

1939-43
660
661
HEAD OF "P" BRANCH

A.F.Os. 655-780/44 ✓

(See Diagram Issue No. 6/44)

RESTRICTED

(FOR OFFICIAL USE ONLY)

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

ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1.

10th February, 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,

J. V. Warburton

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. 494/44), 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

P1

Mr. A. H. G.
Mr. M. G.
Mr. H. G.

P2

P3

P4

(60109)

Head of "P" Branch

ADMIRALTY FLEET ORDERS

- No. Subject.
648. Valves—Thermionic and Similar Stores for W/T Radar, Cinema, etc., Services—Accounting and Storing—Institution of New Item, F.4, under Vote 8/11X. *(Issued separately on 2nd February, 1944.)*
- 649–651. Furniture, etc., Taken Over in Requisitioned Properties—Hire of Furniture—Wartime Furnishing—R.N. and W.R.N.S. Shore Establishments. *Issued separately on 3rd February 1944, to all Commanders-in-Chief (not C.-in-C., H.F.), Flag Officers, Senior Naval Officers, Commanding Officers, R.N. Bases and Training Establishments, Superintendents or Officers in Charge of H.M. Dockyards, and Admiralty Overseers concerned.* } Shore Establishments only.
- 652–653. Purchase Tax—Application to Sales of Clothing from Service Stocks to Naval Personnel—Purchase Tax—Application to Sales of Clothing from Service Stocks to Pensioned Civilians, Ship-keepers, etc. *Issued separately on 10th February, 1944.* } Home Station only.
654. Clothing, Soap and Tobacco—Issuing Prices, Kit Upkeep Allowances, etc. *Issued separately on 10th February, 1944.*

10th February, 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.)

655. Naval Shore Authorities at Home—Organization.
656. R.N. Air Sections at Gibraltar and Tafaraoni—Address.
657. Japanese Hospital Ships.
658. "Salute the Soldier" Weeks—Naval Assistance.
- SECTION 2.—PERSONNEL, PAY, SERVICES, DISCIPLINE, ETC.
659. Honours and Awards—"London Gazette" Supplement of 1st February, 1944.
660. Honours and Awards—1939–43 Star—Issue of Ribbon.
661. Clasp to the 1939–43 Star—Issue of Silver Rosette.
662. Investitures and Presentation of Medals by the King—Instructions for Attendance and Issue of Travel Warrants.
663. Officers Returning from Abroad—Reporting at the Admiralty.
664. The King Alfred Club for R.N.V.R. Officers.
665. Medical Officers—Care of Non-Naval Personnel.
666. Cash Advances by R.N. Accountant Officers to Royal Marines belonging to R.M. Field Units.
667. Promotions from Lower Deck to Permanent Commissions (Executive Branch)—Acting Sub-Lieutenant, R.N.—REPORTS.
668. Temporary Advancement to Chief E.R.A., Chief E.A., Chief O.A. and Chief Mechanician.
669. Engine Room Ratings—Drafting and Advancement During the War.
670. Writer (Postal) Branch—Candidates for.
671. White Uniform—Ratings.
672. Naval Canteen Service Ratings—Drafting, Advancement, Reversion and Disrating—REPORT.
673. State Insurance—Personnel on T.124 Agreement.
674. Regulating Branch—Transfer of Ex-Policemen to.
675. Naval Personnel in Police Custody—Information as to Ships, etc.
676. Overtime and Extra Payments to Crews of Non-Commissioned Mercantile Fleet Auxiliaries.
677. Cinema Branch—Institution of Conditions of Service.
678. Domestic Staffs (Naval, W.R.N.S. and Civilian)—Scales.
679. Special Leave Allowance—Payment to Dominion Personnel.
680. National Health and Pensions Insurance—Rendering of Form S.1034 for Deceased Ratings.
681. Coal Mines—Volunteers for.
682. Complement Amendment (*H.M. Coastal Craft*).
683. Admiralty Surgeons and Agents.
684. Officiating Ministers of Religion.
685. Transfers from the Army and Royal Air Force—Special Arrangements.
686. Air Gunnery Training—Responsibilities of H.M.S. "Excellent".
687. Home Hospitals—Pay Advances to Service Patients.
688. "Pay-as-You-Earn" System of Collection of Income Tax—Non-Industrial Employees at Home Establishments.
689. V.A.D. Members (Specialists)—REPORTS.
690. Instructional Film "Life Begins Again" (Serial No. D.539).

- SECTION 3.—G., T., N., E., ETC., & STORES; HULL, EQUIPMENT & FITTINGS. *Gunnery.—(Guns, Mountings, Ammunition, Turrets, Directors, Fire Control, Diving Apparatus, Magazines, etc., and Stores.)*
691. Guns, Breech Mechanisms, Gun Mountings—Directors and Fire Control Equipment—Introduction of Improved Lubricating Greases.
692. Guns—Q.F., 3-in., 20-cwt., Marks I, IC–IE—Pin, Axis, Breech Mechanism Lever Catch—New Pattern.
693. Guns—20-mm. Oerlikon Magazines—Allowance.
694. Guns—20-mm. Oerlikon—Magazines.
695. Guns—Q.F., 40-mm., Marks I and IV—Defective Cranks Inner Right—REPORTS.
696. Gun Mountings—4.7-in., C.P., Mark XVIII—Hand Fuse-setting Tray—REPORTS.
697. Gun Mountings—4-in., H.A., Twin, Mark XIX (Including R.P. 50 Series)—Local Control Officer's Sight, As. and As.—REPORTS.
698. Gun Mountings—4-in., H.A., Twin, Mark XIX—Fitting of Semi-permanent Stops for Use with 670° of Training—As. and As.
699. Gun Mountings—20-mm., Mark IX, Twin Mountings—Depression Arm Modification.
700. Gun Mountings—20-mm., Twin, Mark VC—Availability of Spare Training Oil Motors.
701. Gun Mountings—0.5-in., Twin, Mark VC Mountings—Addition of Grease Grooves to the Elevating Torque Tube Bearing Bushes.
702. Gun Mountings—0.5-in., Mark VC, and 20-mm., Twin, Mark VC—Modification to Rotating Service Joint Bearing Bush Securing Dowel.
703. Ammunition—7.5-in. to 16-in.—Shell, B.L., H.E., 15-in., B.N.F.—Removal of Mazak Cap.
704. Ammunition—Miscellaneous A.A.D. Weapons—Apparatus A.D., Type J, Lower Containers—Lots 15, 30 and 31 of CMC/H Manufacture—Withdrawal.
705. Ammunition—Miscellaneous A.A.D. Weapons—Apparatus A.D., Type L, Mark IA, Lot No. 160—Withdrawal—REPORTS.
706. Ammunition Supply—Naval Armament Depots—Supply, Tests and Returns of Ammunition—Cordite—Excessive Temperature Returns from D.E.M.S.—REPORTS.
707. Aircraft—General—Firefly—Installation of Guns.
708. Rangefinders—1-metre Base Stereoscopic—Withdrawal of Allowance.
709. Training—Instructional Appliances—New Training Teacher—REPORTS. *Torpedo.—(Torpedoes, Tubes, Mines and Minesweeping, Depth Charges, Paravanes, Electrical Equipment, Anti-Gas, Aircraft Torpedoes, etc., and Stores.)*
710. Torpedoes—18-in., Marks XII*–XII*** and XV—Introduction of Strengthened Pattern Stop Plate for Air Lever.
711. Torpedoes—18-in., Marks XII*–XV Angling Gear—Clearance Between Clutch and Centre Tube Bracket.
712. Depth Charge Stowage and Loading Rack for Mark IV, D.C. Throwers.
713. Conduit Adaptor for Radio Interference Suppressors—Introduction.
714. Electrical Supplies for Main Machinery Compartments—Modifications—As. and As.
715. Suppressors, Radio Interference—Introduction. *Engineer.—(Main and Auxiliary Engines, Boilers, other Machinery in Charge of the Engineer Officer, including Catapults, Coal and Oil Fuel, and Engineering Stores.)*
716. Boiler Tubes, etc.
717. Fuel Tank Filling Connections.
718. Fuelling Trawlers—Modification to Fuelling System.
719. Steering Engine Drains—As. and As.
720. General Motors, Diesels—Inversion of Main Bearing and Crankpin Bearing Shells.
721. Petrol Testing Arrangements—As. and As. *Signals.—(W/T and V/S Apparatus, Radar, D.F., S.R.E., Wa/T and Stores.)*
722. R.I.S. (3) Replacement Valves.
723. Type 86M, with Fighter Direction Equipment—Fitting-Out Information.
724. W/T Transmitting Sets, Types 48 and 48C and Types 50, 50M and 50MR—Establishments Lists. *Naval Aircraft.—(Technical.)*
725. Aircraft Hydraulic Equipment—Repair.
726. Aircraft—Preliminary Practice, Target Towing.
- 726a. Indicators, Turning, Type B, Mark IA, Luminous, Made by Messrs. Ferranti, Ltd.—Withdrawal from Operational Aircraft. *General.—(Hull, Armour, General Equipment and Fittings, etc., and Orders affecting two or more Departments.)*
727. Additional Fire Fighting Equipment, L.C.F.
728. Additional Domestic Automatic Refrigerator—Fitting of—As. and As.
729. Aircraft, Cylinders, Gas CO₂, Ref. 6D/91.
730. Aircraft Lifting Jacks.
731. Automatic Buoyant Indicator Lights, Long-range and Short-range—Allocation of Pattern Numbers, etc.

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

General.—(Hull, Armour, General Equipment and Fittings, etc., and Orders affecting two or more Departments.—contd.)

732. Boats, Pulling and Sailing—Identification Marks.
 733. D.G. Equipment.—(Surveying Vessels)
 734. D.G. Equipment—Fitting of Fuses in Compass Corrector Coil Circuits.
 735. Deperming of Vessels which have been Degaussed by Flashing Treatment in U.S.A.
 736. Diving Apparatus—Allowances Withdrawn from Certain Ships.
 737. Foam Equipment for Fire Fighting—Fitting of—REPORTS.
 738. 10-ft. Dinghies—Supply to Landing Barges.
 739. Lanterns, Automatic Emergency, Patterns 16012, 16012A and 16025, and Relay Units, Patterns 16052/3—Operating Voltage.
 740. Lubricators—Alternative Types—Schedule 196.
 741. Preparation and Coating of Fresh Water Storage Tanks.
 742. Ventilation Trunking—Avoidance of Damage to Electrical Equipment by Water.
 743. Welding Procedure near Energised Degaussing Coils—Results of Welding Trials.

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

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

744. Pork and Vegetables—Substitution for Beef and Carrots.
 745. Provisions—Extra Issues.
 746. Tinned Tomatoes.
 747. Catgut used in Surgical Operations—Record to be Kept.
 748. Ships not Carrying Medical Officers—Return of Surgical Instruments in Excess of Requirements.
 749. Propane Gas.
 750. Cap Ribbons.
 751. W.R.N.S. Ribbon and Elastic.
 752. Clothing—Toilet Articles—Grant in Lieu of Initial Issue to New Entries, R.N.
 753. Loan Clothing—L.L. Minesweeping Trawlers and Drifters in Home Waters.
 754. Mess Utensils—Personal Issue.

SECTION 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

755. Amendments to Books.
 756. A.M.S. Is.
 757. W/T Frequency Supplements—M.350.
 758. B.R. 114/41 (Revised Edition)—Memorandum on the Immediate Treatment of Open "Head Injuries".
 759. B.R. 783—The Services Radio Valve Manual—Issue.
 760. B.R. 862A(1)—Addendum No. 1 to Naval Cordite Regulations—Issue.
 761. B.R. 1005—Regulations for Maintenance of 21-in., Marks IX*—IX** and IX** N.A.B. Torpedoes—Issue.
 762. B.R. 1026—Notes for the Guidance of D.G. Inspecting Officers—Introduction.
 763. O.U. and B.R. Publications—Distribution During December—Amendment.
 764. Mails for Men Undergoing Imprisonment or Detention.
 765. Beach Markings—Revised British System.
 766. National Health and Pensions Insurance—Officers—New Discharge Form—Form S.1034 Officers.
 767. Bedhampton Camp—Address for Correspondence.
 768. Military Hospital, Dumfries—Address for Correspondence.

SECTION 6.—SHORE ESTABLISHMENTS

769. Honours and Awards for Gallantry.
 770. "Pay-As-You-Earn" System of Collection of Income Tax—Non-Industrial Employees at Home Establishments—(see A.F.O. 688/44)
 771. Essential Work (General Provisions) Order, (No. 2) 1942—Position of Civilian Employees. (L.9186/42).
 772. Mustering of Home Guard—Civil Pay of Industrial Staff.
 773. Paid Leave for Industrial Employees to Attend Home Guard, Air Training Corps, etc.—Camps and Courses.
 774. Civilian Industrial Employees at Home—Compassionate Leave.
 775. Admiralty Industrial Establishments—Means of Escape from Fire—Factories Act, 1937, Section 34.
 776. Apprentices and Boys Serving with H.M. Forces.
 777. Dockyard Cost Accounts—Dates of the Four-Weekly Accounting Periods in 1944-45.
 778. Employees Not Engaged in Shipbuilding, Ship-Repairing, Engineering or the Manufacture of Explosives—Return.
 779. Workpeople—Notice of Discharge on Medical Grounds.
 780. Women Workers—Issue of Head Coverings.

(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.

655.—Naval Shore Authorities at Home—Organization

(M. 0882/44.—10 Feb.1944.)

The following revised details showing the organization of the naval shore authorities at home is promulgated for information :—

Commander-in-Chief	Flag Officer-in-Charge, or as otherwise stated	Naval Officer-in-Charge, or as otherwise stated	Resident Naval Officer
Rosyth		Invergordon (Sub-Command area)	Inverness
		Aberdeen Sub-Command area)	Peterhead Fraserburgh Stonehaven Buckie Macduff Lossiemouth
	Rosyth Sub-Command Area.	Dundee Methil Leith and Granton	Montrose (administered by Dundee) Grangemouth
		Newcastle (Sub-Command area)	Blyth North Shields Sunderland Tees
Nore	Humber (Sub-Command area) (F.O.I.C. at Immingham)	Hull (Maintenance Capt.) Grimsby (C.O. Trawler Base)	Skægness Boston
	Yarmouth (Sub-Command area)	Lowestoft	Kings Lynn
	Harwich (Sub-Command area)	Brightlingsea	
	London (Sub-Command area)	Tilbury (Captain-in-Charge)	
	Southend (Cdre i/c) (Sub-Command area)	Burnham on Crouch (Captain-in Charge)	

Commander-in-Chief		Flag Officer-in-Charge, or as otherwise stated	Naval Officer-in-Charge, or as otherwise stated	Resident Naval Officer
Nore— <i>contd.</i>	Nore Sub-Command Area	Sheerness (Cdre. in-Charge)		
				Herne Bay, Margate and Whitstable
Dover			Ramsgate	Folkestone Rye
Portsmouth ...			Newhaven	Shoreham Littlehampton
	Southampton			
	Portland (Sub-Command area)	Poole		
			Isle of Wight	
Plymouth	Plymouth Sub-Command area		Dartmouth (Sub-Command area)	Exmouth Teignmouth Brixham Salcombe and Bigbury
			Appledore	Weston-Super-Mare
				Fowey
		Falmouth (Sub-Command area)		Penzance Padstow
A.C.O.S. ...			Faroes Lerwick Kirkwall Thurso	Wick
Western Approaches ...	Cardiff (Sub-Command area)	Avonmouth Barry Swansea		
	Milford Haven (Sub-Command area)			Fishguard
	Liverpool (Sub-Command area)	Holyhead Fleetwood Barrow Isle of Man Cumberland Ports		
	N. Ireland (Sub-Command area)	Larne Londonderry		Bangor (Co. Down)

Commander-in-Chief	Flag Officer-in-Charge, or as otherwise stated	Naval Officer-in-Charge, or as otherwise stated	Resident Naval Officer
Western Approaches ...	Greenock (Sub-Command area)	Aultbea Stranraer Inveraray Ardrossan Campbeltown Loch Alsh Lamalsh Oban	Ayr Troon Sandbank Stornoway Fort William Kirkeudbright (under administration of N.O.I.C., Stranraer)
	Glasgow		
A.C.I.C. ...		Hvalfjord	Akureyrie Seidesfjord

(A.F.O. 1089/42 is cancelled.)

656.—R.N. Air Sections at Gibraltar and Tafaraoui—Address

(A/P. 03699/43.—10 Feb. 1944.)

Delay is being caused by correspondence and signals intended for the Naval Air Section at Gibraltar being received in H.M.S. "Cormorant".

2. Care is to be taken that the correct address, as follows, is used :—
The Commanding Officer,
Naval Air Sections,
Mediterranean,
Gibraltar.

Correspondence sent from or via the United Kingdom should be marked e/o G.P.O. London.

2. The R.N. Air Section at Tafaraoui was withdrawn on 23rd December, 1943. Any correspondence respecting that Section should be addressed as above.

(C.A.F.O. 1125/43.)

(C.A.F.O. 98/44 is cancelled.)

657.—Japanese Hospital Ships

(M. 011845/43.—10 Feb. 1944.)

The following are the particulars of vessels which the Japanese Government state have been taken up as hospital ships and which have been accepted as such by H.M. Government up to the date of this Order. No other Japanese ships are to be recognised as hospital ships unless further instructions are issued :—

Name	Tons, gross	Length in metres	Funnels	Masts
"Hikawa Maru" ...	11,621	155·90	1	2
"Takasago Maru" ...	9,347	142·90	2	2
"Asahi Maru" ...	9,326	147·22	1	2
"Ural Maru" ...	6,374	123·5	1	2
"America Maru" ...	6,069	126·0	2	2
"Manila Maru" ...	9,486	145·0	1	2
"Ryuko Maru" ...	2,962	90·0	1	2
"Baikal Maru" ...	5,266	121·9	1	2
"Seattle Maru" ...	5,772	124·9	1	2
"Hokusin Maru" ...	5,819	125·0	1	2

Name	Tons, gross	Length in metres	Funnels	Masts
"Mizuho Maru" ...	8,506	140.20	1	2
"Saiberiya Maru" ...	3,461	106.70	1	2
"Kohoku Maru" ...	2,578	86.70	1	2
"Chicago Maru" ...	5,866	124.0	1	2
"Arabia Maru" ...	9,480	144.0	1	2
"Huson Maru" ...	8,195	144.0	2	2
"Buenosaires Maru" ...	9,625	140.0	1	2
"Yoshiono Maru" ...	8,990	141.0	1	2
"Mikasamaru" ...	3,143	99.0	1	2
"Muro Maru" ...	1,606	70.0	1	2
"Tatibana Maru" ...	1,722	76.0	1	2

2. All Japanese hospital ships carry the markings prescribed by the Geneva Convention, 1907, and also display on the funnels, Red Crosses which are electrically illuminated at night. With the exception of the "Hikawa Maru", "Asahi Maru", "Takasago Maru" and "Muro Maru", all the ships shown above carry the following additional markings:—

- (i) On each side a Red Cross with bars 7 metres long and 150 centimetres wide.
- (ii) Above crosses are illuminated at night.
- (iii) Either over bridge or deckhouse at stern a Red Cross, bars 13 metres long and 350 centimetres wide. Deck is painted white.
- (iv) At night there is an illuminated Red Cross either over bridge or over deck in addition to crosses mentioned above. This cross is about 6 metres long and 1 metre wide.

(A.F.Os. 419/42, 3076/42, 3731/42, 5994/42, 6361/42, 555/43 and 5943/43 are cancelled.)

658.—"Salute the Soldier" Weeks—Naval Assistance

(M.81/44.—10 Feb. 1944.)

On 25th March, 1944, a new National Savings Drive will open in London. The campaign, which is to be entitled "Salute the Soldier," will take the form of special "weeks" throughout the country, and this year the work of the Army will be featured in much the same way as was that of the Navy and R.A.F. respectively in the two previous years.

2. The Navy has been asked to help the military authorities and Regional Commissioners of the National Savings Movement by the provision of bands, Naval and W.R.N.S. personnel and exhibits. So far as operational and training requirements will permit this assistance should be given. With this in mind Naval Authorities at home should, therefore, give at their own discretion as much help as possible to local organisers of "Salute the Soldier" Weeks by meeting requests of this nature, consulting the Regional Commissioners as necessary. Applications for Naval assistance within the area of the London Regional Savings Commissioner are being co-ordinated by the Admiralty and should be referred accordingly.

3. Travelling and incidental expenses will be chargeable to Navy Votes, but no expenditure should be incurred in connection with the hire of halls for displays and exhibitions, as this is the responsibility of the National Savings Committee. Requests for Royal Marine bands should be made to the G.O.C., R.M., through the Regional Savings Commissioners, but applications for voluntary Naval bands should be settled locally. It is not expected that many Naval Authorities will be asked to speak publicly in connection with "Salute the Soldier" Weeks, but they should be prepared to do so if necessary.

4. Exhibits and speeches should not, of course, concern the Navy as an independent Service, but serve to illustrate the common ground of both Services in the execution of Combined Operations. While it is expected that the Royal Marines will be much in demand in the course of the campaign, it should be remembered that as Naval Forces under Admiralty directions their services have already been recognised in "Warship Weeks."

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

*659.—Honours and Awards—"London Gazette" Supplement of 1st February, 1944

(H. & A.—10 Feb. 1944.)

CENTRAL CHANCERY OF THE ORDERS OF KNIGHTHOOD,

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

1st February, 1944.

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

To be Additional Officers of the Military Division of the said Most Excellent Order

Acting Commander Richard Edward Neville Kearney, R.N. (Southampton).
Temporary Acting Lieutenant-Commander Frederick Ralph Holland Swann, R.N.V.R. (Corfe Castle).

For outstanding zeal, energy and cheerful devotion to duty while serving in H.M.S. "Formidable" in the Mediterranean before and during the operations in Sicily and Southern Italy.

ADMIRALTY,

Whitehall.

1st February, 1944.

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

For gallant and distinguished services while serving in H.M. Ships "Illustrious" and "Formidable" in the Mediterranean before and during the operations in Sicily and Southern Italy:

Bar to the Distinguished Service Cross

Acting Lieutenant-Commander Frederick Richard Arnold Turnbull, D.S.C., R.N. (Woking).

Mention in Despatches

Acting Captain Anthony Cuthbert Guy Ermen, R.N.

Acting Lieutenant-Commander Arthur Tudor Darley, R.N. (Campbeltown).

Acting Lieutenant-Commander James Wallace Sleigh, D.S.C., R.N. (Finsbury Park, N.4).

Acting Lieutenant-Commander (A) Michael Frampton Fell, R.N. (Angmering).

Acting Lieutenant-Commander (A) Randolph Brougham Pearson, R.N. (West Camel, Somerset).

Captain (Acting Major) Francis Doyne Godfrey Bird, R.M.

Petty Officer Air Mechanic Robert Benton Carey, FAA/FX.75058 (Harrogate).

Petty Officer Air Mechanic (A) Hugh Brown Lewis, FAA/FX.75088 (Larne, Co. Antrim).

Temporary Petty Officer Matthew Moscrop, D/JX.151561 (Liverpool).

Acting Leading Air Mechanic (A) Henry Benjamin Bedford, FAA/SFX.1325 (Chingford).

Air Artificer Fourth Class Henry Benjamin Oldfield, FAA/FX.78875 (Bember Bridge, Lancashire).

Air Artificer Fourth Class William Nowell Haigh, FAA/SFX.483 (Stretford, Manchester).

Acting Air Artificer Fourth Class William Arthur Kirk, FAA/FX.81388 (East Kirby).

Able Seaman Frank Higginbottom, P/JX.381252 (Doncaster).

Able Seaman Joseph Singleton, D/JX.193659 (Preston).

For gallantry, steadfastness and enterprise in action with enemy submarines, aircraft and surface forces while serving in H.M. Ships "Limbourne", "Ulster", "Grenville", "Jed" and "Wensleydale" on patrol duties:

Bar to the Distinguished Service Cross

Commander Conrad Byron Alers Hankey, D.S.C., R.N.

Lieutenant-Commander William Spooner Donald, D.S.C., R.N.

The Distinguished Service Cross

Lieutenant-Commander Roger Percival Hill, D.S.O., R.N.
 Lieutenant-Commander Ronald Clifford Freaker, D.S.O., R.N.R.
 Temporary Lieutenant (E) Philip Marland Rambaut, R.N.

The Distinguished Service Medal

Petty Officer Henry Neville Chamberlain, C/JX.141201 (Whitstable).
 Temporary Petty Officer George Milner Green, P/JX.150745 (Weymouth).
 Acting Petty Officer Ernest Francis Aysh, C/LD/X.3788 (Peckham).
 Temporary Acting Stoker Petty Officer Robert Henry Fowler, P/KX.88367 (Winchester).

Mention in Despatches

Lieutenant (E) Henry Edward Benning Williamson, D.S.C., R.N. (Newcastle).
 Sub-Lieutenant Dudley Herbert Cunliffe-Owen, R.N.
 Temporary Sub-Lieutenant Francis Philip Brachi, R.N.V.R. (Walton-on-Thames).
 Temporary Sub-Lieutenant Jack Ernest Allen, R.N.Z.N.V.R. (Auckland, New Zealand).
 Chief Engine Room Artificer Arthur Roy Twine, P/M.37656.
 Acting Chief Engine Room Artificer Herbert Mitchell, P/MX.51684 (Southampton).
 Petty Officer Stanley Guy, P/JX.145147 (Cosham).
 Supply Petty Officer Victor Albert Archibald Marlow, P/K.65843.
 Temporary Acting Petty Officer Arthur Dunning, P/JX.158504 (Stockport).
 Temporary Acting Petty Officer James Astor Johnson, P/JX.130782 (Billingham).
 Temporary Acting Petty Officer Arthur Harry Roberts, P/JX.145505 (West Cosham).
 Acting Stoker Petty Officer George Wakely Cox, C/KX.89880 (Palmer's Green, N.13).
 Leading Stoker George Harris, C/KX.94105 (Middlesbrough).
 Leading Radio Mechanic John Stratton Gatecliff, P/MX.501685 (Leeds).

For courage, keenness and skill in a dangerous and valuable mine sweeping operation :

The Distinguished Service Cross

Temporary Lieutenant James Yule Ferguson, R.N.V.R. (Glasgow).
 Temporary Lieutenant Richard Raymond Grandin Gallichan, R.N.V.R. (Twickenham).

The Distinguished Service Medal

Leading Seaman George Thomas Hughes, D/JX.199393 (Chester).
 Leading Seaman Henry Morgan, D/J.112740 (Ammanford, Carmarthenshire).
 Acting Leading Seaman Gordon Coubrough Smillie, C/JX.191219 (Glasgow).
 Able Seaman Arthur Thomas Moxley, C/JX.209678 (Plumstead).

Mention in Despatches

Temporary Lieutenant Edward Mair Mills, R.N.Z.N.V.R. (Waimate, New Zealand).
 Petty Officer Motor Mechanic Francis William Greep, P/MX.99492 (Horrabridge).
 Able Seaman Joseph Whittaker, C/JX.301111 (Lutterworthy, Leicestershire).

For courage and skill in command of a reconnaissance party on the enemy coast in the Far East :

The Distinguished Service Cross

Lieutenant Geoffrey Penrose Dickinson Hall, R.N.
 Lieutenant John David Ruari McLean, R.N.V.R.

For outstanding devotion to duty during three years arduous service as Commodores of Ocean Convoys :

Mention in Despatches

Vice-Admiral Frank Arthur Marten, C.B., C.M.G., C.V.O.
 Captain (Commodore Second Class) Arthur James Baxter, D.S.C., R.D., R.N.R.
 Captain (Commodore Second Class) Roy Gill, C.B.E., R.D., R.N.R. (Ret.).

The following amendments, where underlined, are made to previous orders of Honours and Awards under the headings shown :

In A.F.O. 1/44

The Distinguished Service Cross

Temporary Lieutenant (E) Kenneth MacAllister MacLeod, R.N.

The Distinguished Service Medal

Acting Chief Petty Officer Frederick John Studd, C/JX.126350.
 Engine Room Artificer Third Class Ronald Aspland, P/JX.2931, E.A., R.N.R.
 Engine Room Artificer Third Class Ivan Charles Glover, P/M.55917.
 Petty Officer Engineman Ernest Victor Stone, LT/KX.114568.

Mention in Despatches

Lieutenant-Commander William Anthony Moens, R.N. (Ret.).

660.—Honours and Awards—1939-43 Star—Issue of Ribbon

(H. & A.360/43; H. & A.760/43.—10 Feb. 1944.)

A.F.O. 1159/40 Pending the issue of further instructions the ribbon of the 1939-43 Star should now be issued without delay to officers and men of the classes listed in paragraph 2 who have clearly qualified for it under the provisions of paragraph 3.

2. The following classes are eligible for the 1939-43 Star :—

- All officers and men of the Royal Navy, Royal Marines and their Reserves, and of the Naval Forces of the Dominions, India, Burma and the Colonies.
- Officers and men of the Merchant Navy under T.124 and like agreements in His Majesty's ships of war. (Officers and men of R.F.As., hospital ships and carriers, Admiralty salvage tugs and sea-going yard craft qualify under Merchant Navy Regulations.)
- Officers and ratings of the Women's Royal Naval Service.
- Members of Queen Alexandra's Royal Naval Nursing Service and its Reserve, and of the Royal Naval Voluntary Aid Detachment.
- Canteen staff serving in a ship of war at sea.
- Civilians with protective commissions serving in His Majesty's ships.

3. For the present the ribbon is only to be issued to those who have qualified as shown below :—

- By six months service afloat as defined in paragraphs 4, 5 and 6, during the period from 3rd September, 1939, to 31st December, 1943, inclusive, in areas of active operations.

These areas are :—

- From 3rd September, 1939: The Atlantic Ocean, including Home Waters and the North Sea; the Baltic; the Arctic Ocean between Greenland and longitude 70° E., and that part of the Indian Ocean lying South of 15° S. and West of 55° E.
 - From 1st June, 1940: As (i) with the addition of the Pacific Ocean and the rest of the Indian Ocean.
 - From 19th June, 1940: Anywhere at sea, or
- In the case of Naval air crews not qualified by six months' service afloat by having flown operationally in a first line squadron, and having completed two months' service either at an operational base, or in an aircraft carrier or C.A.M. ship or Fighter Catapult ship afloat, refit or leave periods not counting towards the service required.
 - By the grant of an Honour, Decoration, or Mention in Despatches for service afloat, or in air operations, between 3rd September, 1939 and 31st December, 1943.

4. Definition of "Service Afloat".—"Service Afloat" means service while borne on the books of :—

- A sea-going ship of war which goes to sea.
- A parent ship for service in commissioned sea-going tenders.
- A commissioned ship for such other sea-going services as the Admiralty may declare to qualify for this purpose. In this category will be included :
 - Service while embarked for duty in merchant ships (e.g. D.E.M.S. personnel, Commodores of Convoy and their staffs, etc.)
 - Service in sea-going Boom Defence and Examination vessels.
 - Passage in one of H.M. ships or in a merchant ship through the areas specified in paragraph 3(a).

A.F.O. 4209/44

5. The following shall *not* be regarded as service afloat :—

- (a) Service in stationary depot ships and vessels employed on harbour service only.
(b) Service at shore bases and depots.

6. In any case of difficulty the Admiralty shall determine, for the purpose of the award, which vessels or classes of vessels shall be regarded as ships of war, and what nature of service afloat shall be considered as sea service or harbour service.

