carriers for Belting and Positioning Ammunition—REPORT**

(A.S./A.E. 5342/43.—9 Nov. 1944.)

The following are the revised allowances of belting, positioning and magazine filling machines for fleet, light fleet, assault and escort carriers :—

*Belt Filling Machines*

- (a) Browning 0·50-in. American (Bureau type) design, electrically or manually operated :—  
(i) One per carrier irrespective of type of aircraft carried.  
(ii) One additional machine if aircraft embarked are armed with Browning 0·50-in. guns.
- (b) Browning 0·303-in. Plessey type R.A.F., Reference 8c/1664 :—  
One per carrier irrespective of type of aircraft carried.
- (c) Browning 0·30-in. American (Bureau type) design, electrically or manually operated :—  
One per carrier if aircraft embarked are armed with Browning 0·30-in. guns.

The above machines for 0·50-in. and 0·30-in. Browning are described as "Bureau type" to distinguish them from hand-operated "Link loading" machines, Ref. 108C/6 and 108C/5 respectively. They were originally designed to be electrically operated.

*Belt Positioning Machines*

- (a) Hispano 20-mm. Jackson type, R.A.F. Reference 8C/2240 :—  
(i) One for each belt filling room equipped.  
(ii) Where only one belt filling room is equipped one additional machine should be carried when aircraft embarked are armed with Hispano 20-mm. guns.
- (b) Browning 0·50-in. Jackson type, Mark I, R.A.F. Reference 8C/2238, or Mark II, R.A.F. Reference 8C/2315 :—  
(i) One for each belt filling room equipped.  
(ii) Where only one belt filling room is equipped one additional machine should be carried when aircraft embarked are armed with Browning 0·50-in. guns.

(c) Browning 0·303-in. Jackson type, R.A.F. Reference 8C/1665 :—

- (i) One for each belt-filling room equipped.  
(ii) Where only one belt filling room is equipped one additional machine should be carried when aircraft embarked are armed with Browning 0·303-in. guns.

(d) Browning 0·30-in. Jackson type, R.A.F. Reference 8C/2237 :—

- (i) One per carrier irrespective of type of aircraft embarked.  
(ii) One additional machine if aircraft embarked are armed with Browning 0·30-in. guns.

*Vickers G.O. Magazine Filling Machines*

R.A.F. Reference 8C/1666 :—

- (i) One per carrier irrespective of type of aircraft embarked.  
(ii) One additional machine if aircraft embarked are armed with Vickers 0·303-in. G.O. guns.

*Machines, Loading Link, 0·50-in. Gun (M2)*

R.A.F. Reference 108C/6, American Part No. D.8794 :—

This is a small hand-operated machine which loads ten rounds at a time and is normally for use in an emergency. Allowance is one machine for every 36 Browning 0·50-in. guns in I.E. aircraft embarked. These are additional to the small number of similar machines carried by squadrons as mobile equipment.

2. All R.N. air stations and mobile air bases are normally equipped with belt positioning machines. If, however, a squadron disembarks for shore operations to a place where it is unlikely a machine is held, one machine of the appropriate type or types should be landed by the squadron for the duration of the operation. If the machine is not subsequently returned to the parent carrier, the ship should demand a further machine from the nearest R.N. armament depot quoting this Order, and giving details of the disposal of the original machine. Immediate issue should be made by the depot and a report rendered to Director of Armament Supply (A.17), Bath.

3. Allowances for trials carriers, carriers engaged in deck landing training and aircraft repair ships are as follows :—

*Belt Filling Machines*

Browning 0·303-in. ... ..	1
Browning 0·50-in. Bureau type machine may be demanded if deemed necessary to fulfil functions.	

*Positioning Machines*

Hispano 20 mm. ... ..	1
Browning 0·50-in. ... ..	1
Browning 0·303-in. ... ..	1
Browning 0·30-in. ... ..	1

*Vickers G.O. Magazine Filling Machine*

May be demanded if deemed necessary.

4. At the first convenient opportunity all aircraft carriers should demand machines to complete to the above scales from the nearest R.N. Armament Depots. Any surplus machines should be landed to the nearest depot and not to a R.N. Air Establishment. Depots should immediately inform Director of Armament Supply (A.17), Bath, of all issues and receipts.

5. Allowances for carriers shown in Table C.1 of Advance Extracts of C.B.(R) 4252/42 are cancelled.

(Advance Extracts of C.B.(R) 4252/42.)



**5886.—Aircraft—Ammunition—Cartridge Engine Starter—Testing Before Use**

(G. 1075/44.—9 Nov. 1944.)

In order to avoid the possibility of missfire, each cartridge is to be visually inspected when taken from store and before use in an engine, to verify that the electrical contact strip is in place. The electric bridge of the cartridge is also to be tested before use, whenever possible, for continuity and balance.

2. Resistances should be as follows :—

(a) British cartridges—between 0.6 and 2 ohms.

(b) American cartridges—not more than 2.5 ohms.

3. Only safety Ohmmeters Admiralty Pattern 5045 are to be used when testing cartridges.

(A.F.O. 4367/44 is cancelled.)

**5887.—Aircraft—Pyrotechnics—Cartridges, Signal, 1-in., Red, Mark XII—Withdrawal of Certain Lots**

(A.S. 11288/44.—9 Nov. 1944.)

*Cancelled by  
AFO 6656/46.*

Cartridges, signal, 1-in., red, Mark XII, S.F., 1943 manufacture, Lots 160, 209, 216, 219, 221, 432, 447, 455, 459, 497, 499, 505, 508, 509, 510, 585 have failed proof. Stocks of cartridges of these lots on board H.M. ships and at air stations should be returned to the nearest Naval Armament Depot and others demanded in lieu.

2. Stocks of the lots mentioned held at or returned to N.A. Depots should be disposed of.

**5888.—Aircraft—Guns, Machine, Browning, 0.50-in. and 0.30-in., Belt-filling Machines of U.S. Design (Bureau Type)**

(G. 3101/43.—9 Nov. 1944.)

A number of belt-filling machines of American design are fitted in ships and R.N. Armament Depots. These machines (which are referred to as "Bureau type" to distinguish them from hand-operated "Link loading" machines, Ref. 108C/6 and 108C/5) were originally designed to be electrically operated. Owing to shortage of motors they may be supplied fitted with a flywheel for hand operation only. Ships and R.N. Armament Depots fitted with these machines should comply carefully with the instructions contained in the handbook supplied. The 0.50-in. machine when supplied with an electric motor is convertible to use by hand.

2. When operating the machine by hand on no account must force be used on the handle if a jam occurs as it is possible that the round may telescope, and if the round should be incendiary, it may explode. This particularly applies to the 0.50-in. type.

3. Belts which have been filled by such machines must be put through a positioning machine, before use. If this is not possible in an emergency, a periodic check is to be made that rounds are properly aligned. Correctly positioned rounds give a measurement from base of round to front of link of—

0.30 in.—H. 2.26 in.—L. 2.24 in.

0.50 in.—H. 3.45 in.—L. 3.40 in.

4. The 0.50-in. machine has two spring-loaded stops which guide the filled belt. These tend to scrape off the rustproofing from the link. To avoid this the stops of machines are to be polished at the point where they contact the links.

5. Machines at R.N. Armament Depots should be fitted to comply with Electrical Regulations, O.U. 5407 (3), but where this is not possible or conversion to existing electrical circuit cannot be carried out, the machine must be worked by hand.

(A.F.O. 6125/43 is cancelled.)

**5889.—Aircraft—Guns—Hispano, 20-mm.—Locking Pieces—REPORT**

(G. 4329/44.—9 Nov. 1944.)

The following action is to be taken :—

<i>Gun</i> ... ..	Hispano, 20-mm. (aircraft).
<i>Part affected</i> ... ..	Locking pieces of Lot Numbers 11-29 inclusive.
<i>Purpose</i> ... ..	To withdraw locking pieces made of incorrect material.
<i>Action</i> ... ..	Examine all locking pieces, component and spare. Any found defective are to be returned to the appropriate R.N. armament depot, and serviceable locking pieces demanded in lieu.
<i>Drawing</i> ... ..	A.F.O. Diagram 386/44.
<i>By whom to be done</i> ... ..	H.M. ships, R.N. air stations, etc., repair yards and R.D.Us., R.N. armament depots.
<i>Degree of urgency</i> ... ..	(a) <i>Aircraft guns and spare locking pieces.</i> —In service. Immediately. At R.N. Armament Depots. Guns before issue. Spare locking pieces immediately.

2. Defective locking pieces can be identified by the marking shown on A.F.O. Diagram 386/44. Figures at X and Y have no significance with regard to identification, but figures at "00" indicate the lot number of the locking pieces.

3. Locking pieces with no figures are correct to specification.

4. R.N. armament depots are to render a report on 1st January, 1945, stating quantities of defective locking pieces held, including those returned from service.

**5890.—Aircraft—Pistols, Signal, 1½-in., No. 4, Mark I\*, Ref. 7B/982—Allowances—REPORTS**

(A.S. 12471/44.—9 Nov. 1944.)

The following are revised allowances of pistols, signal, 1½-in., No. 4, Mark I\*, to be carried as spares for Naval aircraft :—

*H.M. Ships*

Fleet Carriers ... ..	8
Light Fleet Carriers ... ..	6
Assault Carriers ... ..	5
Escort Carriers ... ..	16
Trials and D.L.T. Carriers ... ..	3
H.M.S. "Unicorn" ... ..	20
Aircraft Maintenance Ships ... ..	15

*R.N. Air Stations, etc.*

Stations and Repair Yards with "V" allowance ... ..	10
Stations and Repair Yards with "W" allowance ... ..	6
Stations and Repair Yards with "X" allowance ... ..	6
Stations and Repair Yards with "Y" allowance ... ..	12
Receipt and Despatch Units ... ..	24

2. Allowance for Escort Carriers includes pistols for use when engaged on night anti-submarine duties.

3. Replacements for pistols used for completion of Appendix A equipment of aircraft received deficient should be demanded from Director of Armament Supply (A.17), Bath, stating the serial number of the aircraft. Demands for exchange of unserviceable (or repairable) pistols should be made to the appropriate R.N. Armament Depot and the unserviceable (or repairable) pistols should be returned.

4. Demands to complete to the above scales should be made to the appropriate R.N. Armament Depot. Pistols held in excess of the scales should be returned immediately to the nearest Officer-in-Charge of Armament Supply or R.N. Armament Depot. Report of receipts is to be rendered to Director of Armament Supply (A.17), Bath.

5. Allowances shown in this Order supersede those shown in Advance Extracts of C.B(R) 4252/42.

(Advance Extracts of C.B(R) 4252/42.)



**5891.—Ammunition—Miscellaneous A.A.D. Weapons—“Snowflakes”,  
Reduction in Allowance**

*Authorities concerned*

(G. 01273/44.—9 Nov. 1944.)

It has been approved to reduce the number of “Snowflake” rockets carried to eight per ship, since all vessels employed on escort duties have alternative means of providing illumination, i.e. rocket flares or starshell and “Snowflakes” are only required for illuminating at very short ranges.

2. Vessels concerned should return the balance of the outfit of “Snowflakes” to the Naval Armament Depot and land redundant ready-use lockers at the first opportunity.

(A.F.O. 2593/44 is cancelled.)

**5892.—Ammunition—S.A., 20-mm., Oerlikon, H.E.T., Lot N.F.C.H. 8.B.37—  
Critical Examination**

(A.S. 9069/44/B.89.—9 Nov. 1944.)

One box of 20-mm., Oerlikon, H.E., tracer ammunition asked for in A.F.O. 4605/44 having now been obtained, this A.F.O. should be regarded as cancelled.

(A.F.O. 4605/44 is cancelled.)

**5893.—Ammunition Supply—Naval Armament Depots—Supply Tests and  
Returns of Ammunition—REPORT**

(A.S./C.I.N.O. 11676/44 (B.88).—9 Nov. 1944.)

All ammunition containing N.C. propellant of the following index is to be landed at the nearest Naval Armament Depot as early as practicable, viz. :—

<i>Index</i>	<i>Cartridges into which filled</i>
S.P.D. 1575	Q.F., 4-in., 50 cal.

2. On receipt of the ammunition at Naval Armament Depots, the following action is to be taken :—

- All cartridges are to be opened up and a 100 per cent. examination carried out of the charges, an 8-oz. sample from the serviceable propellant of each index being forwarded to Deputy Inspector of Naval Ordnance, Holton Heath, any of the charges containing corroded grains being destroyed.
- Cartridges with propellant in a serviceable condition are to have shells replaced and the rounds held for issue as required.
- Guidance in regard to visual examination is given in Appendix IV—Naval Cordite Regulations.

3. Similar action is to be taken in regard to any ammunition of the above index held in store.

4. On completion of the examination, a report is to be forwarded to Director of Armament Supply (Branch B), Bath, giving the quantities of cartridges found serviceable and unserviceable.

**5894.—Armament Stores—Swords, Naval—Withdrawal at Home—REPORT**

(A.S. 16230/43.—9 Nov. 1944.)

All swords, naval (cutlasses) now on board H.M. ships in *home waters* should be returned to the nearest R.N. Armament Depot, as opportunity permits, with their scabbards and frogs or becketts.

2. R.N. Armament Depots should report receipts, after survey, to Director of Armament Supply (A.22), Bath. No repair is to be put in hand pending further instructions.

(A.F.O. 51/44.)

**5895.—Guns—General—Drifts, No. 32. for Q.F., 2-pdr., Marks II\*C and  
VIII Guns**

(A.S. 9175/44.—9 Nov. 1944.)

Drifts, single taper, steel, D.H.T., No. 626, have been approved for issue in lieu of drifts, No. 32, for Q.F., 2-pdr., Mark II\*C and Mark VIII guns when stock of service pattern drifts is exhausted.

- Naval Armament Depots should demand from D.A.S. as necessary.
- Naval Proportion Book will be amplified.

**5896.—Guns—Q.F., 4-in., Marks V-V\*\*\*, Vc and “A”, Marks V-V\*—  
Crank Buffer Plungers and Springs**

(A.S./C.I.N.O. 8289/43.—9 Nov. 1944.)

The following modification is approved :—

<i>Gun</i>	... ..	Q.F., 4-in., Marks V-V***, Vc and “A”, Marks V-V*.
<i>Parts affected</i>	... ..	Mark I crank buffer plungers and springs.
<i>Purpose</i>	... ..	To provide a stronger buffer spring.
<i>Nature of modification</i>	... ..	Fitting Mark II crank buffer springs, and modifying Mark I buffer plunger to suit, Mark of buffer plunger to be advanced to I* on modification. For new manufacture, buffer plungers will be Mark II.
<i>Drawing</i>	... ..	I.P. N.O.D. 2146/146.
<i>New parts required</i>	... ..	Mark II crank buffer plunger springs.
<i>By whom to be done</i>	... ..	R.N.A. Depots.
<i>Degree of urgency</i>	... ..	As soon as possible.

2. Mark II springs are suitable only for Mark I\* or II buffer plungers, and when Mark I buffer plungers and Mark I springs are replaced, care should be taken that spare springs are exchanged and spare cranks modified.

3. Mark I springs, crank buffer plunger, are suitable for use with Q.F., 4-in., Marks IV, XII and XII\* guns and nomenclature should be amended accordingly.

4. Naval Proportion Book will be amended.

**5897.—Guns—Q.F., 25-pdr., Mark II—Fitting Muzzle Collar**

(A.S. 01492/44.—9 Nov. 1944.)

The following modification is approved :—

<i>Gun</i>	... ..	Q.F., 25-pdr., Mark II
<i>Part affected</i>	... ..	Gun barrel, if threaded for muzzle brake.
<i>Purpose</i>	... ..	To strengthen muzzles of barrels not fitted with muzzle brakes.
<i>Nature of modification</i>	... ..	Fitting a muzzle collar.
<i>Drawing</i>	... ..	N.O.D. 3181/1.
<i>New parts required</i>	... ..	Supply of muzzle collars and securing screws will be arranged by D.A.S.
<i>By whom to be done</i>	... ..	R.N. armament depots.
<i>Degree of urgency</i>	... ..	Before issue of guns or spare barrels.



**5898.—Guns—Q.F., 2-pdr., Mark VIII—Tool, Depressing Extractor—Modification**

(A.S. 9631/44.—9 Nov. 1944.)

The following modification is approved :—

<i>Gun</i> ... ..	Q.F., 2-pdr., Mark VIII.
<i>Part affected</i> ... ..	Tool, depressing extractor.
<i>Purpose</i> ... ..	To ensure that tool will depress extractor sufficiently.
<i>Nature of modification</i> ...	Metal to be removed from shoulders.
<i>Drawing</i> ... ..	A.F.O. Diagram 382/44.
<i>By whom to be done</i> ... ..	Staffs of H.M. ships, bases or R.N.A. depots.
<i>Degree of urgency</i> ... ..	As convenient.

(A.F.O. 4612/44 and A.F.O. Diagram 277/44 are cancelled.)

**5899.—Guns—Q.F., 40-mm.—All Types—Modification to Auto Loaders**

(A.S./C.I.N.O. 10529/44.—9 Nov. 1944.)

The following modification is approved :—

<i>Guns</i> ... ..	Q.F., 40-mm., all types.
<i>Part affected</i> ... ..	Auto loader.
<i>Purpose</i> ... ..	To reduce friction and facilitate entry of round into gun.
<i>Nature of modification</i> ... ..	2-mm. radius to be filed on the edges of the grooves for rammer levers in loading tray where radius is not already present.
<i>Drawing</i> ... ..	A.F.O. Diagram 385/44.
<i>By whom to be done</i> ... ..	Staffs of H.M. Ships, Bases and R.N. Armament Depots.
<i>Degree of urgency</i> ... ..	{ Guns in store—before issue. Guns mounted—without delay.

**5900.—Guns—20-mm. Oerlikon—Reflectors, Mirror, Mark I—Introduction**

(A.S. 6971/43.—9 Nov. 1944.)

The land service pattern reflector, mirror for examining bores of 20-mm. guns, is being adopted by Naval service for 20-mm. Oerlikon guns. The new reflector is a flat chromium-plated steel plate, contained in a canvas case and is designated Reflector, Mirror, *Mark I*.

2. Stocks of existing pattern *Mark II* (plastic cased) reflectors, mirror, are to be exhausted before *Mark I* reflectors are issued.

3. Naval Proportion Book will be amended.

**5901.—Guns—20-mm. Oerlikon Breech Casings with Oversize Screw Threads**

(A.S./C.I.N.O. 12679/44.—9 Nov. 1944.)

A number of guns having breech casings with screw threads 0.5-mm. oversize are being accepted for Naval service. The register number of guns accepted to date are :—

32419 to 32425, 32160, 32212, 32299, 32323, 32370, 32339, 32274, 32443 to 32453, 47599, 47600 to 47605, 47861 and 47894 to 47900.

2. Spare rings, seating, barrel springs stamped "75-mm., thread 0.5-mm. oversize" have been provided for these guns. R.N. armament depots should demand oversize rings if and when required for repair from Director of Armament Supply as necessary.

3. Oversize rings, seating, barrel spring must not be fitted to guns with breech casings of correct plan dimensions.

(A.F.O. 3965/44 is cancelled.)

**5902.—Guns—Browning, 0.50-in. (all types)—New Type Accelerators and Detent Springs**

(A.S. 2383/44.—9 Nov. 1944.)

A modification has been introduced to accelerators (R.A.F. Ref. 107K/1, U.S. Part No. C.8141) for Browning 0.50-in. guns. Accelerators are now being received from America with a flat in place of the lip at the base and are in two categories—(a) new manufacture known as modification 19—i.e. C.8141-19, and (b) old type converted. The latter may be distinguished by the fact that part of the lip still appears.

2. A new type spring detent No. 3 has also been introduced incorporating a retaining latch which fits into the entry recess on the detent spring guide of the lock frame with the object of preventing fore and aft movement. The tolerances on this recess were, however, not limited until the introduction of this spring. Consequently the retaining latch is not effective on a large number of guns, a total fore and aft movement of approximately  $\frac{1}{8}$ -in. still being possible in some cases. No movement is permissible.

3. Fitting of new type spring should be done in R.N. armament depots as follows :—

- Where guns are already modified to N.O.D. 3131/1B, and a new type spring fitted has fore and aft movement, the spring is to be fitted in a similar manner to the old type (*see* paragraph (iii) below).
- If the new type spring fitted has no fore and aft movement, the pin should be removed and the spring left undrilled. The forward end of the spring being adjusted as necessary to obtain clearances laid down in N.O.D. 3131/1B.
- Where modification to N.O.D. 3131/1B is to be done, and a new type spring is to be fitted, the pin should not be fitted to the lock frame until it is known whether it is required.

4. When guns are found fitted with new type accelerators, an old type slave accelerator should be used to obtain the clearance between accelerator horns and lock frame, and the spring (new or old type) fitted and secured if necessary. New type accelerator is then to be replaced, when it will be found that no clearance exists between the accelerator horns and lock frame, this condition being acceptable. Accordingly all types of accelerators may be fitted to guns provided that (a) if old type springs are fitted they are secured as in N.O.D. 3131/1B, (b) if new type springs are fitted and no fore and aft movement is possible, or (c) the new type spring has been secured as in N.O.D. 3131/1B.

5. Fitment of springs detent No. 3 should only be carried out by R.N. armament depots and the allowance of springs detent No. 3, Ref. 107K/221 to H.M. Ships and R.N. air stations is being cancelled. Ships and Stations holding these springs should return them forthwith. Arrangements have been made for all spare lock frames to be issued from R.N. armament depots complete with detent spring and accelerator. Lock frames requiring replacement of springs should be exchanged at the nearest R.N. armament depot.

6. Guns fitted with new type springs having no fore and aft movement and which are not therefore secured as in N.O.D. 3131/1B should be stamped "UM" on the rear end of the lock frame instead of "M".

All guns are to be stencilled "N.O.D. 3131/1B" in 1-in. block letters on the top plate at rear of gun.

7. If an old type accelerator is fitted in replacement, the clearance as in N.O.D. 3131/1B is normally destroyed. It has therefore been decided that replacement of accelerators by H.M. ships, R.N. air stations, etc., repair yards and receipt and despatch units will be by accelerators with a flat. H.M. ships and air stations holding stocks of old pattern accelerators are to return them to the appropriate R.N. armament depot, quoting this A.F.O., demanding modified or new pattern accelerators in lieu.

In depots all stocks of spare accelerators are to be modified in accordance with I.P. N.O.D. 3131/11.

8. Nomenclature of the items quoted is—

<i>R.A.F.</i>	<i>American</i>
Spring cylinder detent No. 3 frame lock.	Lock oil buffer tube body, oil buffer tube.

(A.F.O. 4962/43.)



## 5903.—Gun Mountings—American—Screwing Tackle for American Threads

*Cancelled by*  
AFO 6957/46.

(G. 4040/44.—9 Nov. 1944.)

Stocks, dies, taps and wrenches as detailed below have been laid apart at Devonport for issue in connection with repair and maintenance of American gun mountings.

2. The equipment will be issued on loan to G.M.Os. and F.O.G.M.Os. upon demand on M.E.D., Devonport, and is to be returned when no longer required.

*American National Coarse Thread*

$\frac{1}{4}$ in. × 20	$\frac{9}{16}$ in. × 12
$\frac{5}{16}$ in. × 18	$\frac{7}{8}$ in. × 11
$\frac{3}{8}$ in. × 16	$\frac{3}{4}$ in. × 10
$\frac{7}{16}$ in. × 14	$\frac{1}{2}$ in. × 9
$\frac{1}{2}$ in. × 13	1 in. × 8

Taps—40 sets  
Dies—20 sets

*American National Fine Thread*

$\frac{1}{4}$ in. × 28	$\frac{9}{16}$ in. × 18
$\frac{5}{16}$ in. × 24	$\frac{7}{8}$ in. × 18
$\frac{3}{8}$ in. × 24	$\frac{3}{4}$ in. × 16
$\frac{7}{16}$ in. × 20	$\frac{1}{2}$ in. × 14
$\frac{1}{2}$ in. × 20	1 in. × 14

Taps—20 sets  
Dies—10 sets

*Stocks for Coarse and Fine Thread Dies*

0 in. to $\frac{1}{4}$ in.—30 No.
$\frac{1}{4}$ in. to $\frac{3}{8}$ in.—30 No.
$\frac{3}{8}$ in. to $\frac{1}{2}$ in.—30 No.
$\frac{1}{2}$ in. to 1 in.—30 No.

*Wrenches for Coarse and Fine Thread Taps*

0 in. to $\frac{1}{4}$ in.—60 No.
$\frac{1}{8}$ in. to $\frac{1}{2}$ in.—60 No.
$\frac{3}{8}$ in. to 1 in.—60 No.
$\frac{1}{2}$ in. to $1\frac{1}{2}$ in.—60 No.

(Admiralty Letter dated 11 Jul. 1944 N.S.16056/44 to Admiral Superintendent, Devonport.)

(A.F.O. 4377/44 is cancelled.)

## 5904.—Gun Mountings—5·25-in. Twin R.P.10, Marks I and II—4·5-in. R.P.10, Marks II and IV and 2-pdr. R.P.10, Mark VI—Backlash in Training and Elevating Control Motions

(G. 015693/44.—9 Nov. 1944.)

Reports on 5·25-in. mountings equipped with R.P.10 system of control indicate that hunting can develop due to backlash in the universal couplings connecting the oil servo units to the control valves of the elevating and training control motions.

2. The defect can be remedied by fitting a new coupling pin with a maximum clearance of 0·001-in. between the pin and the single and double eyes of the valve spindle and servo unit. To minimize wear, replace coupling pins should be case-hardened.

3. The attention of the commanding officers of all ships carrying gun mountings equipped with the R.P.10 system of control is drawn to the above defect, which is applicable to all ships so fitted.

4. Reports of hunting developing, as the result of wear in the couplings, should be forwarded.

(A.F.O. 3676/44 is cancelled.)

## 5905.—Gun Mountings—U.S. 40-mm. Bofors—Marks 1 and 2—Power Drives, Marks 5 and 6—Failures of Pintle Sealing Rings in A-End Fluid Pumps

Ships, Depot Ships and Repair Establishments

(G. 021749/44.—9 Nov. 1944.)

Attention is drawn to B.R. 1018 "Pamphlet for 40-mm. Power Drive System Mark 5" (U.S. Publication OD.4408). Page 103, Section VI, "Causes of Trouble" Item 15—"Defective A-end".

2. The commonest fault in the A-end fluid pumps is failure of the seals in the pintle bearings of the yoke. These are flat leather washers, two to each pintle, and can be seen in the sectional arrangement of the pump, Fig. 5 (page 28). Leakage at this point allows the oil to short-circuit from pressure to suction inside the pump casing with consequent loss of power and overheating. This will lead to—

- (i) Sluggishness
- (ii) Irregular following
- (iii) Hunting

Whenever any of these symptoms appear or there is any other reason to suspect the A-end, the temperature of the pressure oil discharge pipe at the A-end casing outlet should be checked; if this is overheated the pintle seals should be renewed. A secondary indication of leakage from the pintles is foaming at the Servo oil filler pipe or petcock.

3. It is expected that the power drive, Mark 6, will be less liable to failure in this manner than the Mark 5; the former has been fitted to mountings of recent manufacture and is being supplied as soon as available for retrospective fitting in lieu of Mark 5 on mountings in service.

4. Rings should be cut from hydraulic leather by ships' staff; it will be found convenient to make a stamp for this purpose with two concentric cutting edges.

(B.R. 1018.)

## 5906.—U.S.A. 22·4-in., Mark 13, Torpedoes—Mark 13 Mods. 2 and 3 Warheads—Introduction

(T. 09277/44.—9 Nov. 1944.)

The Mark 13 Mods. 2 and 3 warheads will shortly be introduced into the Naval Service.

2. The Mark 13 Mod. 2 warhead is similar to the Mark 13 Mod. 1 except that a charge, Composition B, has been cast around the booster cavity and the exploder cavity has been moved aft to improve the effectiveness of the booster. The weight of the explosive charge is the same as the Mark 13 Mod. 1, namely 600 pounds.

3. The Mark 13 Mod. 3 warhead is similar to the Mark 13 Mod. 2 except that the joint ring is joined to the shell by welding instead of by riveting.

4. A Mark 8 type exploder mechanism will be used in the Mark 13 Mod. 2 and 3 warheads. It is similar to the Mark 4 type with the ACM device eliminated, but has a round base plate, allowing it to be placed aft in the warhead.

## 5907.—Depth Charge Pistols—All Marks—Pistol Primer Tube Joint Leakage—Use of Aquadag

(T. 1763/44.—9 Nov. 1944.)

A.F.O. 2218/44 is cancelled.

## 5908.—A.R.L. Plotting Tables—Fitting

"Algerine" Class Minesweepers

(D. of N. 3753/44.—9 Nov. 1944.)

It has been decided that A.R.L. plotting tables are not to be fitted in ships of the above class which completed during and after April, 1944.

2. Separate instructions have been issued in respect of new construction ships.



**5909.—Aircraft—Supply of Stop Watches for Naval Flying Personnel**

(H.C. 3108/44.—9 Nov. 1944.)

With reference to paragraph 13 of A.F.O. 5695/44, the supply of stop watches, Pattern H.S.7, is made by the hydrographer only to observers as a personal issue for navigational use, and to Observers' Training Schools. The supply of stop watches for all other services will continue to be made by the Director of Stores, under Vote 8. Demands for such services should continue to be made by ships, etc., on the appropriate storing yard or air stores depot.

2. All stop watches supplied by the hydrographer will be engraved H.S.7, and only such watches should be returned to H.M. Chronometer Depot, Bradford-on-Avon, when they become unserviceable, demands for replacement being forwarded to Hydrographer, Taunton, *vide* paragraph 13, A.F.O.5695/44.

(C.A.F.Os. 2554/43 and 154/44, 1389/44.)

(A.F.Os. 3857/43 and 5695/44.)

**5910.—Courses for Officers in Adjustment of Magnetic Compasses**

(C.D. 618/44.—9 Nov. 1944.)

The long course in the adjustment of magnetic compasses at the Admiralty Compass Observatory between 18th December, 1944, and 13th January, 1945, is cancelled.

(A.F.Os. 2224/44 and 3161/44.)

**5911.—Courses for Officers in Adjustment of Magnetic Compasses**

(C.D. 619/44.—9 Nov. 1944.)

Long courses in the adjustment and short courses in the maintenance of magnetic compasses, including the special use of compass corrector coils, will be held at the Admiralty Compass Observatory, Ditton Park, Slough, Bucks, on the following dates in the first part of 1945:—

*Long Courses.* (For Officers of the R.N., R.N.R. or R.N.V.R. intended to be employed on swinging duties):—

29th January to 24th February

26th March to 21st April

22nd May to 16th June.