7. No action is to be taken at present on claims based on any other qualification, or on claims for the ribbon of the Africa Star or for either of the rosettes or emblems. Detailed instructions will be promulgated in the near future, and until then, doubtful cases are *not* to be referred to the Admiralty.

8. A further announcement will be made about the issue of ribbons to officers and men discharged from the Service.

9. The following are general instructions for the issue of the ribbons, rosettes or emblems. *For the present they are to be acted on only for the issue of the ribbon of the 1939-43 Star in accordance with paragraph 3 above :—*

- (a) It is the intention that the ribbons, rosettes and the "8" and "1" emblems should be issued to serving officers and men entitled to receive them by the ships, establishments, etc., in which they are borne. Entitlement should be checked as far as possible from Service documents or other available information (in some cases of doubt, depots may be able to assist), but Commanding Officers are authorised to issue the ribbon, rosettes and emblems provided they feel satisfied that the qualifying conditions have been fulfilled. Only in very exceptional cases should reference be made to the Admiralty. In all cases it should be made clear that the issue is provisional only and does not confirm the title of the recipient to the award of the Star.

- (b) Record should be kept of those to whom ribbons have been issued on forms of which a model is shown below. Officers and men should be listed on separate forms. On completion, the forms should be forwarded to the Director of Navy Accounts (Branch 3a).

Specimen Form.

The Ribbon of the.....Star (and, where shown in Column 2, the Rosette or "8" or "1" Emblem) has been issued to the Officers/Men listed below, for the services shown in Column 3.

By their signatures in Column 4 these Officers/Men acknowledge receipt of the Ribbon (and Rosette or Emblem) on the understanding that its award is based on the best evidence available in this ship/establishment, is provisional only and is liable to withdrawal if check at the Admiralty shows them not to be entitled, and that it gives no claim to the award of the Star itself.

Name, Rank and Official Number.	Rosette or Emblem.	Qualifying Service*.	Signature.

*In this column should be stated the grounds on which the Ribbon, Rosette or Emblem has been issued, *i.e.*, whether it has been issued for six months' sea service (in which case the dates of this service should be given and the names of the ships in which it was done) or for the qualifying period of service with the Army or Air Force (in which case also dates and areas should be given) or for the services in specified operations or for any other service accepted by the Commanding Officer as qualifying.

- (c) Applications for *bulk* quantities of ribbon (for 1939-43 and Africa Stars) on the basis of a length of 2½ in. for each individual should be addressed by H.M. Ships and Establishments *at home* to the Superintending

Victualling Store Officer, H.M. Victualling Depot., Southern Area, Thatcham, Berks., stating the quantity in yards or feet required. H.M. ships and establishments overseas should similarly forward demands to the nearest Victualling Store Officer, who should obtain necessary requirements from H.M. Victualling Depot., Southern Area, Thatcham.

- (d) Applications for the Rosette and for the "8" and "1" Emblems should be forwarded to the Director of Navy Accounts, Admiralty, Bath, Somerset, England, stating the number of each required.

- (e) Nominal lists of individuals need not accompany these applications.

(A.F.O. 3658/43.)

(A.F.Os. 5056/43, 5440/43, 5555/43, 5556/43, 5688/43, 5912/43 and 6076/43 are cancelled.)

A.F.O. 4567/44. *661.—Clasp to the 1939-43 Star—Issue of Silver Rosette
(H. & A.21/44.—10 Feb. 1944.)

Issue of the silver rose emblem, referred to in A.F.O.3658/43, paragraph 5, denoting the possession of the clasp to the 1939-43 Star, may now be made.

2. The emblem, which will be worn on the ribbon of the 1939-43 Star, is the standard silver rosette worn on medal ribbons to denote the possession of a Bar.

3. It is to be issued in accordance with the instructions in A.F.O.5056/43, paragraph 4, for the issue of the 1939-43 Star ribbon. It should be noted that application for supplies is to be made to Director of Navy Accounts, Bath, and not to H.M. Victualling Depot, Thatcham.

4. The clasp will be awarded to officers and men of the classes defined in A.F.O. 5555/43, paragraph 2, who served in the Mediterranean or Levant Commands *Delile*

- (a) in the ships listed below, between 23 Oct. 1942, and 12 May, 1943 inclusive :—

H.M.S. "Abdiel"	H.M.S. "Armoun"	H.M.S. "Bever"
H.M.S. "Aberdare"	H.M.S. "Arnold Bennett"	H.M.S. "Bicester"
H.M.S. "Aberdeen"	H.M.S. "Aroussa"	H.M.S. "Birdlip"
H.M.S. "Achates"	H.M.S. "Ashanti"	H.M.S. "Biter"
H.M.S. "Achroite"	H.M.S. "Atherstone"	H.M.S. "Black Swan"
H.M.S. "Actite"	H.M.S. "Aubrietia"	H.M.S. "Blean"
H.M.S. "Acute"	H.M.S. "Aurora"	H.M.S. "Bleasdale"
H.M.S. "Aegina"	H.M.S. "Avenger"	H.M.S. "Boadicea"
H.M.S. "Ajax"	H.M.S. "Avonvale"	H.M.S. "Boksburg"
H.M.S. "Alarm"	H.M.S. "Azalea"	H.M.S. "Bonito"
H.M.S. "Abacore"	H.M.S. "Bachaquero"	H.M.S. "Borde"
H.M.S. "Albrighton" <i>HMC S</i>	H.M.S. "Baddeck"	H.M.S. "Borealis"
H.M.S. "Aldenham"	H.M.S. "Badsworth"	H.M.S. "Boreas"
H.M.S. "Algerine"	H.M.S. "Bagshot"	H.M.S. "Boston"
H.M.S. "Algoma"	H.M.S. "Balna"	H.M.S. "Bramham"
H.M.S. "Alynbank"	H.M.S. "Balsam"	H.M.S. "Branden"
H.M.S. "Amazon"	H.M.S. "Banff"	H.M.S. "Bream"
H.M.S. "Amber"	H.M.S. "Barbarian"	H.M.S. "Brigand"
H.M.S. "Amherst"	H.M.S. "Bardolf"	H.M.S. "Brilliant"
H.M.S. "Amin"	H.M.S. "Barflake"	H.M.S. "Brissenden"
H.M.S. "Anchusa"	H.M.S. "Barfoil"	H.M.S. "Brixham"
H.M.S. "Anglia"	H.M.S. "Barford"	H.M.S. "Brocklesby"
H.M.S. "Antelope"	H.M.S. "Barhill"	H.M.S. "Broke"
H.M.S. "Anthony"	H.M.S. "Barmond"	H.M.S. "Brown Ranger"
H.M.S. "Antwerp"	H.M.S. "Barwell"	H.M.S. "Bryony"
H.M.S. "Aphis"	H.M.S. "Barwin"	H.M.S. "Bude"
H.M.S. "Aquilla"	H.M.S. "Barwick"	H.M.S. "Bulldog"
H.M.S. "Archer"	H.M.S. "Battleford"	H.M.S. "Bulolo"
H.M.S. "Artic Ranger"	H.M.S. "Beagle"	H.M.S. "Buqra"
H.M.S. "Ardrossan"	H.M.S. "Beaufort"	H.M.S. "Burgonet"
H.M.S. "Argonaut"	H.M.S. "Belvoir"	H.M.S. "Burke"
H.M.S. "Argus"	H.M.S. "Bergamot"	H.M.S. "Burwell"
H.M.S. "Armeria"	H.M.S. "Bermuda"	H.M.S. "Butser"

H.M.S. "C.307"	H.M.S. "Empire Ann"	H.M.S. "Havelock"
H.M.S. "Cadmus"	H.M.S. "Empire Edward"	H.M.S. "Haydon"
H.M.S. "Calgary"	H.M.S. "Empire Fred"	H.M.S. "Hazard"
H.M.S. "Calm"	H.M.S. "Empire Gnome"	H.D.M.L. 1121, 1123,
H.M.S. "Calpe"	H.M.S. "Empire Minnow"	1127, 1128, 1130, 1131,
H.M.S. "Carnellia"	H.M.S. "Empire Minotaur"	1132, 1133, 1134, 1139,
H.M.S. "Carnatic"	H.M.S. "Empire Spitfire"	1142, 1146, 1152, 1162,
H.M.S. "Carnation"	H.M.S. "Empire Titania"	1210, 1221, 1225, 1235,
H.M.S. "Cava"	H.M.S. "Empyrean"	1237
H.M.S. "Celandine"	H.M.S. "Enchantress"	H.M.S. "Hektor Seventh"
H.M.S. "Chambly"	H.M.S. "Energetic"	H.M.S. "Hengist"
H.M.S. "Charles McIver"	H.M.S. "Ennerdale"	H.M.S. "Henrietta Moller"
H.M.S. "Charon"	H.M.S. "Erica"	H.M.S. "Hero"
H.M.S. "Charybdis"	H.M.S. "Erne"	H.M.S. "Holcombe"
H.M.S. "Churchill"	H.M.S. "Escapade"	H.M.S. "Honey-suckle"
H.M.S. "Circe"	H.M.S. "Eskdale"	H.M.S. "Horatio"
H.M.S. "Clacton"	H.M.S. "Eskimo"	H.M.S. "Howe"
H.M.S. "Clare"	H.M.S. "Espiegle .. field Town"	H.M.S. "Hoy"
H.M.S. "Cleopatra"	H.M.S. "Euryalus"	H.M.S. "Hudders-
H.M.S. "Cleveland"	H.M.S. "Exe"	field Town"
H.M.S. "Clyne Castle"	H.M.S. "Exmoor"	H.M.S. "Hudson"
H.M.S. "Collingwood"	H.M.S. "Falk"	H.M.S. "Hunda"
H.M.S. "Coltsfoot"	H.M.S. "Fantome"	H.M.S. "Hunter"
H.M.S. "Columbine"	H.M.S. "Fareham"	H.M.S. "Hursley"
H.M.S. "Confederate"	H.M.S. "Farnedale"	H.M.S. "Hurworth"
H.M.S. "Convolvulus"	H.M.S. "Favourite"	H.M.S. "Hussar"
H.M.S. "Coreopsis"	H.M.S. "Felixstowe"	H.M.S. "Hyacinth"
H.M.S. "Coriolanus"	H.M.S. "Filey Bay"	H.M.S. "Hyderabad"
H.M.S. "Cormack"	H.M.S. "Fishguard"	H.M.S. "Ibis"
H.M.S. "Coverley"	H.M.S. "Fleetwood"	H.M.S. "Ilex"
H.M.S. "Cowdray"	H.M.S. "Fluellen"	H.M.S. "Imhoff"
H.M.S. "Cowslip"	H.M.S. "Folkestone"	H.M.S. "Imperialist"
H.M.S. "Crocus"	H.M.S. "Formidable"	H.M.S. "Inchcolm"
H.M.S. "Cromarty"	H.M.S. "Fort York"	H.M.S. "Inch-
H.M.S. "Cromer"	H.M.S. "Foula"	marnock"
H.M.S. "Croome"	H.M.S. "Fowey"	H.M.S. "Inglesfield"
H.M.S. "Cumberland"	H.M.S. "Foxtrot"	H.M.S. "Isis"
H.M.S. "Cumbrae"	H.M.S. "Furious"	H.M.S. "Islay"
H.M.S. "Cyclamen"	H.M.S. "Gamtoos"	H.M.S. "Ithuriel"
H.M.S. "Cygnet"	H.M.S. "Gardenia"	H.M.S. "Jamaica"
H.M.S. "Dasher"	H.M.S. "Gavotte"	H.M.S. "Jaunty"
H.M.S. "Delhi"	H.M.S. "General Birdwood"	H.M.S. "Javelin"
H.M.S. "Delphinium"	H.M.S. "Geranium"	H.M.S. "Jeddah"
H.M.S. "Deptford"	H.M.S. "Glasgow"	H.M.S. "Jervis"
H.M.S. "Derby"	H.M.S. "Glengyle"	H.M.S. "Jonquil"
H.M.S. "Derwent"	H.M.S. "Gloxinia"	H.M.S. "Juliet"
H.M.S. "Derwentdale"	H.M.S. "Goathland"	H.M.S. "Jura"
H.M.S. "Dewdale"	H.M.S. "Godetia"	H.M.S. "Kai"
H.M.S. "Dianella"	H.M.S. "Gorleston"	H.M.S. "Karanja"
H.M.S. "Dido"	H.M.S. "Goth"	H.M.S. "Kathiawar"
H.M.S. "Dingledale"	H.M.S. "Grayling"	H.M.S. "Kelvin"
H.M.S. "Dornoch"	H.M.S. "Gregory"	H.M.S. "Kenora"
H.M.S. "Douglas"	H.M.S. "Gribb"	H.M.S. "Kerera"
H.M.S. "Drumheller"	H.M.S. "Guardian"	H.M.S. "Kerrera"
H.M.S. "Duke of York"	H.M.S. "Haarlem"	H.M.S. "King George V"
H.M.S. "Dulverton"	H.M.S. "Hailstorm"	H.M.S. "King Salvor"
H.M.S. "Dunbar"	H.M.S. "Halcyon"	H.M.S. "King Sol"
H.M.S. "Dunkery"	H.M.S. "Harrow"	H.M.S. "Kingston Chrysolite"
H.M.S. "Easton"	H.M.S. "Hartland"	H.M.S. "Kingston Crystal"
H.M.S. "Eaton"	H.M.S. "Hastings"	
H.M.S. "Eday"		
H.M.S. "Eggesford"		
H.M.S. "Elbury"		
H.M.S. "El Hannan"		
H.M.S. "Eminent"		

H.M.S. "Kingston Cyanite"	H.M. M.T.Bs. "61, 62, 65, 73, 75, 76, 77, 78, 82,	H.M.S. "Penstemon"
H.M.S. "Kintyre"	84, 95, 100, 101, 102, 260,	H.M.S. "Pefard"
H.M.S. "Kitchener"	261, 262, 264, 265, 266,	H.M.S. "Potunia"
H.M.S. "Klo"	267, 268, 307, 309,	H.M.S. "Phyllisia"
H.M.S. "Kumaon"	311, 313, 315, 316, 633,	H.M.S. "Pimpernel"
H.M. L.C.Ts. 3, 9, 13, 17,	634, 635, 636, 637, 638,	H.M.S. "Pirouette"
18, 100, 101, 104, 107,	640, 651, 656"	H.M.S. "Polruan"
108, 111, 112, 113, 114,	H.M.S. "Magnet"	H.M.S. "Poole"
115, 116, 117, 118, 120,	H.M.S. "Maidstone"	H.M.S. "Poppy"
129, 135, 138, 139, 149,	H.M.S. "Malcolm"	H.M.S. "Porcupine"
152, 153, 154, 157, 158,	H.M.S. "Mallow"	H.M.S. "Porpoise"
160, 164, 169, 170"	H.M.S. "Man o' War"	H.M.S. "Port Arthur"
H.M.S. "Lady Hogarth"	H.M.S. "Manxman"	H.M.S. "Portsmouth"
H.M.S. "Laforey"	H.M.S. "Maple"	H.M.S. "Pozarica"
H.M.S. "Lagan"	H.M.S. "Marigold"	H.M.S. "Prescott"
H.M.S. "Lamerton"	H.M.S. "Marne"	H.M.S. "Primrose"
H.M.S. "Lancaster"	H.M.S. "Martin"	H.M.S. "Primula"
H.M.S. "Landguard"	H.M.S. "Mastadonte"	H.M.S. "Princess Beatrix"
H.M.S. "Lapageria"	H.M.S. "Metabreak"	H.M.S. "Prodigal"
H.M.S. "Largs"	H.M.S. "Meteor"	H.M.S. "Protea"
H.M.S. "Lariat"	H.M.S. "Milne"	H.M.S. "Puckeridge"
H.M.S. "Lasso"	H.M.S. "Mirror"	H.M.S. "Punnet"
H.M.S. "Lauderdale"	H.M.S. "Misoa"	H.M.S. "Quadrant"
H.M.S. "Laurel"	H.M.S. "Moosejaw"	H.M.S. "Quadiarium"
H.M.S. "Leith"	H.M.S. "Moray"	H.M.S. "Quality"
H.M.S. "Leyland"	H.M.S. "Morden"	H.M.S. "Quannet"
H.M.S. "Liddesdale"	H.M.S. "Mull"	H.M.S. "Quantock"
H.M.S. "Lightning"	H.M.S. "Musketeer"	H.M.S. "Queen Emma"
H.M.S. "Linnet"	H.M.S. "Myosotis"	H.M.S. "Quentin"
H.M.S. "Llangiaagte"	H.M.S. "Napanee"	H.M.S. "Quercia"
H.M.S. "Loch Oskraig"	H.M.S. "Nasturtium"	H.M.S. "Quiberon"
H.M.S. "Londonderry"	H.M.S. "Negro"	H.M.S. "Quibronch"
H.M.S. "Lookout"	H.M.S. "Nelson"	H.M.S. "Racehorse"
H.M.S. "Lord Hotham"	H.M.S. "Neptune"	H.M.S. "Raglan Castle"
H.M.S. "Lord Nuffield"	H.M.S. "Ness"	H.M.S. "Rambler"
H.M.S. "Lotus"	H.M.S. "Newark"	H.M.S. "Redoubt"
H.M.S. "Louisberg"	H.M.S. "Newfoundland"	H.M.S. "Redwood"
H.M.S. "Lowestoft"	H.M.S. "Nimble"	H.M.S. "Regent"
H.M.S. "Loyal"	H.M.S. "Norfolk"	H.M.S. "Reighton Wyke"
H.M.S. "Lunenburg"	H.M.S. "Nubian"	H.M.S. "Renown"
H.M.S. "Lyme Regis"	H.M.S. "Oakley"	H.M.S. "Restive"
H.M. M.G.Bs. "641, 642,	H.M.S. "Offa"	H.M.S. "Returno"
643, 644, 645, 646, 647,	H.M.S. "Onslow"	H.M.S. "Rhododendron"
H.M. M.Ls. "121, 126,	H.M.S. "Opportunity"	H.M.S. "Rhyl"
134, 135, 168, 170, 172,	H.M.S. "Oribi"	H.M.S. "Roberts"
173, 174, 175, 176, 238,	H.M.S. "Orion"	H.M.S. "Rochester"
258, 273, 280, 283, 295,	H.M.S. "Orwell"	H.M.S. "Rockwood"
307, 336, 338, 341, 348,	H.M.S. "Othello"	H.M.S. "Rodney"
349, 350, 351, 354, 355,	H.M.S. "Oxlip"	H.M.S. "Romeo"
356, 357, 358, 359, 443,	H.M.S. "P.48"	H.M.S. "Romney"
444, 449, 458, 459, 460,	H.M.S. "P.222"	H.M.S. "Ronald Ray"
462, 463, 468, 469, 471,	H.M.S. "P.311"	H.M.S. "Rorqual"
480, 483, 493, 494, 554,	H.M.S. "Pakenham"	H.M.S. "Rother"
555, 556, 557, 560, 561,	H.M.S. "Paladin"	H.M.S. "Rothesay"
564, 566, 1012, 1028,	H.M.S. "Palomares"	H.M.S. "Roxsay"
1032, 1046, 1051, 1122,	H.M.S. "Parthian"	H.M.S. "Royal Scotsman"
1126, 1149, 1158, 1159"	H.M.S. "Partridge"	H.M.S. "Royal Ulsterman"
H.M. M.M.S. "1, 5, 9, 13,	H.M.S. "Pathfinder"	H.M.S. "Ruskholm"
20, 21, 33, 46, 47, 53,	H.M.S. "Payday"	H.M.S. "Rysa"
58, 63, 65, 68, 70, 71, 80,	H.M.S. "Pelican"	H.M.S. "Sabi"
81, 85, 88, 89, 92, 113,	H.M.S. "Penelope"	H.M.S. "Safari"
114, 116, 118, 133, 134,	H.M.S. "Penn"	H.M.S. "Sahib"
135, 140, 171, 184"		H.M.S. "Salamander"

H.M.S. "Salventure"
 H.M.S. "Salvestor"
 H.M.S. "Salvonja"
 H.M.S. "Samika"
 H.M.S. "Sapphire"
 H.M.S. "Samsonia"
 H.M.S. "Saracen"
 H.M.S. "Sayonara"
 H.M.S. "Saxifrage"
 H.M.S. "Scarborough"
 H.M.S. "Scottish"
 H.M.S. "Seabam"
 H.M.S. "Seksern"
 H.M.S. "Sennen"
 H.M.S. "Serapha"
 H.M.S. "Sevasti"
 H.M.S. "Shakespeare"
 H.M.S. "Sharpshooter"
 H.M.S. "Shediac"
 H.M.S. "Sheffield"
 H.M.S. "Sherwood"
 H.M.S. "Shiant"
 H.M.S. "Shippigan"
 H.M.S. "Sibyl" ^{H.M.S. SHUTTLE}
 H.M.S. "Sickle"
 H.M.S. "R. H. Sidway"
 H.M.S. "Sirius"
 H.M.S. "Skudd IV"
 H.M.S. "Skudd V"
 H.M.S. "Snapdragon"
 H.M.S. "Southern Isles"
 H.M.S. "Southern Maid"
 H.M.S. "Southern Sea"
 H.M.S. "Speedwell"
 H.M.S. "Spey"
 H.M.S. "Splendid"
 H.M.S. "Spider"
 H.M.S. "Spirea"
 H.M.S. "Sportsman"
 H.M.S. "St. Charles"
 H.M.S. "St. Croix"
 H.M.S. "St. Day"
 H.M.S. "St. Issey"
 H.M.S. "St. Mellows"
 H.M.S. "St. Minver"
 H.M.S. "St. Monance"
 H.M.S. "St. Nectan"
 H.M.S. "St. Omar"
 H.M.S. "Stalker"
 H.M.S. "Starwort"
 H.M.S. "Stella Carina"
 H.M.S. "Stonecrop"
 H.M.S. "Stork"
 H.M.S. "Stornoway"
 H.M.S. "Stroma"
 H.M.S. "Stronsay"
 H.M.S. "Sturdy"
 H.M.S. "Sturgeon"
 H.M.S. "Summerside"
 H.M.S. "Swale"
 H.M.S. "Tactician"
 H.M.S. "Tadoussac"
 H.M.S. "Taku"
 H.M.S. "Tantside"
 H.M.S. "Tango"

H.M.S. "Tartar"
 H.M.S. "Tasajera"
 H.M.S. "Taurus"
 H.M.S. "Tervani"
 H.M.S. "Test"
 H.M.S. "Tetcott"
 H.M.S. "Teviot"
 H.M.S. "Thalassa"
 H.M.S. "Thrasher"
 H.M.S. "Thunderbolt"
 H.M.S. "Thyme"
 H.M.S. "Tigris"
 H.M.S. "Torbay"
 H.M.S. "Totland"
 H.M.S. "Tracker"
 H.M.S. "Transvaal"
 H.M.S. "Traveller"
 H.M.S. "Treern"
 H.M.S. "Trespasser"
 H.M.S. "Tribune"
 H.M.S. "Trident"
 H.M.S. "Triton"
 H.M.S. "Trooper"
 H.M.S. "Troubridge"
 H.M.S. "Tryme"
 H.M.S. "Turbulent"
 H.M.S. "Tuscan"
 H.M.S. "Tynedale"
 H.M.S. "Tynwald"
 H.M.S. "Uganda"
 H.M.S. "Ulster"
 Monarch"
 H.M.S. "Ultor"
 H.M.S. "Umbra"
 H.M.S. "Una"
 H.M.S. "Unbending"
 H.M.S. "Unbroken"
 H.M.S. "Unicorn"
 H.M.S. "Unison"
 H.M.S. "United"
 H.M.S. "Unrivalled"
 H.M.S. "Unruffled"
 H.M.S. "Unruly"
 H.M.S. "Unseen"
 H.M.S. "Unshaken"
 H.M.S. "Uproar"
 H.M.S. "Ursula"
 H.M.S. "Utmost"
 H.M.S. "Valkyrien"
 H.M.S. "Vanoc"
 H.M.S. "Vansittart"
 H.M.S. "Velox"
 H.M.S. "Venomous"
 H.M.S. "Verity"
 H.M.S. "Vetch"
 H.M.S. "Victoria II"
 H.M.S. "Victorious"
 H.M.S. "Vienna"
 H.M.S. "Ville de Quebec"
 H.M.S. "Vindictive"
 H.M.S. "Violet"
 H.M.S. "Virginia"
 H.M.S. "Visenda"
 H.M.S. "Walney"
 H.M.S. "Waveney"
 H.M.S. "Wear"

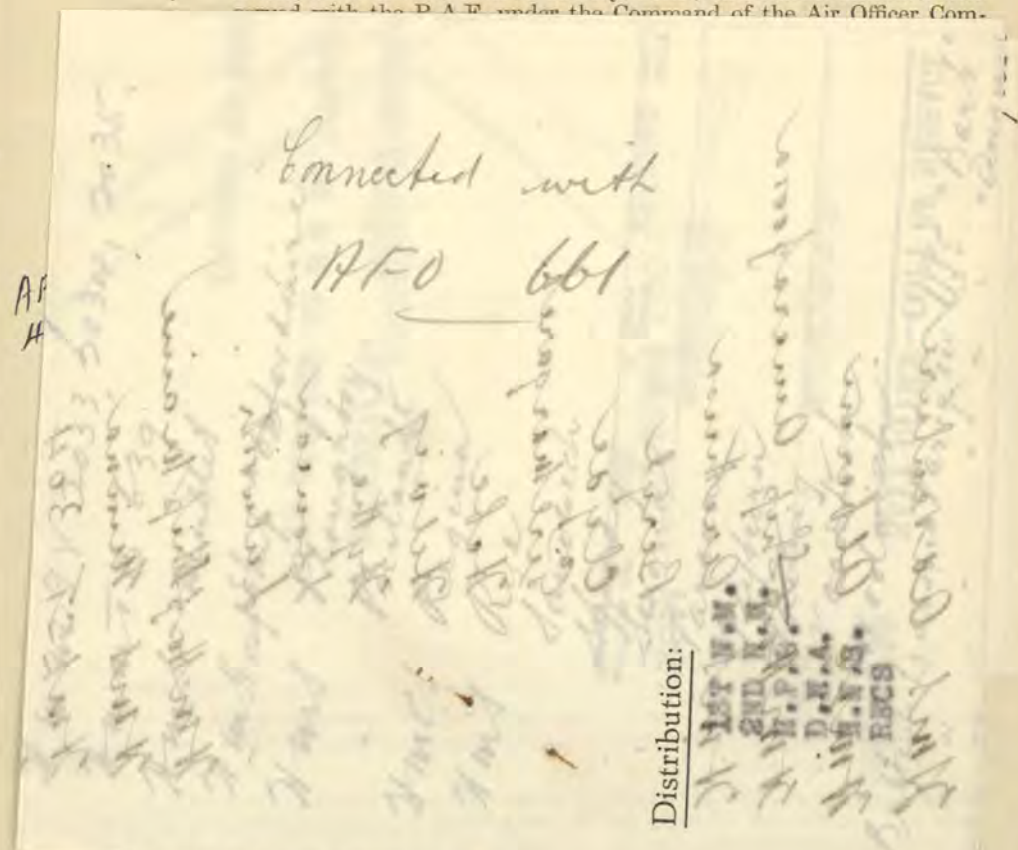
H.M.S. "Wedgeport"
 H.M.S. "Wellington"
 H.M.S. "Wells"
 H.M.S. "Welshman"
 H.M.S. "Wensleydale"
 H.M.S. "Wesssex"
 H.M.S. "Westcott"
 H.M.S. "Weston"
 H.M.S. "Westray"
 H.M.S. "Weyland"
 H.M.S. "Whaddon"
 H.M.S. "Wheatland"
 H.M.S. "Whitbrel"
 H.M.S. "Whitehaven"
 H.M.S. "Wilton"
 H.M.S. "Wimborne"
 H.M.S. "Wishart"
 H.M.S. "Witch"
 H.M.S. "Wivern"
 H.M.S. "Wolborough"
 H.M.S. "Wolverine"
 H.M.S. "Woodpecker"
 H.M.S. "Woodruff"
 H.M.S. "Worthing"
 H.M.S. "Wren"
 H.M.S. "Wrestler"
 H.M.S. "X.033"
 H.M.S. "Ythan Braes"
 H.M.S. "Zetland"
 H.M.S. "Zingarella" <sup>British Liaison
"Patrol" in</sup>
 H. Neth. M.S. "Dolfin"
 H. Neth. M.S. "Isaac"
 Sweets"
 H. Neth. M.S. "Schelde"
 H. Nor. M.S. "Glaisdale"
 H. Nor. M.S. "Narvik"
 H. Hell. M.S. "Adrias"
 H. Hell. M.S. "Agios"
 Georgios"
 H. Hell. M.S. "Ierax"
 H. Hell. M.S. "Kanaris"
 H. Hell. M.S.
 "Katsonia"
 H. Hell. M.S.
 "Kondouriotos"
 H. Hell. M.S. "Miaoulis"
 H. Hell. M.S. "Nereus"
 H. Hell. M.S. "Panther"
 H. Hell. M.S.
 "Papanicolis"
 H. Hell. M.S. "Pindos"
 H. Hell. M.S.
 "Queen Olga"
 H. Hell. M.S.
 "Saktouris"
 H. Hell. M.S. "Spitsai"
 H. Hell. M.S. "Triton"
 O.R.P. "Blyskawica"
 O.R.P. "Dzik"
 O.R.P. "Krakowiak"
 O.R.P. "Orkan"
 O.R.P. "Slazak"
 O.R.P. "Sokol"
 French Ship "Antiope"

French Ship "Casabianca"
 French Ship "Comman-
 dant Domine"
 French Ship "La Moqueuse"
 French Ship "Marsquin"
 Yugoslav Ship "Durmitor"
 Yugoslav Ship "Kajmakaian"

or (b) in the Mobile Beach or Port Parties which operated on the coast of North Africa West of El Alamein between 23 Oct. 1942 and 12 May, 1943, inclusive, or in permanent port parties established in the area during the same period.
 or (c) as Naval Liaison personnel in merchant ships whose companies qualify under Merchant Navy rules. A list of these will be published later.

5. The rosette may also be issued to the following, provided that they are qualified for the 1939-43 Star by the requisite six months' service afloat or in an Army Operational Command, or two months' qualifying air service, or by the possession of an Honour, Decoration, Medal or Mention in Despatches for service afloat or in air or land operations :-

(a) Officers and Men who served with the R.A.F. under the command of the Air Officer Commanding, Western Desert, or of the Air Commander, North West African Forces, or air crews under the command of the Air Officer Commanding, Malta, or of other Air Officers Commanding, who operated in support of the Eight or First Armies or in the cutting of Rommel's or von Arnim's communications or in the defence of Malta, from 23 Oct. 1942 to 12 May, 1943; and officers and men who served with the R.A.F. under the Command of the Air Officer Com-



only to the exigencies

6. Officers should wear No. 5 dress, brown gloves, no sword.
 Ratings should wear ordinary Service dress (gold or red badges, as convenient).