*Short Courses.* (For Officers detailed to supervise the maintenance of magnetic compasses, Officers requiring special instruction in the use of compass corrector coils and any Officers from H.M. Ships and Bases who may require a limited course of instruction):—

26th February to 3rd March

23rd April to 28th April

18th June to 23rd June.

2. Courses begin at 0900 on the first date named in each case. Applications for courses should be made to the Director, Admiralty Compass Observatory, Ditton Park, Slough, Bucks, and should include information as to whether accommodation is required at the Admiralty Compass Observatory.

**5912.—Errors of the Gyro-compass**

(C.D. 623/44.—9 Nov. 1944.)

Complaints are still received from time to time of small errors in the settling of the gyro-compass and of errors after turning, from which it is evident that a higher degree of accuracy is expected from the gyro-compass than it is capable of giving in normal service.

The following remarks are intended to remind officers of the limitations of the gyro-compass and the inaccuracies to which it is liable.

2. In general, a gyro-compass in good adjustment and under conditions of steady course and speed can be expected to have a settling position within  $\frac{1}{2}^{\circ}$  of the meridian. It will not, however, remain absolutely steady, but when under way will wander about this position through some  $\pm\frac{1}{2}^{\circ}$ . In latitudes above  $65^{\circ}$  the errors will generally be greater.

3. When, however, the ship alters course or speed the direction of the rotor axis is disturbed, acquiring "ballistic deflection" and "ballistic tilt" or "damping error". If the mercury box setting is correct for the latitude, the ballistic deflection will be compensated by the speed correction and there will be no error during or immediately after the turn. The ballistic tilt, however, gives rise to a wander which ultimately damps out in the usual manner. The maximum excursion due to this wander occurs about 20 minutes after the turn and its magnitude depends upon the latitude and change of N-S speed. For example, if a ship in latitude  $50^{\circ}$  alters from 20 knots North to 20 knots South, the maximum wander will be about  $2\frac{1}{2}^{\circ}$  to the West. If the mercury box setting is not correct, the wander will be greater.

4. In addition to the errors of the compass, there may be errors at a repeater due to backlash in the lubber ring, transmitter and repeater gearing. The latter errors usually average out on a steady course but may well cause an apparent error during and immediately after a change of course.

5. Thus it will be seen that, even when the compass is in good condition and well adjusted, errors of  $2^{\circ}$  or more may readily occur when the ship is under way.

6. Certain compasses fitted in American-built ships are fitted with damping cut-outs, with the object of removing the ballistic tilt or damping error. Provided that the device is efficiently operated, and provided also that the alterations do not occur so frequently that the compass damping is in operation only for a small proportion of the time, some benefit should be derived from the device.

It does not, however, afford complete correction, even theoretically, and random errors due to friction which are always present may well be enhanced by the additional complication of the cut-out mechanism.

(A.F.O. 2301/35 is cancelled.)

**5913.—Boilers—Salt Water Feed—Provision of —As. and As.***Destroyers*

(D. 16221/44.—9 Nov. 1944.)

Commanding Officers were instructed in A.F.O. 5497/43 to include in their organization a method of utilizing salt water feed in an emergency. In a number of cases it will be found that existing fittings do not permit this readily being done without using the firemain. Pressure therein might not always be available in damage conditions so it is desirable that alternative means be used.

2. Possible sources of obtaining sea water are hose connections on air compressor suction, turbo generator or distilling plant circulating water systems. (The diesel generator cooling water should not be considered available for boiler feed, and the sea cock in connection with the boiler blow-down apparatus would be required for blowing down when using salt water feed.)

3. Where suitable fittings are not readily available, provision is to be made in all destroyers, including those under construction, subject to no delay in completion, for fitting a 2-in. S.D. valve in each boiler room in connection with the sea, a tail pipe being led from the valve box to a No. 2 hose connection accessible and visible from the floor plates. This hose connection is to be fitted with a cap and chain.

The sea valve may be fitted on one main circulating water inlet pipe in the after boiler room, or on the compressor side of the sea suction for air compressor circulating water (but only where this pipe is greater than 2-in. bore), or on a fire and bilge pump suction. Additional holes in the outer bottom of the ship should be avoided if possible. The valve is not to be fitted to any part of the diesel circulating water system or boiler blow-down connections.

4. The hose connections should be sited so that a standard length of canvas fire hose can be used to connect it to the feed water filter. The filter would then act as a reservoir during the suction stroke of the auxiliary feed pump.

5. The type of hose connections required on the sea valve pipe and the feed filter will depend on the type of No. 2 hose coupling carried on board. Adaptors may be required at the feed filter inlet.



6. Commanding Officers are to insert an item, Classification "A," in their lists of As. and As. as follows:—

To provide sea valves for emergency salt water feed—

In No. 1 B.R. at.....station.

In No. 2 B.R. at.....station.

In No. 3 B.R. at.....station

with (type) .....hose connections and.....in No. No. 2..... adaptors for connecting No. 2 canvas hose to feed filter inlet.

The positions chosen are to be co-ordinated by flotilla and fleet officers.

7. In the exceptional case where neither power nor steam is available as a result of action damage, it may be necessary as a last resort to fill one boiler to working level through the steam drum manhole by hand, carrying on with salt water feed when steam is available for the feed pumps. This has actually been done and saved one ship.

8. Special instructions will be issued by the Admiralty for vessels under construction.

(A.F.O. 5497/43.)

#### 5914.—C.S.A. Smoke Apparatus, Bakelite Sprayer Components for

(N.S. 29454/43.—9 Nov. 1944.)

The undermentioned bakelite sprayer components for C.S.A. smoke apparatus which have been added to the Rate Book under Subhead E, Item 2, have been purchased from Messrs. Charlesworth Mouldings, Ltd., under contract C.P.9B 58353/44 of 23rd February, 1944:—

Pattern	Description	Quantity
2666	Nozzles, jet, 25-lbs./min. ... ..	11,600
2667	Nozzles, spray, 25-lbs./min. ... ..	36,000
2668	Nozzles, spray, 15-lbs./min. ... ..	16,250
2669	Caps, sprayer, transit, for Patterns 2666-7-2668 ... ..	63,850
2670	Nozzles, spray, 6-lbs./min. ... ..	31,300
2671	Caps, sprayer, transit, for Patterns 2670 and 2672 ... ..	34,300
2672	Nozzles, spray, 3-lbs./min. ... ..	3,000

2. Deliveries will be made as follows:—

Pattern	Chatham	Sheerness	Portsmouth	Devonport	Rosyth	Langholm	Mersey Area	Severn Area	Davy Paxman & Co.	Fairmile Marine Co.	Total
2666	1,000	500	1,500	1,500	1,000	—	2,300	3,500	300	—	11,600
2667	3,000	1,500	3,500	3,500	3,000	—	6,800	10,500	3,000	3,600	36,000
2668	1,500	750	1,500	1,500	1,500	—	2,800	4,000	—	2,700	16,250
2669	5,500	2,750	6,500	6,500	5,500	—	11,900	18,000	900	6,300	63,850
2670	2,000	1,000	4,000	2,000	2,000	5,000	5,800	9,500	—	—	31,300
2671	2,500	1,000	4,500	2,000	2,500	5,000	7,300	9,500	—	—	34,300
2672	500	—	500	—	500	—	1,500	—	—	—	3,000

3. Shipment is to be arranged as follows:—

(a) From Mersey Area:—

Pattern	Gibraltar	Malta	Alexandria	Total
2666	300	700	300	1,300
2667	700	2,000	700	3,400
2668	300	700	300	1,300
2669	1,500	3,400	1,500	6,400
2670	900	2,000	900	3,800
2671	900	2,200	900	4,000
2672	—	200	1,000	1,200

(b) From Severn Area:—

Pattern	Colombo	Simonstown	Auckland, N.Z.	Sydney	Bermuda	Durban	Bombay	Freetown	Total
2666	400	100	100	300	100	100	400	200	1,700
2667	1,200	300	300	900	300	300	1,200	600	5,100
2668	400	100	100	300	100	100	400	200	1,700
2669	2,000	500	500	1,500	500	500	2,000	1,000	8,500
2670	1,200	300	300	900	300	300	1,200	600	5,100
2671	1,200	300	300	900	300	300	1,200	600	5,100

4. Approximately one-third of the quantities enumerated in paragraph 3 should be shipped as a first instalment at the earliest opportunity and the balance supplied when further deliveries are received from contractors. Priority should be given to the quantities for Malta.

5. It is not anticipated that the components will be available for distribution before December, 1944.

6. C.S.A. apparatus supplied to ships will include five spare bakelite caps and nozzles for each cap and nozzle fitted. This first supply quantity will also represent the minimum stock quantity for all classes of vessels.

7. Replenishments should be demanded in the usual manner, the articles being dealt with as "Consumable" Naval Stores.

8. The Establishments of Naval Stores concerned will be amended.

(C.A.F.Os. 1545/43 and 1119/44.)

#### 5915.—Condensers—Tube Packing—Crane's Flexible Metallic

Corvettes, Frigates and Transport Ferries

(D. 13522/44.—9 Nov. 1944.)

The condensers of these vessels are fitted with  $\frac{3}{4}$ -in. diameter tubes and the standard machinery drawing includes the following dimensions:—

Depth of stuffing box	... ..	$\frac{7}{8}$ ins.
Length of inlet and outlet ferrules	... ..	$\frac{3}{8}$ in. ( $\frac{1}{2}$ in. shoulder to face)
Length of tubes	... ..	$L + \frac{1}{4}$ in. where L = length between outer faces of tube plates.

2. Generally these vessels have been fitted with linen gromets and when repacking or retubing condensers with  $\frac{3}{4}$ -in. stuffing boxes, Crane's flexible metallic packing is to be fitted to the Standard (1944) arrangement (A.F.O. diagram 368/44(1) except that tubes must be cut to a length of  $L - \frac{1}{8}$  in. with a tolerance of plus 0 minus  $\frac{1}{16}$  in. to obtain the requisite axial tube clearance.

Where the depth of stuffing box is other than  $\frac{7}{8}$  in. deep, the length of the tube must be adjusted accordingly.

3. In some condensers in which Crane's flexible metallic packing has already been fitted, it may be found that insufficient or no axial clearance has been provided. In such cases, where trouble has been experienced, the necessary clearance is to be provided by cutting the tubes to give the requisite clearance of  $\frac{3}{16}$  in. to  $\frac{1}{4}$  in.

(A.F.O. 5778/44.)

(A.F.O. 5779/44 is cancelled.)

#### 5916.—Propeller Shaft Couplings—Grease Retaining Muffs

L.C.I.(L), L.C.H., L.C.Q.

(D./D.C.O.M. 5121/44.—9 Nov. 1944.)

Examination of the intermediate propeller shaft couplings in the above-mentioned vessels has shown that corrosion is taking place in the splines. To prevent the ingress of water, leather muffs should be fitted as shown in A.F.O.



diagram No. 384/44 and the spaces between muffers and couplings filled with waterproof grease.

2. An A. and A. item should be forwarded to cover the work which should be done by base staffs.

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

#### 5917.—Transport of Landing Craft Engines within the United Kingdom—Introduction of Special Packing Cases

(D.C.O.M. 5101/44.—9 Nov. 1944.)

Special packing cases as listed below are being introduced and are to be used, within the United Kingdom only, for the transport of landing craft engines to prevent damage in transit.

2. Each case is marked with the description of the engine for which it is suitable:—

- (1) Gray Marine (all types).
- (2) General Motors Quad engines (single units).
- (3) Hudson or Hall Scott Invader.
- (4) Lister engines.
- (5) Lister generating sets.
- (6) Chrysler Crown (2.56 or 1.95 to 1 reduction gear).
- (7) Chrysler Royal (2.03 to 1 reduction gear).
- (8) Chrysler Royal (4.48 to 1 reduction gear).
- (9) Austin.
- (10) Scripps.
- (11) Paxman 4RQ engines.
- (12) Paxman 4RQ generating sets.
- (13) Hill Diesel generator engines.
- (14) General Motors 2/71 generator engine.

3. The cases are constructed so that the top and sides may be removed in one piece, leaving the engine mounted on the engine base and the bottom of the case. Lifting eyes are fitted to the tops, or to both tops and sides, of the cases as necessary to lift the case with the engine inside. The sides are fitted to the bottoms with securing bolts which must be withdrawn before attempting to remove the sides.

4. The cases are to be used for the transport, in the United Kingdom only, of serviceable and defective engines to and from shore establishments, repair firms, engine overhaul depots and L.C.M.S. main or sub-depots.

5. Empty cases must not be destroyed or retained by consignees, but are to be returned without delay to L.C.M.S.O. for further use. In general, a defective engine should be returned in the case in which the replace engine is received, but when engines are to be despatched without a replace engine being supplied an empty case should be demanded from L.C.M.S.O., Staines.

6. A completed label, S.1507, is to be securely attached to the outside of each case in which an engine is placed, in addition to the label to be attached to the engine itself.

7. The cases are to be included as separate items on all advice notes and Forms D.80.

#### 5918.—Radar Outfits J.E.—P.P.I. Ventilation—As. and As.

*Ships concerned*

(R.E. 02655/44.—9 Nov. 1944.)

A ventilation supply of 40 cubic feet per minute is desirable for every P.P.I. display unit fitted in compartments that are not air conditioned or temperature controlled. In certain compartments a ventilation exhaust is provided in lieu of a ventilation supply and it is acceptable in these cases to provide an exhaust for the display unit.

2. Ships fitted with P.P.Is. which have not been ventilated as above, are to insert an item, Classification "A", in their As. and As. list:—

"To provide P.P.Is. with an air flow of 40 cubic feet per minute, from an existing convenient forced supply system or alternatively from a forced exhaust system."

3. When no convenient existing forced ventilating system is available and where an additional fan would be required, Admiralty instructions are to be sought before this work is put in hand.

#### 5919.—Radar, Type 274—Fitting-Out Information

(R.E. 12815/44.—9 Nov. 1944.)

A.S.E. Installation Specification No. B.305, Issue 2, has been prepared to show the method of fitting and wiring Radar, Type 274

2. Copies of the Specifications have been forwarded to the Commanders-in-Chief, Eastern Fleet and Western Approaches; Admirals Superintendent, Chatham, Devonport, Portsmouth, Ceylon, Orkneys, Rosyth and Kilindini; Flag Officers-in-Charge, East Africa, West Africa; Flag Officers-in-Charge, Milford Haven and Aden (for Radar Officers); Commodore, Algiers; Commodore Superintendent, Gibraltar, Malta and Simonstown; Commodore-in-Charge, Sheerness and Halifax; Commodore Commanding R.I.N., Bombay; Captain-in-Charge, Bermuda; Captains Superintendent, Alexandria and Durban; Naval Headquarters, India; Deputy Superintendent, Pembroke; Naval Secretary, Wellington, Naval Secretary, Melbourne, for the Officers concerned at Melbourne, Sydney and Fremantle; to the Secretary Naval Board (N.D.A.), Ottawa; Chief Constructors-in-Charge, H.M. Naval Repair Bases, Corpach and Dunstaffnage; to the B.A.D., Washington.

3. Copies of the Specifications have also been forwarded to the Warship Production Superintendents, East Coast of Scotland, North Western, Humber, Southern, London, South Wales, Belfast, Scottish and North Eastern Areas; Warship Electrical Superintendents, Scottish, North Western, North Eastern, South Wales, London, South Western and Northern Ireland Areas. The Principal (Ship) Overseers and Emergency Repair Overseers of all ships approved to be fitted with Type 274 are therefore to apply to the Warship Production Superintendents of their areas for a copy of A.S.E. Specification No. B.305, issue 2.

4. It is to be noted that Specification No. B.305/43 and any advance fitting-out drawings, etc., which may already have been distributed are superseded by this Specification and should be disposed of as confidential waste.

*(A.F.O. 790/40.)*

#### 5920.—Type HT-11A R/T Set—Fitting-out Information

(R.E. 12814/44.—9 Nov. 1944.)

A.S.E. Installation Specification No. B.521 has been prepared to show the method of fitting and wiring Type HT-11A R/T set.

2. Copies of the Specification have been forwarded to the Commanders-in-Chief, Eastern Fleet and Western Approaches; Admirals Superintendent, Ceylon, Chatham, Devonport, Portsmouth, Orkneys, Rosyth, and Kilindini; Flag Officers-in-Charge, East Africa, West Africa; Director Coastal Forces Material; Director of Combined Operations Material, Commodore, Algiers; Commodore Superintendent, Gibraltar, Malta and Simonstown; Commodore-in-Charge, Sheerness and Halifax; Commodore Commanding, R.I.N., Bombay; Captain-in-Charge, Bermuda; Captains Superintendent, Alexandria and Durban; Commodore (D), Londonderry; Naval Headquarters, India; Deputy Superintendent, Pembroke; Naval Secretary, Wellington; Naval Secretary, Melbourne, for the Officers concerned at Melbourne, Sydney and Fremantle; Commanding Officers, H.M. Ships "Helder", "Lizard", "Northney", "Sea Serpent", "Squid", "Tormentor" and "Veetis"; Commanding Officer, Combined Operations Naval Unit, Calshot; Captain, Major Landing Craft; Captain, GS.1; to the Flag Officer Unallocated Landing Ships; Commanding Officers, H.M. Ships "Midge", "Mantis", "Bee Hive", "Wasp", "Aggressive", "Hornet", "Attack", "Bee", "Fervent", "Mosquito", "Gregale", "Forte IV", "Blackbat" and "Cicala"; to the Secretary, Naval Board (N.D.A.), Ottawa; to the Chief Constructors-in-Charge, H.M. Naval Repair Bases, Corpach and Dunstaffnage; to the B.A.D., Washington.



3. Copies of the Specifications have also been forwarded to the Warship Production Superintendents, East Coast of Scotland, North Western, Humber, Southern, London, South Wales, Belfast, Scottish and North Eastern Areas; Warship Electrical Superintendents, Scottish, North Western, North Eastern, South Wales, London, South Western and Northern Ireland Areas. The Principal (Ship) Overseers and Emergency Repair Overseers of all ships approved to be fitted with Type HT-11A R/T set are therefore to apply to the Warship Production Superintendents of their areas for a copy of A.S.E. Specification No. B.521.

4. It is to be noted that any advance fitting-out drawings, etc., which may already have been distributed are superseded by this specification and should be disposed of as confidential waste.

(A.F.O. 790/40.)

#### 5921.—V/S Equipment Supply L.C.H.

(N.S. 017817/43.—9 Nov. 1944.)

Each L.C.H. is to carry one pair of binoculars, Pattern 1900A, for use with "Hether" lantern, Pattern 378A.

2. This pattern of binocular should be substituted for the Army type No. 5, 7×50, at present allowed.

(A.F.O. 5094/44.)

#### 5922.—Waveguide Systems Size "A"—Fitting-out Information

(R.E. 12781/44.—9 Nov. 1944.)

A. S.E. Preliminary Specification No. B.242/44 (Issue 2) has been prepared to show the method of fitting Waveguide Systems size "A".

2. Copies of the Specification have been forwarded to the Commanders-in-Chief, Eastern Fleet and Western Approaches; Admirals Superintendent, Ceylon, Chatham, Devonport, Portsmouth, Orkneys and Rosyth; Flag Officers-in-Charge, East Africa, West Africa; Flag Officers-in-Charge, Milford Haven and Aden (for Radar officers); Commodore, Algiers; Commodores Superintendent, Gibraltar, Malta and Simonstown; Commodores-in-Charge, Sheerness and Halifax; Commodore Commanding, R.I.N., Bombay; Captain-in-Charge, Bermuda; Captains Superintendent, Alexandria and Durban; Naval Officer-in-Charge, Londonderry; Naval Headquarters, India; Deputy Superintendent, Pembroke; Naval Secretary, Wellington; Naval Secretary, Melbourne, for the officers concerned at Melbourne, Sydney and Fremantle; Secretary Naval Board (N.D.A.) Ottawa; Chief Constructors-in-Charge, H.M. Naval Repair Bases, Corpach and Dunstaffnage; to the B.A.D., Washington.

3. Copies of the Specification have also been forwarded to the Warship Production Superintendents, East Coast of Scotland, North Western, Humber, Southern, London, South Wales, Belfast, Scottish and North Eastern Areas; Warship Electrical Superintendents, Scottish, North Western, North Eastern, South Wales, London, South Western and Northern Ireland Areas. The Principal (Ship) Overseers and Emergency Repair Overseers of all ships to be fitted with a Waveguide System size "A" are therefore to apply to the Warship Production Superintendents of their areas for a copy of A.S.E. Specification No. B.242/44 (Issue 2).

(A.F.O. 790/40.)

#### 5923.—Aircraft Equipment—Oxygen—Discharging of Bottles

(A.E. 6388/44.—9 Nov. 1944.)

A large number of oxygen bottles are being returned to stores in an unserviceable condition due to the fact that they have been completely discharged.

2. It is obviously better that pilots should use a greater supply of oxygen than is necessary, rather than not enough, but this does not mean that economy should not be observed where practicable.

3. Oxygen bottles should not generally be discharged to below a pressure of 200 lbs./sq. in., or one-eighth of their total capacity.

4. In view of the different systems in use it is not possible to issue a general instruction on this matter, which will apply to all aircraft used in the Royal Navy. For individual aircraft types the relevant air publication will give the instructions which are to be followed.

5. Disciplinary action should be taken against personnel misusing the aircraft oxygen systems on the ground.

6. Commanding Officers are to ensure that all pilots are familiar with C.A.F.O. 267/44, which contains the regulations for the use of oxygen in Naval aircraft.

(C.A.F.O. 267/44.)

#### 5924.—Aircraft Dinghies—Testing and Deflating Adaptor

(A.E./A. 300/44.—9 Nov. 1944.)

To enable aircraft dinghies to be efficiently deflated, pending the introduction of an air-blowing and deflation motor, arrangements are to be made for the adaptor described in A.F.O. Diagram No. 383/44(1) to be made up from local resources.

2. It is essential that dinghies should be completely deflated, as this assists neat packing and prevents the expansion of trapped air, with the consequent risk of bursting the dinghy or damaging the stowage.

3. A.P. 1182, Vol. I, Part 3, Section 2, Chapter 2, contains a drawing of an adaptor for testing and deflating dinghies, and the adaptor mentioned above is to be used in conjunction with the existing adaptor illustrated in this Air Publication. (See A.F.O. Diagram No. 383/44(2).)

4. With the introduction of both adaptors it will be unnecessary to remove the plunger and spring from the dinghy valve before deflation. It is considered optional whether circular dinghies are tested and semi-deflated in the first place with or without the special adaptor, but it is essential that, when the final stages of deflation are reached, the special adaptor should be used to ensure completely satisfactory deflation.

#### 5925.—Aircraft Radio—Setting-up of A.R.I. 5206

(N.A.R. 45/44.—9 Nov. 1944.)

Although every effort has been made to ensure the greatest calibration accuracy of the main frequency dials in transmitter and receiver units of A.R.I. 5206, errors of up to 0.1 per cent. may be found in the calibration of the H.F. receiver. To ensure accurate frequency setting on this unit it is therefore necessary to make use of the built-in crystal calibrator as a regular part of the setting-up procedure.

2. The crystal calibrator is contained in the H.F. receiver unit and is switched on as desired for H.F. or M.F. receiver calibration by the 3-position switch at the left upper corner of the H.F. receiver unit. The calibrator provides a beat note at 100 Kc/s intervals throughout the M.F. and H.F. range and as the receiver oscillator control is tuned to the dead space of this beat note an accurate 100 Kc/s point is established and dial calibration error can be read off.

3. The following procedure for use of the calibrator is to be embodied in the setting-up drill:—

- (i) Set service selector switch to C.W.
- (ii) Set H.F. (or M.F.) fine tuner on Control Unit to Zero.
- (iii) Set Receiver Oscillator tuning to nearest full 100 Kc/s point *below* the frequency to be worked.
- (iv) Set R.F. tuning by dial for frequency in (iii).
- (v) Switch on crystal calibrator.
- (vi) Tune receiver Oscillator to dead space of beat note, and read off Dial Error. (Dead space should be within 10 Kc/s. of each 100 Kc/s. point up to 10.0 Mc/s.)
- (vii) Set Receiver Oscillator to nearest full 100 Kc/s. point *above* the frequency to be worked, and tune to dead space as in (vi).
- (viii) Read off dial error and interpolate this error for working frequency. Set dial accordingly and lock.
- (ix) Switch off crystal calibrator.



4. In the majority of cases, when the operator knows his receiver, adequate setting accuracy will be achieved by calibrating only at the nearest 100Kc/s. point to the working frequency, but with an unknown receiver the procedure in paragraph 3 must be followed in full.

5. Due to unwanted but ineradicable beating effects inside the receiver spurious beat notes of low strength are present throughout the frequency range when the calibrator is switched on. It is therefore important that the R.F. tuning is set correctly for the calibrating frequency, when the correct beat note is easily distinguishable by its much greater strength.

6. The Instruction Manual, I.M. 101, will be amended in due course.

**5926.—Aircraft Radio—Indicating Unit Type 96 (Ref. 10QB/198) for Use with A.S.V.—Mark II N**

(N.S./A.C.R.D. 1886/43.—9 Nov. 1944.)

There are now sufficient supplies of modified indicating units, Type 96, held in R.N. store depots to permit the replacement of indicating units, Type 6B, still in use.

2. The modified Type 96 indicators are distinguishable from the unmodified indicators only by examination of the interior of the set, the modified indicators having grid stopper resistances embodied in the vicinity of the top caps of V1, V2, V3 and V4.

3. Squadrons and stations concerned should demand indicator, Type 96, from appropriate R.N. Store Depot. Indicators, Type 6B, replaced by indicators, Type 96, are to be returned to the appropriate R.N. store depot.

**5927.—Aircraft Radio—Procedure for Demanding Spares**

(N.S. 14010/44.—9 Nov. 1944.)

Difficulty is being experienced in providing suitable alternatives for aircraft radio spares in short supply, owing to lack of information as to the type of equipment for which the item demanded is required.

2. All demands for both British and American spares, whether made by signal or Form S.134D, are therefore to give this information.

3. Suitable alternatives known to demanding services should be quoted.

**5928.—Air Lookout Sights, Non-Magnetic, Pattern 12952—Supply Position**

(D. 018715/44.—9 Nov. 1944.)

The repeat order for non-magnetic air lookout sights, Pattern 12952, will not be in production until November, 1944.

2. Pending the supply of these instruments, magnetic sights, Pattern 12951, should be fitted in destroyers of the 10–14th Emergency Flotillas, and the American type sights in escort carriers should be retained.

**5929.—Batteries, Patterns 1350 and 1351—Allowance of Spares**

*Coastal Force Bases*

(N.S./C.F.M. 2133/44.—9 Nov. 1944.)

Spare batteries, Patterns 1350 and 1351, are to be allowed to Coastal Force bases on the following basis for replacement of those fitted in attached craft:—

Pattern No.	Description	Base Allowance Number of craft attached		
		12-23	24-47	48
1350	Batteries, 24V, 140 A.H. (two 12V. units)	8	12	16
1351	Batteries, 24V., 60 A.H. (two 12V. units)...	8	12	16

2. Coastal Force bases should forward demands as necessary to their storing yards.

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

**5930.—Batteries, Dry, Old—Disposal of**

(N.S. 22879/44.—9 Nov. 1944.)

In future, all unserviceable and over-age dry batteries and dry cells, including those supplied for torpedo and mining services, should be disposed of locally (dumped) and not returned to yards or depots, except where special instructions with regard to particular patterns of batteries have been issued.

**5931.—Binoculars—Allowances**

*Landing Craft*

(N.S. 015108/43.—9 Nov. 1944.)

No further provision will be made of binoculars, 2·8 power, Pattern 12115.

2. Major landing craft in commission, and completed minor landing craft authorized to be equipped with operational stores should be supplied with one 7 × 50 binocular in lieu of Pattern 12115, if none of the former is at present allowed. (The binoculars supplied in lieu should be Army, American or Canadian type, Pattern 1900A, is not normally to be issued.) Craft already allowed a 7 × 50 binocular may retain Pattern 12115 but it will not be replaced.

3. Storing yards should arrange supply of one pair of binoculars 7 × 50 (Army No. 5, American or Canadian type) to L.C.T.(3) and L.C.T.(4) under construction in lieu of Pattern 12115; other types of major landing craft under construction are already allowed one or more 7-power binoculars and supply of Pattern 12115 to these craft should cease.

4. Dockyards or depots holding outfits of operational stores for minor landing craft should include in them one pair of binoculars 7 × 50 (in lieu of Pattern 12115) for each craft.

5. Flotilla allowances will be promulgated later.

6. The Establishments of Naval Stores concerned will be amended.

(A.F.O. 4167/44.)

(C.A.F.O. 2506/43 and A.F.O. 2254/44 are cancelled.)

**5932.—Binoculars for Use of Bridge Personnel**

(N.S. 29250/43.—9 Nov. 1944.)

It is desirable that in certain ships a proportion at least of the binoculars in use by the bridge personnel should be Pattern 1900A.

2. Ships with an allowance of at least two seven-power binoculars, may, if they are not Pattern 1900A, replace those in use by the bridge personnel, when they become defective, by this pattern up to not more than two per ship.

3. D.E.M.Ss, Coastal Force craft and landing craft are not affected.

4. Demands rendered should quote this Order and contain a certificate that they are to replace 7-power binoculars of other types which have been in use by the bridge personnel.

(Captain (D) Belfast's 2/316/136/19 Jun. 1944.)

**5933.—Compressed Asbestos Fibre Jointing—Second Grade Quality**

(N.S. 35764/44.—9 Nov. 1944.)

In order to conserve rubber, arrangements have been made to debase a percentage of the normal C.A.F. jointing by the substitution of GR-S synthetic rubber for some of the crude rubber used in the mix.

2. This debased jointing will be called 2nd Grade C.A.F., and in order to distinguish it from normal C.A.F. jointing it will be of distinctive colour, either of a bluish-green or of a yellowish tinge. It proved impossible to standardize on the colour because of the different plasticizers used by the various manufacturers.

As an additional and more definite precaution, the figure "2" is stamped on each 6-in. square of one side of the sheeting.

3. The jointing will be suitable for saturated steam services up to 100 lb./in.<sup>2</sup> exhaust steam, L.P. water services and all other L.P. services in which C.A.F. jointing was formerly used.

It will not be supplied graphited for the time being.