7. No summons or ticket of admission is needed or will be sent to those who are to be decorated.

- Hms. Adventure
- Hms. Alberni
- Hm Hosp Ship Amersfoora
- Hms. Arctura
- Beryl
- Clyde
- Gir Margaret.
- Hebe
- Helvig
- Hythe
- Leonian
- Lulworth
- Hm Hosp Ship Maine
- Hms. Minna
- Hm LST. 304
- Hm m 71 2033, 2034, 2035.
- Hm m B 639
- Hms. Mullet
- Hm Hosp Ship "Oxfordshire"
- Hms. Ploughboy.
- Philanté
- HmCS Regina
- Hms. Rye
- Sandwich
- Speedy
- Swona
- Tarana
- Neyburn
- Whiting
- Woodstock
- Woodwich

British Liaison Party in USS "Barb"
"Augusta"

Also after Sub. para (a) insert.

(R) or in Landing craft employed in ferrying stores for the First Army
which operated east of Borne between 23 Oct. 1942 & 12 May 1943
inclusive.

RECEIVED
MAY 1943
OFFICE - COPY OF MESSAGE

8. *Guests.*—It is His Majesty's pleasure that each officer or man to be decorated should, if he so desires, bring with him two relatives or friends. Tickets of admission for these guests will be sent on application to the Admiralty, Honours and Awards Branch (see paragraph 10 below). In no circumstances can more than two guests be admitted.

9. *Method of Application for Attendance.*—The date, time and place of each ceremony, and the closing date for applications will, to avoid delay, be announced by A-Z message.

10. As soon as possible after receipt of the message, commanding officers should send to the Admiralty (Honours and Awards Branch) a list of the names of those officers or men under their orders who are expected to attend. Each application for attendance should contain the full Christian names, the rank or rating, the decoration to be received and the names and addresses of the guests to whom tickets of admission are to be sent. Names may be withdrawn by signal up to the day before the ceremony.

11. Commanding Officers will be informed by letter or if necessary by signal whether or not the applications for attendance can be granted.

12. *Invalided Officers and Men.*—Officers and men who have been invalided before receiving their decorations will be summoned by the Admiralty provided that, before leaving the Navy, they notify the Secretary of the Admiralty (Honours and Awards Branch), giving their full postal address. (See A.F.O. 2470/41.)

13. *Next of Kin.*—Next of kin are not expected to attend these ceremonies to receive the decorations of those who have died, but will be summoned by the Central Chancery of the Orders of Knighthood to attend ceremonies arranged from time to time especially for them.

14. Only the legal next of kin may attend to receive the decorations of those who have died. One guest may accompany the next of kin provided that he or she is a blood relative of the officer or man whose decoration is to be presented. Friends who are not relatives are not admitted to the ceremonies.

15. *Enquiries.*—All enquiries about attendance at investitures must be addressed to Honours and Awards Branch, Admiralty.

16. *Travelling Expenses.*—The provisions of King's Regulations and Admiralty Instructions, Article 1649, have been suspended with regard to attendance at Investitures, and until further notice travelling expenses as for a duty journey may be repaid to officers and men of the Royal Navy and Royal Marines summoned to attend an Investiture or a ceremony for the presentation of medals.

17. The two relatives or friends who are given tickets of admission to witness the presentation of a decoration to an officer or man of the Royal Navy or Royal Marines, will be allowed free third-class return railway warrants for the journey. These will be sent with the tickets of admission to the ceremony if full particulars of the journey are given with the original list of names. Alternatively, they may be obtained from any Naval authority on presentation of the tickets of admission. The issuing officer will indicate on the reverse of the tickets of admission that warrants for the journey have been issued.

18. When the next of kin of deceased officers or men attend at Buckingham Palace or elsewhere to receive a decoration, they will be allowed a free third-class return railway warrant for the journey, which in the normal course will be issued from the Admiralty. Alternatively, the warrant may be obtained from any Naval authority on presentation of the Summons. Instructions for obtaining warrants will be sent with the Summons from the Central Chancery of the Orders of Knighthood. This concession is also available for the relative who is invited to accompany the next of kin to the ceremony.

19. Naval Warrants—D.N.A. Form 800—are to be used in all cases. These should be clearly endorsed on the front either:—

- (a) "Officer attending investiture."
- (b) "Wife (and/or child) of officer attending investiture."
- (c) "Naval rating (or other serving member of His Majesty's Forces as the case may be) attending a presentation of medals."

- (d) "Wife (and/or child) of naval rating (or other serving member of His Majesty's Forces as the case may be) attending a presentation of medals."
- (e) "Witness attending investiture" when neither (a), (b), (c) nor (d) is applicable.

Warrants endorsed as at (a), (b), (c) and (d) above will be chargeable at military rates, and others at ordinary rates.

20. Witnesses wishing to travel first class must themselves bear the difference in cost between the fare covered by the warrant and the corresponding first class fare (at public or Government rate, whichever is appropriate). The railway authorities have agreed that, in such cases, on production of the third class warrant to the booking clerk, and payment of the difference in fare, the traveller will receive a first class ticket.

21. These concessions apply also to relatives and friends of W.R.N.S. officers and ratings and members of Voluntary Aid Detachments and Queen Alexandra's Royal Naval Nursing Service.

22. When witnesses, whether civilians, officers or ratings, travel by car, no refund of the corresponding rail fare can be allowed; and when Naval or Marine personnel travelling to receive their decorations convey their guests in their own cars, they are not entitled to passenger allowance in respect of these guests, though they may claim the appropriate mileage allowance in respect of their own journey.

(K.R. & A.I., Article 1649.)

(A.F.O. 2470/41.)

(A.F.Os. 215/42 and 2466/42 are cancelled.)

663.—Officers Returning from Abroad—Reporting at the Admiralty

(C.W. 52047/43.—10 Feb. 1944.)

Medical, Dental and Wardmaster officers reporting at the Admiralty in accordance with A.F.O. 526/44 should visit the Medical Director General's Department at Queen's House, 64, St. James's Street, London, S.W.1.

2. A.F.O. 526/44 should be amended accordingly.

(A.F.O. 526/44.)

*664.—The King Alfred Club for R.N.V.R. Officers

(C.W. 6001/44.—10 Feb. 1944.)

The above social and residential club, will open in March at 52, Pall Mall, S.W.1 (being the premises lately occupied by The Marlborough Club).

2. There will be sleeping accommodation for 50 officers at 5s. 6d. per night including breakfast, the charge for lunch being 3s. 6d., and for dinner, 4s. There will also be a bar and a snack bar, at the latter of which, lunch, and supper until 2230 will be served. Lady guests will be admitted to certain parts of the club.

3. Membership will be open to all officers holding or having held commissions in this war in the R.N.V.R., or a Dominion or Colonial R.N.V.R., provided that they have been confirmed in rank. Acting Sub-Lieutenants and Midshipmen, R.N.V.R. will also be eligible for membership.

4. The subscription will be £1 per annum. A subscription of £5 or over will carry a life membership. There will be no entrance fee.

5. Officers may become members by applying to the Secretary either by post or in person.

6. Membership application forms may be obtained from Command Amenities Liaison Officers and Port Amenities Liaison Officers. Subscriptions should be forwarded with the application forms.

665.—Medical Officers—Care of Non-Naval Personnel

(M.D.G. 63782/42.—10 Feb. 1944.)

Reports in compliance with A.F.O. 13/43 are no longer required.

(A.F.O. 13/43 is cancelled.)

666.—Cash Advances by R.N. Accountant Officers to Royal Marines Belonging to R.M. Field Units

(D.N.A. 1323/44.—10 Feb. 1944.)

Naval Accountant Officers making advances of cash in respect of pay or compensatory allowances to officers and men of the Royal Marines belonging to R.M. Field Units should do so by means of Acquittance Rolls (*vide* Appendix XXIII, Part III, K.R. & A.I.) and, ~~in the case of men~~, such advances should be entered in their pay books. Advances should be made through the cash account as a transfer of cash to the Paymaster, Home Base Ledger, to whom Acquittance Rolls or Forms S.1039 should be forwarded to debit the officers' or men's accounts.

2. The advances should not be recorded in List 17 of ships' ledgers, which should show only the number of days victualled.

3. Details of compensatory allowances, etc., should be communicated to the Officer Commanding the unit in which the officers or men are serving. He will then take the necessary action to authorise the appropriate credit or debit on the Home Base Ledger.

4. Original and duplicate copies of Acquittance Rolls or Forms S.1039 (each plainly endorsed) should, if possible, be forwarded by separate mails to the Paymaster, Home Base Ledger, Collingwood Hotel, Ilfracombe, at three weeks' intervals to reduce the risk of loss by enemy action.

5. This procedure does not apply to Royal Marines borne for pay on ships' books.

(K.R. & A.I., Appendix XXIII, Part III.)

(A.F.O. 3500/42 is cancelled.)

667.—Promotions from Lower Deck to Permanent Commissions (Executive Branch)—Acting Sub-Lieutenant—R.N. Reports

(C.W. 26915/43.—10 Feb. 1944.)

A.F.O. 147/44 is to be amended as follows:
Paragraph 6, (line 3) ~~delete~~ and a copy retained in the rating's Service Documents".

(A.F.O. 147/44.)

668.—Temporary Advancement to Chief E.R.A., Chief E.A., Chief O.A., and Chief Mechanician

(N. 31571/43.—10 Feb. 1944.)

As a temporary measure, the qualifying period of service laid down in K.R. and A.I., Appendix XVII, Part I, for advancement to Chief E.R.A., Chief E.A., Chief O.A. and Chief Mechanician is to be reduced from six years to five years, the other necessary qualifications as to possession of certificates, and the passing of examinations, etc., remaining unaltered.

2. This ruling applies equally to mobilised E.R.As. of the R.N.R., but temporary advancements of these ratings are to be to Acting Chief E.R.A., 2nd Class.

3. It is intended that all men shall have equal opportunities of advancement, and therefore, for the period of hostilities, although the "Chief" rate for Artificer and Artisan ratings does not exist in the R.N.V.R., such ratings are to be regarded as eligible for recommendation on Form S.507 for advancement from the general roster, to the Acting "Chief" rate on a temporary basis.

4. Artificers, R.N.R., are allowed to count peace time service in the Reserve towards the three years' "sea service" required, but this does not apply to Artificers, R.N.V.R. In both cases, however, such service is reckonable towards the five years' service required.

(K.R. & A.I., Appendix XVII, Part I.)

(A.F.Os. 2124/40, 1477/41, 2339/42 and 3556/42 are cancelled.)

669.—Engine Room Ratings—Drafting and Advancement During the War Submarines and other vessels driven by internal combustion engines

(N. 31418/43.—10 Feb. 1944.)

For convenience of reference, several A.F.Os. affecting the above subject, are consolidated as follows:—

2. As a temporary war-time measure, designed to meet the shortage of certain Engine Room Ratings in submarines and other vessels driven by internal combustion engines, and to reduce training time to a minimum, Their Lordships have decided that a degree of specialisation in these two branches of ratings must be accepted, and have accordingly approved the following modifications to the existing regulations for the duration of the war only:—

(A) E.R.As.

(1) Hostilities Only and R.N.R.

(a) E.R.As. (Fitter, Fitter and Turner or Coppersmith), 5th Class and Acting 4th Class, will be eligible for drafting to Submarines or other vessels driven by internal combustion engines, or as part of their associated maintenance staffs.

(b) Ratings already serving in or subsequently drafted to the vessels referred to in paragraph 1 (a) above will be available for drafting only to such vessels, which, for simplicity, will be referred to henceforth as Motor Vessels. To distinguish these ratings from general service ratings and to ensure that they are only drafted to Motor Vessels, their Service Certificates shall be marked in a prominent position on the front cover with the letter M in red, thus (M)

(c) Ratings will be eligible for the award of Watchkeeping Certificates and for advancement on lines precisely similar to those for general service E.R.As., the qualification being:—

(i) For advancement to E.R.A. Acting 4th Class—as for general service E.R.A. The training for E.R.A. 5th Class as laid down in Engineering Manual, Article 31 is to be modified as necessary by the Engineer Officer.

On conclusion of their training and subject to satisfying the Engineer Officer as to their capabilities, a notation is to be placed on their Service Certificate—"Passed (V.G., Good, Fair, or Moderate) E.R.A. 5th Class Watchkeeping Course in Motor Vessels."

(ii) For advancement to E.R.A. 4th Class—to serve one year as acting and must produce a certificate from the Engineer Officer, approved by his Commanding Officer, that he is "Capable of performing the duties of an E.R.A. 4th Class in a Motor Vessel (S/M, M.T.B., etc.), and, having proved an efficient workman, is recommended for confirmation."

Before an E.R.A. 4th Class is eligible to be rated Chief P.O. he must, after confirmation, obtain a certificate from the Engineer Officer, approved by the Commanding Officer, that he is "Capable of taking charge of a Watch in the Engine Room of a Motor Vessel (S/M, M.T.B., etc.), and is in all respects deserving of advancement to Chief P.O."

The notation (S/M, M.T.B., etc.) is not in any way to restrict the subsequent drafting of the rating to a motor vessel of a different type from that in which the certificate was granted.

(iii) For advancement to E.R.A. 3rd Class and above—as for general service E.R.A., the Motor Watchkeeping Certificate being treated as the Engine Room Watchkeeping Certificate.

Forms S.1233(g)—E.R.As. History Sheet—are to be amended in manuscript as indicated above.

(2) Continuous Service.

- (a) E.R.As. (Fitter, Fitter and Turner and Coppersmith) 5th Class and above may be drafted to Submarines and continue to serve in submarines for the duration of the war without reverting to general service for the purpose of obtaining their Watchkeeping Certificates.
- (b) They will be awarded Watchkeeping Certificates and advancement as laid down above for E.R.As., H.O. and R.N.R.
This is also applicable to R.N.V.R. E.R.As., in accordance with the regulations for advancement to "Chief" Rate.
- (c) With the exception of those already serving, Continuous Service E.R.As. will not be drafted to Motor Vessels other than Submarines. Those already serving may continue serving and be eligible for the award of Certificates and for advancement as laid down above.
- (d) The Service Certificates of all such ratings are to be marked in a prominent position on the front cover in red, thus (M) to indicate that they are not available for drafting to steam vessels.
- (e) On the conclusion of hostilities, Continuous Service E.R.As. with Certificates of Service awarded in Motor Vessels will be required to revert to general service in order to obtain their Watchkeeping Certificate for steam service, retaining their existing rates and certificate allowances whilst doing so.

(3) All E.R.As. serving in Motor Vessels and possessing (M) certificates will be eligible in accordance with the regulations for promotion to Warrant Engineer or to Commissioned rank; the technical papers of the appropriate examinations will include a suitable proportion of questions on internal combustion engines and the previous training and experience of the candidates will be taken into account in considering the results.

(B) STOKER RATINGS.

- (a) Stokers 1st and 2nd Class, Continuous Service and Hostilities Only, may be drafted to Submarines or other vessels driven by internal combustion engines and may for the period of hostilities continue to serve and obtain advancement in Motor Vessels without reversion to general service, except as indicated below.
- (b) Whilst so serving they will not normally be available for drafting to steam vessels and their Service Certificates are to be marked in a prominent position on the front cover in red, thus (M)
- (c) Advancement of Stokers 2nd Class to Stoker 1st Class will be in accordance with present regulations, except that efficiency as a fireman will not be a necessary qualification.
- (d) Before being eligible for advancement to Leading Stoker, Stokers 1st Class must obtain a Certificate of Watchkeeping in Motor Vessels, comparable to the Steam Auxiliary Watchkeeping Certificate, which will be referred to as the "Auxiliary Watchkeeping Certificate (Motor Vessels)".

Attention is drawn to the importance of differentiating between an Auxiliary Watchkeeping Certificate (Steam) awarded in accordance with K.R. and A.I., Appendix XVII, Part I, No. 39(F), and an Auxiliary Watchkeeping Certificate (M) and all officers concerned must insert the letter (M) on Forms S.443 when the Auxiliary Watchkeeping Certificate (M) is awarded.

- (e) Stokers, H.O., in possession of the Auxiliary Watchkeeping Certificate (M) may be advanced by their Depot to Acting Leading Stoker after a minimum of twelve months' service as Stoker 1st Class; if recommended they may be confirmed in that rating after one year's acting time. They will not be required to pass through the Leading Stokers Course.
- (f) Stokers C.S. will be advanced to Leading Stoker in accordance with the existing regulations and will normally be required to pass through the Leading Stokers' Course. Ratings selected as Mechanician

candidates and rated Acting S.P.O. on completion of the Leading Stokers' Course will then revert to general service. Their previous training and experience will be taken into account in making this selection and the technical papers of the examination will include a suitable proportion of questions on internal combustion engines.

- (g) Leading Stokers will be advanced to Acting S.P.O. in accordance with the existing regulations except that H.O. ratings who will not have passed through the Leading Stokers Course may be advanced by Depot after a minimum of 2 years' service as Leading Stoker (Acting and Confirmed) if recommended by their Commanding Officers.
- (h) Stoker P.Os. serving in Motor Vessels will be eligible for the award of "Certificate of Qualification to keep a Watch in a Motor Vessel" in place of the Boiler Room Watchkeeping Certificate.
- (j) As soon as practicable after the War, Continuous Service ratings who have served in Motor Vessels and been awarded certificates for service in Motor Vessels will gradually revert to general service on the conclusion of hostilities and will be required to undergo training to obtain the equivalent steam certificates whilst retaining their rate.
- (k) The apparent inequality in the above regulations for the advancement of H.O. and C.S. Stoker ratings (paras. 4 (B) (e), (f) and (g)), due to the difficulties of passing C.S. Acting Leading Stokers through the Leading Stokers' Course within one year of being rated, is only temporary and every endeavour is being and will continue to be made to overcome these (see also King's Regulations and Admiralty Instructions, Appendix XVII, Part I, 37, re ante-dating of seniority as Leading Stoker).

3. A.F.O. 2338/40 and A.F.O. 3709/40, paragraph 3, do not apply to ratings serving in accordance with the above regulations.

(K.R. & A.I. Appendix XVII.)

(A.F.Os. 2338/40 and 3709/40.)

(A.F.Os. 110/41, 3257/43, 3903/43, 4051/43 and 264/44 are cancelled.)

670.—Writer (Postal) Branch—Candidates for

(N. 632/44.—10 Feb. 1944.)

A.F.O. 5327/43 is to be amended by the addition of a new paragraph 6 as follows:—

"6. Candidates for the Writer (Postal) Branch are nominated by the G.P.O. and recruited direct from shore; transfer of serving ratings to this new branch cannot be allowed."

(A.F.O. 5327/43.)

671.—White Uniform—Ratings

(V.1/858/44.—10 Feb. 1944.)

It has been reported that when ships are sent at short notice to a hot station men are frequently not in possession of white uniform and tropical clothing. Besides the personal inconvenience which is caused, sudden demands for white clothing on foreign yards create supply difficulties.

2. Attention is therefore drawn to the fact that for all general service ratings dressed as seamen two duck suits (No. 5's) and a white duck cap are part of the compulsory kit, and for men not dressed as seamen two drill suits and white cap covers.

3. It has also been reported that men who have changed rig from Class II to Class I or III have sometimes not provided themselves with drill suits. The Clothing Gratuity paid is sufficient to cover the cost of all the new articles of kit required on change of rig, and it is essential that they should all be provided so that the men are in possession of their complete compulsory kit.

4. Although it is realised that war conditions do not permit musters of kit to take place with the same regularity as in peace time, Their Lordships expect Commanding and Divisional Officers to satisfy themselves that ratings under their orders are in possession of their full kit and that its fit is satisfactory.

5. In view of the difficulty that may be experienced in obtaining duck suits abroad, it has been decided that No. 5 suits may be made of drill on foreign stations, if drill is available.

Patrol Service Ratings

6. Patrol Service ratings are not provided with white uniform whilst on home service. Steps are to be taken to ensure that they are supplied with two drill or duck suits, as appropriate, prior to draft abroad, and also that men in ships under orders to proceed abroad are, whenever possible, kitted up with white uniform before leaving home waters.

Tropical Clothing

7. The following action should be taken as regards the provision of tropical clothing (B.R. 93, Chapter XI, Section 6, as amended by A.F.O. 5781/43, paragraph 7):—

(i) All men on draft to ships and establishments abroad should be supplied with tropical gear before draft, except drafts to ships re-fitting or commissioning in the U.S.A. or Canada, all clothing for which is being obtained in those countries. Except under special instructions from Admiralty tropical clothing is not to be supplied to drafts to ships at home, unless it is known that the ships are proceeding abroad.

(ii) All cruisers and above commissioning at home are to include in their commissioning demands sufficient tropical gear, except sun helmets, to equip the whole of the ship's company on the approved scale. Sun helmets are to be demanded on the basis of equipping 15 per cent. of the ship's company only. The gear is to be retained in the Accountant Officer's charge and not issued to individuals until it is required for use. The balance of the sun helmets required should then be drawn at the first convenient opportunity.

(iii) Home Fleet ships will carry tropical clothing as laid down in Home Fleet General Orders.

8. All gratuitous issues of tropical clothing are to be recorded in Form S.43A, Sailor's Pay Book.

(B.R. 93.—Manual of Victualling, Chapter XI, Section 6.)

(A.F.Os. 5781/43, 5783/43.)

(A.F.Os. 2823/43, 5404/43 and 5977/43 are cancelled.)

672.—Naval Canteen Service Ratings—Drafting, Advancement, Reversion and Disrating—REPORT

(N. 7302/43.—10 Feb. 1944.)

As indicated in paragraphs 2, 3 and 25 of A.F.O. 2238/42, the grading of Canteen ratings (other than Junior Canteen Assistants) is dependent upon the nature of the particular duties for which each man is appointed. N.A.A.F.I. are responsible for the selection of suitable men for the posts to be filled, and it therefore follows that all questions of advancement of Canteen ratings and their reversion for unsuitability, etc., must be dealt with by N.A.A.F.I.

2. When Canteen ratings are drafted to H.M. ships, N.A.A.F.I. will furnish the Commanding Officer with a list showing the full names and official numbers of the men concerned and the rating in which each man is appointed to serve. Except as indicated in paragraphs 3 and 4 below, changes of rating are to be made only at the request of N.A.A.F.I. headquarters.

3. On attaining the age of 18 years, provided their work and conduct have been satisfactory, Junior Canteen Assistants are to be advanced by Commanding Officers to the rating of Canteen Assistant. Notification of all such advancements is to be forwarded to N.A.A.F.I. headquarters without delay.

4. In accordance with paragraph 27 of A.F.O. 2238/42, Canteen ratings are subject to the same rules as regards disrating for disciplinary offences as Naval personnel. In considering the advisability of punishment by disrating, however, it should be borne in mind that, in the case of a Canteen Manager, disrating will involve his discharge from the ship in which he is serving. No Canteen rating is to be disrated below the grade of Canteen Assistant. Whenever a Canteen rating is punished by disrating, a report of the circumstances is to be forwarded to N.A.A.F.I. headquarters without delay.

(A.F.O. 2238/42.)

673.—State Insurance—Personnel on T.124 Agreement

(P.M./D.N.A. 15679/43.—10 Feb. 1944.)

PART I.—GENERAL

The following instructions for the State Insurance of personnel on T.124 Agreement (which is on a civilian insurance basis) set forth the current procedure. Where they are not at present being implemented, necessary action should be taken forthwith to comply with them. They do not apply to personnel on Agreements T.124X and T.124T, who are insurable under the Naval system.

2. The term "seaman" in these instructions includes both officers and ratings (and covers T.124 officers holding temporary commissions provided they are in receipt of T.124 rates of pay).

3. *Disposal of National Health and Pensions Insurance Cards and Unemployment Books, upon first entry.*—(a) On first entry a seaman is to hand his National Health and Pensions Insurance Card (if in possession of one, e.g. a home-trade seaman), and his Unemployment Book to the Accountant Officer, if borne, or to the Commanding Officer. (Note.—The seaman may produce the Ministry of Labour Official receipt card instead of the Unemployment Book. If so, the Superintendent, Mercantile Marine Office will supply a temporary Unemployment Book. The seaman should retain the receipt card).

(b) Sheets on which the names of insurable officers and all ratings are to be entered, are to be prepared and annexed to the ship's copy of the agreement T.124. The Seaman's Dis A number should be copied on to the Sheets from his Dis A Book or his British Seaman's Identity Card, or if he is not in possession of either of these documents the name of his Approved Society and his membership number therein, if known to the seaman, should be stated. The town of issue and serial number of his Unemployment Book, the rate of contribution and also the rate of deduction from the seaman, as shown on the book, are also to be noted on the sheets. The sheets are to be completed as regards ratings without cards or books with the reason therefor, e.g. foreign-going, foreign-domiciled, non-manual, and uninsured, etc.

(c) The Commanding Officer of a ship which is a tender to a Base is to render duplicates of these sheets to the Base Accountant Officer concerned, in order that the necessary charges may be instituted as early as practicable. The Base Accountant Officer is to take steps to examine the ship's copy of Agreement T.124 as early as practicable, in order to verify the information supplied.

(d) The seaman's National Health and Pensions Insurance Card is to be endorsed "On (T.24) service, Class A(M) contributions being paid as foreign-trade seaman" and handed back to him without delay, for transmission to his National Insurance Society. His Unemployment Book is to be forwarded to the Director of Navy Accounts (Branch 3) for custody, if the ship which he has joined renders a ledger or is a tender to a foreign base, otherwise the book is to be forwarded to the Accountant Officer of the Home Base to which the ship is attached for pay purposes.

4. *Seamen who are Compulsorily Insurable.*—(a) Generally speaking, all seamen who are domiciled or have a place of residence in Great Britain or N. Ireland, are between the ages of 14 and 65 years, and are in manual

See AF06691/25

employment, are compulsorily insurable for National Health and Pensions Insurance and Unemployment Insurance. Such seamen who are in the non-manual category (see paragraph 8) but whose rate of remuneration (see paragraph 7) does not exceed £420 a year, are also compulsorily insurable.

(b) *Irish Seamen.*—Seamen domiciled in N. Ireland are insurable at the ordinary rates for National Health and Pensions Insurance and Unemployment Insurance. Seamen domiciled in Eire are insurable at the ordinary rates for National Health and Pensions Insurance but are not insurable for Unemployment Insurance. Their Unemployment Insurance should be dealt with according to paragraph 5 (c) (i.e., as for foreign-domiciled seamen).

(c) *Manx Seamen.*—Seamen domiciled in the Isle of Man are insurable at the ordinary rates for National Health and Pensions Insurance but are not insurable for Unemployment Insurance which should be dealt with according to paragraph 5 (c) (i.e., as for foreign-domiciled seamen).

5. *Seamen who are Not Insurable.*—(a) *Non-manual Seamen.* Seamen who are employed otherwise than by way of manual labour (see paragraph 8), and at a rate of remuneration whether in money or in kind, or both, exceeding in value £420 a year (see paragraph 7), are not insurable.

(b) It should be noted that "non-manual" officers receiving a rate of remuneration exceeding £420 a year can not be voluntarily insured for Unemployment purposes.

(c) *Foreign-domiciled Seamen.*—Seamen who are neither domiciled nor have a place of residence in Great Britain, Ireland or the Isle of Man, are not insurable. The employer's (Admiralty) contributions are however payable—see tables in paragraphs 14 and 23—in respect of such foreign-domiciled seamen.

As a general rule, a seaman born out of Great Britain, Ireland, or the Isle of Man, should be treated as foreign-domiciled, unless he can produce a letter from the Ministry of Health informing him that he is liable to be insured. A seaman born in Eire or the Isle of Man should also be treated as foreign-domiciled for Unemployment purposes, unless he can produce a similar letter confirming his liability for Unemployment Insurance.

(d) *Seamen Aged 65 Years and Upwards.*—The Admiralty's share of the contribution however is payable.

6. *Exemption Certificates.*—(a) Seamen are not insurable at the ordinary rates if they hold current certificates of exemption. The number of such a certificate should be noted in the sheets relating to Insurance annexed to the T.124 Agreement. Contributions at special rates (see paragraphs 14 and 23) are due in cases covered by exemption certificates and the Admiralty's share of the contribution should also be paid.

(b) No seaman should be treated as an exempt person unless he produces a current certificate of exemption, and until such certificate is produced he should be treated as fully insurable and the normal deductions of the employee's proportion of the contributions made from his wages.

(c) An exempt person is exempt only so long as his certificate of exemption is in force, and in the event of the certificate lapsing, contributions should be charged in the ordinary way.

7. *Rate of Remuneration.*—"Rate of remuneration" in this Order refers to officers only, and should be assessed as follows:—

The officer's normal monthly salary (including Seafarer's War Risk Money together with Speed allowance where such is in issue) should be multiplied by 12. To the figure so obtained £91 5s. 0d. should be added, representing the annual value of free victualling and accommodation. The total thus arrived at is the officer's "rate of remuneration".

8. *Manual Labour—Classification of Officers.*—(a) Deck officers and radio officers are not regarded as being employed by way of manual labour, and subject to the proviso regarding remuneration (see paragraphs 5 (a) and 7) are excepted from National Health and Pensions Insurance and Unemployment Insurance.

(b) Refrigerating Engineers, Boilermakers, Sanitary Engineers, and Electricians are all "manual" regardless of remuneration and therefore are compulsorily insurable.

(c) Engineer officers should be dealt with according to the following table, unless the officer claims that his previous employment in the same ship was classified differently.

Number of Engineers carried.	Non-Manual (excepted, subject to the rate of remuneration).	Manual (compulsorily insurable).
Two or three	Chief	Second and third
Four	Chief, second and third	Fourth
Five or six	Chief, second and third	Fourth and below
Nine or ten	Chief, second, third and fourth	Junior engineers

Note.—Differences in grading where they exist should be ignored, e.g. Senior 2nd, Intermediate 2nd, and Junior 2nd Engineers are all regarded as 2nd Engineers for State Insurance purposes.

(d) If a "non-manual" officer whose normal rate of remuneration is less than £420 a year is appointed to a ship in an acting capacity at a rate of remuneration exceeding that figure, he ceases to be liable for National Health and Pensions Insurance and also for Unemployment Insurance during the period in which the higher rate of remuneration is payable, but again becomes liable when he reverts to a rate under £420 a year.

9. *Charging of Contributions against Seamen, and Notation of Ledger Concerning Admiralty Liability for Employer's Share.*—(a) Contributions for both National Health and Pensions Insurance and Unemployment Insurance are payable for every calendar week (i.e. the period from midnight on one Sunday to midnight on the following Sunday) during the whole or any part of which the seaman is employed, but not more than one such contribution is payable for any one week in respect of the same person.

(b) No contribution is payable for any calendar week during which the seaman renders no service and receives no remuneration.

(c) The Accountant Officer is to deduct from the wages the seaman's share of the contributions due for the period for which wages are paid. Seamen's contributions to National Health and Pensions Insurance are to be charged against them on ledger, in the column headed P.I.D. Their contributions to Unemployment Insurance are to be charged separately, preferably using the "Fortnightly" rate column ruled as necessary. Contributions of T.124 personnel are to be totalled separately on the ledger and abstract.

(d) Two columns should also be ruled in the "Remarks" column (one headed "N.H. & P.I." and the other "U.I.") for entry of the Admiralty contributions, and the necessary details should be inserted. The total of each column is to be carried to the abstract.

The totals of the four columns (i.e. in (c) and (d)) should be the total liability for State insurance of the T. 24 personnel of the ship for the quarter concerned.

10. *Extensions of Pay.*—Contributions are payable during the extension of pay granted to men discharged medically unfit, but not during the period pay is continued under the "Shipwreck Indemnity" clause of the T.124 Agreement.

PART II.—OFFICERS AND RATINGS ON T.124 AGREEMENT National Health and Pensions Insurance—Method of Payment of Contributions.