4. Twenty-five per cent. of all yard demands of thicknesses up to and including  $\frac{1}{8}$  in., 50 per cent. of  $\frac{3}{16}$  in. and  $\frac{1}{4}$  in. thicknesses, and 75 per cent. of  $\frac{5}{16}$  in. and  $\frac{3}{8}$  in. thicknesses are being met in this second grade jointing, but this figure is purely arbitrary as it was impossible to estimate how much of the jointing requirements could be met in this grade. When making demands for jointing, ships should state the maximum amount of this grade that they can take, in order to fulfil their anticipated requirements and to assist in the saving of crude rubber.

5. Second grade is supplied in the same thicknesses as normal grade.

6. As a first supply—

- 560 lb. of  $\frac{1}{8}$  in. thick,
- 1,120 lb. of  $\frac{3}{16}$  in. thick,
- 2,240 lb. of  $\frac{1}{4}$  in. thick,
- 4,480 lb. of  $\frac{5}{16}$  in. thick,

have been ordered under C.P.19117/44 of 25th March, 1944, in part satisfaction of the 9th war demand requirements from each of the following firms for distribution as shown:—

Messrs. R. Klinger, Ltd. ... ..	To Chatham.
Messrs. J. Walker, & Co. Ltd. ... ..	To Portsmouth.
Messrs. Beldam Asbestos Co., Ltd. ... ..	To Devonport.
Messrs. Turner Bros. Asbestos Co., Ltd. ... ..	To Rosyth.

(A.F.O. 4784/44 is cancelled.)

#### 5934.—Corrosion Due to Galvanic Action

*Escort Carriers*

(D. 09740/44.—9 Nov. 1944.)

It has been reported that in one escort carrier a cap blew off a salt water pipe led into the diesel generator room resulting in partial flooding of the compartment and consequent damage to the generators. Investigation has shown that this salt water pipe was terminated by a steel cap threaded on to a copper pipe, and in the steel cap a brass plug had been inserted. The accident may have been due to corrosion set up by galvanic action between the steel, brass and copper.

2. The C.Os. of ships concerned should arrange for the pipe in question to be examined, together with any other similar leads, and, where applicable, arrangements should be made for these defects to be made good at the first opportunity.

(N.O. i/c, Dundee, 12 Apr., 1944, No. 21/36.)

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

#### 5935.—Cylinders for Oxygen Gas—Allocation of Admiralty Number

(N.S. 35686/44.—9 Nov. 1944.)

The following further series of numbers has been allocated to Rosyth for the numbering of oxygen cylinders:—

R.60001-80000

(A.F.O. 2769/43.)

(Admiral Superintendent, Rosyth, telegram 141116, Oct. 1944.)

#### 5936.—Lamp, Pattern 664 SM, for Night Sights—Introduction

(N.S. 34047/43.—9 Nov. 1944.)

It has been found that lamp, Pattern 16026M, which was introduced to supersede lamp, Pattern 664S, is not entirely satisfactory on night sight circuits having a normal supply voltage of 20 volts or less.

2. Lamp, Pattern 664SM, similar to Pattern 664S, but with a metal filament, will replace lamp, Pattern 664S. This lamp has been added to the Authorized List of Naval Stores under Subhead F2A as follows:—

Pattern	Description
664SM	Lamp, electric, mf., 20v., 1.6w., special screwed pin, for use in night sights.

#### 5937.—Rubbers, Pattern 264, for Earpieces of Navyphones

(N.S. 37061/43.—9 Nov. 1944.)

Rubbers, Pattern 264, are no longer required for earpieces of E.R. type navyphones.

2. No further purchase of these rubbers will be made; all dues have been cancelled and the item has been deleted from the Rate Book for Naval Stores.

3. Any stocks held-at yards and depots should be brought to produce.

4. The sea store establishments concerned will be amended.

### Section 4

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

#### 5938.—Razors, Hollow Ground

(V.9/7818/43.—9 Nov. 1944.)

The capacity for manufacturing hollow ground razors is very limited, and the output available is inadequate to meet demands from the Navy on the present scale.

2. Supply Officers should, therefore, strictly scrutinize all issues to individuals, so that supplies are eked out to the best advantage and issued only where actually needed. Demands on the victualling yards and depots should similarly be reduced to requirements for actual issues.

(A.F.O. 5908/43 is cancelled.)

#### 5939.—W.R.N.S.—Tropical Caps for Ratings below Petty Officer

(V/1/6546/43.—9 Nov. 1944.)

A new type of tropical hat to be known as "Cap, white, tropical, W.R.N.S." has been adopted for wear by W.R.N.S. ratings below the rank of Petty Officer. These caps are to be worn in the same manner as blue cloth caps, i.e., fairly well forward and tilted at an angle of not more than 15° to the right or left. On occasions of ceremony the tilt of the cap should invariably be to the right.

2. A gratuitous issue of one white cap is to be made to all ratings below the rank of Petty Officer drafted in future to stations where tropical kit is worn, in lieu of the tropical hat and three cap covers now supplied in accordance with A.F.O. 3165/42, which is to be amended accordingly.

3. Ratings in possession of tropical hats of types previously supplied may continue to use them abroad until they are worn out.

4. A.F.O. 1049/44 is to be amplified as follows:—

After "Cap, blue, cloth"

add "Cap, white, tropical ... .. 2s. 11d. each".

(A.F.Os. 3165/42 and 1049/44.)



## Section 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

## 5940.—A.M.S.Is.

(E.F.O.—9 Nov. 1944.)

There are no Admiralty Merchant Shipping Instructions for distribution with this issue of A.F.Os.

(A.F.O. 5809/44.)

## 5941.—Amendments to Books

(E.F.O.—9 Nov. 1944.)

The undermentioned amendments (A.F.Os. P.779-791/44) 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., Volume 1941, Instructions, paragraph 9. Distribution is limited to holders of the relative publication(s) affected.

*Demands from shore establishments in the Portsmouth Command should be sent to the Portsmouth Book Office, 54, Bedford Street, Leamington Spa, Warwickshire, and from those in the Plymouth Command to the Devonport Book Office, R.N. Port Library, Devonport. Demands from other shore establishments at home should be sent 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.779/44.**—B.R. 378 (J)—Seafire—A.S.E.—Amendment No. 16.

**P.780/44.**—B.R. 1046—Landing Craft Technical Memoranda—Amendment No. 17.

*Standard and Transfer Checking Lists*

- B.R. 380/E—Albacore—Amendment No. 6.
- B.R. 380/K.B. or K.C.—Avenger I and II—Amendment No. 3.
- B.R. 380/B—Barracuda I and II—Amendment No. 10.
- B.R. 380/P.A., P.B. and P.C.—Corsair I, II and III—Amendment No. 1.
- B.R. 380/C—Firefly—Amendment No. 8.
- B.R. 380/L—Hellcat I—Amendment No. 4.
- \*P.781/44.**
  - B.R. 380/J—Seafire—Amendment No. 9.
  - B.R. 380/A—Swordfish—Amendment No. 4.
  - B.R. 380/Z—Walrus I and II—Amendment No. 2.
  - B.R. 380/G—Wildcat IV—Amendment No. 6.
  - B.R. 380/M—Wildcat V—Amendment No. 3.
  - B.R. 380/O—Wildcat VI—Amendment No. 1.

**\*P.782/44.**—B.R. 380/B—Barracuda I and II S.C.L.—Amendment No. 11.

**\*P.783/44.**—B.R. 380/C—Firefly S.C.L.—Amendment No. 9.

- B.R. 317 Series—Amendments.
- B.R. 317 (16)—Mining Drill Book—Preparation of Flooder Units—Amendment No. 4.

**P.784/44.**

- B.R. 317 (23)—Mining Drill Book—Drill for Mine Mark XVII Asy. Nos. 49 and 50—Amendment No. 1.
- B.R. 317 (24)—Mining Drill Book—Preparation of the Mark XVII Mine Asy. Nos. 51 and 52—Amendment No. 1.

**P.785/44.**—B.R. 669—Instructions for the Conduct of Cash Duties, 1932—Amendment.

**P.786/44.** { B.R. 811 (1b) } Vol. I (1b)—Aircraft Torpedo Manual—Amendment No. 1.  
 { A.P. 2610A }

**P.787/44.**—B.R. 819 (3)—R.N.A.S., Part III—Torpedoes—Amendment No. 5.

**P.788/44.**—B.R. 915—Handbook for 5.25-in., Q.F., Mark I Gun on HA/LA Twin, Marks I and II Mountings—1941—Amendment No. 15.

**P.789/44.**—B.R. 980 (K) (formerly O.U. 6090 (K))—R.T. No. 470 for 4-in. Guns—Amendment.

**P.790/44.**—B.R. 1055—Bomb Supply Drill for H.M. Ships "Implacable", "Indefatigable" and "Illustrious" Class, Carriers with modified Bomb Supply arrangements and Light Fleet Carriers "1942"—1944—Amendment No. 1.

**P.791/44.**—B.R. 1203—Instructions for the Inspection of Naval Armament Stores—Amendment No. 16.

\* *Exceptionally, A.F.Os. P.779, 781, 782 and 783 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. 5808/44.)

## 5942.—B.R. 30—Substitution of "International Law" (Hall)

(Sta. 18570A/44.—9 Nov. 1944.)

"International Law" (Hall) which is issued to the Fleet under the token number B.R. 30 is out of print, and future requirements will be met by the supply of "International Law of the Sea", which is to be accounted for under the same number.

**5943.**—B.R. 980 (G)—Revised Page 1 and Additional Page 13 for Range Table 409 for Q.F., 5.25-in. Guns, Mark I, July, 1944—Issue

(G. 3884/44.—9 Nov. 1944.)

The above mentioned revised page 1 and additional page 13 to Range Table 409 are now in the press.

2. Copies will be issued to all holders of the main table by the Superintending Naval Store Officer, R.N. Store Depot, 307, Elveden Road, Park Royal, London, N.W.10, when supplies become available.

3. The revised page 1 supersedes the existing page 1 dated November, 1939, which should be disposed of in accordance with B.R.I—B.R. and I.D. catalogue when the new page is received.

**5944.**—B.R. 980 (X)—Revised and Additional Pages to Range Tables 402B and 402C for Q.F., 4.5-in. Guns, Marks I, III, IV and V, dated August, 1944—Issue

(G. 4536/44.—9 Nov. 1944.)

Revised pages 2 and additional pages 2A to Range Tables 402B and 402C are now in the press.

2. Copies will be issued to all holders of the main tables without demand by the Superintending Naval Store Officer, R.N. Store Depot, 307, Elveden Road, Park Royal, London, N.W.10, when supplies become available.

3. The revised pages 2 supersede the existing pages 2 dated April, 1943, all copies of which should be disposed of in accordance with B.R. 1—B.R. and I.D. catalogue, when the new pages are received.

## 5945.—Form S.1331—Abolition

(Sta. 10350/44.—9 Nov. 1944.)

The following has been abolished:—

Form S.1331. Supply and receipt note for O.U. books issued on loan.

**5946.**—Ammunition Packages (Filled and Empty)—Fired Cartridge Cases, Primers, Tubes, Igniters, etc.—Recovered Plugs, Links Ammunition, etc.

*H.M. Ships and Vessels, D.E.M.S., etc.*

(A.S. 12761/44.—9 Nov. 1944.)

To reduce clerical work in ships and fleet establishments, accounting for the above-named stores in the Naval Armament Store Accounts of H.M. Ships and Vessels, D.E.M.S., etc., may be dispensed with as a war measure, and return notes need no longer be rendered in respect of these stores when landed at depots, O.C.A.S. establishments, bases, etc., or transferred to A.S.I.S., etc.



2. Every effort is, however, to be made (so far as action conditions and other circumstances allow) for empty cartridge cases, packages, fired primers, etc., to be preserved and returned to store at the first opportunity for repair and refilling, or for recovery of material and metals (particularly brass) to meet other urgent requirements.

3. The instructions in Article 108, N.M.E.R., are to be carefully followed.

(A.F.Os. 4002/42 and 530/43 are cancelled.)

**5947.—Ammunition Packages—Fired Cartridge Cases, Primers, Tubes, Igniters, etc.—Recovered Plugs, Links Ammunition, etc.**

R.N.A. Depots, O.C.A.S. Establishments and A.S.I.S.

(A.S. 12761/44.—9 Nov. 1944.)

With reference to A.F.O. 5946/44, the following consequential action is to be taken at R.N.A. depots, O.C.A.S. establishments, A.S.I.S., etc.

2. *Main R.N.A. Depots at Home.*—Packages containing filled stores received from ships are to be brought on charge by receipt voucher at the same time as their contents, but credit for these packages need not be given on ships' return notes.

3. Empty packages, fired cases, recovered plugs, etc., received from ships or from depots abroad are to be brought on charge by certificate vouchers recording the date of receipt, mode of conveyance and any particulars available as to the source of origin, without however necessarily associating individual items with particular ships.

4. *Depots Abroad, Minor Depots at Home, A.S.I.Ss., etc.*—Packages containing filled stores received from ships and brought on charge locally are to be dealt with as in paragraph 2.

5. Empty packages, fired cases, etc., received from ships and required for local use are to be dealt with as in paragraph 3.

6. Depots abroad, minor depots at home, A.S.I.Ss., etc., receiving ammunition packages, fired cartridge cases, etc., for shipment home, or otherwise in transit, are to record the numbers and descriptions of packages and loose articles, together with date of receipt, mode of conveyance and any particulars available as to source of origin.

7. Subsequent movement of the packages and loose articles referred to in paragraph 6 is to be recorded by means of Bills of Lading, Consignment Notes or Conveyance Notes, and receipts on these documents are to be held by the successive O.C.A.Ss., etc., through whose hands the stores pass until they are finally brought on charge at a Naval Armament Depot, where they are to be accounted for as in paragraphs 2 and 3 by vouchers linked up with the final Bill of Lading, Consignment Note or Conveyance Note.

8. *Receipts from Allied Warships, D.E.M.S. of Dominion or Colonial Registry and receipts of fired Small Arm Cases, etc., in respect of which payments are issuable under Appendix VII, Part 1 of K.R. and A.I.*—These receipts are to be dealt with in detail as heretofore.

9. *Certificate Vouchers.*—Certificate vouchers referred to herein are to be retained locally. Copies are not required to be forwarded to the Admiralty.

10. *Shipments Home.*—Armament Supply Officers at stations abroad should take every opportunity to send to England (unless other destinations have been specifically ordered) all recovered empties in excess of local requirements. When transport is not available to clear all accumulations on hand, priority should be given to a varied selection from stocks of fired cartridge cases and empty magazine cases of brass construction, unless high priority for particular types has been asked for.

(A.F.O. 5946/44.)

(A.F.O. 531/43 is cancelled.)

**5948.—Diaries, etc., 1945—Issue**

(Sta. 20207/43.—9 Nov. 1944.)

Diaries, etc., for 1945, will be supplied to all services concerned, without demand, when available.

2. Issues of diaries to ships, etc., will be made on the undermentioned basis. Supplies to Flag Officers and other services will be made on the basis of issues made for 1944 :—

Battleships, battle cruisers, cruisers, fleet and light fleet carriers, fast minelayers, repair ships, destroyer depot ships and bases, and submarine depot ships and bases.	8
Naval force commanders	8
Escort carriers and commanders of L.C.T. squadrons	6
Captains (D)	6*
Monitors and vessels taken up as minelayers	4
Armed merchant cruisers and L.S.I. (H)	3
Boom carriers	2
Destroyers, sloops and netlayers	1
Base accommodation ships (Captain's commands), coastal force base ships and vessels taken up as depot ships.	6
<i>Naval Officers-in-Charge—</i>	
Flag officer's commands	8
Captain's commands	6
Commander's commands	4

\* Includes copies for flotilla leader.