11. *Contributions.*—Contributions due in respect of seamen must be paid in cash as early as practicable after the end of each quarter. Payment should similarly be completed as early as practicable when a ship is paid off.

12. *Forms X 701.*—The total amount of the contributions due should be summarised on a schedule (Ministry of Health Form X 701) which should be accompanied by the individual voyage cards (Ministry of Health Form X 702) containing particulars of each seaman. Details regarding the preparation of these forms are given in paragraphs 15 and 16.

13. *Foreign-domiciled Seamen and Seamen over 65 Years.*—The employer's (Admiralty) contributions payable for foreign-domiciled seamen, and for seamen aged 65 years and over, in respect of Health Insurance should be included on Form X 701.

14. *Rates of Contributions.*—Particulars of the current rates of contributions showing the proportion due to be charged against the seamen, are shown below, together with the Classes into which seamen are divided on the schedule (Form X 701). The Admiralty share of a contribution is the difference between the total weekly rate and the amount recoverable from the seaman.

Class.	Health and Pensions.	
	Rate of Contribution.	Recoverable from Seaman.
	<i>s. d.</i>	<i>s. d.</i>
A. I. Men	1 9	1 0
A. III. Seamen domiciled or resident in Eire or the Isle of Man. } normal rates	0 2	0 1
Seamen holding Certificates of exemption Form X.155 or Form 82).	0 9½	0 2½
A. IV. Seamen aged 65 or upwards	0 9	—
A. V. Seamen not domiciled or resident in Great Britain, Northern Ireland, Eire or the Isle of Man. } Men ...	0 2½	—
	0 1	—
	0 2½	—
B. Seamen on Asiatic agreements ... } Boys aged 14 and 15	0 1	—

The method of entering and charging deductions on ledger (both for the seaman's and the Admiralty's share of the contribution) is shown in paragraph 9.

15. *Voyage Cards (Form X 702).*—(a) A voyage card must be prepared as early as practicable after the end of each quarter, in respect of every insurable member of the crew in Classes A. I to A. IV, including seamen who have deserted or died, or have already been discharged or left behind during the quarter.

(b) The voyage card must show the name and official number of the ship, the seaman's serial number in the agreement, his name in full and his home address. His Continuous Discharge Book (Dis A) number should also be shown, and if for any reason this number is not available, particulars of the seaman's Approved Society and his date and place of birth must be inserted in the space provided for that purpose. (Details are shown on the sheets annexed to the T.124 Agreement, see paragraph 3). An essential feature of this system of collection of contributions is the use of the seaman's Dis A number for identifying the Approved Society to which he belongs. It is therefore, of primary importance that the Dis A numbers should be correctly quoted in every case where they are available.

(c) The number of weeks and period covered, for which contributions are payable must be inserted at the bottom left hand corner of the voyage card. If the rate is other than the normal, or if pay ceases for a period, an appropriate entry should be made in the spaces provided.

(d) No voyage cards, or any other particulars of individual seamen, are required for those in Classes A. V and B.

16. *Schedules (Form X 701) and Continuation Sheets (Form X 701A).*—(a) A schedule must be completed in duplicate to show the total number and value of contributions payable for the quarter concerned. The duplicate of the schedule should be retained by the Accountant Officer to form a

sub-voucher to his Cash Account, but the original must be handed, with the relative voyage cards and the amount due in payment of the contributions to a convenient Superintendent, Mercantile Marine Office, or to a Consular Officer.

A formal receipt is to be obtained for all payments made, and should subsequently be attached to the Cash Account voucher.

(b) For convenience in completing the schedule, the voyage cards should first be sorted into groups according to Class (A. I, A. III, etc.) and then into groups under that Class according to the rate of contribution. Each of these smaller groups should then be arranged in order of the number of weeks of unemployment. For example, if the period of the voyage covers ten weeks and the number of seamen in Class A. I for whom contributions are payable at 1s. 9d. is 30 for ten weeks and two for five weeks, the appropriate entries under Class A. I will be:—

	£	s.	d.
30 voyage cards, each for 10 weeks equals 300 contributions at 1s. 9d.	26	5	0
2 voyage cards, each for 5 weeks equals 10 contributions at 1s. 9d.	17	6	

When the voyage cards have been summarised on the schedule they must be sorted back into the order in which the names appear on the Agreement, before they are handed to the Superintendent or Consular Officer.

(c) Under Class A. V (foreign-domiciled seamen) must be entered particulars of the contributions payable for Health Insurance in respect of seamen on the European Agreement who are not domiciled or resident in Great Britain, Ireland, or the Isle of Man.

(d) Similarly, under Class B must be shown particulars of the contributions payable for all foreign-domiciled seamen employed on Asiatic Agreements, during each quarter of the currency of the European Agreement, including contributions in respect of the period between the closing of the last European Agreement and the opening of the current European Agreement. Parts C and D must be completed in order to show that every member of the crew on the European Agreement, whether insurable or not, has been accounted for.

(e) A seaman born elsewhere than in Great Britain, Ireland, or the Isle of Man should be deemed to fall within Classes A. V or B., unless he is in possession of an official decision that he is liable to be insured.

(f) If the number of entries to be made under any particular class on the schedule exceeds the number of lines provided for that class, the Accountant Officer should make the excess entries on a continuation sheet (Ministry of Health Form X.701A), which should also be prepared in duplicate, and should carry forward the totals from the continuation sheet to the appropriate place on the schedule.

17. The Accountant Officer should carry a stock of the forms referred to in these instructions. They can be obtained from the Superintendents of Mercantile Marine Offices in the United Kingdom, from Shipping Masters at the principal British Overseas Ports, and from British Consular Officers at the principal foreign ports, as well as from the Ministry of Health (Insurance Department), Blackpool.

18. *Discharges of Seamen.*—When an insurable seaman is discharged to shore, or to another base, it is not necessary to pay his National Health and Pensions Insurance contributions until the end of the quarter. In ships abroad, however, seamen are normally entitled to pay until arrival in England and sometimes for a further period. Accountant Officers will be unaware of the date of finally ceasing pay, and should therefore pay at the end of the quarter in the usual way for the period during which charges have been made in that ship against the seaman's account.

The authority finally settling the pay account in this country (usually H.M.S. "Mersey") will be responsible for paying the contributions due for the period during which the seaman's account has been borne (and charges therefore made) subsequent to the seaman leaving his ship abroad.

19. *Foreign-trade Rates for all Seamen.*—Home-trade seamen are to be regarded as foreign-trade seamen as from the date of entry on T.124 Agreement, and contributions paid with Form X.701.

20. The Accountant Officer of the ship or the Base Accountant Officer is responsible for payment of contributions, but if ships are paid off away from their base and it is not possible for the Base Accountant Officer to take the necessary action to pay contributions, the Commanding Officer should pay the Superintendent, M.M. Office, if he has funds at his disposal, and complete the necessary Forms X.701 and X.702.

PART III.—OFFICERS AND RATINGS ON T.124 AGREEMENT

Unemployment Insurance—Method of Payment of Contributions

21. *Seagoing Ships Rendering Ledgers, or Attached to Bases Abroad.*—(a) *Fully Insurable Seamen and Exempt Seamen.*—In the cases of seamen who are fully insurable, and seamen holding certificates of exemption, the stamping of the Unemployment Books will be done by the Director of Navy Accounts (Branch 3) on receipt in the Admiralty of the ship's ledgers covering the quarter concerned.

(b) *Foreign-domiciled Seamen. Seamen over 65 Years. Eire and Manx Seamen.*—In the case of foreign-domiciled seamen, seamen over 65 years, and seamen domiciled or resident in Eire or the Isle of Man, where only the employer's (Admiralty) share of the contribution is payable (no stamps being affixed) the Accountant Officer should pay the amount due with Form U.L.302. The form and covering remittance should be sent direct to the Finance Department, Ministry of Labour and National Service, Prince of Wales Hotel, Lord Street, Southport (Lancs.). Supplies of the forms referred to can be obtained from that address, or from Superintendents, Mercantile Marine Offices.

(c) *Discharges Direct to Shore.*—Where a seaman is finally discharged direct to shore the Accountant Officer should inform Director of Navy Accounts (Branch 3) immediately, stating the seaman's home address and the last date inclusive to which Unemployment Insurance charges have been made on ledger against the seaman's account. The Unemployment Book in the custody of Director of Navy Accounts (Branch 3) will then be fully stamped to the date of discharge and despatched to the seaman concerned.

(d) *Discharges for Passage to United Kingdom.*—Where a seaman is discharged from ship's books for passage to this country and final discharge, a notification similar to (c) above, but also indicating that the seaman is on passage, should be sent to Director of Navy Accounts (Branch 3). The authority finally settling the seaman's pay account in this country (usually H.M.S. "Mersey") will affix stamps (to a temporary Unemployment Book if the regular book is not available) for the period borne for pay subsequent to discharge from the ship abroad. The stamped book should be given to the seaman upon discharge. Director of Navy Accounts (Branch 3) will supply the regular book to the authority finally settling the account, upon notification that the seaman has reached the United Kingdom.

22. *Ships Attached to Home Bases.*—(a) *Custody of Unemployment Books.*—The Unemployment Books of seamen in ships attached to Home Bases will be in the custody of the Base Accountant Officer concerned (see paragraph 3).

(b) *Stamping of Books.*—Unemployment Insurance stamps for seamen aged 14 to 65, including those holding certificates of exemption (see paragraph 6), are to be affixed to the Unemployment Books of the seamen concerned as early as practicable after the end of each quarter. High value stamps may be used to avoid unnecessary labour. Stamps should be cancelled by writing across them in ink the date on which affixed or by stamping the date with a metallic die and black indelible ink or composition. Cancellation by means of a rubber stamp is not allowed.

(c) *Foreign-domiciled Seamen. Seamen Domiciled or Resident in Eire or Isle of Man.*—In these cases the employer's (Admiralty) share only of the contribution is payable (no stamps being affixed). The Accountant Officer should pay the amount due with Form 261 A.D.G. to the Ministry of Health, Insurance Department, Blackpool. Supplies of this form can be obtained from the Ministry of Health, or from Superintendents, Mercantile Marine Offices.

(d) *Seamen Over 65 Years.*—In these cases the employer's (Admiralty) share only of the contribution is payable, and should be paid by affixing stamps to the combined health and pensions and unemployment insurance card (Class P).

(e) *Discharges Direct to Shore.*—When a seaman is discharged to shore, his Unemployment Book should be stamped up to date of discharge and given to him by the Accountant Officer concerned.

(f) *Discharges to Another Home Base.*—When a seaman's pay account is transferred to another Home Base the Unemployment Book is to be stamped up to the last date borne for pay and forwarded to the new Base Accountant Officer concerned.

(g) *Discharges to Seagoing Ships Rendering Ledgers or to Foreign Bases.*—When a seaman's pay account is transferred to a seagoing ship rendering a ledger, or to a Foreign Base, the Unemployment Book is to be stamped up to the last date borne for pay and forwarded to Director of Navy Accounts (Branch 3), giving particulars of the seaman's ship and the new Accountant Officer concerned. Future stamping will then be done by Director of Navy Accounts (Branch 3) (see paragraph 21).

(h) *Seamen Who Die or Desert.*—Stamps are to be affixed at the end of the quarter in respect of seamen who die or desert, and the books are to be forwarded to Director of Navy Accounts (Branch 3) giving particulars.

23. *Rates of Contributions.*—The weekly rates of contributions and deductions are as follows:—

Class.	Weekly Rate of Contribution.	Recoverable from Seaman.
	s. d.	s. d.
(1) Men of the age of 21 and under 65	1 8	0 10
(2) Men of the age of 18 and under 21	1 6	0 9
(3) Men of the age of 16 and under 18	0 10	0 5
(4) Men of the age of 14 and under 16	0 4	0 2
(5) Exempt persons... ..	According to rates shown on Seamen's books.	
(6) Foreign-domiciled Seamen:—	s. d.	
Contributions according to age as indicated above at—	(1) 0 10	—
	(2) 0 9	—
	(3) 0 5	—
	(4) 0 2	—
(7) Seamen aged 65 or over	0 10	—

Note.—The method of entering and charging deductions on ledger (both for the seaman's and the Admiralty's proportions of the contributions) is shown in paragraph 9.

24. *Purchase of Stamps.*—(a) Purchase of stamps may be made at Post Offices in the United Kingdom if the amount involved is up to £10. Amounts over that sum should be requisitioned on Form 406A from the Controller, Post Office Stores Department, Stamp Section, High Wycombe, Bucks. When the stamps are requisitioned a report of the number and value of the stamps so obtained is to be forwarded on the day of their receipt to the Director of Navy Accounts (Branch 5), who will make payment for such supplies.

(b) On receipt of the stamps and whilst on charge they are to be regarded as public money in the same way as postage stamps. Their expenditure, however, is to be claimed separately in the Cash Account once a month and the numbers of the several denominations of stamps issued are to be given separately in the Cash Account Voucher Form S.1037. Sufficient details should be shown on the Cash Account Voucher to enable the personnel concerned to be readily identified on the ledger. Expenditure in respect of other Naval personnel, Eng. 6 personnel, and civilian personnel, should, if possible, not be claimed on the same Cash Account Voucher. If it is so claimed, sufficient details should be given on the Voucher to enable the type of personnel concerned and the stamps involved to be readily identified by the Director of Navy Accounts.

25. Those parts of A.F.O. 1319/43 which refer to the State Insurance of T.124 personnel have been included in this Order.

(A.F.O. 1319/43.)

(A.F.Os. 958/40 and 2589/41—not in annual volume—2564/40, 3303/40, 534/41, 29/42, 758/42 and 3205/42 are cancelled.)

674.—Regulating Branch—Transfer of Ex-Policemen to
(N. 14640/43.—10 Feb. 1944.)

The following amendment is to be made to A.F.O. 5323/43 :—
Paragraphs 7, 8 and 9. *Cancel and substitute* :—

7. On successful completion of the course, and if recommended, candidates may be advanced forthwith through Acting Leading Seamen (R), holding that rate for 1 day only, to Temporary Acting Regulating Petty Officers. They are to be drafted to sea service, in ships carrying a Master-at-Arms; they should not be drafted to shore establishments.
2. Any men who have already been advanced to Temporary Acting Regulating Petty Officers under A.F.O. 5323/43, after having served as Acting Leading Seamen (R), are to have this advancement back-dated to the day following their advancement to Acting Leading Seamen (R).
3. Any Acting Leading Seamen (R) now serving are, if recommended, to be advanced forthwith to Temporary Acting Regulating Petty Officers, such advancement to have effect from the date following their advancement to Acting Leading Seamen (R).

(A.F.O. 5323/43.)

675.—Naval Personnel in Police Custody—Information as to Ships, etc.

(N.L. 15416/43.—10 Feb. 1944.)

With a view to safeguarding information concerning the location of H.M. Ships, Chief Constables have been informed that Naval personnel who are alleged to have committed civil offences should not normally be asked by the police to disclose the port at which their ship is lying. There is no objection to the name of the ship to which an alleged offender belongs being disclosed to the police but the police have been warned that the name of the ship should not be mentioned in open court.

2. If it is necessary to communicate with the Commanding Officer of a ship this will normally be done by letter addressed c/o G.P.O. or telegram "Commanding Officer, H.M.S. '—', London."

3. Where special circumstances render it necessary for the police to have information as to the place at which the ship is lying they are entitled to be given such information but have been warned that this must be treated as secret. In communicating such information, therefore, naval personnel are to take care that it is not given in the hearing of unauthorised persons. If necessary the police should be warned of the importance of concealing this information.

676.—Overtime and Extra Payments to Crews of Non-Commissioned
Mercantile Fleet Auxiliaries

(T.M. 6185/40.—10 Feb. 1944.)

It should be observed by all officers (N.S.Os., V.S.Os., A.S.Os., etc.) authorised to certify claims for overtime and extra payments that further revision to the Form T.406 has been made.

Article 1 on the back of the form (Payment for Work of Handling Coal when Performed by Crew), is amended by the insertion of a second paragraph reading :—

"Extra payments at the above rates may be made to officers who, in exceptional circumstances, are engaged in the actual handling of coal as members of a working party; extra payments to officers employed on supervisory duties is not authorised except as provided under National Maritime Board Agreements."

In addition, in Article 2 the rate of payment during normal working hours for work of loading, discharging, handling and stowing Government cargo (other than coal) is increased from 1s. 9d. to 2s. 0d. per hour. There is no increase in the rate of 2s. 3d. for such work when performed during hours when overtime would, under National Maritime Board conditions, be payable.

These amendments are effective as from 1 Dec. 1943. Form T.406 is being reprinted and stocks of the amended form will be issued shortly. In the meantime these amendments should be inserted in copies of the old forms as necessary.

(A.F.O. 1907/43.)

677.—Cinema Branch—Institution of—Conditions of Service

(N. 25766/43.—10 Feb. 1944.)

In view of the growing importance of the instructional film, and the need for properly trained and qualified operators and maintenance staff to deal with cinema equipment, a new Branch has been instituted, for the period of the war, to comprise ratings employed on cinematography in connection with instructional films used in H.M. Ships and Establishments.

2. *Title and Administration.*—The new branch will be called the "Cinema Branch", ratings to be known as "Cinema Operator" with A.B. and the usual higher ratings. Training will be arranged by the Commodore, R.N. Barracks, Chatham, under the Commander-in-Chief, The Nore. It is intended that cinema operators shall be recruited gradually and trained, and shall replace other ratings hitherto employed on cinematograph work in sea-going ships, Able and Ordinary Seamen being reduced from complement and quarter-bill on a head-for-head basis. Cinema operators will be divided between the three port divisions. The Cinema Training School at Chatham will become the headquarters for projection training, and will be staffed by members of the Cinema Branch.

3. *Duties and Employment.*—The Cinema Branch will embrace all types of work connected with instructional training films, i.e. :—

- (a) Operation of cinema projectors, including running repairs and routine maintenance.
- (b) General repairs and overhaul by specially trained maintenance parties under command of Cinema Maintenance Officers.
- (c) Work on production of films at the Film Production Unit at Tipner.
- (d) Training of Cinema Operators.

4. *Pay.*—The scale of pay (1925) for ratings in the Cinema Branch will be the same as that of the Photographer Branch, namely :—

	Per Diem	
	s.	d.
Cinema Operator	3	6
After 3 years man's service	3	10
After 6 years man's service	4	2
Leading Cinema Operator	5	1
After 3 years as such	5	5
P.O. Cinema Operator	6	9
After 3 years as such	7	2
After 6 years as such	7	7
C.P.O. Cinema Operator	8	3
After 3 years as such	8	9

With subsequent triennial increments of 6d. a day.

Ratings will be entered for training as Ordinary Seaman, and hold that rating until the successful completion of their initial course, when they will be rated Cinema Operator. Store allowance at 6d. a day will be payable to ratings while in charge of cinema equipment.

5. Ratings of other branches who are necessarily employed as cinematograph operator for service purposes until ratings of the new branch become available, will continue to be eligible for the allowance authorised in Appendix XVII, Part 3, No. 7, K.R. & A.L., but the allowance will not be payable to ratings of the Cinema Branch.

6. Ratings of the Cinema Branch may be employed on the projection of recreational films in their own ship or establishment provided there is no interference with their instructional duties. They will not, however, be allowed in complements solely for recreational duties. Where volunteers have operated cinema equipment with efficiency for recreational purposes, there is no objection to these men continuing this voluntary work at the discretion of the Commanding Officer. The responsibility for the efficiency of the equipment must, however, remain with the official cinema operator. On every day on which films are shown, the operators should be allowed one hour before and half an hour after the programme for the care and maintenance of the projectors and films.

7. It will take a considerable time to provide Cinema Operators for all ships, and priority of draft will be given to newly-commissioned ships and to those ships where existing arrangements are not satisfactory.

8. *Recruitment and Transfer.*—All grades of Wiremen (C.P.) will be eligible for transfer to the equivalent ratings in the new branch, but ratings of other branches will not be accepted for transfer, except in the case of ratings at present employed on duties laid down in paragraph 3 (b) and (c) above. Ratings so employed may be transferred, but only with Admiralty permission. Applications from Wiremen (C.P.) for transfer should be forwarded to the Commodore of the man's depot, who will transmit them to the Commodore, R.N. Barracks, Chatham, who will arrange the transfer. All candidates for transfer must successfully complete a two weeks' course of training at Chatham and/or pass the prescribed test before being transferred.

9. *Advancement.*—On completion of initial course men will be rated Cinema Operator, and after six months' service as such will be eligible, if recommended, for advancement to Acting Leading Cinema Operator, by port division roster. Confirmation as Leading Cinema Operator will follow on completion of twelve months' satisfactory service. Leading Cinema Operators will be eligible for advancement, if recommended, to Acting Petty Officer Cinema Operator on completion of one year's service in the Leading rating, including Acting time. Twelve months' satisfactory service will be required for confirmation as Petty Officer. Petty Officer Cinema Operators will be eligible for advancement to Chief Petty Officer, if recommended, after three years as Petty Officer including Acting time. Advancement to Leading rating and above will be by port division roster. All time as Wireman (C.P.) will count for service as if served in the Cinema Operator Branch.

Certain ratings employed on specialist duties required for film production work, training of Cinema Operators, or maintenance of cinema equipment, who may have long-standing experience of these duties in civil life, may be recommended for accelerated advancement. Such accelerated advancement will be by Admiralty approval only and it will be necessary to state the length and type of the special experience.

10. *W.R.N.S. Cinema Operators.*—Conditions of service for W.R.N.S. Cinema Operators as laid down in paragraph 4 of A.F.O. 4251/43 are being revised, and will be promulgated separately.

(K.R. & A.I., Appendix XVII, Part 3, No. 7.)

(A.F.O. 4251/43.)

(A.F.O. 5191/43 is cancelled.)

A.F.O. 553/44.
678. Domestic Staffs (Naval, W.R.N.S. and Civilian)—Scales

Naval Shore Establishments

(N. 25293/43.—10 Feb. 1944.)

The scales for the provision of Domestic Staffs (Naval, W.R.N.S. and Civilian) in Naval shore establishments promulgated in A.F.O. 1910/43 and amending orders have been further revised and are reproduced below. These scales apply to all Naval shore establishments, bases, air stations and depots and Royal Marine shore establishments at home and abroad (except at those stations abroad where locally entered staff are employed).

2. The scales are as under :—

(A) *Stewards and W.R.As. for Ward Room Messes.*

(i) *Mess Stewards.*

No. of Officers	C.P.O.	P.O.	Ldg.	Other.
Up to 5	—	—	1	—
6 to 15	—	1	—	1
16 to 25	—	1	1	1
26 to 36	—	1	1	2
37 to 48	—	1	1	3
49 to 60	—	1	2	3
61 to 72	1	—	2	4
73 to 84	1	1	2	4
85 to 96	1	1	2	5

and thereafter 1 additional Steward rating in the following sequence for every 12 or part of 12 Officers borne :—Leading Steward ; Steward or Assistant Steward ; P.O. Steward ; Steward or Assistant Steward.

Attention is drawn to the fact that W.R.N.S. ratings of the Mess caterer category belong to the Steward branch and are, therefore, included in the above scale.

Every 2 Officers partially messed and accommodated to count as 1 Officer in the above scale.

For additional Officers having lunch only, 1 Steward to be allowed for every 12 Officers after the first 12 (i.e. No additional Steward unless 13 or more additional Officers habitually lunch in the mess).

(ii) *W.R.As.*

1 for every two Commanders (of whatever Branch, but excluding Commanders in Command).

1 for every three Lieutenant-Commanders.

1 for every four Lieutenants.

* 1 for every six Sub-Lieutenants, Midshipmen, Commissioned Officers from Warrant rank or Warrant Officers.

(* This scale is not applicable to these Officers when separate Gun Room and Warrant Officers messes are provided).

Royal Marine Officers should be included above in their relative rank.

Every 2 Officers partially messed and accommodated to count as 1 Officer in the above scale.

(iii) *Stewards (O) for W.R.N.S. Officers.*

The scales shown in (i) and (ii) above are not applicable to W.R.N.S. Officers but instead 1 Steward (O) is allowed (for W.R.N.S. Officers' mess and cabin duties) for every 5 or part of 5 W.R.N.S. Officers accommodated, whether in a Naval Officers mess or in W.R.N.S. Quarters. "Officers" includes Nursing sisters.

(B) *Cooks for Officers' Messes.*

No. of Officers	C.P.O.	P.O.	Ldg.	Other.
Up to 10	—	—	1	—
11 to 25	—	1	—	1
26 to 48	—	1	1	1
49 to 64	—	1	1	2
65 to 80	—	1	2	2
81 to 96	—	1	2	3
97 to 112	1	1	2	3

and thereafter 1 Cook (O) or Leading Cook (O) alternately for every additional 16 or part of 16 Officers borne. Every 2 Officers partially messed and accommodated to count as 1 Officer in the above scale.

Existing allowances to certain Establishments of Officer Cooks for Officers served with lunch only are additional.

The above scales (as a maximum) apply to W.R.N.S. Officers Messes in W.R.N.S. Quarters when there is a separate officers galley.

(C) *Cooks for Ship's Company General Messes (including Bakery Staffs) and for W.R.N.S. Quarters Messes.*

One Cook (S) rating for every 60 victualled, or 1 W.R.N.S. Cook (S) rating for every 40 victualled, when a bakery is in operation ; and 1 Cook (S) rating for 65 victualled or 1 W.R.N.S. Cook (S) rating for every 45, when no bakery is in operation. Where there are widely separated galleys forming individual units, each galley should be regarded as a separate unit for assessing the numbers of Cooks including higher ratings allowed. Special consideration will be given to allowing one extra Cook rating for small or inconvenient galleys if the circumstances are represented to the Admiralty.

The numbers assessed on these scales include higher ratings, who are allowed as follows:—

No. of Cook Ratings	Higher Ratings included.	
	C.P.O. and P.O.	Leading Rate.
1 to 3	—	1
4 to 20	* 20 per cent.	20 per cent.
21 to 40	† 18 per cent.	20 per cent.
41 and over	‡ 16 per cent.	20 per cent.

Notes.—* One half to be C.P.Os. and one half P.Os. an odd rating always being a P.O.

† Not more than 2 to be C.P.Os.

‡ One-third to be C.P.Os. and two-thirds P.Os.

(D) *Messmen.*

(i) C.P.O., P.Os. and Artisans—1 Messman for every 15 C.P.Os., P.Os. or Artificers.

(ii) Upper Yardmen and Cadet ratings—as for (i).

(E) *W.R.N.S. Stewards (General) for W.R.N.S. Quarters.*

No. of Ratings Accommodated.	Stewards (General) Allowed.
Under 10	Nil.
10 to 15	1
16 to 30	2
For additions over 30 up to 150 ...	1 per 20
For additions over 150	1 per 25

In applying this scale—

(i) W.R.N.S. Officers living in quarters are not to be taken into consideration.

(ii) "Ratings" includes V.A.D. Nursing members, clerks and cooks.

3. Hall Porters, Sweepers, Cleaners, etc., for Ward Room Messes will be allowed in addition, where necessary, by specific provision in complement. Telephone Attendants cannot be allowed; such duties should be undertaken by the Stewards (or Hall Porters, where allowed).

4. The scales do not apply to the provision of staffs for naval cadets at R.N. Colleges; the scale at A(ii) does not apply to any individual Officers for whom special arrangements have been approved owing to the nature or circumstances of their duties.

5. The number of this Order should be substituted for the existing references to Fleet Orders in the first sentence of A.F.O. 3801a/43; paragraphs 5 and 6 of that order are cancelled.

(A.F.O. 3801a/43.)

(A.F.Os. 3616/42, 1910/43 and 3815/43, are cancelled.)

See AFO 4559/46. 679.—Special Leave Allowance—Payment to Dominions Personnel

(C.W. 24481/43.—10 Feb. 1944.)

Prior Admiralty approval is not required for the payment of special leave allowance to personnel of the South African, Royal Australian and Royal New Zealand Naval Forces who are eligible for the allowance under the provisions of A.F.Os. 1797/43, 6094/43 and 554/44 respectively.

2. This allowance is not payable to Royal Canadian Naval personnel.

3. Paragraph 6 of A.F.O. 6260/42 is cancelled.

(A.F.Os. 6260/42, 1797/43, 6094/43 and 554/44.)

680.—National Health and Pensions Insurance—Rendering of Form S.1034 for Deceased Ratings

(D.N.A. 20901/43.—10 Feb. 1944.)

It is notified that a special arrangement has been made with the Ministry of Health whereby Forms S.1034 need not be rendered for ratings who are discharged dead through war causes, as extracts from the casualty returns will be made available to the Ministry of Health who will note their records accordingly. *Form*

S.1034 should continue to be rendered for ratings discharged dead, other than through war causes, e.g., if a rating died from natural causes. In any cases of doubt the Form S.1034 should be rendered.

2. This arrangement applies to ratings generally (including R.M. other ranks, Reservists, male members of the N.A.A.F.I. canteen staff in the R.N., T.124X, T.124T and cable ship ratings) but not to W.R.N.S. or T.124 ratings.

3. In the case of W.R.N.S. and T.124 ratings and all insurable officers, the present procedure should be adhered to.

4. Accountant Officers should make a special point of ensuring that failure to render Form S.1034 in the case of insurable officers does not occur (A.F.O. 3919/43, paragraph 15).

5. Casualty returns rendered by the undermentioned establishments are concerned:—

R.N. Depots	R.M. Depots
Chatham	Chatham
Devonport	Plymouth
Portsmouth	Portsmouth
Lee-on-Solent	Lymington
Lowestoft	Deal
Rosyth	
R.N. School of Music,	
Scarborough	

6. This procedure should be brought into effect from 1 Apr. 1944.

(A.F.Os. 3606/40 and 3919/43.)

*681.—Coal Mines—Volunteers for

(N. 24879/43.—10 Feb. 1944.)

The following addition should be made to A.F.O. 417/44, paragraph 2 and A.F.O. 418/44, paragraph 2:—

(m) Men serving on T.124 agreements and variants and on C.S.P.I.X. agreement.

(A.F.Os. 417/44 and 418/44.)

682.—Complement Amendment

H.M. Coastal Craft

(N./D.P.S. 881/43.—10 Feb. 1944.)

The following amendment is to be made to the scheme of complement of H.M. Coastal Craft (manned on a General Service basis) (Admiralty Letter N./D.P.S. 157/43/M of 8 Mar. 1943):—

Re-number N.B. at bottom of page 1 as N.B. (1).

Insert new N.B. (ii) as follows:—

N.B. (ii) M.T.Bs. and M.G.Bs. under 100-ft. employed in Home Waters are to be manned on the pro rata basis of 6 complete crews for 8 boats. One Motor Mechanic and 1 A.B. or Ord. Seaman are, however, allowed for each boat without a crew.

683.—Admiralty Surgeons and Agents

(C.E. 1034/44.—10 Feb. 1944.)

Mr. M. C. Rothcope, M.B., B.S., of Bridge House, Linslade, Leighton Buzzard (Telephone, Leighton Buzzard 2178), has been appointed Admiralty Surgeon and Agent for Leighton Buzzard, vice Mr. Bolton.

2. Mr. H. B. Corry, M.R.C.S., L.R.C.P., of "Oakleigh," Liss, Hants, has been appointed Admiralty Surgeon and Agent for Rogate in addition to Liss.

(A.F.O. 2481/42.)