**5949.—Escort Trawlers—Supply of A.F.Os. (D.As. Abroad)**

(E.F.O. 254/44.—9 Nov. 1944.)

To ensure that trawlers engaged on escort duties are equipped with Admiralty Fleet Order publications all A/S-M/S trawlers irrespective of whether or not they are so engaged, are to be supplied with one copy each A.F.Os., C.A.F.Os. and Index, WIMS 1 and 3 (B.R. 1011, 1012), the W/T Frequency publications M.350, in addition to one copy of A.F.O. "S" Series and Notice Board issues already held, commencing with orders dated 9th November, 1944.

2. A/S trawlers also are to be supplied on the scale in paragraph 1 above for the period they are engaged on escort duties.

3. Distribution to these trawlers in home waters (in common with other home ships and vessels) will be made direct from Admiralty (E.F.O.); to trawlers in foreign waters by Distributing Authorities.

**5950.—Mail Lost by Enemy Action**

(M. 010596/44.—9 Nov. 1944.)

Non-confidential parcel and letter mail posted in the United Kingdom for the undermentioned H.M. ships has been lost as a result of enemy action. Duplicates should be forwarded as necessary. Admiralty special bags were not involved in this loss.

Ships	Letter Mail		Approximate posting dates
	Ships	Letter Mail	
H.M.S. "Engadine"	...	...	3rd-15th May, 1944
H.M.S. "Petronella"	...	...	3rd-15th May, 1944 9th-16 June, 1944 29th June-14th July, 1944
H.M.S. "Petard"	...	...	3rd-15th May, 1944 17th-28th June, 1944
H.M.S. "Truculent"	...	...	4th-15th May, 1944 9th-16th June, 1944 29th June-14th July, 1944
H.M.S. "Tactician"	...	...	4th-14th May, 1944 9th-16th June, 1944
<i>Parcel Mail</i>			
H.M.S. "Engadine"	...	...	3rd-15th May, 1944
H.M.S. "Petard"	...	...	3rd-15th May, 1944 5th-17th June, 1944



**5951.—Royal Naval Medical Bulletin No. 13—Issue**

(M.D.G. 62579/42.—9 Nov. 1944.)

The Royal Naval Medical Bulletin, No. 13, is now ready for issue and should be obtained by all medical officers.

2. The Bulletin will be supplied on demand addressed as follows :—

For ships and establishments at home :—

R.N. Store Depot,  
Elveden Road,  
Park Royal,  
London, N.W.10.

For ships and establishments abroad :—

The Local Naval Distributing Authority.

**5952.—W.R.N.S.—London External and London Base Units—Addresses of**

(M. 2342/44.—9 Nov. 1944.)

Correspondence for Chief Officer, W.R.N.S., London External Units, and Chief Officer, W.R.N.S. London Base Units, is being received at W.R.N.S. Headquarters.

2. It is notified that the correct addresses of these units are :—

Chief Officer, W.R.N.S.,  
London External Units,  
45, Parliament Street,  
London, S.W.1.

Chief Officer, W.R.N.S.,  
London Base Units,  
P.L.A. Building,  
Trinity Square,  
London, E.C.3.

(C.A.F.O. 2328/44 is cancelled.)

**Section 6.—SHORE ESTABLISHMENTS****5953.—Civilian Non-Industrial Staff—Sick Leave**

(C.E. 747/43.—9 Nov. 1944.)

The following general instructions based on existing regulations and orders are promulgated for guidance.

2. *Established and Unestablished Staff.*—(a) All sick absences of salaried officers and weekly paid non-industrial staff are to be specially reported *direct to the paying officer concerned* in the form of a weekly return unless the information is made available to this officer in the normal course by routine returns of attendance.

(b) No sick leave (whether paid or unpaid or whether continuous or in broken periods) in excess of three months in any period of twelve months is to be granted without Admiralty approval. Applications to the Admiralty for authority to grant further sick leave should be forwarded promptly to avoid hardship to the officers concerned. These applications should furnish a statement of sick leave with inclusive dates of sick leave taken during the previous four years. An up-to-date medical report showing the nature of the illness, certifying prospect of return to duty within a reasonable period and if possible the further period of sick absence likely to be necessary should be forwarded together with the remarks of the medical officer of the establishment if one is borne in support of the application.

3. *Certification.*—(a) Sick leave is to be granted (except as at (b) below) only upon satisfactory medical evidence of unfitness for duty. Certificates should state the nature of the illness.

(b) *Uncertificated absences.*—(i) The sick pay regulations provide that sick absences within a maximum of 7 days in *any period of twelve months* may be allowed at discretion without production of medical certificates for absences not in excess of 2 days' continuous sick leave. As a war-time measure, however, sick absences up to 4 consecutive days may be allowed without production of medical certificate provided the total of 7 days is not thereby exceeded. An intervening Sunday on which attendance is not required should be counted in the period of 4 days' continuous absence and for sick pay title where appropriate but it should be ignored for the purpose of the overall limit of 7 days. The extension now allowed is purely discretionary and the greatest care should be taken to see that the concession is not abused.

(ii) Deductions in respect of sickness benefit under the National Health Insurance Acts may be waived for temporary and unestablished staff of any grade for any period for which a medical certificate to cover the sick absence is not required but no officer who is a compulsory contributor can be allowed to draw both sickness benefit and full pay. Such an officer if taking uncertificated paid sick leave for more than a single day for which normally he could claim sickness benefit, should be required, when reporting himself sick to his department, to state in writing that sickness benefit has not been and will not be claimed from his approved society. This certificate should be attached to the report of sickness made to the paying officer.

(A.F.Os. 1013/43 and 2797/43 are cancelled.)

**5954.—Typing Grades—Tests on Entry or Re-grading**

(U.S.B. 1914/44.—9 Nov. 1944.)

Attention is directed to A.F.O. 5119/44, Section II.

2. New entrants are to be tested as provided by the Order.

3. In addition to the training schools enumerated in the Order, employment exchanges of the Ministry of Labour and National Service are often in a position to carry out the prescribed tests.

4. When the test is carried out in the establishment concerned and there is likely to be delay before the result of the test is known (e.g., when test papers are forwarded to the Under Secretary's office, Bath, for adjudication) entry should not be held up, but the candidate may be entered provisionally at the reduced rate of pay provided in paragraph 10 of the Order. Should the result of the test be satisfactory, adjustment of pay will then be made.

5. When the test is carried out by one of the training schools, the Ministry of Labour and National Service or similar body, the certificate of the examining authority, showing the result of the test, should be attached to the D.131 reporting the entry or re-grading.

(A.F.O. 5119/44.)

**5955.—Established Typists Employed on Shorthand Duties**

(U.S.B. 1914/44.—9 Nov. 1944.)

Instances have come to notice recently in which typists have been continuously employed on shorthand duties without remuneration. Attention is directed to A.F.O. 5117/44, Section I, which provides that Admiralty approval should be obtained to the grant of an allowance when it is considered necessary to employ a typist regularly on shorthand duties.

2. Particulars of any such instances should be reported to the Under Secretary's Office, Bath, forthwith with a view to determining whether the grant of shorthand allowance would be appropriate. Such reports should include not only the information required by paragraph 7 of A.F.O. 5117/44, but should also include particulars of the shorthand qualifications of the typist concerned and the date since which she has been employed regularly on shorthand duties.

3. Normally the minimum qualifications for the grant of shorthand allowance will be the qualifications of temporary shorthand typists, Grade II, vide A.F.O. 5119/44, Section II.

(A.F.Os. 5117/44 and 5119/44.)



### 5956.—Promotion of Members of the Established Typing Grades to the Clerical Class

(U.S.B. 1913/44.—9 Nov. 1944.)

Attention is directed to A.F.O. 5117/44, Section IV.

2. Nominations for the next review are due to reach the Under Secretary's Office, Bath, not later than 15th November, 1944.

(A.F.O. 3117/44.)

### 5957.—Promotion of Clerical Assistants (Treasury and Departmental) to the Clerical Class

(C.E. 18916/44.—9 Nov. 1944.)

Attention is drawn to A.F.O. 4835/44.

2. Heads of establishments are reminded that the next review of Clerical Assistants and Departmental Clerical Assistants, Grade I, for promotion to the Clerical Class, is due to take effect on the 1st January, 1945, and that recommendations for promotions under this review should reach the Admiralty, C.E. Branch II, Bath, not later than the 15th November, 1944.

3. Recommendations should be in the form laid down in paragraph 4 of A.F.O. 4835/44.

(A.F.O. 4835/44.)

### 5958.—Temporary Non-Industrial Staff—Reckoning of Broken Service for Increment and Sick Pay Purposes

(C.E. 9588/44.—9 Nov. 1944.)

The following instructions are promulgated in substitution of those contained in A.F.O. 2287/44, which is hereby cancelled.

2. *Increment.*—In the case of temporary non-industrial staff who are on scales of pay, previous service in the Admiralty or in another Department under the Government of Great Britain may be reckoned for incremental purposes unless:—

- it was on a different class of work, or
- was in an inferior grade,
- was terminated for misconduct or inefficiency, or
- was followed by a break exceeding three months.

3. With reference to the stipulation in paragraph 2 (a) above, in general any service within the Clerical and Executive Classes may be regarded as service on the same class of work for the purpose of granting continuity of service terms to Temporary Clerks, e.g. previous service as a Temporary Assistant or as an Examiner in the Postal and Telegraph Censorship Department may be allowed to reckon.

The service which should be excluded so far as Temporary Clerks are concerned is that in grades which are considered to be Manipulative, Technical or Industrial.

Any cases which have been dealt with on a less favourable basis should be adjusted from a date not earlier than 1st March, 1944.

4. *Sick Leave.*—The rules for counting previous service for sick leave entitlement are set out in paragraph 20 of the Memorandum of Sick Leave Regulations applicable to Temporary and Unestablished Employees, which provide that where service has been interrupted the previous service will ordinarily not count towards the specified qualifying periods.

Where, however, continuity of service for purposes of pay and increment has been allowed under paragraph 2 of this order, the same credit may be given for the purposes of sick leave entitlement, with the exception that previous service terminated by resignation may not be allowed for sick pay purposes unless it can be shown that resignation was arranged for the purpose of transfer.

Sick pay already granted under paragraph 2 of A.F.O. 2287/44 need not be adjusted.

5. The following should be substituted for paragraph 17 of A.F.O. 5118/44, which paragraph is hereby cancelled:—

“Full-time temporary clerks are eligible for paid sick leave in accordance with the Treasury Memorandum of Sick Leave Regulations applicable to temporary and unestablished employees.”

Under these regulations, where service has been interrupted the previous service will not ordinarily count towards the specified qualifying periods.

Where, however, continuity of service has been granted for pay and increment purposes the same credit may be given for the purpose of sick leave entitlement, with the exception that previous service terminated by resignation may not be allowed for sick pay purposes unless it can be shown that resignation was arranged for the purpose of transfer.”

6. The attention of all staff should be drawn to the provisions of this order.

7. Cases of doubt or difficulty should be referred to the Admiralty (Civil Establishments Branch II) for decision.

(A.F.O. 2287/44 and paragraph 17 of A.F.O. 5118/44 are cancelled.)

### 5959.—Balance of Civil Pay—Increases in Service Emoluments

(C.E. 16355/44—9 Nov. 1944.)

Certain improvements have been made in the pay and allowances of members of His Majesty's Forces and of members of the Civil Defence Services. Details of the principal changes are promulgated below for information in order that, in assessing balance of civil pay issuable to Civil Servants, appropriate reductions may be made on account of the improvements in service emoluments.

#### I.—Service Pay and Allowances.

2. (a) *Other Ranks and Ratings.*—(i) *Pay.*—There will be more rapid progress to the maximum pay of the rank for the non-tradesman private (which will be 5s. a day in future for the specially proficient soldier), with suitable adjustments in the other services. The new army scale will be:—

Classification—	Under 6 months	6 months	1 year	2 years	3 years
Non-tradesman private					
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Class IA ... ..	—	—	—	—	5 0
Class I ... ..	—	3 6	4 0	4 6	4 9
Class II ... ..	3 0	3 0	3 6	4 0	4 3

The pay of the non-Tradesman Lance-Corporal will be increased from 5s. 3d. to 5s. 6d., and the pay of the non-Tradesman Corporal from 5s. 9d. to 6s.

(ii) *Allowances to Wives of Personnel.*—Where there is a child or children in the family, there will be an increase from 25s. to 35s. in the minimum weekly payment made up of State allowance plus allotment from pay to be made to wives of ratings and other ranks.

(iii) *Allowances in Respect of Children.*—There will be flat rate allowances of 12s. 6d. a week for each child in the case of ratings and other ranks.

(b) *Officers.—Family Allowances.*—The daily allowances in future will be as follows:—

Rank	Pay	Childless wife	Wife and 1 child	Wife and 2 children	Each additional child
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Major and above	28 6	4 0	6 0	8 0	2 0
	(minimum)				
Captain ... ..	16 6	4 0	7 6	9 6	2 0
	(minimum)				
Subaltern ... ..	11/0 to 14/6	4 0	8 6	10 6	2 0
	(according to service)				

Officers will now receive the ante-natal allowance (i.e., the issue of a child's allowance for three months in advance of the birth of the child) which was introduced for other ranks in 1942.



3. *Date of Application.*—The foregoing changes will take effect from the nearest pay-day to 1st May, 1944, though it may not in all cases be possible to bring the revised rates actually into issue until some time after that date. In all cases, however, any arrears due will be given in full.

4. Further additional benefits, which, however, will not be taken into account for the purpose of contributory or qualifying allotments for Family or Dependents' Allowance fall into two parts:—

(i) Increments of pay, known as "War Service Increments," for officers and men of the Royal Navy, the Army and the Royal Air Force in receipt of British or British Indian rates of pay, who have given a considerable period of service during the war.

(ii) Additional pay, known as "Japanese Campaign Pay," for those officers and men who serve in the Far Eastern Theatre.

5. *War Service Increments.*—These increments will be given to all ratings and other ranks and to all officers below the rank of Rear Admiral, Major General, or Air Vice Marshal, who have completed, or who subsequently complete, three years man's service from and including the 3rd September, 1939. They will take effect from the 3rd September, 1944, and will be at the following rates:—

7s. a week for ratings below Petty Officer and other ranks below Sergeant, after completion of three years' war service, with an additional 3s. 6d. a week for each subsequent year's war service.

10s. 6d. a week for Petty Officers and Chief Petty Officers, Royal Navy, Sergeants and higher N.C.Os. and Warrant Officers of the Army and Royal Air Force after three years' war service, with an additional 3s. 6d. a week for each subsequent year's war service.

15s. 9d. a week for officers below Lieutenant-Commander, Major and Squadron Leader, after three years' war service, with an additional 5s. 3d. a week for each subsequent year's war service.

21s. a week for Lieutenant-Commanders, Majors and Squadron Leaders and above (but not officers of or above the rank of Rear Admiral, Major General or Air Vice Marshal) after three years' war service, with an additional 7s. a week for each subsequent year's war service.