684.—Officiating Ministers of Religion
(C.E. 50188/44.—10 Feb. 1944.)

The following appointments have been approved :—

Church of England

R.N. Air Station, Dale, Haverfordwest, Pembro.	Rev. T. W. Griffiths, M.A., St. Bride's Rectory, Haverfordwest, Pembro.
Royal Marines, Blarrick Camp, near Anthony, Cornwall.	Rev. B. W. Benskin, M.A., St. John's Rectory, Torpoint, Cornwall.
R.N. Base, Largs, Scotland	Rev. Canon W. Haworth, M.A., The Rectory, Largs, Scotland.

The appointment of Rev. B. N. Adams, B.A., to Salcombe, Gara Rock and district, promulgated in A.F.O. 5881/42, has been cancelled.

Church of Scotland

R.N. Air Station, Abbotsinch, Scotland.	Rev. J. McKinnon, St. John's Manse Calside, Paisley.
H.M.S. "Peewit" ...	Rev. David McArthur, Manse of Panbride, Carnoustie, Scotland.
R.N.A. Hospital, Mearnskirk ...	Rev. A. Drummond Duff, The Manse, Mearns, Newton Mearns.

United Board

H.M.S. "Leigh", Chelmsford ...	Rev. H. G. Davis, B.A., The Manse, 78, New London Road, Chelmsford.
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Roman Catholic

H.M.S. "Nightjar", Inskip, Preston.	Rev. F. Hampson, St. Mary's, Great Eccleston, Preston, Lancs.
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2. The usual facilities are to be afforded.

3. The following amendment is to be made to A.F.O. 4180/43 :—

Church of England

H.M.S. "Cricket" and M.L. Base, Sarisbury Green.	Rev. G. T. Waldegrave.
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Delete H.M.S. "Cricket".

685.—Transfers from the Army and Royal Air Force—Special Arrangements
(N. 22609/43.—10 Feb. 1944.)

Special arrangements have been made whereby large numbers of soldiers and airmen have been transferred to the Navy since 1st October, 1943.

2. The following details about their conditions of service, etc., which apply only to these special transfers, and which have already been communicated to training establishments and other authorities, are promulgated for general information and guidance.

3. The majority of the men were volunteers for transfer, though some were detailed, but all were discharged from the Army or Royal Air Force and, on the day following discharge, were called up for the Navy under the provisions of Section 4 of the National Service (No. 2) Act, 1941. They were not, therefore, required to sign engagements (S.55) on transfer.

4. In the case of the Army, the men were drawn from Tradesmen—Operators (W. & L.), Regimental Signallers, and Carpenters and Joiners—for service in the Navy as Telegraphists, Signalmen and Joiners; and from non-tradesmen for service in any suitable branch, but mainly for service in the Seamen, Stoker and Steward Branches. Transfer to the Joiner Branch is not open except to those men transferred to the Navy with that object.

5.—(a) The Operators (W. & L.) and Regimental Signallers have been entered as Acting Telegraphists and Acting Signalmen, and those who qualified as Telegraphists or Signalmen on completion of approximately 15 weeks' training have been confirmed in the rating. Those who passed out as ordinary rates only retain the acting rate of Telegraphist or Signalman and should be confirmed only when the Commanding Officer of their ship is satisfied that they have reached the necessary standard of efficiency.

(b) The Carpenters and Joiners have been entered as Acting Joiner, 4th and 5th Class, according to age. Any who failed the Trade Test for Joiner were, if suitable, rated Junior Probationary Ship Mechanic, and on successful completion of the course, advanced to Probationary Ship Mechanic.

(c) A number of men suitable for Joiner or Ship Mechanic have also been found among the non-tradesmen branches of the Army (e.g., from the Pioneer Corps) and have been entered similarly to the Army Tradesmen. Such men have been specially posted to R.N. Barracks.

6. Apart from those found suitable for Joiner or Ship Mechanic (see paragraph 5 (c) above) non-tradesmen have been entered in the lowest rating of the Branch for which they have been found suitable (e.g., Ordinary Seaman, Stoker 2nd Class, Assistant Steward), but, in view of the special circumstances of their transfer, their Army service has been allowed to count for advancement purposes, and any man with 12 months' service or more in the Army has been entered as Acting Able Seaman, Acting Stoker 1st Class, Acting Air Mechanic 1st Class, Acting Steward, etc. Confirmation as Able Seaman or Stoker 1st Class, must, however, await completion of the necessary qualifying sea service, and confirmation in other Branches must await the attainment of any necessary qualifications dependent on the branch.

7. The men transferred from the Royal Air Force have been confined entirely to Wireless Operators, and have been drawn from Initial Training Centres.

8. Except in the case of Carpenters and Joiners who, on entry in the Navy, hold Leading rate, the Army transferees have been entered in ratings not higher than the equivalent of Able Seaman.

9.—(a) In view of the special circumstances of the transfer, men transferred from the Army have, subject to what is stated in paragraph 9 (b) below, been allowed to retain their Army rate of pay (including trade pay but excluding pay such as that received by a Regimental Butcher) if that is higher than the rate allowable for the naval rating in which they have been entered, and they will continue to receive that rate of pay until such time as they attain an equivalent or higher rate by virtue of increments of naval pay, non-substantive pay, or pay for good conduct badges.

(b) A number of Army Non-Commissioned Officers who volunteered for transfer have been accepted subject to the same conditions of pay, etc., as for transferees in the rank of Private and other comparable rank, such as Gunner, Sapper, Driver, Signaller. They have been required to sign a declaration in the following form :—
Certificate.—N.C.Os. discharged from the Army for Enlistment in the Royal Navy under War Office Letter 19/Gen/323 (M.P.1c) dated 4 Sep. 1943.

I certify that I am fully aware that by volunteering for discharge from the Army for enlistment in the Royal Navy under the a/m War Office letter

1. I shall be discharged from the Army in my present rank.

2. (a) *If a non-tradesman.*

That I shall enter the Navy in the lowest rating of the new branch irrespective of the rank that I held in the Army.

(b) *Tradesmen (Ops. W. & L.; Regtl. Signallers; Carpenters and Joiners).*

That I shall enter the Navy as Acting Telegraphist.

„ Signalman

„ Joiner 4th Class (5th Class if under 21 years of age)

irrespective of the rank that I held in the Army.

3. That I shall receive in the Navy an equivalent rate of pay and allowances to that which I would have received as a Private in the Army prior to discharge (including trade pay but excluding additional pay such as pay received by a Regimental Butcher. Service in the Army will count towards time increments of pay in the Navy and, subject to conduct, for Good Conduct badges) until such time as I become eligible for a higher rate of Naval pay.

Date..... Signature of Soldier.....
Witness

10. No special pay arrangements have been made for the Royal Air Force transferees, since, as stated in paragraph 7 above, they have been drawn from Initial Training Centres, and have, therefore, had little service in the Royal Air Force. Should any cases of loss of pay on transfer occur, however, details should be reported to Admiralty when transfer takes place.

11.—(a) The length of Army service that can be counted for naval purposes, including Good Conduct Badge purposes, is being communicated by the Director of Navy Accounts in the usual way as for personnel transferred from the other armed forces in the normal course.

(b) The Army rates of pay of all men transferred therefrom are also being communicated by the Director of Navy Accounts. These rates are inclusive of war bonus and will enable Accountant Officers to pick out the cases in which the "mark-time" arrangement applies. The "mark-time" rates must be entered in the ship's ledger, and on all transfer lists, until the "mark-time" rates are reached or exceeded by naval pay, a notation "N.22609/43 (A.F.O. 685/44)" being made against the entry.

686.—Air Gunnery Training—Responsibilities of H.M.S. "Excellent"

(C.W./A.W.D. 1388/43.—10 Feb. 1944.)

H.M.S. "Excellent" is responsible for:—

- (i) The Air Gunnery Training of all Air Gunnery Officers.
- (ii) The training of Gunners employed on F.A.A. Storekeeping duties and Warrant Aircraft Officers promoted from Air Artificer (O).
- (iii) The Air Gunnery training of certain Fleet Air Arm ratings.
- (iv) The co-ordination of the Air Gunnery training policy and Air Gunnery syllabuses of all Fleet Air Arm officers and ratings, subject to approval of the Director of Gunnery and Anti-Aircraft Warfare Division and/or the Director of Air Warfare and Flying Training.

2. To facilitate carrying out the function in paragraph 1 (iv) above, the Captain, H.M.S. "Excellent," or his representative is authorised to visit Naval Air Stations and Establishments at which Air Gunnery training is carried out. Arrangements for such visits are to be made direct between H.M.S. "Excellent" and the Naval Air Station or Establishment concerned and Flag Officer, Naval Air Stations, is to be informed of the arrangements made.

3. The Captain, H.M.S. "Excellent" is authorised to communicate direct with Naval Air Stations and Establishments on matters concerning Air Gunnery Training, copies of all such correspondence being sent to the Flag Officer, Naval Air Stations.

4. The conduct of Air Gunnery Training in flying units remains the responsibility of the Flag Officer, Naval Air Stations, through whom the Captain H.M.S. "Excellent" should forward such proposals as have an effect upon the execution of flying training.

5. The existing responsibilities for the training of (O) maintenance ratings remains unaltered.

687.—Home Hospitals—Pay Advances to Service Patients

(D.N.A. 2061/44.—10 Feb. 1944.)

During the period of hostilities, naval ratings, non-commissioned officers and men of the Royal Marines, W.R.N.S. ratings, and corresponding ranks of the Army, Royal Air Force, the Auxiliary Territorial Service and the Women's Auxiliary Air Force who are sick in hospitals in the United Kingdom may, subject to the discretion of the Medical Officer-in-Charge, be paid regular weekly advances of pay not exceeding the following rates:—

Navy	Royal Marines	Army	R.A.F.	Weekly payment s. d.
		Warrant Officer.	Warrant Officer, or Sergeant Pilot, Navigator or Bomb Aimer.	15 0
C.P.O. or P.O. ...	Sergeant and above.	Staff Sergeant and Sergeant.	Sergeant or Flight Sergeant.	12 0
Leading Rate ...	Corporal	Corporal	Corporal	10 0
A.B. and Ordinary Rate	Marine ...	Private or equivalent rank.	Aircraftman	10 0
Apprentice or Boy.	Boy ...	Boy ...	Apprentice or Boy.	2 0

(Note.—Where a *soldier* holding the rank of private or equivalent is subject charges owing to sickness due to his own fault, or sickness certified by the Medical Officer to have been caused by an offence under the Army Act, the cash payment may not exceed a weekly maximum of 7s. 0d.)

Women's Services

W.R.N.S.	A.T.S.	W.A.A.F.	s. d.
Chief Wren ...	Warrant Officer ...	Warrant Officer ...	10 0
P.O. Wren ...	Staff Sergeant or Sergeant.	Sergeant or Flight Sergeant.	8 6
Leading Wren ...	Corporal ...	Corporal ...	7 0
Wren ...	Private ...	Aircraftwoman ...	7 0

(Note.—An A.T.S. patient of the rank of private who is subject to hospital charges owing to sickness due to her own fault, or certified to have been caused by an offence under the Army Act, may receive a cash payment not exceeding 4s. 8d. a week.)

2. It must be understood that the above are the *maximum* weekly cash payments issuable to patients in hospital.

3. Cash payments to all soldiers and to auxiliaries of the A.T.S. are governed by the net rate of pay shown in their A.Bs. 64 (Part II), i.e. Pay Books, and cash payments in hospital must be based on such net rate of pay subject to the maximum referred to above.

Accounting Instructions.

R.N. and R.M. Patients, and W.R.N.S.

4. In R.N. hospitals, sick quarters and hospital ships in home waters.—Payments in accordance with the foregoing rates may be made, and should be communicated weekly to the Accountant Officer of the depot or other establishment on whose books the patient's pay account is borne.

5. In army hospitals and emergency medical service hospitals.—Payment will be made as a matter of routine by the military authorities, and the Regimental Paymaster, R.A.M.C., Kidderminster, will forward the original hospital payment list (on a separate form for each depot) to the depot or R.M. division (or training establishment in the case of new entries not yet allocated to a depot) with a covering note showing the total amount paid on the list. Action should then be taken as follows:—

- (i) The counterfoil giving an "acceptance" for the full amount shown on the lists should be completed immediately and returned to the Regimental Paymaster.
- (ii) Steps should then be taken to charge the accounts of personnel borne on the books of the depot, etc. For those not so borne the charges should be reported for action to the Accountant Officers of the ships concerned; a note should be made on the lists giving the name of the ship or establishment to which the extract has been sent.
- (iii) If an individual cannot be identified the charge should be reported to the Director of Navy Accounts (Branch 3).
- (iv) The lists, showing where the charge has been made against pay, should be forwarded to the Director of Navy Accounts (Branch 3) as soon as possible after action in the original ship or establishment has been completed, i.e., they should not be retained for forwarding as enclosures to the ledger. Charges on ledger should appear in the "Other charges" column, and should be entered as "Advance in..... Hospital.....(Date of advance)".

N.B.—In cases in which it is apparent that continuance of advances at the foregoing rates will have the effect of bringing ratings into debt, the Accountant Officer should notify the hospital authorities as soon as possible (by telegram if necessary) of the maximum rate of payment admissible, in order that future payments may be adjusted accordingly.

5A. Men of the R.N. and R.M. Checked Sick from Ships at Home.—Attention is drawn to A.F.O. 3670/43, paragraphs 9 and 10, respecting the disposal of pay tickets of men discharged to hospital, which should be complied with in every case.

Army and A.T.S. Patients in R.N. Hospitals, Sick Quarters and Hospital Ships in Home Waters.

6. Payment should be made weekly in accordance with paragraphs 1—3. Separate receipted pay lists should be prepared (in duplicate) in respect of the A.T.S. and of each regiment or corps, full particulars of which should be shown at the head of the list, special reference being given to personnel of the Royal Artillery who may belong to either Field (including Anti-Tank), Coast Defence, Searchlights, Heavy Anti-Aircraft or Light Anti-Aircraft units. Care should also be taken to quote the soldier's name, rank and regimental number as accurately as possible.

7. The duplicate copy of the pay list should be forwarded immediately to the Officer-in-Charge, Central Clearing House, Ilfracombe. The original pay list will accompany the cash account, and will form the basis of the claim to be raised by the Admiralty against the War Office.

8. Every soldier should have a pay book (Army Book 64) in his possession, in Part II of which each payment should be entered on the cash payment folio, the words "Hospital U.K." being entered in the column headed "Place". The amount should be entered in shillings, the letter "S" being inserted above the amount to prevent confusion with other amounts recorded, which may represent the currency of another country.

On Discharge from Hospital.

9. *Soldiers.*—(a) *To duty.*—Except where the unit is at the same station or sufficiently near the hospital to allow the soldier to reach it before the next meal hour a cash payment should be given on the day of leaving hospital:—

	s.	d.
(i) If able to arrive at unit on the day of discharge from hospital ...	5	0
(ii) If not able to arrive until the day following discharge from hospital ...	10	0

An entry should be made on the line below his name on the hospital payment list showing the name of the unit to which he has been despatched, e.g., "To join (Unit)."

(b) *To leave other than pending discharge as permanently unfit.* A cash payment at the net rate of pay as shown in the soldier's A.B.64 plus ration allowance at the leave rate for the period of leave should be given to the man on the day he leaves hospital, and an entry made on the line below his name on the hospital payment list showing the period of leave which has been granted, e.g. "Granted leave from.....to..... To report to..... on expiration of such leave".

(c) *To proceed to his home pending discharge as physically unfit for Army service after approval of a medical board.* A cash advance will be made to the soldier on the day he leaves hospital as follows:—

	£	s.	d.
Warrant Officers ...	8	10	0
Staff Serjeants and Serjeants ...	6	0	0
Corporals ...	5	0	0
Privates or equivalent ranks ...	4	0	0
Boys ...	2	10	0

These instructions do not apply to men who, having been sent home pending discharge, are subsequently recalled for examination for any reason, e.g. owing to loss of medical board proceedings. Such men will not be given further advances nor will they be granted additional furlough. In making arrangements to recall a man for examination, the O. i/c Records concerned will warn the hospital accordingly.

10. *A.T.S.*—(a) *To return to their unit or proceed on leave,* a cash payment should be made on the day the member leaves hospital:—

	s.	d.
(i) If able to arrive home or at unit on the day of discharge from hospital ...	5	0
(ii) If not able to arrive home or at unit until the day following discharge from hospital ...	10	0

(b) *To proceed to her home pending discharge as permanently unfit.*—A cash advance will be made on the day of leaving hospital as follows:—

	£	s.	d.
Warrant Officers ...	6	0	0
Staff Serjeants and Serjeants ...	4	10	0
Corporals ...	3	10	0
Privates ...	2	10	0

R.A.F. and W.A.A.F. Patients in R.N. Hospitals, Sick Quarters and Hospital Ships in Home Waters.

11. Payment should be made weekly in accordance with paragraphs 1 and 2. Separate receipted pay lists should be prepared (in duplicate), the patient's service number and rank and the name of his or her parent unit being shown thereon. The duplicate copy of the pay list should be forwarded immediately to the Senior Accountant Officer, Hospitals Base Accounts Office, Royal Air Force, Ruislip, Middlesex. The original pay list will accompany the cash account, and will form the basis of the claim to be raised by the Admiralty against the Air Ministry.

On Discharge from Hospital—

12. *R.A.F.*—(a) *When Proceeding on Leave Before Return to Duty with Units.*—Cash advances may be made as follows:—

All ranks from Apprentice or Boy to Warrant Officer.

	£	s.	d.
(i) For periods up to 8 days ...	2	0	0
(ii) For periods over 8 days ...	3	0	0

(b) *When Proceeding on Leave Pending Final Discharge from the R.A.F.*—A cash advance may be made as follows:—

	£	s.	d.
Sergeant Pilot, Navigator or Bomb Aimer, or Warrant Officer ...	8	10	0
Sergeant or Flight Sergeant ...	6	0	0
Corporal ...	5	0	0
Aircraftman ...	4	0	0
Apprentice or Boy ...	2	10	0

13. *W.A.A.F.*—(a) *When Proceeding on Leave Before Return to Duty with Units.*—Cash advances may be made as follows:—

All ranks from Aircraftwoman to Warrant Officer—

	£	s.	d.
(i) For periods up to 8 days ...	2	0	0
(ii) For periods over 8 days ...	3	0	0

(b) *When Proceeding on Leave Pending Final Discharge from the W.A.A.F.*—A cash advance may be made as follows:—

	£	s.	d.
Warrant Officer ...	6	0	0
Sergeant or Flight Sergeant ...	4	10	0
Corporal ...	3	10	0
Aircraftwoman ...	2	10	0

DOMINION PERSONNEL

At the discretion of the Medical Officer-in-Charge cash payments not to exceed the amounts set out below may be made in order to meet minor expenses.

14. *Australian Imperial Forces and New Zealand Forces* :—

Australian Officers.—An amount based on four-fifths of the net drawing rate as shown in pay book.

New Zealand Officers.—An amount based on the net rate of pay as shown in pay book.

When Discharged from Hospital to Return to their Units for disposal or duty, a cash payment of £1 0s. 0d. should be made to Australian and New Zealand officers on the day they leave hospital.

Other Ranks.—10s. a week.

When Discharged from Hospital to Return to their Units for disposal or duty, a cash payment should be made on the day they leave hospital :—

	s.	d.
(i) If able to arrive at their units on the day of discharge from hospital	5	0
(ii) If not able to arrive at their units until the day following discharge from hospital	10	0

Personnel of the Australian Imperial Forces and New Zealand Forces should have a pay book in their possession, and cash payments are to be noted therein, the words "Hospital U.K." being entered under the column headed "Place", and the signature of the paying officer added. In the event of the officer or soldier not being in possession of a pay book the fact should be noted on the hospital pay list opposite his name.

Separate receipted pay lists (in duplicate) should be prepared for Australian and New Zealand personnel and headed accordingly, the regiment or corps, number, etc., being indicated against each individual's name. The original pay list will accompany the cash account. The duplicate should be inscribed in red ink "For information only" and forwarded immediately to the appropriate address as below :—

Australians—

The Chief Paymaster,
Australian Imperial Forces,
Australia House,
Strand, London, W.C.2.

New Zealanders—

The High Commissioner for New Zealand,
415, Strand,
London, W.C.2.

15. *Royal Australian Navy.*—Ratings may receive advances of pay at the same rates as laid down for the R.N. (paragraph 1), which should be communicated weekly to the Accountant Officer, H.M.A. Naval Depot, Australia House, Strand, London, W.C.2.

16. *Royal New Zealand Navy.*—Ratings may receive advances of pay at the same rates as laid down for the R.N. (paragraph 1), which should be communicated weekly to the Accountant Officer, H.M.S. "Drake".

17. *Canadian Army, N.C.Os. and Other Ranks.*—Whilst in hospital payments should not exceed the sum of 10s. 0d. a week.

When Discharged from Hospital to Return to their Units for disposal or duty, a cash payment should be made on the day they leave hospital :—

	s.	d.
(i) If able to arrive at their units on the day of discharge from hospital	5	0
(ii) If not able to arrive at their units until the day following discharge from hospital	10	0

Every Canadian soldier should have a pay book (Militia Book M.1) in his possession, and cash payments are to be noted therein, in the "Local Currency" column under the heading "Cash payments and other charges". The date will be entered and the words "Hospital, U.K." written in the column headed "Particulars", the signature of the paying officer being added. In the event of the soldier not being in possession of a pay book the fact should be noted on the hospital pay list opposite his name.

Separate receipted pay lists (in duplicate) should be prepared for Canadian soldiers, the unit, regiment or corps being indicated against each man's name and number. The original pay list will accompany the cash account. The duplicate should be headed in red ink "For information only" and forwarded immediately to :—

The Chief Paymaster,
Canadian Military Headquarters,
Pay Office, Government Building,
Bromyard Avenue, Acton, London, W.3.

18. *Royal Canadian Navy.*—Ratings may receive advances of pay at the same rates as laid down for the R.N. (paragraph 1), which should be communicated weekly to the Accountant Officer, H.M.C.S. "Niobe".

19. *Royal Canadian Air Force.*—For purposes of cash advances in hospital, airmen and airwomen of the Royal Canadian Air Force are to be dealt with in every respect as though they were members of the Royal Air Force (paragraphs 11, 12 and 13 of this order).

20. *Officers.*—With the exception of officers of the Australian Imperial Forces and New Zealand Forces (paragraph 14), and officers of the Royal Air Force and Royal Canadian Air Force as indicated below, cash advances will not be made to officers of the Army, Royal Air Force, and Dominion Military and Air Forces in hospital. They should make their own arrangements for the encashment of cheques.

Any R.A.F. or R.C.A.F. officer admitted to a R.N. hospital, sick quarters or hospital ship in home waters, who is without ready money, may be allowed, if he so elects, to receive one advance of pay of £2 in order to give him time to make his own arrangements for funds. Any amount so advanced should be reported forthwith, accompanied by the officer's receipt, to the Under-Secretary of State, Air Ministry (Accounts 2), 2, Seville Street, Knightsbridge, London, S.W.1, who will refund the amount of the advance direct to the hospital in question without delay. No further advance should be made from Naval funds.

ALLIED NAVIES.

21. *French.*—Weekly advances of pay are to be made to French Naval ratings in R.N. hospitals and sick quarters at the following rates :—

Matelot	}	10s. 0d.
Matelot-brevete		
Quartier-maitre		
Second-maitre	}	12s. 0d.
Maitre		
Premier-maitre		
Maitre-Principal		

22. *Polish.*—The Polish Naval authorities do not wish their ratings to be given advances in hospital as the ratings are paid monthly in advance. If a rating states that he has not received his pay when due from his ship, a notification should be sent to the Staff Officer for Polish Liaison, Polish Naval Headquarters, 51, New Cavendish Street, London, W.1. In a case of necessity in a hospital ship, however, an advance may be made.

23. *Dutch, Norwegian and other Allied Naval Ratings.*—Advances may be made as necessary.

24. *Important.*—Advances to Allied ratings are to be entered in their pay books if they have them. In all cases the men's receipts are to be obtained in duplicate on a suitable form of acquittance roll, the original of which is to be forwarded at weekly intervals to the Director of Navy Accounts (Branch 3), who will communicate the charge to the authority concerned and obtain re-imburement.

(A.F.O. 3670/43.)

(A.F.Os 845/41, 2594/41, 3499/42, 1184/43 and 1185/43 are cancelled.)

688.—"Pay-as-you-Earn" System of Collection of Income Tax—
Non-industrial Employees at Home Establishments

(D.N.A. 1902/44.—10 Feb. 1944.)

The Chief Inspector of Taxes, Departmental Claims Branch, has forwarded to all Home Establishments a supply of blank Tax Deduction Cards for the year 1944-45. If a supply of cards has not been received by any Paying Officer who is responsible for the payment of non-industrial staff he should immediately report the fact to the Director of Navy Accounts (Branch 5).

See AFO 1025/45

2. These cards are to be completed as shown hereunder and returned to the Chief Inspector as soon as possible, and in any event not later than the 12th February, 1944.

Staff Paid Weekly (White Cards)

<i>Space as Printed on Card</i>	<i>Particulars to be Inserted by Paying Officer</i>
(a) Name of Employee ...	Surname (BLOCK letters), followed by initials. (<i>Note.</i> —Full Christian names should be furnished in all cases where D.C.B. File and Assessment Nos. cannot be quoted, e.g., new entrants.)
(b) Address of Employee ...	Title and full postal address of Paying Officer. A space of half an inch should be left on the right-hand side for insertion of the Establishment Code No. to be allocated and inserted by D.C.B.
(c) Works No. ...	Pay or Reference No., if any, allocated for identification purposes at the establishment.
(d) Branch, Department, etc.	Department of establishment to which attached. (<i>Note.</i> —This space may be left blank if no reference is necessary locally.)
(e) Nature of Employment ...	(i) <i>Left-hand side (2 inches)</i> Rank or grade. Balance of Civil Pay cases to be indicated by the letters "B.C.P." in red ink. (ii) <i>Right-hand side</i> D.C.B. File No. preceded by the letter "P," e.g., P.1/836912.
(f) Employer ...	Admiralty.
(g) District ...	Leave blank.
(h) District Reference ...	D.C.B. Assessment No. preceded by letter "P."

Staff Paid Monthly—Salaried Officers (Orange coloured cards)

(a) Name of Employee ...	} As for staff paid weekly.
(b) Address of Employee ...	
(c) Department and Branch, etc.	Admiralty.
(d) Pay Office ...	D.C.B. File No. preceded by letter "P."
(e) Employee's grade ...	Rank or grade. Balance of Civil Pay cases to be indicated by the letters "B.C.P." in red ink.
(f) Department's Reference ...	As for (c) under staff paid weekly.
(g) I.R. Reference ...	D.C.B. Assessment No. preceded by letter "P."

3. Cards are to be completed for all civilian non-industrial employees, including part-time employees, likely to earn £104 or more, including over-time payments (married women £91), during the year 6th April, 1944—5th April, 1945.

4. It is important that the Chief Inspector of Taxes should be notified of any transfers of personnel between the date on which the cards are returned to him and the 6th April, 1944.

5. It is also important that a card should be completed and forwarded to the Chief Inspector for any new entrant into Admiralty service prior to the 6th April, 1944. The card should be accompanied by a Form D.C.B.33-3 (or D.C.B.33-4), and also by an Income Tax Form 12D for the year 1943-44 if no declaration for that year has previously been made.

6. The appropriate Code Nos. for tax deduction purposes will be inserted on the cards by the Chief Inspector, who will return the cards to the Paying Officer not later than the 11th March, 1944. In the event of any cards not having been received by that date the Chief Inspector should be furnished with a nominal list of all such cases, together with the D.C.B. File and Assessment Nos.

7. The Chief Inspector will shortly furnish each employee with a notice (Form P.2) showing the amount of the Income Tax allowances to be set against his, or her, pay for the year 1944-45 and the corresponding Code No. These notices will be forwarded to the Paying Officer for immediate distribution to the personnel concerned. Notices received for persons who have been transferred to other establishments should be forwarded to the new establishments forthwith.

8. The "Pay-as-you-earn" system of collection of Income Tax will not be applicable to:—

- (a) Naval Officers paid from establishment Votes, but in receipt of Naval pay and allowances;
- (b) Members of Q.A.R.N.N.S. (including Reserve); and
- (c) V.A.D.

9. Further detailed instructions will be issued in due course.

689.—V.A.D. Members (Specialists)—REPORTS

(M.D.G. 5616/44.—10 Feb. 1944.)

It is desired that details should be reported of Naval V.A.D. members who are available for employment as Specialists in a similar manner to those employed in the Sick Berth staff.

2. Hospitals and establishments are accordingly to forward to the Medical Director-General as soon as possible lists of such V.A.D. members in the following form:—

(1) *Name.* (2) *Number.* (3) *Specialised Subject.* (4) *Qualification.*

(1) Name should show full initials and whether Mrs. or Miss.

(2) Number will be W. number.

(3) Subject will be Operating Room Assistant, Chiropodist, Dispenser, Laboratory Assistant, X-Ray Assistant, etc., etc. V.A.D.(D)'s should also be included.

(4) Qualification should show any Diplomas held, or whether N.H.T. (Naval Hospital Trained).

3. The lists should include all Specialist V.A.D. Members at present serving, whether employed as such or not. Additions to the lists are to be forwarded as and when they arise.

(A.F.O. 6089/43.)

690.—Instructional Film "Life Begins Again" (Serial No. D.539)

(T.S.D./M.D.G. 59115/43.—10 Feb. 1944.)

With reference to A.F.O. 4251/43, a film entitled "Life Begins Again" (Serial No. D.539), produced by the Ministry of Information, is being made available for naval instructional purposes, and copies will be issued without demand in accordance with the schedule referred to in paragraph 4 below.

2. The running time of the film is approximately 20 minutes, and it shows how, after hospital treatment, even the worst casualty can regain a great measure of his former life and that his career is by no means at an end.

3. The film is particularly suitable for showing to sick berth staffs and the attention of Medical Officers is drawn to this fact.

4. The scale of distribution will be as follows:—

Command Instructional Film Libraries:—

		No. of copies	
		35-mm.	16-mm.
Scapa Rosyth Glasgow Liverpool Chatham Portsmouth Devonport London	A.F.O. 4251/43 (paragraph 10) refers	1	1
		1	1
		1	1
		1	1
		1	1
		1	1
		1	1

5. Application for copies on temporary loan should be made in accordance with A.F.O. 4251/43 (paragraph 10).

(A.F.O. 4251/43.)

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

691.—Guns, Breech Mechanisms, Gun Mountings, Directors and Fire Control Equipment—Introduction of Improved Lubricating Greases

Ships and Establishments concerned

(G. 011723/43.—10 Feb. 1944.)

To give improved performance of guns, breech mechanisms, gun mountings, directors fire control, and associated equipment certain new lubricating greases have been approved. To reduce the possibility of mistakes in applications the number of types of greases has been reduced.

2. As far as is practicable greases have been adopted that are in use by the Navy, Army and Air Force and have suitable U.S.A. equivalents. This has been arranged to facilitate obtaining supplies of suitable substitutes in the event of the appropriate greases not being available from Naval Stores.

3. Provision is being made for the early supply of the new greases but the lubricants previously approved in Chapter IX of B.R. 292. "Instructions for the Maintenance of Naval Ordnance and Gun Mountings" should continue to be used until existing stocks are exhausted.

4. The accompanying table shows the applications for all greases now authorised for gunnery purposes the acceptable substitutes when that authorised is not available and the specification reference numbers, or symbols of suitable Army, Air Ministry of U.S.A. equivalents or substitutes.

5. B.R. 292 will be amended accordingly.

6. A review of the oils used for gunnery purposes is proceeding and revised instructions will be issued in due course.

Greases

Type	Specification No.	Emergency British substitute	U.S. substitute	Use	Greases that may be used while existing stocks remain
General service grease (G.S.)	Army CS.881D	Grease No. 0 (formerly D.T.D.143C) Army Grease No. 1 (CS.1656A)	(Navy) 14-G-1i (Grade II) (Navy) 14-L-9 (Army) 2-107	*General grease gun and grease cup lubrication of gun mountings and directors at medium and high temperatures. For preservation of spare gear in store. *For protection in bad weather of breech blocks of Q.F. and S.A. guns, gun mountings and directors. (For low temperatures see A.F.O. 1025/43.) For working surfaces of G.S. telescopes and periscopes.** ***For grease boxes in A.F.C. Tables and Clocks and preservation of shafting in F.C. equipment. ***For follow the pointer spindles of sights, directors and F.C. instruments. For grease gun and grease cup lubrication of gun mountings and directors at low temperatures. Protection of exposed parts of guns, machine guns, breech mechanisms, gun mountings and directors at low temperatures. For intensifier run out cylinders of gun mountings and for intensifier glands of hydro-pneumatic accumulators of hydraulic gun machinery. For lightly coating small arm and Q.F. ammunition and greasing of Oerlikon magazines.	*Coopers No. 4. **Belmoline "A".
Low temperature grease No. 0 (formerly grease D.T.D. 143C).	Air Ministry D.T.D.143C or Army Grease (CS.1879).	Grease, G.S. +15% Mineral Vapourising Oil.	(Navy) O.S.1350 or (Army & Navy Air Forces) AN-G-3a (Army) AXS.637		***Grease, lubricating, Pattern 553.

Type	Specification No.	Emergency British substitute	U.S. substitute	Use	Greases that may be used while existing stocks remain
High temperature grease, D.T.D.419.	Air Ministry D.T.D.419.	Army Grease No. 3 (CS.1659B)	(Army & Navy Air Forces) AN-G-5	*Ball and roller bearings of high speed machinery and general lubrication of electrical machinery.	*Belmoline R.B.
Graphited grease, G.S.	Army CS.1653	Grease, G.S. + 5% flake graphite.	(Federal) VV-L-751	For greasing wire ropes of gun mounting ammunition hoists.	*Petroleum jelly (Pattern K.1001) or Vasogene "A".
Petrolatum, soft (Petroleum jelly or mineral grease).	Army CS.1869	Grease, G.S.	(Navy) 14-P1c or (Army & Navy Air Forces) AN-VV-P-236 (with oil if necessary)	*For packing insulating bushes, electric locks, interceptors, etc., Preservation generally.	**White vaseline (acid free).
Non-floating sea water grease.	—	Grease, G.S. (at low temperatures)	(Navy) 14-L-5 Type A (Navy) 14-G-1i Grade II (Navy) 14-L-9 (Army) 2-107	**Lubrication of Vickers, Mark II and II* gyro spindles on D.C.T's and roll correctors fitted with wick fed lubricators. Roller paths and exposed parts of gun mountings except at extreme low temperatures. For exposed parts of submarine gun mountings.	
Colloidal graphited grease, Z.E.	—	Army Colloidal graphited oil EP/L.	14-L-8 (INT) (Navy) OS 1165 52 C 19 (INT)	Breech screws and breech bush lubrication of 16-in., Mark I, 14-in., Mark VII and 6-in., Mark XXIII, guns.	
Grease, Shell V.W. (Pattern 854).	—	Grease, D.T.D.419.	—	For lubrication of gyro spindles of gyros sights fitted with Mark V, VI and VII Vickers gyros, and Type G.S., Marks I, II, III and IV gyros.	

(B.R. 292.)
(C.A.F.O. P.426/43.)
(A.F.O. 1025/43.)

692.—Guns—Q.F., 3-in., 20-cwt., Marks I, IC-IE—Pin, Axis, Breech Mechanism Lever Catch—New Pattern

(A.S./G. 5919/43.—10 Feb. 1944.)

The following modification is approved:—

Gun	...	Q.F., 3-in., 20-cwt., Marks I, IC-IE.
Part affected	...	Pin, axis, breech mechanism lever catch, Mark I.
Purpose	...	To obviate loss of pins.
Nature of modification	...	Replace Mark I (spring) pin by Mark II pin.
Drawing	...	A.F.O. Diagram 30/44.
New parts required	...	Pin, axis, breech mechanism lever catch, Mark II (with washer and split keep pin). These pins should be demanded from R.N.A. depots. Pins should be made by depots as required.
By whom to be done	...	Ship's staff or R.N.A. depots.
Degree of urgency	...	First opportunity.

A. F. O. 2405/44—Guns—20-mm.—Oerlikon Magazines—Allowance

(A.S. 1292/44.—10 Feb. 1944.)

Stock now permits the issue to all Services of the approved allowance of magazines for 20-mm. Oerlikon guns.

Approved allowances are:—

Submarines	...	10 per gun
L.C.F.	...	12 per gun
H.M. ships other than submarines and L.C.F.	...	8 per gun
D.E.M.S.	...	8 per gun
Guns mounted in Haszard mobile mountings	...	12 per gun

2. Ships and establishments should demands the quantity of magazines required to complete to approved allowance from the nearest Naval Armament Depot.

3. Supplies of magazines are being sent to Naval Armament Depots at home and abroad.

(A.F.Os. 1413/43, 3936/43 and C.A.F.O. 1998/42.)

694.—Guns—20 mm. Oerlikon—Magazines

(A.S. 15538/43.—10 Feb. 1944.)

Further to A.F.Os. 5857/43 and 6112/43, American 20 mm. Oerlikon magazines, received in armament depots from U.S.A. after 31st December, 1943, may be taken as correct as regards the mouthpiece radius and tension indicator engraving, referred to in A.F.O. 1413/43, Section V, paragraphs 15 and 16.

(A.F.Os. 1413/43, 5857/43 and 6112/43.)


695.—Guns—Q.F., 40 mm., Marks I and IV—Defective Cranks, Inner, Right—REPORTS

(A.S./C.I.N.O. 12978/43.—10 Feb. 1944.)

Stocks of the following require crack detector test:—

Q.F., 40 mm., Marks I and IV—"Cranks, inner, right," bearing the stamping "A.N. 1614 B.E.C. 1943, 25486, V9 D.S." (or same with 25486 omitted).

2. All component right inner cranks of Q.F., 40-mm., Marks I and IV guns (not "C," Mark I guns) in ships and in store and also all spare right inner cranks of British 1943 manufacture should be examined. Cranks found to be stamped as above should be replaced in guns with cranks bearing other stamping. Ships should arrange replacement with the nearest R.N. armament depot.

3. Cranks which have been subjected to crack detection are stamped with the symbol . Cranks found so stamped will have been tested already and further test is not necessary.

4. R.N. armament depots should report monthly the number of cranks in stock requiring test as in paragraph 1 above. Replace cranks should be demanded from Admiralty (D.A.S.) when required.

696.—Gun Mountings—4·7-in. C.P., Mark XVIII—Hand Fuze Setting Tray—REPORTS

Ships concerned and Dockyards

(G. 5496/43.—10 Feb. 1944.)

Satisfactory trials have been carried out with a hand fuze setting tray, and it has been decided to fit such trays on the above mountings. A.F.O. Diagram 35/44, drawing No. G.R. 6439, shows the new tray fitted in position on the left-hand side of the rear of the gun shield. The tray consists of a chuck mounted on springs and which houses the key. The round is supported by a set of four rollers, the lower two taking the weight and the upper two acting as guides. The whole is mounted on a bracket which slopes forward at 10° and secures to the gun shield. Illumination is provided by a lamp, Admiralty Pattern No. 5779.

2. The round is placed in the tray by the fuze setter and launched forward into the key, red spot uppermost, and turned by hand in a clockwise direction until the required fuze is set. It is necessary to watch the red spot on the fuze as the round is turned in order to make sure that the stud has gripped.

3. Commanding Officers of ships concerned should make arrangements for this tray to be fitted, the work being carried out by ship's staff with the assistance of dockyards and repair establishments if necessary. The trays are available at the Gun Mounting Store, M.E.D., Portsmouth Dockyard, and should be demanded as necessary.

4. The gun shield should be stiffened locally by the addition of a 2½-in. × 2½-in. × ¼-in. T bar rivetted to the inside as shown on the diagram. The canvas cover should be cut away to allow the tray to protrude, and a suitable extra cover added for the tray.

5. Consequent upon the fitting of this tray, the fuze receiver A.P. No. 9480 should be re-positioned as indicated in A.F.O. Diagram 35/44. It may be necessary to replace the existing Pattern No. 4503, cable wiring to the instrument from the fixed structure junction box *via* the mounting cable gland plate by a longer length of cable. Further, with reference to A.F.O. 51/43, the element of the fuze setting receiver should be fitted with a bracing bracket, A.P. 10686, if this has not already been carried out.

6. The plug box and wiring for the existing wandering lead connection to lamp fitting on fuze key should be removed. A connection from the existing night sight and illumination connection box should then be used for supply to the new lamp fitting, Pattern No. 5779, using cable Pattern No. 4521D.

7. All items rendered redundant as the result of this new fitting should be removed from the mounting and landed at the first opportunity.

8. The register numbers of mountings so fitted should be reported to the Admiralty.

9. Arrangements are in hand to supply similar trays for 4·7-in., Mark XIX mountings, and a further A.F.O. will be issued in due course giving details of fitting and supply arrangements.

(A.F.O. 51/43.)

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

697.—Gun Mountings—4-in., H.A., Twin, Mark XIX (Including R.P. 50 Series)—Local Control Officer's Sight—As. and As.—REPORTS

Ships concerned—Dockyards and repair establishments

(G.O. 10337/43.—10 Feb. 1944.)

A.F.O. Diagram 32/44 (1-4) illustrates a Local Control Officer's sight which it has been decided to fit on the 4-in., H.A., twin, Mark XIX, mountings, including the R.P. 50 series mountings, in lieu of the safety trainer's sight which is no longer fitted.

2. This sight has been devised with the object of enabling the Control Officer to direct the layer and the trainer on the target. Voiced pipes are provided for this purpose.

3. The sight is secured to the trunnions and it can be fitted to either side of the mounting as required, *i.e.*, on the R.H. side of the mounting for:—

Port forward mountings
Starboard aft mountings
Centre line mounting;

on the L.H. side of the mounting for:—

Starboard forward mountings
Port aft mountings.

4. The platform provided for the Control Officer is collapsible so that, in the case of blast screen mountings, it can be folded out of the way when the mounting is trained inside the screen.

5. It should be noted that, owing to the differences between the extended shield type of mountings and the normal shield type, certain items for the platform are not identical for both types; this is indicated in A.F.O. Diagram 32/44 (1) (Drawing No. G.R. 6432).

6. The work, with the exception of the items enumerated below, should be carried out by ship's staff, with the assistance of dockyards or repair establishments, at the first opportunity. An item, Classification B, should be entered in the ships' A and A. Lists to cover the work involved.

7. The foresight item 15 G.R. 6431, A.F.O. Diagram 32/44 (2), the voice pipe mouthpiece complete, Admiralty Pattern No. 191A, items 1 to 9, G.R. 6430, sheet 2, and the grid, Admiralty Pattern No. 4086, item 10, G.R., 6430, sheet 2, A.F.O. Diagram 32/44 (3), together with any copies of drawings G.R. 6430 (sheets 1 and 2), G.R. 6431 and G.R. 6432, which may be required should be demanded from A.S., Portsmouth.

8. This sight can *not* be fitted to mountings S.2 and P.2 in H.M.S. "Belfast" and mountings fitted with rocket flare projectors.

9. The register number of mountings fitted with local control officer's sight should be reported to the Admiralty.

10. In order to meet requirements of paragraph 7 above, arrangements have been made for the purchase of 500 No. of each Pattern, No. 191A mouthpieces and No. 4086 grids for delivery to S.N.S.O., Portsmouth.

698.—Gun Mountings—4-in. H.A., Twin, Mark XIX.—Fitting of Semi-Permanent Stops for Use with 670° of Training—As. and As.

"Hunt" Class Destroyers, Types II, III and IV; H.M. Dockyards and Repair Establishments

(G. 014229/43.—10 Feb. 1944.)

Consequent upon the fitting of Type 271 in the above vessels, modifications to the training limits of No. 2 Gun on account of blast effects are necessary. Experience at sea seems to indicate that full charge and star shell can be fired from No. 2 mounting at 30° red and green with little damage to the Type 271 set and it has therefore been decided that these mountings should have a semi-permanent stop at 30° red and green.

A.F.O. Diagram 40/44 shows a stop which has been designed for use with the 670° stop gear.

2. The R.A. (D) Home Fleet should arrange for an item, Classification A, to be inserted in the Class Lists of As. and As. to cover the work of fitting these semi-permanent stops in the ships concerned, the work to be carried out by ships' staffs with the assistance of depot ships, H.M. Dockyards or repair establishments.

3. Drawings, if required, are available at H.M. Dockyards, Portsmouth, Devonport, Chatham and Rosyth.

4. The register number of mountings modified should be reported to the Admiralty.

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

699.—Gun Mountings—20-mm., Mark IX. Twin Mountings—Depression Arm Modification

A.F.O. 2405/44 *Coastal Force Craft, Dockyards and Depots concerned*

(G. 0641/44.—10 Feb. 1944.)

Reports have been received which show that a side blow on the fork of the depression arm of the 20-mm., Mark IX, twin mounting, when training allows the leading gun to come inside the muzzle rail.

2. To prevent this, the modification should be made as shown in A.F.O. Diagram 42/44 (Drawing No. G.R. 6504).

3. The modification entails bending the prongs of the fork out to 18.5-in. centres and bolting a 0.375-in. diameter screwed bar between them 4.0-in. from the front end.

4. Alternatively a tube approximately 1.0-in. outside diameter by 17.15-in. long may be welded to inside of arms.

5. The work involved should be carried out by base staff.

700.—Gun Mountings—20-mm. Twin Mark VC—Availability of Spare Training Oil Motors

A.F.O. 2405/44 *G.M.O., Parkhead, Ships concerned*

(G. 431/44.—10 Feb. 1944.)

The 20-mm. Twin Mark VC mounting "C" set of spares should include one vane type training oil motor, but it is understood that a number of the early issues of "C" spares are not complete with this item.

2. A sufficient quantity of training motors to make good the deficiencies are now available at the Admiralty Gunmounting Store, Parkhead, Glasgow.

3. Commanding Officers of ships fitted with 20-mm. Twin Mark VC mountings should arrange for the "C" spares to be checked, and should demand spare training motors from the Admiralty Gunmounting Store, Parkhead, as required, on the basis of one training motor per "C" set.

701.—Gun Mountings—0.5-in., Twin, Mark VC, Mounting—Addition of Grease Grooves to the Elevating Torque-Tube Bearing Bushes

Coastal Force Bases

(G. 6381/43.—10 Feb. 1944.)

The elevating torque-tube bearing-bushes of the above mounting show a tendency to seize on the shaft, due to the small diametral tolerance not permitting complete penetration of grease.

2. In order to prevent seizures of this nature, lubrication grooves are to be cut in the bushes, in accordance with A.F.O. Diagram 34/44 (G.R. 6486).

3. The work is to be carried out by Coastal Force Base staff.

702.—Gun Mountings—0.5-in., Mark V C and 20-mm., Twin, Mark VC—Modification to Rotating Service Joint Bearing Bush Securing Dowel

A.F.O. 2405/44

Ships and Coastal Force Bases concerned

(G. 176/44.—10 Feb. 1944.)

The rotating service joint bearing bush securing dowel, as fitted to 0.5-in., Mark VC, and 20-mm., Twin, Mark VC mountings, which are of North American manufacture, is held in position in its hole only by some form of metal cement compound, and is not screwed.

2. Cases have been reported in which hydraulic fluid has forced its way between the outside surface of the bush and the main casting, finally leaking to atmosphere past the dowel. In a few cases the dowel has been forced out of position.

3. Rotating service joints in service are to be examined for evidence of the above defect, and the following modification carried out, as necessary:—

- (i) Remove metal cement and drill out existing $\frac{3}{16}$ -in. diameter dowel pin.
- (ii) Drill and tap main casting $\frac{3}{16}$ -in. B.S.F.

(iii) Fit a screwed dowel, with a ~~slotted~~ ^{flattened} head, so that the head is flush with the main casting. The threads should be a good fit, and sealed with red lead and varnish, or similar sealing compound.

(iv) The head of the dowel is to be centre-punched, to lock it permanently to the main casting.

4. The R.S.J. is to be stripped before carrying out the above work.

5. A.F.O. Diagram 36/44 refers and shows details of new dowel pin.

6. The work is to be carried out by ships' staffs and Coastal Force bases.

703.—Ammunition—7.5-in. to 16-in. Shell, B.L, H.E., 15-in., B.N.F.—Removal of Mazak Cap

(G/A.S. 15558/43.—10 Feb. 1944.)

With reference to C.A.F.O. 1915/43, paragraphs 11 and 15 (a), instances have been reported in which the whole container has become unscrewed when attempting to remove the zinc alloy (Mazak) cap.

2. Shell with zinc alloy (Mazak) caps in place are fitted with D.A. fuses. In the event of the above occurring the container is to be screwed up again and the shell is still serviceable with the fuse.

3. In future manufacture a tommy hole will be provided in the container so that it can be held whilst the zinc alloy (Mazak) cap is being unscrewed.

(C.A.F.O. 1915/43.)

704.—Ammunition—Miscellaneous A.A.D. Weapons—Apparatus A.D., Type J, Lower Containers—Lots 15, 30 and 31 of C.M.C./H. Manufacture—Withdrawal

Cancelled by AFO 5081/44.

(A.S. 14325/43.—10 Feb. 1944.)

Consequent on failures, lower containers for A.A.D., Type J, of the above lots are to be withdrawn. Any in service should be returned to the nearest N.A. depot or O.C.A.S., fresh containers of other lots being drawn in exchange if required.

705.—Ammunition—Miscellaneous A.A.D. Weapons—Apparatus A.D., Type L, Mark IA, Lot No. 160—Withdrawal—REPORTS

Cancelled by AFO 5081/44.

(A.S. 11237/43.—10 Feb. 1944.)

Due to failures, Apparatus A.D., Type L, Mark IA, of Lot 203 (tail lot No. 160), is restricted. Any ammunition of this lot held on board ships should be returned to nearest Naval Armament Depot and other rounds drawn in replacement. R.N. Armament Depots are to report details of quantities landed or held to Director of Armament Supply, Admiralty (Home Depots by letter; Foreign Depots by message).

706.—Ammunition Supply—Naval Armament Depots—Supply—Tests and Returns of Ammunition—Cordite—Excessive Temperature Returns from D.E.M.S.—REPORTS

(A.S. 9569/43.—10 Feb. 1944.)

The special reports of excessive temperatures to which cordite has been subjected, required under Naval Cordite Regulations, Article 82, are not being received. Instructions regarding keeping temperature records have been issued to merchant ships and are contained in the D.E.M.S. Pocket Book, B.R.282 (Chapter VIII, Section 4), and in A.M.S.Is.

2. D.E.M.S. Staff Officers are to arrange for such details to be obtained from the masters of merchant ships or from entries made in the Defect Book (D.E.M.S., Form 15 (b)). This information should be passed to the local A.S. Officer or appropriate naval armament depot for transmission to the Admiralty.

(A.F.O. 1393/43.)

707.—Aircraft—General—Firefly Installation of Guns

(G/A.D.P. 1888/43.—10 Feb. 1944.)

In order to prevent stoppages caused by empty cases fouling the empty case chutes, the following procedure is to be adopted when installing guns :—

- (a) Instal the gun, screwing up the front mounting eccentric into the flush position.
- (b) With the breech block to the rear, check the clearance between the front surfaces of the rear face of the empty case ejection chute and the gun-locking shoulder. This should be $\frac{1}{8}$ in. from the radiused surface or 0.82-in. from the forward flat surface of the locking shoulder. Obtain this clearance by adjusting the front mounting. A tolerance of $\pm \frac{1}{16}$ -in. is allowed on these figures, for gun aligning.
- (c) Assemble the belt feed mechanism to the gun and adjust the magazine tie rod until a clearance of 0.03 ± 0.03 -in. is obtained between the ramp and the roller of the B.F.M.
- (d) Check the feed chute and link ejection chute for correct alignment with the feed and link openings of the B.F.M. This alignment should obtain without any alteration to the gun position.
- (e) Gun alignment will affect fore and aft position of the gun, therefore after gun aligning, check the clearance between the ramp and roller of the B.F.M. Any adjustment necessary, should be made on the tie rod.
- (f) A suitable gauge to the lowest limit of 0.76-in. to check the clearance between the empty case chute and the locking shoulder is to be made locally.

2. *Link Chutes*.—Link chutes are to be examined and where necessary the cross cuts in the heads of the link chute securing screws and any unused countersunk holes are to be filled and smoothed off. The wing skin around link chutes to be trimmed where necessary.

(A.F.Os. 4824/43 and 5990/43.)

708.—Rangefinders—1 Metre Base Stereoscopic—Withdrawal of Allowance

H.M. Ships "Warspite," "Malaya," "Royal Sovereign," "Revenge,"
"Ramillies" and "Resolution"

(G. 012732/42.—10 Feb. 1944.)

F.G.13 stereoscopic rangefinders were originally issued to ships to assist in close range A.A. control and particularly to enable barrage salvos from L.A. guns to be fired at the correct moment. As a result of the fitting of Type 282 to barrage directors, these instruments are no longer required.

2. The allowance to each of the above-named ships of two stereoscopic rangefinders, Pattern 10053, and mountings, Pattern 10054, has been withdrawn and, where at present on board, the instruments and mountings should be returned to the nearest dockyard and a report forwarded to Admiralty (D. of S.) stating the yard to which they have been returned.

3. B.R. 323—Establishment of Naval Stores for Gunnery Purposes—will be amended.

(C.A.F.O. 1265/40 is cancelled.)

709.—Training—Instructional Appliances—New Training Teacher—REPORTS

(M./G.D. 01774/43.—10 Feb. 1944.)

The cinema laying and training teacher has been designed to train gunlayers and trainers in the following types of encounter :—

- (a) Submarines *versus* merchant ships.
- (b) Merchant ships *versus* submarines.
- (c) Corvettes *versus* submarines.

2. The teacher consists of a projector mounted on tubular scaffolding vertically above a drill gun. A screen, formed in the arc of a circle whose centre is the projector and whose radius is 20-ft., receives the image thrown by the projector. Evidently the whole equipment must be installed in a light-tight building.

3. The scaffolding, projector and screen will all be supplied with the rest of the equipment, ready for erection by base staff.

4. The space required by the projector and the scaffolding over the drill gun is 20-ft. by 6-ft. by 8-ft. high. The floor space for the whole equipment including the screen is 40-ft. by 35-ft.

5. When using this teacher it is desirable that the complete gun's crew should be drilled at one time. For this purpose it will be necessary for a great part of the time to ease up on the amount of black-out in the compartment in which the trainer is being operated. If this is to be a success, a projector with the maximum light-transmitting qualities should be used, and since a 35-mm. projector is so vastly superior to the 16-mm. in this respect, no attention has been given to use of the latter. The ratio of light transmitted is of the order of 8 : 1 in favour of the 35-mm. projector. However, it would appear that there is no mechanical objection to using the 16-mm. projector, provided it will produce the same sized picture on the screen. It is possible that a special lens system may be necessary to achieve this.

6. Only elementary training films exist at present, but more advanced films will be supplied when available.

7. A report on the equipment, prepared by the representative of I.M.N.G. after a demonstration, together with a list of typical films for the teacher, is contained in the appendices to this A.F.O.

8. Reports should be rendered by signal to Admiralty at an early date as to the availability of suitable gun mountings and buildings, stating broadly when applicable what constructional work will be required with the electrical details.

APPENDIX I

Report on Training Teacher by I.M.N.G.

1. (a) The teacher is an improvement on the present combined laying and training teachers in use at training centres, particularly those fitted at most places where the target box is operated by a hand winch.

(b) The projected views on the screen are life-like seascapes of horizon, sea and target, which move for roll, yaw, and pitch on the screen relative to the gun.

(c) The gun is on a fixed platform, and the layer and trainer, therefore, can only get the "sensation" of movement by finding that it is necessary to work the elevating and training wheels, and by seeing the horizon canted relative to their cross wires. I.M.N.G. is doubtful if this sensation of canted trunnions is sufficiently felt by the layer and trainer, who are necessarily concentrating on cross wires (which are always upright) and target. The cross wires of the layer are projected on to the screen.

(d) At present it is not possible to assess the gunlayer and trainer but it is understood that with further development this may be satisfactorily accomplished.

(e) Space under cover is necessary for the installation of the teacher.

2. (a) It is considered that the problem of teaching gunlaying and training in a sea-way could be better accomplished by mounting a gun in the open on a rolling platform capable of movement in azimuth, so that the gun and rolling platform could be moved in azimuth relative to the line of sight. A shore target such as a chimney or building could then be used, or in certain places, sea targets would be available. By optically and mechanically connecting an automatic camera to the adapted layer's telescope, each time the trigger was pressed the camera would record the aim.

(b) By the means suggested in 2 (a) the gunlayer and trainer could see the cross wires canting and feel the gun platform moving. They would, therefore, not have to concentrate on a third element (the horizon).

APPENDIX II

Laying and Training Teacher—Typical Films(A) *Target—Submarine.**Camera Ship—Escort Vessel.**Run 1—Camera ships and target on same mean course.*Slight roll and change of bearing.
Range 1,000 to 1,500 yards.
Both ships zig-zagging.*Run 2—Camera ship and target on opposite mean courses.*Maximum roll of camera ship.
Range 800 to 1,000 yards.
Both ships zig-zagging.*Run 3—Target stopped, camera ship approaching head on from 2,000 yards to 100 yards.*

Maximum roll of camera ship.

Run 4, 5 and 6—As for Runs 1, 2 and 3, but shown under night action conditions.(B) *Target—Merchantman.**Camera Ship—Submarine.**Run 1—Commence run at 2,500 yards.*Target ship to bear R. 15° from camera.
Both ships on same mean course.
Range to be closing, target ship zig-zagging.
Camera ship increases speed and turns away when target bears R. 90°.*Run 2—Both ships on same course.*Target ship to bear R. 30° range 800 yards.
Camera ship moves up starboard side of target at increasing speed.
Last relative bearing R. 120°.*Run 3—Chase at 4,000 yards.*

Target slightly on port bow.

Notes.—In Runs 1 (B) and 3 (B) it would add to the realism if the target ship could fire blank or simulate gun fire.(C) *Target—Submarine.**Camera Ship—Merchantman.*

Runs as for (B) but with camera on Merchantman.

*Records required:—*Range.
Bearing from camera.
Course and speeds of both ships.**710.—Torpedoes—18-in., Marks XII*-XII*** and XV—Introduction of Strengthened Pattern Stop Plate for Air Lever**

(A.S. 9076/43.—10 Feb. 1944.)

In view of reports which have been received that the stop plates for the air lever in 18-in. torpedoes fitted with the "Shut-off" pattern group valve have been found badly distorted, it has been approved to introduce a strengthened pattern stop plate in existing and new manufacture torpedoes. The new stop will be of heavier gauge plate and will bridge the gap in the engine room bulkhead.

2. The strengthened stop plates will be incorporated in new manufacture torpedoes as early as production programmes will permit, and will be fitted in existing torpedoes as the torpedoes pass through Torpedo Depots. Classification D.I. (A.F.O. 3169/43) is given to this modification.

3. The corresponding T.D.I. is numbered 1842.

(A.F.O. 3169/43.)

711.—Torpedoes—18-in., Marks XII*-XV Angling Gear—Clearance between Clutch and Centre Tube Bracket

(T.O. 8543/44.—10 Feb. 1944.)

Insufficient clearance between the lower face of the angling gear centre tube bracket and the upper face of the fork clutch in the angling fittings of 18-in., Marks XII*-XV torpedoes will prevent flexing of the centre tube when the torpedo hits the water after dropping in air. This has been the cause of shearing of the split pins securing the fork clutch to the angling spindle. (See C.B. 4006, Plate No. 25—the design is now slightly different from that shown on plate, the split pin having replaced the screw for holding the fork clutch to the angling shaft.)

2. In order to overcome this defect, the clearance between the faces referred to above is being increased, in future manufacture, torpedoes from 0.005 in. to 0.025 in.

3. The clearance is to be checked in all 18-in., Marks XII*-XV torpedoes in ships, and, where necessary, metal is to be removed from the upper face of the fork clutch to give 0.025 in. clearance on assembly.

712.—Depth Charge Stowage and Loading Rack for Mark IV DC Throwers

(T. 115/44.—10 Feb. 1944.)

Difficulty has been experienced in reloading the stowage and loading racks for Mark IV throwers fitted in "Flower" Class corvettes due to the restricted space between the centre stowage rails and inboard side of the racks.

2. The following modification is to be carried out by ship or base staffs on racks fitted in "Flower" Class corvettes to make it possible for the racks to be reloaded outboard, in accordance with A.F.O. Diagram No. 37/44.

- (i) The angle iron stop on the outboard side of the bottom tier of the racks is to be removed.
- (ii) A 2-in. × 2-in. × ¼-in. mild steel angle portable stop bar is to be fitted.
- (iii) Slots 2¼-in. × ¾-in. to take portable stop bar are to be cut, or alternatively the bar may be housed in the lower angle iron bracing piece as shown.
- (iv) The existing frame of the rack and the portable stop bar are to be drilled with a ⅜-in. hole in the position shown to take a standard drop nose pin.
- (v) Where required, a hinged ramp made of 2½-in. × 2½-in. × ⅝-in. mild steel angle bars of a length to suit individual ships should be fitted as shown.

3. The ramp is to be stowed in a vertical position behind the stop bar where practicable when not in use.

713.—Conduit Adaptor for Radio Interference Suppressors—Introduction

(N.S. 33816/43.—10 Feb. 1944.)

In order to provide for the use of suppressors, Patterns 19433/A, 19440, 19441/A and 19443 in circuits wired with flexible metal conduit, which uses coupling nuts with U.S. threads, the following adaptors have been added to the Authorised List of Naval Stores under subhead F.2.B (Schedule C.750).

- | | | |
|----------------|-----|--|
| Pattern 19444A | ... | Conduit adaptor for radio interference suppressors (for use with flexible metal conduit) overall length 1½-in. for conduit, size ½-in. |
| Pattern 19444B | ... | Conduit adaptor for radio interference suppressors (for use with flexible metal conduit) overall length 1¾-in. for conduit, size ¾-in. |
| Pattern 19444C | ... | Conduit adaptor for radio interference suppressors (for use with flexible metal conduit) overall length 1¾-in. for conduit, size ¾-in. |

3. Details of the adaptors are shown in A.F.O. Diagram 41/44, additional copies of which as Drawing D.E.E. 11676 may be obtained from the Director of Electrical Engineering, Admiralty.

4. The use of these adaptors is limited to the purposes for which specific authority is given (e.g., A.F.O. 955/43 and its appendices).