6. Women members of the Forces will receive these increments at two-thirds of the appropriate men's rates.

7. *Japanese Campaign Pay.*—Officers and men of the Royal Navy, the Army and the Royal Air Force serving in the Far East, and in receipt of pay under the British Pay Code, will be granted Japanese Campaign Pay at the following weekly rates, with effect from the 1st November, 1944:—

	s.	d.
Men below Leading Rating and Corporal ... ..	7	0
Leading Ratings and Corporals ... ..	8	9
Petty Officers and Sergeants... ..	10	6
Chief Petty Officers, Staff and Flight Sergeants ... ..	12	3
Warrant Officers, Class I and Class II ... ..	14	0
Officers up to and including Lieutenant, Royal Navy, Captain and Flight Lieutenant ... ..	21	0
Lieutenant-Commanders, Majors and Squadron Leaders ... ..	35	0
Commanders, Lieutenant-Colonels and Wing Commanders ... ..	49	0
Captain, Royal Navy, Colonels and Brigadiers, Group Captains and Air Commodores ... ..	63	0
Flag Officers, General Officers and Air Vice-Marshals and above... ..	77	0

Japanese Campaign Pay will be payable irrespective of the period of service rendered, and will be in addition to any war service increment admissible under paragraphs 5 and 6.

8. Japanese Campaign Pay at the rates shown above will also be granted to men below commissioned rank and to officers up to and including the rank of Captain and Flight Lieutenant in receipt of pay under the Indian Pay Code. It will not be paid to officers of the rank of Major and Squadron Leader and above in receipt of pay under the Indian Pay Code, in view of the substantial advantages which they receive under that code.

9. Women members of the Forces will receive Japanese Campaign Pay at two-thirds of the appropriate men's rates.

10. *Far East Allowance.*—The following details of a tax-free allowance issuable to take the place of Field and Colonial Allowance with effect from the 1st November, 1944, to all officers and men of the Army and the Royal Air Force serving in the Far East who are in receipt of pay under the British Pay Code, are promulgated for information only. Far East Allowance will also be granted to officers and men of the Royal Navy serving ashore in the Far East, except where provision for the grant of a Naval Colonial Allowance is already in existence. Far East Allowance being of the same nature as Colonial Allowance should be excluded in calculating balance of civil pay.

	Weekly
	s. d.
Ranks below Petty Officer and Sergeant ... ..	2 4
Petty Officers and Sergeants ... ..	3 6
Chief Petty Officers, Staff and Flight Sergeants ... ..	4 1
Warrant Officers Class II ... ..	5 10
Warrant Officers Class I ... ..	9 4
All Officers ... ..	21 0

11. Women members of the Forces will be granted Far East Allowance at the same rates as men.

#### II.—Civil Defence Services

12. Increases have been made in the pay of whole-time (paid) members, aged 20 years or over, of the Civil Defence General Services, and certain members of the Local Authority Fire Guard. Similar increases have been granted to the National Fire Service, the Police War Reserve, the Civil Defence Reserve and the Royal Observer Corps.

The revised weekly basic rate of pay is:—

Men (age 20 and over) ... ..	£4 0s. 6d.
Women (age 20 and over) ... ..	£2 16s. 6d.

No increase is authorized for persons under 20 years of age.

13. This increase (viz. 2s. weekly for men, and 1s. 6d. weekly for women) is to apply also to personnel, aged 20 years and over, who hold posts which carry pay in excess of the basic pay, with the exception of Lorry Drivers (see paragraph 15, Note (d)).

14. Depot Superintendents in charge of Depots with a unit establishment of more than 180, and Fire Guard Area Officers Grade I who are at present receiving £6 4s. 6d. a week, are not eligible for "service" pay. It has, however, been decided that their Civil Defence pay should be increased to £6 14s. 0d. a week.

15. *Rates of "Service Pay."*—Increases in "service pay" (i.e., additional pay for length of service) have also been approved and the revised weekly rates are shown in the following table:—

(1)	Men			Women				
	(2)			(4)				
	Total Additional Service Pay after Completion of			Total Additional Service Pay after Completion of				
Civil Defence Pay (i.e., Exclusive of Service Pay) not exceeding	1 year	2 years	3 years	Civil Defence Pay (i.e., Exclusive of Service Pay) not exceeding	1 year	2 years	3 years	
	£ s. d.	s. d.	s. d.		£ s. d.	s. d.	s. d.	
	4 5 6	4 0	8 0		3 0 0	2 6	5 6	8 0
	4 10 6	3 6	7 0		3 3 6	2 6	5 0	7 0
	4 15 6	3 0	6 0		3 6 6	2 0	4 0	6 0
	5 0 6	2 6	5 0		3 9 6	1 6	3 6	5 0
	5 5 6	2 0	4 0		3 13 0	1 6	3 0	4 0
	5 10 6	1 6	3 0		3 16 6	1 0	2 0	3 0
	5 15 6	1 0	2 0		3 19 6	1 0	1 6	2 0



## Notes

(a) Service pay is payable in addition to the appropriate Civil Defence rate of pay; it is also taken into account where supplementation of National Health benefit or injury allowance is granted to whole-time (paid) personnel.

(b) Columns (1) and (3) of the above table represent the total rate of pay received (other than service pay), i.e., including lead rates for rank or skilled pay.

(c) The rate of service pay is related to the rate of Civil Defence pay; if a member is promoted or downgraded, the rate of service pay will be altered, as necessary, to that applicable to the rate of Civil Defence pay authorized for the new rank.

(d) Lorry drivers in receipt of a local authority's rate of pay in accordance with the terms of H.S. Circular No. 223/1940 may continue to receive either (i) that rate, or (ii) the Civil Defence basic rate, plus service pay (where appropriate), whichever is the higher; in other words, service pay cannot be added to a local authority's rate of pay for drivers.

16. *Service which qualifies.*—(a) Whole time (paid) service as an enrolled member in any of the services mentioned in paragraph 12, rendered since 3rd September, 1939, by members after attaining their 20th birthday, will count for the purpose of assessing the amount of "service pay" due; and also in the following services:—

Special Constabulary.

Women's Auxiliary Police Corps.

Police Auxiliary Messenger Service.

(Service in the First Police Reserve may be counted in certain circumstances, but this should be confirmed with the Chief Officer of Police.)

Armed Forces (including the Women's Auxiliary Services).

Civil Nursing Reserve.

(b) Whole-time (paid) service in any of the Services mentioned in paragraph 1 or in (a) above since 3rd September, 1939, rendered by members between the 18th and 20th birthdays, will count for the payment of "service pay" as from the 20th birthday, or from the beginning of the pay week in which 1st June, 1944, falls, whichever is later. No "service pay" is payable prior to the 20th birthday.

(c) Where a member has been engaged in the capacity of whole-time (paid) member continuously or in broken periods, either in the same or in different Services, or in the same or in different ranks, periods of service will be aggregated.

(d) Absences for sickness or injury during which supplementation of National Health benefit or injury allowance has been granted in accordance with existing instructions will count towards the qualifying period.

17. *Service which does not qualify.*—(a) Periods of absence without pay, including periods during which whole-time members are released from Civil Defence duty under the conditions of sections (a) and (b) of Home Security Circular No. 88/1942.

(b) Service in Services other than those listed above.

(c) Non-enrolled service as a local authority employee, even though engaged on whole-time duties connected with the Civil Defence Services, e.g., as a store-keeper or caretaker at a depot.

(d) Previous service in any of the Services noted above if the person was discharged from the previous Service for misconduct.

(e) Periods of service prior to the 18th birthday.

(f) Periods of part-time (unpaid) service.

18. *Payment of arrears of Civil Defence pay and "Service Pay."*—(a) Arrears of payments due in respect of the increases in Civil Defence pay and "Service pay" will be paid as soon as practicable.

(b) When a member leaves whole-time (paid) Civil Defence service between the date from which he is eligible to receive the increases in Civil Defence pay or "service pay" and the date on which payment of arrears of pay is made by his employing authority, the arrears due to him will be paid on application. A local authority may, however, arrange for arrears to be paid to all members who have left the Service whether or not any application is received but this does not mean that authorities will go to the trouble of attempting to trace ex-members whose whereabouts are not known.

(c) When a whole-time member is transferred from the Civil Defence Services to the Civil Defence reserve, or is transferred within the Civil Defence General Services from one local authority to another between the date from which he is eligible to receive the increases in Civil Defence pay and "service pay" and the date on which payment of arrears of pay is made by the authority now employing him, the latter authority may, by agreement with the previous employing authority, pay arrears for the whole or any part of the period for which they are due, provided that they first obtain from the previous employing authority

(i) the necessary particulars of the member's service, and

(ii) a statement that no arrears of pay have been or will be paid to the member, or alternatively particulars of the pay that has been or will be paid.

The instructions above will be applied where appropriate to "service pay" as from 1st January, 1944.

19. *Date of application.*—Both the increase in basic pay and the revised rates of "service pay" are to take effect from the beginning of the pay week in which 1st June, 1944, falls.

(A.F.O. 5245/44.)

(A.F.Os. 3240/44 and 3604/44 are cancelled.)

**\*5960.—Civilian Industrial and Non-Industrial Staff in Establishments at Home—  
Mass Radiography for the Detection of Tuberculosis**

(C.E. 52508/44.—9 Nov. 1944.)

A number of mass radiography units have now, under the aegis of the Ministry of Health, been set up in various parts of the country in connection with the national scheme of miniature mass radiography for the detection of pulmonary tuberculosis. It is hoped that the fullest advantage will be taken by Admiralty industrial and non-industrial civilian staff of the opportunity thus provided, and facilities are to be granted to them for examination during working hours.

2. Miniature mass radiography is a method of X-ray photography whereby large numbers of people can be radiographed in a relatively short space of time. It is possible by this means to detect cases of pulmonary tuberculosis at an earlier stage than is often the case by ordinary methods. If detected sufficiently early there are far better prospects of effecting a permanent cure, and staff are urged, in their own interests, to volunteer for examination.

3. Briefly, the procedure is that after initial miniature mass radiography the vast majority of those examined receive the comforting assurance that there is nothing wrong with their lungs. The small minority of cases which in the opinion of the radiologist in charge of the unit appear doubtful are invited to come to the unit again, for two or three large scale photographs to be taken. If, as a result, further investigation is advised, these cases are referred to the medical director of the unit for a clinical examination. The medical director can then, if it seems advisable to him, advise the volunteer to consult his or her private doctor and/or the local tuberculosis officer (to whom, with the volunteer's consent, he will write in confidence) with a view to further observation, or possibly to immediate treatment involving admission to a sanatorium and/or sick absence. Unless actual sick absence occurs so that a medical certificate has to be sent in, all the above procedure is completely confidential, and the employing department will know nothing about it.

4. The taking of the X-ray is only a matter of seconds, a simpler process than having an ordinary photograph taken. There is no need to undress completely. A clean wrap is provided for each woman. Neck ornaments should not be worn because they interfere with the picture.

5. *Free Specialist Consultations.*—It must be remembered that mass radiography is still in its early stages, and while its potential value is great there is still much to be learnt about the interpretation of its results.

6. In order to provide against any premature diagnosis of actual disease the Treasury has arranged that any Civil Servant (industrial or non-industrial) who has been advised that his or her condition is such that sanatorium treatment



and/or sick absence is necessary may have a further opinion free of charge. A small panel of experienced independent consulting chest physicians of the highest professional standing will be available in London and elsewhere, and an appointment will be made on application from any officer in this position.

7. Any volunteer desiring to take advantage of this free consultation should, in the first instance, apply to the head of his establishment who will treat the matter as confidential and will forward the application to the Admiralty (C.E. Branch II or Labour Branch as appropriate). The application will be forwarded by the Admiralty to the Treasury Medical Adviser, who will act as the central channel of communication with the appropriate consulting physician and arrange the appointment. Any such applications will throughout be treated in confidence, and no entry will be made on the personal records of service. The only reason for such applications being made in this way is to establish identity. The report of the chest physician concerned will also be regarded as entirely confidential by the Treasury Medical Adviser, but the report will also be communicated, in confidence, to the volunteer's own medical attendant.

8. This free consultation service is only applicable to cases where, as a result of mass radiography, actual sanatorium and/or sick absence treatment has been advised. It will not apply to cases where further observation only, i.e. not involving sick absence, has been advised.

9. *Arrangements for Examination.*—It will be appreciated that the number of units available is still small and it will not be possible to provide an opportunity of immediate examination in all cases. Heads of all establishments, however, are requested, as early as possible, to ask for names of all volunteers, industrial and non-industrial, male and female, who wish to be examined by mass radiography, and a return of the total numbers should be made not later than 25th November to C.E. II Branch, Admiralty, Bath. The returns should show separately the numbers of male and female, industrial and non-industrial staff.

10. Heads of establishments will subsequently be informed of the details of arrangements which it is found possible to make and will be put in touch with the appropriate authorities.

11. In the case of non-industrials, absence for the initial examination and for the rare cases where consultation with a chest physician may be desired at a later stage will count as official duty, and in the case of industrials, pay will not be checked for such absence. Travelling expenses of employees attending the unit or the chest physicians, if located away from the town where they are serving, will be met by the Admiralty.

12. Any employee who as a result of examination by mass radiography, is found to be in need of treatment will be granted absence in accordance with the ordinary rules governing sick leave. Medical certificates covering sick leave in such circumstances should be referred to C.E. Branch II for non-industrial staff, and Labour Branch for industrial staff for transmission to the Treasury Medical Adviser for record purposes.

13. When an individual is notified of the actual date and time of the examination he or she should be provided with an official paid envelope which will be handed over complete with the individual's private address at the time of the examination. Every effort will be made to notify results within two weeks of examination.

14. A note on the allowances and grants made by the Ministry of Health for the treatment of tuberculosis is printed as an Appendix to this Order. It should be noted that such payments as sick pay benefit under the National Health Insurance Act, etc., are abated from the scale rates of allowance there shown.

#### APPENDIX

#### TREATMENT FOR PULMONARY TUBERCULOSIS

##### ALLOWANCES AND GRANTS

In order to help men and women who need treatment for pulmonary tuberculosis, but for whom treatment will mean an interruption of earnings or other income, the Government make special allowances. The object of the allowances is to enable necessary treatment to be undertaken without financial anxiety about the support of the family or the upkeep of the home.

These allowances will be paid by the local authority (county or county borough council) that is responsible for providing treatment for tuberculosis. They will be paid while the patient is undergoing treatment, provided that he follows a course of treatment advised by the tuberculosis officer of the local authority. This treatment may be in-patient treatment in a sanatorium or dispensary treatment while living at home, whichever the tuberculosis officer considers to be necessary on medical grounds.

There are three kinds of payment :—

- (1) Maintenance allowances based on a standard scale and without any test of means.
- (2) Discretionary allowances, on proof of need, towards meeting standard charges—such as high rent or rates, hire purchase instalments, insurance premiums and school fees—in cases where the patient would be unable to meet these liabilities.
- (3) Special payments to meet certain special circumstances.

Full details are given in this leaflet. The tuberculosis officer will give any explanation that is needed and will advise on how to claim these allowances.

#### Maintenance Allowances

The standard scale for these is as follows :—

Where the applicant (i.e. the person receiving treatment) is a householder, which for this purpose includes a person living in lodgings, rooms or a hostel :—

	Per week
	s. d.
(a) For male applicant and wife, or female applicant with dependent husband (jointly) ... ..	39 0
(b) For male or female applicant where rate (a) does not apply	27 0
(c) For dependants (other than wife or husband)—	
Aged 16 or over ... ..	12 0
Aged 14 and under 16 ... ..	8 0
Aged 10 and under 14 ... ..	6 6
Aged under 10 ... ..	5 0

Where the applicant is a person living as a non-dependent member of a parent's or other relative's household, and is receiving treatment at home, the allowance will be 25s. 0d. with additional payments, if the person has dependants, as in (c) above.