5. The new items should be provided by dockyards and depots in accordance with the procedure laid down in Admiralty Letter N.S. 30262/43/Br.9B/B.40560, dated 28th September, 1943. Ships and bases should demand any requirements from their storing yards or depots.

To facilitate identification adaptors delivered to store will be marked with the pattern number and appropriate suffix.

(A.F.O. 955/43.)

714.—Electrical Supplies for Main Machinery Compartments—Modifications—As. and As.

Fleet Destroyers of "Tribal," "J," "K," "L" and "M" Classes and "Hunt" Class

(D. 657/44.—10 Feb. 1944.)

The high power circuits for engine room ventilation fans and lighting in main machinery compartments of destroyers are supplied from each switchboard to avoid total failure of supply in the event of one of the switchboards being put out of action.

2. Experience has shown the necessity for feeding the circuits from opposite sides of the switchboards, viz., port side of the after switchboard, starboard side of the forward switchboard, or vice versa.

3. In Fleet destroyers of the "Tribal," "J," "K," "L" and "M" Classes and "Hunt" Class this procedure has not been adopted in all cases, although a supply for each service is taken from each switchboard.

4. In any of these vessels in which both high power supplies for these services are taken from the same sides of each switchboard, a suitable circuit of equivalent capacity is to be selected from the other side of one of the switchboards and the two circuits interchanged.

5. The Commanding Officers of the ships concerned are to include an item in their next lists of As. and As. to cover this modification. The work is to be carried out by ship's staff as opportunity occurs with the assistance of depot ship or dockyard if found necessary.

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

715.—Suppressors, Radio Interference—Introduction

(N.S. 12822/44.—10 Feb. 1944.)

A radio interference suppressor has been developed for use in circuits up to 50 amps, 220 volts.

2. The suppressor has been added to the Authorised List of Naval Stores under Subhead F.2B (Schedule C.750) as follows:—

Pattern 19443—Radio interference suppressor (50 amps 220 volts).

3. The use of this suppressor is to be limited to purposes for which specific authority is given and demands should accordingly be endorsed with the appropriate authority for supply (e.g. A.F.O. 955/43).

4. A first purchase of 500 suppressors has been made—divided between Stroud and Mossley. Demands for ships, etc., should be forwarded to their storing yards.

(A.F.O. 955/43.)

716.—Boiler Tubes, etc.

H.M. Ships "Annet", "Bryher", "Farne", "Flatholme", "Ganilly", "Giffard", "Gullard", "Lindisfarne", "Minalto", "Plucky", "Rosevean" and "Steepholm"

(N.S./P. 23666/43.—10 Feb. 1944.)

Particulars of the boilers and tubes fitted are as follows:—

H.M. Ships "Annet", "Bryher", "Farne", "Flatholme", "Ganilly", "Gullard", "Lindisfarne", "Minalto", "Rosevean" (P. 23666/43.)

Type and No. of boilers	... Scotch	1 No.
Total No. of tubes fitted	... { Generator	384 No.
	... { Air Heating	266 No.

Row	Ext. Diam.	Thickness	Fitted Length	Total No. of Tubes fitted	Remarks
Plain ...	2 $\frac{3}{4}$ in.	8 W.G.	8 ft. 0 $\frac{1}{4}$ in. Swelled to 2 $\frac{7}{8}$ in. for 3 in. at front end.	270	All tubes are straight.
Stay ...	2 $\frac{3}{4}$ in.	$\frac{7}{16}$ in.	8 ft. 0 $\frac{1}{4}$ in. Staved to 3 in. O.D. at front end for 3 in. up, and screwed with a consecutive thread at both ends for a length of 3 in. 9 T.P.I. Fitted at front end with $\frac{3}{8}$ in. thick nuts.	2	
Stay ...	2 $\frac{3}{4}$ in.	$\frac{3}{8}$ in.	8 ft. 0 $\frac{1}{4}$ in. Staved to 3 in. O.D. at front end for 3 in. up, and screwed with a consecutive thread at both ends for a length of 3 in. 9 T.P.I. Fitted at front end with $\frac{3}{8}$ in. thick nuts.	8	
Stay ...	2 $\frac{3}{4}$ in.	$\frac{5}{16}$ in.	8 ft. 0 $\frac{1}{4}$ in. Staved to 3 in. O.D. at front end for 3 in. up, and screwed with a consecutive thread at both ends for a length of 3 in. 9 T.P.I. Fitted at front end with $\frac{3}{8}$ in. thick nuts.	50	
Stay ...	2 $\frac{3}{4}$ in.	$\frac{1}{4}$ in.	8 ft. 0 $\frac{1}{4}$ in. Staved to 3 in. O.D. at front end for 3 in. up, and screwed with a consecutive thread at both ends for a length of 3 in. 9 T.P.I. Fitted at front end with $\frac{3}{8}$ in. thick nuts.	54	
Plain ...	2 $\frac{3}{4}$ in.	14 W.G.	3 ft. 5 $\frac{3}{8}$ in. Swelled to 2 $\frac{1}{8}$ in. at front end for a length of 3 in. up.	260	
Stay ...	2 $\frac{3}{4}$ in.	$\frac{1}{4}$ in.	3 ft. 6 $\frac{1}{4}$ in. Screwed at ends to 2 $\frac{3}{4}$ in. and 3 in. diam. for a length of 2 $\frac{3}{4}$ in. up, continuous thread 9 T.P.I. Nuts $\frac{1}{2}$ in. thick fitted both ends.	6	

H.M.S. "Giffard" (P. 22752/43); H.M.S. "Steepholm" (P. 23525/43.)

Particulars of the boilers and tubes fitted in the ships shown under Column "A" are identical with those published in A.F.Os. quoted against those shown under Column "B".

A	B	}	A.F.O. 5745/43
"Giffard"	"Betony"		
"Steepholm"	"St. Agnes"		

H.M.S. "Plucky" (P. 22750/43.)

Type and No. of boilers	...	Three Drum Water Tube	...	2 No.
Total No. of tubes fitted	...	Generator	...	2,908 No.

Row	Ext. Diam.	Thickness	Fitted Length	Total No. of Tubes fitted	Remarks
	in.	W.D.G.	ft. in.		
A	1 $\frac{1}{2}$	116	7 9 $\frac{3}{8}$	128	} All tubes are bent.
B	1 $\frac{1}{2}$	116	7 7 $\frac{3}{8}$	128	
C	1 $\frac{3}{8}$	116	7 6 $\frac{3}{8}$	172	
D	1 $\frac{3}{8}$	116	7 6 $\frac{3}{8}$	172	
E	1 $\frac{3}{8}$	116	7 6 $\frac{3}{8}$	172	
F	1	104	7 8 $\frac{1}{8}$	196	
G	1	104	7 9 $\frac{1}{8}$	192	
H	1	104	7 10 $\frac{1}{8}$	196	
J	1	104	7 11 $\frac{1}{8}$	192	
K	1	104	8 0 $\frac{1}{8}$	196	
L	1	104	8 2 $\frac{1}{8}$	192	
M	1	104	8 4 $\frac{1}{8}$	196	
N	1	104	8 6 $\frac{1}{8}$	192	
O	1	104	8 8 $\frac{1}{8}$	196	
P	1	104	8 11 $\frac{1}{8}$	192	
Q	1	104	9 2 $\frac{1}{8}$	196	

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

(This Order will not be reprinted.)

(A.F.O. 5745/43.)

717.—Fuel Tank Filling Connections

L.C.A., L.C.S. (M), L.C.M. (1)

(D. 01035/44.—10 Feb. 1944.)

With the design of petrol filling connection at present fitted in the above-mentioned craft there is danger of petrol reaching the engine room bilges in the event of a "blow-back" when filling the tanks, or of overfilling. This has been the cause in two instances of an outbreak of fire in the engine rooms of L.C.M.(1).

2. In order to avoid this danger the design of filling connection should be altered as shown in A.F.O. Diagram No. 38/44. Linatex No. 4 cement should be used to make all joints between

- (a) Flexatex hose and metal.
- (b) Polyvinyl tube and metal.
- (c) Flexatex hose and Polyvinyl hose.

3. The work should be carried out by Base staffs at the first convenient opportunity. The Flexatex hose required and Linatex No. 4 cement should be demanded from L.C.M.S.O., Staines.

4. A similar modification will be incorporated in new construction.

(A.F.O. 6009/43 is cancelled.)

718.—Fuelling Trawlers—Modifications to Fuelling System

(N.S. 12396/44.—10 Feb. 1944.)

It has been approved to carry out at the first opportunity in existing craft and during conversion of further craft the following modifications to fuel carrying trawlers:—

- (1) To remove existing wire guard stringers from the suction ends in the oil tank and replace them with standard strum boxes with 3-in. hose. Strum boxes will be supplied by Admiralty on demand and should be fitted in the position shown in A.F.O. Diagram 43/44 (1) (D.N.C. 26/AB/318).
- (2) To modify the bottoms of the sounding tubes where necessary as shown in A.F.O. Diagram 43/44 (2) (D.N.C. 26/AB/317).
- (3) To modify the fuelling system in accordance with A.F.O. Diagram 43/44 (3) (E.-in-C. EN.10/1):—
"The supply of all fittings shown in A.F.O. Diagram 43/44 (3) will be arranged by the Admiralty, interconnecting pipes being provided by the refitting authority.
All joints should be of the flanged type faced and fitted with $\frac{1}{2}$ -in. Klingerit."
- (4) To replace semi-rotary oil pumps, if fitted, by Airpel 5F pumps. Pumps will be supplied by Admiralty and fitted with flanged connections at suction and discharge in lieu of the usual B.S.P. connections.
- (5) To fit adequate save-all's under the pumps, filters and fuelling points, and at any other points where spilling of fuel may occur.
- (6) To fit in approved positions on board suitably engraved plates to show the calibration scale for the tank. Plates will be supplied by Admiralty on demand.
- (7) To provide the stowage in approved positions for the following gear:—
4 in No. 60-ft. lengths 2 in. diesel discharge hose.
4 in No. Standard sets of fuelling adaptors.
1 set of brass spanners suitable for hoses and adaptors.
- (8) The 2 $\frac{1}{2}$ -in. filling pipe and Y-piece if fitted on the fuel tank to be removed and the filling connections suitable for 3-in. hose to be substituted. Commanding Officers of fuel carrying trawlers should include the above items in their next list of As. and As.

719.—Steering Engine Drains—As. and As.

"Algerine" Class Minesweepers

(D. 671/44.—10 Feb. 1944.)

The drainage arrangements at the steering engine in vessels of this class built by Messrs. Harland and Wolff Ltd., completed prior to 31st December, 1943 are not satisfactory and result in excessive water leakage past the piston and slide rods to the detriment of crosshead and other bearings.

2. The Squadron Engineer Officer, Fleet Minesweepers, is to insert the following item, Classification A, in the Class List of As. and As. to these ships:—

"To modify the existing steering engine drains in accordance with A.F.O. Diagram No. 39/44."

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

720.—General Motors Diesels—Inversion of Main Bearing and Crankpin Bearing Shells

(D/D.C.O.M./262/43.—10 Feb. 1944.)

Cases have been reported of inversion of upper and lower halves of bearing shells in various models of General Motors Diesels and also in "Gray" conversions of these Diesels. These inversions result in failure of the lubricating oil supply through the oil grooves or drilled holes in the upper halves of the bearings.

2. All new bearing shells will be marked "U" (upper) and "L" (lower) when made, but in view of the number of shells in service or held as spares which will not be so marked, care must be taken to see that when re-assembling, all the upper half bearing shells fitted are those with oil holes drilled through them.

(A.F.O. 4447/43 is cancelled.)

721.—Petrol Testing Arrangements—As. and As.

"Illustrious" Class and "Indomitable", "Implacable" and "Indefatigable", "Unicorn", "Furious", "Argus", "Pretoria Castle", "Activity", "Nairana", "Campania", "Vindex".

(D. 026442/43.—10 Feb. 1944.)

It has been decided to introduce a closed system for testing aviation spirit for water content, in order to reduce the risk of producing dangerous concentrations of vapour in petrol control compartments. The arrangement is indicated in A.F.O. Diagram 33/44 and supply of the closed test vessels will be made by the Admiralty.

2. The Commanding Officers of the ships concerned are to include an item, classification A, in their next lists of alterations and additions to cover the work involved.

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

722.—RIS(3)—Replacement Valves

(S.D. 6/44.—10 Feb. 1944.)

It has been found that valves, wireless N.U.17, C.V.1289 (old Pattern W.268) made by different manufacturers differ in size and in certain cases will not fit into the Phase control unit, Design "E", Pattern W.3394.

2. To ensure getting replacements of the correct physical dimensions for this equipment, valves, thermionic, Pattern C.V.1289S, are to be demanded in lieu of valve, wireless, N.U.17 (old Pattern W.268).

3. Amendments to Establishment List No. E508 for Outfit RIS(3) will be promulgated in due course.

723.—Type 86M with Fighter Direction Equipment—Fitting-out Information

Cruisers and Above

(S.D. 0125/44.—10 Feb. 1944.)

A.S.E. Preliminary Specification No. B.342/43 has been prepared to show the method of fitting and wiring Type 86M in cruisers and above with fighter direction equipment.

2. Copies of the specification have been forwarded to Commanders-in-Chief, Eastern Fleet and Western Approaches; Admirals Superintendent, Chatham, Devonport, Portsmouth, Orkneys, Malta and Rosyth; Flag Officers, East Africa, West Africa and Ceylon; Director, Combined Operations Material; Commodore, Algiers; Commodores Superintendent, Gibraltar and Simonstown; Commodores-in-Charge, Sheerness and Halifax; Commodore, R.I.N., Bombay; Captain-in-Charge, Bermuda; Captains Superintendent, Alexandria and Durban; Naval Officer-in-Charge, Londonderry; Deputy Superintendent, Pembroke; Naval Secretaries, Wellington and Melbourne (for the Officers concerned at Melbourne, Sydney and Fremantle); Secretary, Naval Board (N.D.A.), Ottawa; Chief Constructor-in-Charge, H.M. Naval Repair Base, Corpach; and B.A.M.R., 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; and to the 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 cruisers and above approved to be fitted with Type 86M with fighter direction equipment are therefore to apply to the Warship Production Superintendents of their Areas for a copy of A.S.E. Specification No. B.342/43 in accordance with the procedure laid down in A.F.O. 790/40.

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 destroyed.

(A.F.O. 790/40.)

724.—W/T Transmitting Sets, Types 48 and 48C, and Types 50, 50M and 50MR—Establishment Lists

(N.S. 33792/43.—10 Feb. 1944.)

Revised Establishment Lists Nos. T.1 and T.15 dated 14 Dec. 1943, of Naval Stores comprised in W/T Transmitting Sets, Types 48 and 48C, and Types 50, 50M and 50MR, superseding Lists T.1 and T.15, dated 18 May 1938, and 22 Apr. 1939, respectively, have been prepared and copies will be distributed in due course to all services concerned by the Superintending Naval Store Officer, Haslemere.

2. Establishment Lists Nos. T.1 and T.15, include only those assemblies (i.e. deck and bulkhead insulators, rack outfits and transmitter outfits), which can be definitely allocated to the Types 48/C and 50/M/MR sets.

3. In addition to the assemblies shown on the front pages of the Establishment Lists, certain ancillary outfits (e.g. aerial outfits, receiver outfits, etc.) will be required. As it is now the practice to allocate these outfits to W/T offices rather than to any one particular transmitting set, they have been omitted from the Establishment Lists for these transmitting sets.

725.—Aircraft Hydraulic Equipment—Repair

(A.M.R. 94/44.—10 Feb. 1944.)

Hydraulic equipment gives considerable trouble in aircraft, but this can be largely overcome by careful maintenance. In view of this large proportion of unserviceability due to hydraulic defects, particularly in later types of aircraft, special attention to this aspect of maintenance is necessary. The most common cause of unserviceability is leakage of fluid past seals in the various assemblies and comparatively small leakages or associated defects may cause an aircraft to be out of operation until the defect has been remedied. Thus organisation for the following is of the greatest importance:—

- (a) Great care in general maintenance of hydraulic system with particular reference to the cleanliness of the fluid as laid down in Article 191 of Naval Aircraft Maintenance Instructions.
- (b) Immediate availability of replacement components.
- (c) Rapid and efficient repair of components in order to maintain (b).
- (d) Full testing of repaired components.

2. It is the intention that a reserve of spare serviceable components should be maintained at all times by ships or stations so that an unserviceable item can be replaced immediately and the Air Stores Establishment for hydraulic equipment is laid down with this in view. The unserviceable item is to be repaired as convenient by the ship or station and returned to this reserve, the priority with which such repairs are carried out being related to the rate of consumption and the size of the reserve.

3. Where such procedure is possible, the repair of all hydraulic components is always to be carried out by the Air Engineer Officer's department of the ship or station concerned and not by the squadron as heretofore. This is necessary as squadrons are not supplied with the essential repair and test equipment. It is intended that the Air Engineering departments in each ship or station should build up the necessary organisation and experience to cope with this semi-specialised type of repair which is no longer considered to be within the capacity of the individual squadron. The procedure is, therefore, to be as follows, adapted as necessary to suit local conditions:—

- (i) On a component being reported leaking or defective in such a way that it cannot efficiently be repaired in place it is to be removed and replaced by a serviceable spare.
- (ii) The defective item is then to be sent to the Air Engineer Officer, clearly labelled with details of the item and the known or suspected failure. If any urgency exists due to shortage of reserve spares this should be indicated.
- (iii) The Air Engineer Officer is then to repair and test the component, returning it to the squadron on completion. He is responsible for the recording and reporting of the defect.

(iv) If the item is found to be too badly damaged to be repaired by the ship or station, it is to be returned to store with a note to this effect. Action in accordance with A.F.O. 5010/43 is then to be taken.

Note.—It is important that Squadron Technical Officers should keep themselves informed as to the nature of the defects found by the engineering department and close co-operation in this respect is required.

4. The procedure for repair of hydraulic components outlined above is to commence as soon as practicable. In many cases this procedure cannot be fully implemented as the necessary test and repair equipment has not yet been supplied but it is the responsibility of Commanding Officers and Air Engineer Officers of ships and stations that this procedure is introduced as quickly and in as complete a form as possible.

(A.F.Os. 1563/42 and 5010/43.)

726.—Aircraft—Preliminary Practice Target Towing

(A./A.W.D. 303/43.—10 Feb. 1944.)

Introduction

1. The following table gives the necessary modifications, etc., which enable the aircraft types shown to be used for preliminary practice target towing with the gear detailed in paragraph 2.

Aircraft	Mods., etc.
Corsair	Provision included in all aircraft as loose equipment. Instructions in the Airframe Handbook.
Firefly	Provision made by common alteration.
Fulmar	Modification 272.
Hellcat and Helldiver	Provision included in all aircraft as loose equipment. Instructions in the Airframe Handbook.
Wildcat	Mark IV—Modification 350.
	Marks V and VI—Provision included in all aircraft as loose equipment. Instructions in the Airframe Handbook.
Seafire	P.P. Installation, Ref. No. 9A/1208, Drawings D.I.S., Misc. 570.
Sea Hurricane ...	P.P. Installation, Ref. No. 9A/1152, Drawings D.I.S., Misc. 569.
Swordfish	Modification 455.

Note.—P.P.T.T. gear is being developed for Barracuda, Avenger and A.B.R. aircraft.

2. The gear, with Stores Ref. numbers, for use with the above aircraft is as follows:—

(a) 10 cwt. steel cable (1,000–1,200 ft.), 9A/1078

(b) D-rings, 6F/97

(c) Swivels, 44A/2182 or 9A/869

(d) 4 ft. low-drag sleeve target, 9A/1244

(e) P.P. Hook, with quick release (not required for American aircraft except Martlet IV), Seafire, Sea Hurricane, 9A/829; Firefly, Fulmar, Martlet IV, Swordfish, 9A/1373

Note.—With the Sea Hurricane a weak link must be incorporated as laid down in A.P. 1492, Vol. I, Pt. 4, Section 2, paragraph 5 (amended to A.L. No. 7).

Procedure

3. *Towing-off, first method (Figure 1)* (see A.F.O. Diagram 31/44).—The target is not carried in the aircraft, but is towed off the ground on a 1,000 to 1,200 ft. length of 10 cwt. steel cable. A D-ring and a swivel are attached to the leading end of the towing cable, the D-ring placed on the P.P. hook and the hook closed. If desired, a shock-absorber may be interposed between the D-ring and the swivel.

4. The towing cable is laid out ahead of the aircraft as shown in Figure 1, A.F.O. Diagram 31/44, care being taken that the cable is laid clear (*i.e.*, inboard) of any obstructions on the runway, such as runway lights. The cable must be laid ahead of the aircraft as far as possible, to allow the aircraft a maximum run before the towing cable becomes taut. The target is attached to the trailing end of the cable by means of a swivel (unless one is already fitted to the target). The target should be unfolded and laid on the ground with the open end facing the direction of take-off.

5. When the aircraft is ready to take-off, the Bowden control lever in the cockpit is operated to test that the hook is functioning correctly. The D-ring is then replaced and the hook closed.

6. It is essential that the pilot should climb as quickly as possible on take-off, and in order to assist this the engine should be opened up against the brakes before commencing the run. If this is done the target should be snatched off the ground quickly and not dragged along the ground.

7. *Towing-off, second method (Figure 2)* (see A.F.O. Diagram 31/44).—If, however, it is found that the target is dragged along the ground for some distance before being airborne, and that the target consequently becomes damaged and is unstable in flight, the following alternative towing-off procedure may be found more effective.

8. The layout and connection of the towing cable to the aircraft and target is the same as stated in paragraphs 3 and 4 but instead of laying the target on the ground it should be supported about 4 ft. off the ground. This may be done conveniently by constructing, from local resources, a wooden goal post arrangement about 4 ft. high and 5 ft. wide. The details of construction of the goal post arrangement may be left to the ingenuity of the unit, but it is recommended that the crossbar be made removable to enable the structure to be quickly dismantled after use. It is also suggested that the ends of the uprights be pointed so that they can be driven into the ground. Two guy ropes should be arranged at each end. Alternatively, the uprights may be dropped into sockets sunk in the ground; in this instance the provision of guy ropes would most likely be unnecessary. The goal post should be as light as possible so that in the event of mishap there is little danger to personnel or the aircraft.

9. The "goal post" should be erected adjacent to the runway and approximately at right angles to the direction of the towing cable at the moment it becomes taut. This means setting the goal post slightly towards the runway in the direction of take-off, usually at an angle of about 60° to the runway.

10. The leading end of the target is attached to the crossbar by thin string, at two places about six or seven shroud lines apart, the mouth of the target facing the direction of take-off, see Figure 2. The remainder of the target is unrolled, rolled up again very loosely, and arranged beneath and to the rear of the goal post. The shroud lines are brought forward of the goal post and attached to the towing cable through a swivel.

11. The same take-off technique is required as when the target is laid on the ground, see paragraphs 5 and 6. If this is done, the target should be airborne immediately after the towing cable becomes taut.

12. *Releasing the target.*—When it is desired to release the target the pilot should fly the aircraft over the target recovery area (if one is available) or over the airfield, at a height of about 100 to 200 ft. It is recommended that the target and cable be dropped on to grass and not on to runways.

726a.—Indicators, Turning, Type B, Mark IA, Luminous, Made by Messrs. Ferranti Ltd.—Withdrawal from Operational Aircraft

(A.E. 5684/43.—10 Feb. 1944.)

Indicators, turning, type B, Mark IA, luminous (Stores Ref. 6A/675), manufactured by Messrs. Ferranti, Ltd., are to be withdrawn from operational aircraft and returned to store.

2. This particular make of turning indicator can readily be identified by the dial which is three inches in diameter and is appreciably smaller than other makes.

3. Demands for replacements are to be submitted to the nearest R.N. Store Depot and are to be clearly marked "Demanded in accordance with A.F.O. 726a/44—Ferranti manufacture not suitable".

(A.F.O. 596/44 is cancelled.)

727.—Additional Fire Fighting Equipment

(L.C.F.)

(N.S. 019249/43.—10 Feb. 1944.)

The fire fighting equipment shown below is to be carried in each L.C.F. in addition to stores already allowed for this purpose :—

B.8

Hose, canvas, No. 3 size, 40-ft. long, with instantaneous connections.	2 No.
Extinguisher, Nuswift, 2 gallons, for mess decks (each with four spare charges).	3 No.
2. Bases should demand requirements for craft attached.	
3. The Establishment of Stores will be amended.	

(Capt. M.L.Cs. O.566/24, 31 Jul. 43.)

728.—Additional Domestic Automatic Refrigerator—Fitting of—As. and As.
H.M. Destroyers and Leaders of "Rotherham" to "Crescent" Classes and of "Battle" Class

(D/P.5409/43.—10 Feb. 1944.)

An additional 3½-cu. ft. domestic automatic refrigerator for the use of the crew aft is to be fitted in the above-mentioned ships in the P.O.'s lobby.

2. An item, classification "A", is to be included in the class lists of ships in commission to cover the work involved.

3. Arrangements will be made to forward the refrigerators as they become available.

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

729.—Aircraft, Cylinders, Gas, C.O₂, Ref. 6D/91

(N.S. Air 6546/43.—10 Feb. 1944.)

The undermentioned item for use with apparatus, refilling C.O₂ cylinders, Ref. 6D/94, will be allowed to ships and services in accordance with the following scales :—

Ships as shown in B.R. 378.

Shore establishments :—

R.N. air stations as shown in B.R. 377.

Ref. No.	Description	Permanent	
		Denom.	R.N. Aircraft Repair Yards. Classes "A" and "B" Airframe (A.R.S.)
<i>Section 6D</i>			
91	Cylinders, gas, C.O ₂ , for use with apparatus, refilling, Ref. 6D/94	No.	6

2. In view, however, of the acute shortage of cylinders, gas, C.O₂, 50-lb. capacity, Ref. 6D/91, services may use as an alternative, cylinders, gas, C.O₂, 60-lb. capacity, Ref. 6D/147, with the apparatus, refilling C.O₂ cylinders, Ref. 6D/94, for re-charging dinghy and flotation gear C.O₂ cylinders, as the valves of both cylinders are identical and interchangeable for the purpose of connecting to hoses, flexible, Ref. 6D/97.

3. The cylinder, Ref. 6D/147, has a short syphon tube, however, and should, therefore, during the charging operation, lie at an angle of 20 degrees from the vertical, with the valve facing downwards, in order that the whole of the gas can be transferred.

4. Services concerned should forward demands to their respective R.N. store depots at home or storing yards abroad, quoting this order as the authority for supply. Issue to new services (including R.N.A.S. Ronaldsway and Crimond) will be made with their initial outfit of stores.

5. Deliveries from contractors are expected to commence in January, 1944, and supplies to ships and services should begin immediately thereafter.

6. Arrangements have been made for the necessary quantities to be despatched to yards abroad to cover the requirements of ships and services attached to foreign stations. Details of the quantities being supplied are being forwarded direct to (S) Naval Store Officers concerned.

7. Aircraft Stores Establishments will be amended in due course; meanwhile, establishments held by H.M. dockyards, R.N. air stations, store depots, etc., should be amended in manuscript.

730.—Aircraft Lifting Jacks

(N.S. Air. 2874/42.—10 Feb. 1944.)

The Appendix to A.F.O. 5631/43 is to be amended as follows :—

Ref. 1204—B.R. 378 (C).—Allowances in columns (6)–(7)–(9) to read 2–4–2 (ge) respectively.

Ref. 2033.—B.R. 378 (C).—Allowances in columns (6)–(7)–(9) to read, 2–4–2 (ge) respectively.

After Ref. 2045—Jacks, lifting, 5-ton, hydraulic

Delete "Jacks, lifting" against "or"

Delete "Trestles, Mk. III." against Ref. 2232.

Insert in column (2) against Ref. 2232—"Jacks, lifting".

Insert in column (2) against Ref. 2271—"Trestles, Mk. III".

(A.F.O. 5631/43.)

731.—Automatic Buoyant Indicator Lights, Long Range and Short Range—Allocation of Pattern Numbers, etc.

(N.S. 30777/43.—10 Feb. 1944.)

Automatic buoyant indicator lights have now been assigned pattern numbers and are being added to the Authorised List of Naval Stores, under Subhead F2A, as follows :—

Pattern 16193—Buoyant Light, Long Range } without bulb or battery.

Pattern 16194—Buoyant Light, Short Range }

Deliveries of Pattern 16194 will, however, include a commercial type bulb.

2. All existing stocks of light, Patterns 16193 and 16194, should be examined for any signs of corrosion, and repairs carried out if necessary. In order to obviate the risk of containers becoming corroded, batteries should be removed from stocks of Pattern 16194.

3. Issues of Patterns 16193 and 16194 should continue to be made complete with the appropriate battery and bulb unless otherwise specified, i.e. battery, Pattern 8856A and bulb, Pattern 8119, for Pattern 16193; and battery Pattern 55, for Pattern 16194. Bulbs, Pattern 56A, should be issued for replacement purposes in Pattern 16194.

4. The Sea Store Establishments concerned will be amended as necessary.

732.—Boats, Pulling and Sailing—Identification Marks

(N.S. 14357/44.—10 Feb. 1944.)

The following revised series of numbers is to be brought into use for all pulling and sailing boats due for completion and delivery during the financial year beginning 1 Apr. 1944 :—

Chatham	1– 800	Malta	3101–3400
Sheerness	801–1000	Ceylon	3401–3700
Portsmouth	1001–1800	Bermuda	3701–3800
Devonport	1801–2400	Simonstown	3801–4400
Rosyth	2401–3100	Alexandria	4401–4700

(A.F.O. 732/43.)

733.—D.G. Equipment
Surveying Vessels

(S.D.G. 5/44.—10 Feb. 1944.)

The D.G. equipment in surveying vessels will consist of either of the following arrangement of coils:—

M, FP, QP
or MF, MM, MQ } FI, QI and AI.

2. H.M. ships which are employed, or about to be employed, on surveying duties and which have not been fitted with either of the above systems are to insert the following item in their next list of As. and As.:—

“To fit improved D.G. equipment—Classification A*.”

3. The equipment, together with instructions for fitting, will be supplied by D.E.E. Department, Admiralty, on receipt of a request from the Authority undertaking the work.

4. A report giving the undermentioned details is to be forwarded to D.E.E. Admiralty by the Administrative Authority concerned, as soon as it is known that a vessel is to be employed on surveying duties.

- Ships existing D.G. system, stating the type of coils installed and the power required for each coil.
- The number, type (steam or Diesel), capacity and voltage of ship's generators.
- Total kW of ship's normal sea load, excluding present D.G. load.

734.—D.G. Equipment—Fitting of Fuses in Compass Corrector Coil Circuits

(D.G. 349/43.—10 Feb. 1944.)

It has been reported that certain of H.M. ships built abroad have been fitted with D.G. equipment wherein fuses have been omitted in the supply leads of the compass corrector coils.

2. Commanding Officers of all H.M. ships fitted with D.G. coils are to satisfy themselves that suitable fuses are fitted in the supply leads to all compass corrector coils.

In high voltage D.G. installations, 5-ampere fuses should be fitted in the vicinity of the compass and 7-ampere fuses at the D.G. regulating resistance position.

In low voltage D.G. installations, 5-ampere fuses should be fitted in the supply from the “M” and “A” and 7-ampere fuses in the supply from the “F” and “Q” D.G. coils.