The above scale rates will be increased by—

- (i) amount of net rent not exceeding 15s. a week (see Note (2) below) ;
- (ii) a winter allowance of 3s. 6d. a week for householders or persons responsible for providing their own fuel.

The scale rates will be decreased by—

- (i) any benefit under the National Health Insurance Act ;
- (ii) the amount of any disability pension or treatment allowance received from the Ministry of Pensions or other public funds wholly in respect of tuberculosis : or the excess over £1 a week of any similar payment from the Ministry of Pensions or other public funds in respect of any other disability ;
- (iii) the amount of any (a) payment received from employer ; or (b) income from self-employment or occupation, in respect of the period of treatment ;
- (iv) 10s. a week where the applicant is being treated in an institution.

*Notes.*—(1) A "maintenance allowance" will not be payable in the case of a person without dependants undergoing treatment in an institution. (But see (3) under "Special Payments" below.)



(2) In determining the amount of allowance for rent, where the household includes persons not dependent on the applicant, account will be taken of such proportion of the total rent as represents the applicant's own share of liability.

(3) The weekly proportion of payment of mortgage interest will be regarded as equivalent to payment of a rent.

#### Discretionary Allowances

Grants under this heading to supplement "maintenance allowances" at the standard rates described above may be applied for towards meeting liabilities defined below. These payments will be at the discretion of the Authority, when they are satisfied that the liabilities cannot be met without help.

1. Rent and Rates in excess of 15s. a week covered by "maintenance allowance".
2. Hire Purchase Instalments.
3. Premiums on Life Assurance Policies.
4. Expenses on Education of Children.

*Notes.*—(1) The amount (in total) of "discretionary allowances" will ordinarily be limited to 10s. a week. Any grant exceeding this will be subject to decision by the Ministry of Health after consideration of the circumstances of the particular case.

(2) Account cannot be taken of additional obligations incurred by the applicant after beginning treatment, except in the case of educational charges approved by the Tuberculosis Authority as being reasonably necessary for the continued education of children.

#### Special Payments

Additional grants under this heading may be made at the discretion of the Tuberculosis Authority (when they are satisfied that the liabilities cannot be met without help) for the following purposes:—

1. Reasonable travelling expenses of near relatives (not more than two at any one time) visiting the applicant in an institution to which the cheapest return fare exceeds 2s. 6d. where the Medical Superintendent certifies that a special visit should be paid, or otherwise at such intervals as the Tuberculosis Officer considers reasonable.

2. Where the person undergoing treatment is a housewife and increased expenditure is involved in obtaining outside domestic help in her absence. A special payment for this purpose will not exceed 10s. a week.

3. Where a person without dependants is undergoing treatment in an institution, a special payment may be made of not more than 5s. a week for pocket money, and an allowance in respect of any reasonably continuing standing charges for rent, rates, insurance or hire purchase payments, provided that the applicant is unable to meet the charges from National Health Insurance benefit or other resources.

*General Note.*—Persons under treatment, or about to undertake treatment, for pulmonary tuberculosis will be given any necessary help in claiming appropriate allowances by the Tuberculosis Officer (or other representative of the Tuberculosis Authority). The necessary forms of application will be provided on which all the particulars asked for should be given as fully and carefully as possible.

(A.F.O. 4661/43 is cancelled.)

#### 5961.—Starting Pay of Temporary Clerical and Typing Staff on Upgrading

(C.E. 57400/44.—9 Nov. 1944.)

Establishments are reminded that the normal starting pay rules concerning officers who are at, or within one increment of, the maximum of their scale, apply to temporary clerks who are promoted to Grade II or to Grade I, and to temporary shorthand typists and temporary typists who are promoted to higher grades. In common with other officers, an officer in these categories who, at the date of promotion, is at the maximum of his scale may therefore receive, on promotion, an increase of up to one full increment, varying with the proportion of a year he has been at his maximum.

2. Any cases which may have been treated less favourably should be adjusted with retrospective effect.

#### 5962.—Medical Examination, Treatment, etc., of Civilian Non-Industrial Staff

(C.E. 55204/44.—9 Nov. 1944.) See AFO 5600/46

The existing instructions concerning the medical treatment of civilian non-industrial staff have been consolidated in this order.

2. Civilian non-industrial staff are not normally eligible for medical treatment at the expense of Naval funds. If the services of a doctor are essential in an emergency arising from an accident sustained on duty, and a Naval Medical Officer is not available, the local surgeon and agent should be called in or, in his absence, a private medical practitioner. Admiralty liability should be restricted to the expense of affording only such medical treatment as is essential before the injured person can be handed over to the care of his own doctor. Civilian non-industrial staff within the scope of the Workmen's Compensation Act, who have previously been offered and have accepted, the Government's scheme of compensation are, however, eligible for free treatment from the surgeon and agent or, if none is available, from a private practitioner where such treatment cannot be given by a Naval Medical Officer. In other cases where a Naval Medical Officer is borne, treatment for injuries sustained on duty may be afforded without charge.

When a surgeon and agent is called upon to report on an injured person for the purposes of the hurt list or in connection with claims for compensation, his fees are an Admiralty liability. The cost of vaccination on transfer abroad is not admissible as a charge to Naval funds. As a concession, civilian officers proceeding abroad may be vaccinated without charge by the R.N. Medical Officer of the establishment in which they are serving, but such a concession does not apply in an establishment where a Naval Medical Officer is not borne, or where a Medical Officer of the establishment is a surgeon and agent or a private medical practitioner remunerated by a fee. It should be clearly understood that Surgeons and Agents are not to be asked to perform this service in their official capacity and that, if they do, they do so in their private capacity and the question of fees is accordingly one for settlement directly between the surgeon and agent and the officer concerned.

3. Surgeons and agents may not be instructed in their official capacity to examine or medically treat non-industrial staff except as provided by Admiralty orders or regulations.

4. Except where specific directions are given for official examination or entry into Admiralty service or where a special standard of medical fitness is required, candidates for temporary employment in a non-industrial capacity should be required to provide a medical certificate of physical fitness in the following terms:—

"I have examined ..... of ..... a candidate for appointment as ..... in the Admiralty service, and do hereby certify he/she is physically fit to carry out the duties of the appointment and that he/she is not suffering from any communicable disease."

Signed .....

Medical Qualifications .....

Address .....

Date .....

It has now been decided that as a purely wartime measure the expense of providing such medical certificates may be borne by Naval funds subject to a maximum of 10s. 6d. in each case.

5. Candidates for temporary employment in a non-industrial capacity should also be required to sign on entry a certificate in the following form making them subject to sick leave regulations:—

"I understand that I shall be subject to the sick leave regulations\* for temporary and unestablished staff as laid down from time to time in the appropriate Admiralty regulations.

Signature .....

Address .....

Date .....

\* These regulations are set out in detail in Memorandum of Sick Leave Regulations applicable to temporary and unestablished employees."

6. This order does not apply to industrial staff.

(A.F.Os. 1693/40, 4540/40, 3179/42, 3883/43 and 4242/43 are cancelled.)



5963.—Employees not Engaged in Shipbuilding, Ship Repairing, Engineering or the Manufacture of Explosives—Return

*Fleet and Civil Establishments, Hospitals, Bases, etc., at home*

(L. 13044/44.—9 Nov. 1944.)

A return is required of the numbers of Admiralty industrial workpeople borne who were *not* employed in the shipbuilding, ship-repairing and engineering industries or in the manufacture of explosives, on 25th November, 1944, and who will, therefore, be omitted from returns made on the forms prescribed in Admiralty Letter L.13045/44 (limited distribution). The return is to be rendered in the form shown in the Appendix to this Order, and should reach the Admiralty not later than 2nd December.

2. In the case of establishments which render a weekly Return D.52, the return now required should include all the workpeople not employed in shipbuilding, etc., who are borne on the books and are shown in Return D.52, and a list should be forwarded showing the depots and establishments for which figures are included in the return now asked for. It will be unnecessary for establishments such as R.N. barracks, whose civilian employees are borne for payment on dockyard books, to render this return. Similarly, in the case of Naval store, victualling, medical, etc., establishments, the parent establishment should include in its return all the depots and sub-establishments over which it exercises general control and supervision, and should forward a list of such depots, etc., with the return. Other depots, bases, etc., must render their own returns.

3. The following categories of employees are to be *excluded* from the return : (a) those reported in the Shipbuilding, Engineering and Explosives Return (Admiralty Letter L.13045/44), e.g. employees in the professional departments of dockyards or in torpedo depots, armament depots, etc. ; (b) workpeople serving at establishments abroad or transferred for the period of the war to other home establishments ; (c) employees serving with the Forces ; (d) employees in the following R.N. aircraft repair yards and Fleet Air Arm workshops, Fleetlands, Donibristle, Coventry Store Depot and Perth, for which separate returns are rendered under L.13045/44.

4. All employees of the Naval Store Department should be shown in one of the grades under the headings "Naval Store Department", "Vehicle Staff" or "Fleet Fuelling Service". Similarly all employees of the Civil Engineer-in-Chief's department should be shown under the heading "Works Department." All employees not employed in Naval store, victualling store, works departments, R.N. air stations, etc., or on printing and bookbinding should be shown under the heading "Miscellaneous". Chargemen of mechanics and leading men should be included with mechanics ; similarly, chargemen of labourers and of skilled labourers should be included with skilled labourers.

5. Mechanics, storehousemen, titular grades, and other employees whose range or scale of pay is not less than 64s. 0d. at the minimum, e.g. (Engineering) Machinists, should be recorded in the columns headed "Paid at skilled rates". The remainder should be shown in the column "Others".

APPENDIX

Return of Industrial Staff employed in Naval Store, Victualling and Civil Engineering Departments and in various miscellaneous establishments

on.....

Name of department or establishments.....

The return includes all established employees ("E") and all hired, temporary and casual employees ("H") borne on the above dates ; chargemen are shown under their trades or grades ; tracers and employees mentioned in paragraph 3 of the Order are excluded.

	Men				Women		Apprentices and boys	Girls	Totals
	Paid at skilled rates		Others		Full-time	Part-time			
	E	H	E	H	E	H			
<i>Naval Store Department :</i>									
Mechanics ... ..									
Skilled labourers ...									
Storehousemen ...									
Storehouse assistants									
Other workpeople...									
<i>Vehicle Staff :</i>									
Maintenance and repair									
Other workpeople...									
<i>Fleet Fuelling Service Victualling Department :</i>									
Mechanics ... ..									
Skilled labourers ...									
Storehousemen ...									
Storehouse assistants									
Other workpeople...									
<i>Works Department :</i>									
Carpenters ... ..									
Joiners ... ..									
Bricklayers ... ..									
Plumbers ... ..									
Painters ... ..									
Other mechanics ...									
Skilled labourers ...									
Other workpeople...									
<i>Printing and Book-binding ... ..</i>									
<i>R.N. Air Stations and Aircraft Training Establishments :</i>									
Mechanics ... ..									
Skilled labourers ...									
Other workpeople...									
<i>Miscellaneous :* </i>									
Mechanics ... ..									
Skilled labourers ...									
Other workpeople...									
Totals ... ..									

.....Head of Department.

.....Date.

\* For numbers given under this heading, establishments rendering this return are requested to indicate in the form of a footnote, the approximate distribution among the various votes of the workpeople borne, males and females being shown separately.

(A.F.O. 4335/44 is cancelled.)



**5964.—Special Leave for Staff Association Purposes**

(C.E. 19108/44.—9 Nov. 1944.)

It has been decided, as a temporary war-time measure, to increase the amount of special leave which may be granted for Association purposes from 20 days up to a maximum of 30 days in any calendar year. Special leave granted within this increased limit will be on full pay (subject to the appropriate deduction) and will be allowed to reckon for incremental and superannuation purposes (Article 176(3) of H.D.R. Addendum 3 refers).

2. Leave required for this purpose in excess of 30 days should be reported specially to the Admiralty (C.E. Branch II) for consideration. Such leave, if granted, will be unpaid and will not reckon for incremental or superannuation purposes.

(A.F.O. 1270/37—not in annual volume.)

**5965.—National Health and Pensions, and National Unemployment Insurance of Matrons, Assistant Matrons and Masseuses**

(C.E. 9393/44.—9 Nov. 1944.)

The National Insurance position of Matrons and Assistant Matrons and of Civilian Masseuses is as follows:—

*Unemployment Insurance.*—Matrons and Assistant Matrons (if State Registered Nurses) and Masseuses are excepted from liability to insurance against unemployment, under paragraph 3 of Part II of the First Schedule to the Unemployment Insurance Act, 1935.

Matrons and Assistant Matrons who are not State Registered Nurses are compulsorily insurable against unemployment in the same way as other unestablished employees. The current rate of insurance is 1s. 6d., of which 9d. is recoverable from the employee (Appendix VIII, Section C, Part I, Instructions for the Conduct of Cash Duties).

*Health and Pensions Insurance.*—All Matrons, Assistant Matrons and Masseuses are compulsorily insurable in the same way as all other unestablished female employees. The current rate of insurance is 1s. 7d., of which 10d. is recoverable from the employee (Appendix VIII, Section A Distinguishing Letter A, Instructions for the Conduct of Cash Duties).

2. The foregoing instructions are not applicable to Matrons who are members of the Q.A.R.N.N.S., the insurance position of whom is detailed in A.F.O. 2994/44.

(A.F.Os. 2994/44 and 5281/44.)

(A.F.O. 3912/44 is cancelled.)

**5966.—Eastern Mediterranean and Aden Works Districts**

(C.E.-in-C. 69/51/5.—9 Nov. 1944.)

The two separate Admiralty Works Districts in the Eastern Mediterranean, viz., Alexandria and Canal Area respectively, have now been amalgamated under one Superintending Civil Engineer whose title and postal address are:—

The Superintending Civil Engineer, Alexandria,  
Admiralty Civil Engineer-in-Chief's Department Offices,  
Airways House,  
3, Rue-des-Fatimites,  
Alexandria,  
Egypt.

2. This combined Works District includes all Naval Vote 10 works services in Palestine, Levant, Syria, Canal Area and the Red Sea, but not Eritrea.

3. The separate Admiralty Works District of Aden now includes the Naval Vote 10 works services in Eritrea, previously carried out by the Public Works Department on behalf of the Admiralty.

**5967.—Guns—Q.F., 4-in., XVI\* and XXI—Breech Blocks—Modification**

(A.S. 10730/44.—9 Nov. 1944.)

The following modification is approved:—

<i>Gun</i>	...	...	...	...	Q.F., 4-in., XVI* and XXI.
<i>Part affected</i>	...	...	...	...	Breech blocks, Marks I, I* and II.
<i>Purpose</i>	...	...	...	...	To make Marks I, I* and II breech blocks interchangeable with Mark III.
<i>Nature of modification</i>	...	...	...	...	0.25 radius to be machined on rear edges.
<i>Drawing</i>	...	...	...	...	I.P. N.O.D. 3104/93.
<i>By whom to be done</i>	...	...	...	...	R.N. Armament Depots.
<i>Degree of Urgency</i>	...	...	...	...	When necessary.

2. All Mark I breech blocks must be modified to I\* by removal of 0.02 in. from upper face of stop flange in accordance with I.P., N.O.D. 3104/88, before modification to N.O.D. 3104/93.

3. A star is to be added to the mark of breech blocks after modification to I.P., N.O.D. 3104/93.



348-244-1

see 6157

21/2/49

Call V. Hensley