3. Demands for fuses boxes A.P.8111A (4-way) and A.P.8191A (2-way) where necessary should be forwarded to the appropriate storing yard, quoting this A.F.O. as authority.

4. In certain low voltage D.G. installations the gland arrangement of the fuse boxes may have to be modified to suit the supply cables to the compass corrector coils.

5. The work of fitting should be carried out by ships' staffs, but in the case of small ships, the assistance of base or dockyard staffs may be obtained, the item being treated as a defect.

735.—Deperming of Vessels which have been Degaussed by Flashing Treatment in U.S.A.

(S.D.G. 10/44.—10 Feb. 1944.)

The undermentioned landing craft have been degaussed by flashing treatment prior to leaving U.S.A.:—

L.C.T. (5) and L.C.T. (A) converted from L.C.T. (5).
L.C.T. (6).
L.C.I. (L) and L.C.H. converted from L.C.I. (L).

2. These vessels and any other types which have been degaussed in U.S.A. by flashing treatment, are to be depermed as a routine measure when the results of ranging or survey show that deperming is necessary.

3. In the case of craft which are put under care and maintenance, the ranging or survey and deperming is to be carried out when they are recommissioned.

4. Vessels which are not being laid up are to be ranged or surveyed and if necessary depermed at the port of arrival.

5. Attention is drawn to A.F.O. 2280/43.

(A.F.O. 2280/43.)

(A.F.Os. 971/43 and 4737/43 are cancelled.)

736.—Diving Apparatus—Allowances Withdrawn from Certain Ships

See AFO 733/45.

(N.S. 016484/43.—10 Feb. 1944.)

The allowances of diving gear have been withdrawn from the following classes of ships:—

Fast Minelayers.

Sloops serving in Home Waters.

2. In accordance with the Establishment of Naval Stores for Sloops, etc. (B.R. 368), diving gear has hitherto been allowed also to Fleet Minesweepers (except “Bangor” Class) and Frigates (“River” Class), provided that a diver is included in the complement. As, however, divers are not authorised in the complements of Minesweepers or Frigates, the allowance of diving gear is not applicable to any vessels of these classes.

3. Any ships of the above categories which are at present in possession of diving apparatus should arrange for its return to the nearest dockyard.

4. The Sea Store Establishments concerned will be amended in accordance with paragraphs 1 and 2 above.

737.—Foam Equipment for Fire Fighting—Fitting of—REPORTS

Tugs, Drifters and Trawlers employed on Harbour Service Duties

(D. 1050/44.—10 Feb. 1944.)

A fire which occurred in a tidal basin illustrated the desirability of tugs, drifters and trawlers employed on harbour-service duties being fitted with foam-making appliances.

2. On those craft where the capacity and discharge pressure of the pumps are suitable, foam equipments should be demanded from the Naval Store Officer, Preston, on the following basis:—

Harbour-Service Tugs

- 1 “in-line” inductor unit.
- 1 No. 10 foam branch-pipe.
- 40 gallons of foam compound.

Harbour-Service Drifters and Trawlers

- 1 Knapsack tank.
- 1 No. 2 foam branch-pipe.
- 20 gallons of foam compound.

3. For the efficient use of this equipment the pumps should be capable of providing the following minimum quantities of water, at the pressures stated:—

No. 10 foam branch-pipe with “in-line” inductor: 100 g.p.m. at 100 lbs. per sq. in.

No. 2 foam branch-pipe with knapsack tank: 50 g.p.m. at a minimum pressure of 50 lbs. per sq. in.

4. The foam equipment should be supplied only to craft fitted with pumps capable of meeting the foregoing requirements. Foam equipment, which may already have been supplied to harbour-service craft having pumps incapable of meeting these requirements, should be landed forthwith.

5. This equipment is fitted with 2½-in. instantaneous couplings and any adaptors required should be demanded on the normal storing yard, complete details of existing couplings being stated.

6. Reports are to be furnished stating the craft so fitted, together with details of the items supplied to each vessel.

7. Demands for requirements which cannot be met locally for harbour service craft at bases abroad should be forwarded under subhead B.8 to the Director of Stores, quoting this order.

(A.F.O. 2185/43 is cancelled.)

738.—10-ft Dinghies—Supply to Landing Barges

(L.B.V.(2), L.B.O., L.B.E., L.B.W., L.B.F.)

(N.S. 13169/44.—10 Feb. 1944.)

Landing barges are to be supplied with 10-ft. dinghies on the scale of one dinghy to every six barges.

2. No arrangement for hoisting on board should be made and if inboard stowage is required this should be provided on the inside of the ramp.

3. Demands should be forwarded to nearest dockyard by bases to which barges are attached.

4. The equipment list will be amended.

(C.-in-C., Portsmouth's No. 4402/X/0600/4/1 dated 30 Aug. 1943.)

739.—Lanterns, Automatic Emergency, Patterns 16012, 16012A and 16025, and Relay Units, Patterns 16052/3—Operating Voltage

(N.S. 34420/43.—10 Feb. 1944.)

Present deliveries of automatic emergency lanterns and relay units embody a new type of relay introduced to ensure that the light will operate before the supply voltage falls below 100 volts in 220 volt ships and 50 volts in 110 volt ships.

2. Earlier lanterns embody relays which were not designed to switch on the emergency light at any particular voltage but merely to switch on "when ship's supply fails".

3. The new relays have been introduced as replacement parts as follows:—

Pattern 16090—Relay (220 volts) for Automatic Emergency Lanterns, Pattern 16012 and Relay Units, Pattern 16052.

Pattern 16091—Relay (110 volts) for Automatic Emergency Lanterns, Pattern 16012A and Relay Units, Pattern 16053.

Pattern 16092—Relay (230 volts, A.C.) for Automatic Emergency Lanterns, Pattern 16025.

4. In instances where, in the opinion of officers of ships concerned in commission, the existing lanterns do not operate at a sufficiently high voltage, new relays, as enumerated above, are to be demanded and fitted. Details of allowances of spares are given in paragraph 9 below, and these should be demanded at the same time.

5. For ships concerned under construction to which lanterns and relay units with the *obsolete* type of relay have already been delivered, overseers should arrange for the new types of relay required for fitting to be demanded from the appropriate warrant yard or northern depot (vide A.F.O. 1018/41) if not already arranged and subject to no delay in completion. Supply of the spares to these ships in accordance with the allowances quoted in paragraph 9 below should be arranged by the warrant and supplying yards or depots in the usual manner.

6. The replaced relays are to be returned to store for conversion by the makers.

7. The new relays can be recognised by the pattern number engraved on the bottom of the relay mounting block and which is visible when the bottom of the lantern is removed.

8. The various adjusting screws of the new relays are locked, after assembly, at the makers' works. Ships' staffs are not to carry out any adjustments to faulty relays which should be returned to store for repair by H.M. Dockyards or by Messrs. Oldham & Son, Ltd.

9. The allowance of spares ("permanent" sea stores) for the replacement of defective relays will be as follows:—

	Pattern 16090 or 16091	Pattern 16092
Capital ships, aircraft carriers	8	1
Seagoing depot ships and repair ships	6	1
Cruisers and monitors	6	1
Fast minelayers, flotilla leaders and destroyers	2	—
All other vessels fitted with automatic emergency lanterns and relay units	1	—

10. The Sea Store Establishments concerned will be amended.

(A.F.O. 1018/41.)

740.—Lubricators—Alternative Types—(Schedule 196)

(N.S./C.P. 99622/42.—10 Feb. 1944.)

In order to effect an increase in production of Tecalemit Lubricators, it has been decided to dispense with certain patterns and to adopt alternatives as detailed in Appendix "A" hereto.

2. The lubricators detailed in Appendix "B", which have been requisitioned for purchase for delivery as shewn therein, represent requirements on Subhead B, Item 9D, Eighth War Demands.

3. The Admiral Superintendent, Chatham, is to forward proposals for the revision of Schedule 196, and for amendment of the Book of Sketches attached thereto, on receipt of drawings which are being forwarded separately.

APPENDIX "A"

Lubricators—Approved Alternatives

Patterns to be dispensed with		Alternatives to be used		Remarks
Pat- tern No.	Description	Pat- tern No.	Description	
4778	Elbow adaptor 8636/2, 90°, ½ in. Whit. × ½ in. gas.	5748	90° elbow, ½ in. gas, with adaptor, ½ in. 8565/1, and bushing 5700/1, ½ in. × ½ in. gas.	New pattern
4779	Elbow adaptor, 8636/1, 90°, ¾ in. Whit. × ½ in. gas.	5749	90° elbow, ½ in. gas, with adaptor 8565/1, ½ in. gas.	New pattern
4780	2-piece nipple No. 6, ¾ in. Whit.	4986	1-piece nipple 4657, ½ in. gas, T.47.	
4781	2-piece nipple No. 6, ½ in. Whit.	5743	1-piece nipple 4657, ¼ in. gas, T.47.	
4782	2-piece nipple No. 6, ⅝ in. × 20 T.P.1.	5750	1-piece nipple 4657, ½ in. gas with bushing 5700/5, ½ in. × ¾ in. gas.	New pattern
4783	2-piece nipple No. 6, 8 mm., plain shank.	4986	1-piece nipple 4657, ½ in. gas, T.47.	
4784	Water pump plug No. 200, ¾ in. Whit.	5751	Water pump plug, No. 200, ½ in. gas.	New pattern
4788	No. 28 nipple, ½ in. gas ...	4986	1-piece nipple 4657, ½ in. gas, T.47.	
4789	No. 28 nipple, ¼ in. gas ...	5743	1-piece nipple 4657, ¼ in. gas, T.53.	
4791	T.Z.6 Tecazerk nipple, ¾ in. Whit., Z.16.	5739	Hydraulic nipple H.29, ½ in. gas.	
4795	T.Z.6 Tecazerk nipple, ½ in. gas, Z.10.	5739	Hydraulic nipple H.29, ½ in. gas.	
4796	T.Z.6 Tecazerk nipple, ¼ in. gas.	4990	Hydraulic steel nipple H.48, ¼ in. gas.	
4797	T.Z.45 Tecazerk nipple, ½ in. gas.	5742	Hydraulic nipple H.A.39, 67½°, ½ in. gas.	
4798	T.Z.45 Tecazerk nipple, ¼ in. gas.	5753	Hydraulic nipple H.A.56, 67½°, ¼ in. gas.	New pattern
4940	2-piece nipple No. 6, ½ in. gas, T.11.	4986	1-piece nipple 4657, ½ in. gas, T.47.	
4941	2-piece nipple No. 6, ¼ in. gas, T.27.	5743	1-piece nipple 4657, ¼ in. gas, T.53.	
4942	T.Z.6 ½ in. gas nipple Z.10, mounted in elbow 5780/1, 90°.	5754	Hydraulic nipple H.29, ½ in. gas, mounted in elbow 5780/1, 90°, ½ in. gas.	New pattern
4943	T.Z.6 ½ in. gas nipple Z.10, mounted in elbow 5780/2, 90°, ¼ in. gas.	5755	Hydraulic nipple H.29, ½ in. gas, mounted in elbow 5780/2, 90°, ¼ in. gas.	New pattern

Pattern No.	Description Schedule C.196	No.	Chatham	Sheerness	Portsmouth	Devonport	Rosyth		Mersey Area	Severn Area	West Riding	Carfin	Total
							R	L					
4785	Lubricators	No.	84			144	24	36		24	396	1,020	
4786	Lubricators	"		936	3,120	360	4,332	8,652	1,296	24	132	2,004	
4986	Lubricators	"	6,772		168	10,404	180	360	4,224	156	5,112	48,820	
4790	Lubricators	"	48		84	132	36	72	132	144	216	1,548	
4987	Lubricators	"	144		60	60					48	384	
4988	Lubricators	"	96						60	144	72	408	
5730	Lubricators	"	24	12						84	72	444	
5731	Lubricators	"	60						516	240	60	228	
5733	Lubricators	"								420	240	1,008	
5734	Lubricators	"							60	600	60	600	
5735	Lubricators	"			36				60	312	48	720	
5736	Lubricators	"							96	312	48	468	
5737	Lubricators	"			708		60	108		336	36	540	
5738	Lubricators	"	700							768	36	840	
5739	Lubricators	"								1,284	540	4,648	
5740	Lubricators	"								528	60	648	
5741	Lubricators	"								216	48	312	
5742	Lubricators	"		120	912	1,548	60	72	156	576	288	1,272	
5743	Lubricators	"	2,800				48	120		1,500	1,032	9,280	
5746	Lubricators	"			24	60	24	36	1,800		24	48	
5748	Lubricators	"	48	60					1,800	96	96	2,184	
5749	Lubricators	"	560		24		24	48	1,800	108	108	2,636	
5750	Lubricators	"			24					48	48	192	
5751	Lubricators	"	2,600		288					756	756	4,400	
5753	Lubricators	"	24							144	144	372	
5754	Lubricators	"	24		144				324	24	24	396	
5755	Lubricators	"								24	24	192	

741.—Preparation and Coating of Fresh Water Storage Tanks

(W.P.Ss., P.S.Os., P.E.R.Os., E.R.Os., and all Yards.)

(D.18236/43.—10 Feb. 1944.)

It has been reported that overseers have difficulty in enforcing paragraph 21 (f) of B.R. 820/43 in cases where Messrs. Wailes Dove, the manufacturers of Bituros are actually applying their own material. The finishing treatment embodied in the clause of the B.R. quoted is recommended by Messrs. Pinchin Johnson for finishing the application of their material "Rosbonite", and should be applied to this material. The additional time and labour involved in carrying out the instructions of paragraph 21 (f) of B.R. 820/43 need not be expended on the approved coatings other than "Rosbonite" and in any case should not be insisted on against the recommendations of the manufacturers.

2. In all cases where the use of proprietary materials are concerned, the makers should be consulted direct, as may be necessary, to ensure satisfactory results.

(B.R. 820/43, paragraph 21 (f).)

742.—Ventilation Trunking—Avoidance of Damage to Electrical Equipment by Water

(T. 2095/43.—10 Feb. 1944.)

Cases have occurred in which sea water has found its way into ventilation trunking and has dripped, splashed or been blown from seams and ventilation openings on to important electrical equipment with consequent damage to the latter. Similar trouble can arise from moisture formed by condensation on trunking.

2. Arrangements should be made by the Commanding Officers of all ships for ventilation ducts and openings in way of electrical machinery, non-watertight switchgear, switchboards, panels and fittings to be examined and any necessary steps taken to minimise the damage which would be caused if, as a result of heavy weather, enemy action or firefighting, water should inadvertently be admitted to the ducts.

3. Ventilation openings or ducts which are so located that water in the ducts could drip or be blown on to non-watertight electrical equipment are to be readjusted or moved where practicable to more suitable positions. Alternatively suitable baffles or shields should be fitted to protect the equipment. Steps should be taken to ensure that trunking passing over electrical equipment is watertight and, where necessary, lagged to prevent condensation.

4. In those few cases where the necessary remedial measures are beyond the capacity of the ships' staffs, an item should be included in the defect list for adjustment as necessary of the ventilation arrangements in question.

743.—Welding Procedure near Energised Degaussing Coils—Results of Welding Trials

(S.D.G. 354/42.—10 Feb. 1944.)

An investigation of welding procedure near energised degaussing coils has been carried out.

2. The results indicate that:—

Wherever possible degaussing coils should *not* be energised when it is required to carry out welding in, or adjacent to, a compartment through which a degaussing coil is routed.

When it is necessary to carry out emergency repairs in close proximity to energised degaussing coils, some method should be employed to shunt the magnetic flux away from the welding arc. This may be done by clamping heavy mild steel plates at intervals across the welding gap.

Welded joints deposited with the aid of magnetic shunts in areas affected by energised degaussing coils will not be as satisfactory as welds deposited free of magnetic influence. They are subject to imperfect fusion and other defects in the root pass. Precautions should be taken to inspect each layer of all welds made under these conditions.

Section 4

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

744.—Pork and Vegetables—Substitution for Beef and Carrots

(V.10/6340/43.—10 Feb. 1944.)

Owing to the shortage of beef, the production of tinned boiled beef and carrots in the United Kingdom has been suspended. When present stocks of this item at the Home Victualling Yards are exhausted, pork and vegetable in 1 lb. tins, will be issued in lieu.

2. The issuing price of pork and vegetable will be 8d. per lb.

745.—Provisions—Extra Issues
Coastal Craft

(V.2/5450/43.—10 Feb. 1944.)

A.F.O. 355/44, paragraph 3.

“ . . . Victualling and Spirit Book—S.1027 ”
should be amended to read

“ . . . Victualling and Spirit Book—S.1072 ”.

(A.F.O. 355/44.)

746.—Tinned Tomatoes

(V. 10/4485/43.—10 Feb. 1944.)

Owing to the shortage of shipping only limited supplies of imported tinned tomatoes are available, and it is necessary to restrict issues of this item from Home Victualling Yards to sea-going ships.

2. Demands for tinned tomatoes should not therefore be forwarded from shore establishments, depot ships, etc., unless the tomatoes are required for sea-going tenders.

747.—Catgut used in Surgical Operations—Record to be Kept

(M.D.G. 5853/44.—10 Feb. 1944.)

A permanent record is to be kept in all hospitals, hospital ships and sick quarters of the make and batch number of all catgut used in surgical operations.

2. The following will be a convenient method of notation.

Name, Etc., of Patient	Date of Operation	Disease	Surgeon	Operation	Catgut	
					Maker	Batch No.

3. No special printed form will be provided for this purpose.

The maker and batch No. of catgut should be noted on the bed ticket and the account of the operation performed.

748.—Ships Not Carrying Medical Officers—Return of Surgical Instruments in Excess of Requirements

(M.D.G. 4174/44.—10 Feb. 1944.)

Commanding Officers of ships not carrying Medical Officers may on occasion find the equipment of medical stores supplied contains instruments, books, etc., which can be used only by Medical Officers.

2. Such equipment should be returned to the most convenient R.N. medical depot.

Cancelled by 749.—Propane Gas
AFO 6376/46. (C.P. 33493/43.—10 Feb. 1944.)

Supplies of Propane gas should be obtained by H.M. Naval Establishments at home from The British Oxygen Co., Ltd., of Grosvenor House, Park Lane, London, W.1, by local purchase in 23 lb. cylinders at the provisional price of 7d. per lb.

2. Propane cylinders will be included in the annual census of British Oxygen Co. cylinders on charge to Admiralty. Empty cylinders should therefore be returned promptly to the company.

See AFO 1441/46. → 750.—Cap Ribbons
(V.1/860/44.—10 Feb. 1944.)

Except as authorised by paragraphs 4 and 5 of this Order, the issue in the Fleet of cap ribbons lettered with ships' names or with special lettering of any kind has been discontinued for the period of the war, and only cap ribbons lettered H.M.S. will be supplied from Victualling Yards and Depots.

2. The scale of issue is two cap ribbons on entry to men dressed as seamen. The issue of one ribbon on a change of ship or establishment, or on being supplied with a sun helmet, has been discontinued, and for the period of the war cap ribbons are not to be worn on sun helmets.

3. No cap ribbons bearing the names of sea-going ships are to be worn on shore or afloat.

4. Ratings serving in submarines may wear cap ribbons lettered “ H.M. S/M ”. Demands for these ribbons should be forwarded either to:—

H.M. Naval Victualling Depots, Southern Area,
Thatcham, Berks,

or

H.M. Naval Victualling Depot,
Jamestown, Dunbartonshire,

or

H.M. Naval Victualling Depots,
Lancashire Area, Accrington,

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

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

6. The utmost economy in the use of cap ribbons is necessary and replacements should be reduced to a minimum.

(K.R. & A.I., Article 1868, Cl. 7.)

(A.F.O. 5781/43.)

(A.F.Os. 5958/42, 3214/43 and 3481/43 are cancelled.)

751.—W.R.N.S.—Ribbon and Elastic

(V. 4097/43.—10 Feb. 1944.)

Elastic and ribbon are now available for issue on repayment to W.R.N.S. personnel, and demands should be forwarded to Director, W.R.N.S., in accordance with A.F.O. 328/43. The issue of these items on repayment is to be limited to the quantities shown below and all issues are to be noted in the individual's pay book (S.43A.).

2. A.F.O. 3811/42 is to be amended as follows:—

Section 1.

Add:—

* (a) Elastic cotton, $\frac{1}{4}$ in., white 1d. per yard.
* (a) Elastic cotton, $\frac{3}{16}$ in., white 1d. per yard.
* (b) Elastic cotton, $1\frac{1}{8}$ in., peach 4d. per yard.
* (a) Ribbon, cotton, $\frac{3}{16}$ in., white 1d. per yard.

Section 2.

A.F.O. 1049/44

- (a) Elastic cotton, $\frac{1}{2}$ in., white ... 4d. for 3 yards.
 (a) Elastic cotton, $\frac{3}{8}$ in., white ... 4d. for 3 yards.
 (b) Elastic cotton, $1\frac{1}{8}$ in., peach ... 5d. per yard.
 (a) Ribbon cotton, $\frac{3}{8}$ in., white ... 4d. for 3 yards.

Note.—(a) Annual issue limited to 3 yards.

Note.—(b) Annual issue to be limited to 1 yard.

(A.F.O. 3811/42 and 328/43.)

752.—Clothing—Toilet Articles—Grant in Lieu of Initial Issue to New Entries, R.N.

(V.1/909/44.—10 Feb. 1944.)

New entries, R.N., are invited on joining for service to bring with them the following privately-owned toilet articles:—

Brush, hair.

Comb, hair.

2. These articles are not included in the initial free kit issued on entry, but ratings are credited with the value of the articles at current issuing prices, at present 2s. 4d., and are required to take them up on repayment from Service stocks if they do not bring them with them.

(A.F.Os. 4625/43 and 4869/43 are cancelled.)

753.—Loan Clothing

(L.L. Minesweeping Trawlers and Drifters in Home Waters)

(V. 7806/43.—10 Feb. 1944.)

Three additional sets of loan protective clothing each consisting of:—

Seaboots	1 pair
Seaboot stockings	1 pair
Oilskin jacket	1 No.
Oilskin trousers	1 pair
Oilskin sou'wester	1 No.

may be carried in "L.L." minesweeping trawlers and drifters in home waters to enable all ratings employed at the same time hauling sweep to be protected.

(C. in C., The Nore, Ref. No. 5456/6223 of 18 Nov. 1943.)

(Br. 93a, Manual of Victualling, Appendix G (9).)

(A.F.O. 3333/43.)

754.—Mess Utensils—Personal Issue

(V. 21485/42.—10 Feb. 1944.)

Consideration has been given to a proposal to make a knife, fork, spoon, tin plate and enamelled mug part of the personal kit of naval ratings and reports on the proposal have been obtained from representative commands. As a result it has been decided not to adopt the arrangement.

2. In some shore establishments it has been found convenient and advantageous to issue a knife, fork and spoon to leading rates and below when they join the establishment, and to withdraw the articles when the ratings are drafted away. A similar procedure may be adopted in any of H.M. ships and establishments where circumstances make it practicable and desirable from the point of view of preventing excessive losses.

3. In shore establishments one earthenware cup may also be issued on personal loan in a similar manner if considered desirable and if this is done free replacements may be allowed up to one per quarter where it is the practice to meet the cost of excess breakages from the Supper Savings Fund, a practice which should, of course, be continued. If this is done issues in excess of one per quarter to any man should be charged for at the rate of 9d. a cup, which should be paid into the Supper Savings Fund.

(C.in-C., Nore, No. 4523/6196—24 Sep. 1943.)

(C.in-C., Home Fleet, No. 1313/H.F. 801/48—3 Sep. 1943.)

(C.in-C., Western Approaches, No. W.A.3173/4649P.—16 Sep. 1943.)

(C.in-C., Eastern Fleet, Message 0700/5 Jun.; 1150/20 Jul.)

(C.in-C., South Atlantic, Message 1258/7 Jul.)

(C.in-C., Plymouth, No. 2234/Ply. 672—12 Jul. 1943.)

(C.in-C., Levant, 2673/1054/2—8 Oct. 1943.)

(C.in-C., Portsmouth, 6195/P/8103/21—22 Jun. 1943.)

(C.in-C., Mediterranean, No. 3674/MED. 1054/7/1—7 Oct. 1943.)

(F.O.C., Dover, 932/229—12 Oct. 1943.)

(F.O.N.A.S., Lee-on-Solent, No. 7805/946/4—15 Oct. 1943.)

Section 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

755.—Amendments to Books

(E.F.O.—10 Feb. 1944.)

The undermentioned amendments (A.F.Os. P. 77—84) 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.77/44.—O.U.—A.P.(N) 1—Amendment No. 17.

P.78/44.—O.U. 5225—Home Dockyard Regulations—Amendment.

P.79/44.—B.R. 886—Regulations for the supply of Residential Furniture—Amendment.

P.80/44.—B.R. 913(2)—Handbook of the Fuzekeeping Clock and associated equipment—The Fuzekeeping Clock, Marks II and III—1939—Amendment No. 7.

P.81/44.—B.R. 677—Instructions for R.N. Hospitals, etc., 1927—Amendment.

P.82/44.—B.R. 780(4)—Re-arming Drill for Naval Fighter Aircraft Corsair, 1943—Amendment No. 1.

P.83/44.—B.R. 811(3)—Aircraft Torpedo Manual, Part III, M.A.T., Mark IV—Amendment No. 3. A.P. 2610(3)—Amendment List No. 3.

P.84/44.—O.U. 5225—Home Dockyard Regulations—Amendment.

* Exceptionally A.F.O. P.77 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. 623/44.)

756.—A.M.S.Is.

(E.F.O.—10 Feb. 1944.)

Admiralty Merchant Shipping Instructions Nos. 6-8 and 9-11/44, are being distributed concurrently with this issue of A.F.Os.

(A.F.O. 624/44.)

757.—W/T Frequency Supplements—M. 350

(E.F.O.—10 Feb. 1944.)

Four W/T Frequency Supplements for May, June and July, 1944, are distributed with Admiralty Fleet Order publications dated 10 Feb. 1944.

2. S1/M. 350. Optimum Frequency Band Tables.
- S2/M. 350. Frequency Guide for the North and South Atlantic.
- S3/M. 350. Frequency Guide for the Indian Ocean.
- S4/M. 350. Frequency Guide for Shore-Ship Communication in the Indian Ocean.

3. The distribution of S1/M. 350 Optimum Frequency Band Tables is, with a few exceptions, restricted to Commanders-in-Chief ashore on the scale of one copy each. Dominion Naval Boards, Signal Schools and Training Bases concerned are supplied with additional copies. Distribution of S2/M. 350, S3/M. 350 and S4/M. 350 is to be made on the scale of one copy to Commanders-in-Chief, Flag Officers-in-Charge, Naval Officers-in-Charge and Commanding Officers of H.M. Ships and Vessels down to and including Escort Trawlers; to British and Allied Ocean-going Merchant Ships fitted with H/F transmitters and to neutral ships similarly fitted when sailing in British and Allied interests.

(A.F.O. 4139/43 is cancelled)

758.—B.R. 114/41—(Revised Edition)—Memorandum on the Immediate Treatment of Open "Head Injuries"

(M.D.G. 49653/43.—10 Feb. 1944.)

A revised edition of B.R. 114/41—Memorandum on the Immediate Treatment of Open Head Injuries is now being published.

2. Medical Officers in ships and establishments at home, should demand copies from the Superintending Naval Store Officer, R.N. Store Depot, 307, Elveden Road, Park Royal, N.W.10.

3. Medical Officers in ships and establishments abroad should demand on the local Naval Distributing Authority.

(A.F.O. 3553/41 is cancelled.)

759.—B.R. 783—The Services Radio Valve Manual—Issue

(S.D. 05789/43.—10 Feb. 1944.)

B.R. 783.—The Services Radio Valve Manual—which is common to the Navy, Army and Air Force, has been prepared and will be issued by each of the three Services separately, each under its own reference number.

2. In the Naval Service this book supersedes Admiralty Signal Establishment Publication M. 279—"Naval Pattern Valves, operating data and characteristic curves.

3. Copies will be issued to all concerned, without demand, by the Superintending Naval Store Officer, R.N. Store Depot, 307, Elveden Road, Park Royal, N.W.10.

760.—B.R. 862A(1)—Addendum No. 1 to Naval Cordite Regulations—Issue

(G. 255 /44.—10 Feb. 1944.)

Addendum No. 1 to the Naval Cordite Regulations is now in the press and copies will be issued, without demand, to holders of the parent book, by the Superintending Naval Store Officer, R.N. Store Depot, 307, Elveden Road, Park Royal, S.W.10, when supplies become available.

761.—B.R. 1005—Regulations for Maintenance of 21-in. Marks IX*-IX** and IX** N.A.B. Torpedoes—Issue

(T. 2900/43.—10 Feb. 1944.)

Copies of the above book are being prepared and will shortly be distributed by the Superintending Naval Store Officer, R.N. Store Depot, Elveden Road, Park Royal, N.W.10, to all concerned without demand.

2. B.R. 1005 supersedes O.U. 5504 and O.U. 5504 (1).

762.—B.R. 1026—Notes for the Guidance of D.G. Inspecting Officers—Introduction

(S.D.G. 314/43.—10 Feb. 1944.)

Notes for the Guidance of D.G. Inspecting Officers have been revised and are now being issued as B.R. No. 1026.

2. This book has been compiled in pocket book form and is intended for the use of—

D.G. Officers.
Compass Adjusting Officers.
Dockyard Officers.
Officers employed on Overseeing Duties.

3. Issue will be made without demand as shown on the attached Appendix. Thereafter, copies should be obtained by authorities concerned as required from—
The Superintending Naval Store Officer,

R.N. Store Depot,
Elveden Road,
Park Royal, London, N.W.10.

APPENDIX

S.I.D.G., London, Berkeley Square House, Berkeley Square, London, W.1...	10
S.I.D.G., Newcastle, Central Exchange Hotel, Grey Street, Newcastle	10
S.I.D.G., Leith, 2, Commercial Street, Leith	10
S.I.D.G., Glasgow, St. Enoch Hotel, Glasgow	10
S.I.D.G., Belfast, Fleet Mail Office, Belfast	10
S.I.D.G., Liverpool, Royal Liver Building, Liverpool	10
S.I.D.G., Cardiff, Imperial Buildings, Mount Stuart Square, Cardiff	10
S.I.D.G., Plymouth, Flagstaff Steps, H.M. Dockyard, Devonport	10
S.I.D.G., Levant, c/o H.M.S. " Nile ", c/o G.P.O., London	20
S.I.D.G., Mediterranean, c/o Commodore, Algiers	20
S.I.D.G., India, c/o R.I.N. Offices, Bombay, India	100
D.G. Officer, Colombo, c/o H.M. Dockyard, Colombo	5
D.G. Officer, c/o H.M. Dockyard, Malta	5
D.G. Officer, Freetown, H.M. Naval Base, Freetown, Sierra Leone	5
D.G. Officer, Gibraltar, H.M.S. " Cormorant ", Gibraltar	5
D.G. Officer, Halifax, H.M.C. Dockyard, Halifax, Nova Scotia	5
D.G. Officer, Iceland, c/o F.O.I.C., Iceland (C)	2
D.G. Officer, Kilindini, c/o F.O.I.C., East Africa, Kilindini	5
D.G. Officer, Newfoundland, c/o N.O.I.C., St. Johns, Newfoundland	5
D.G. Officer, Trinidad, c/o F.O.I.C., Trinidad	2
Secretary, Navy Office, Victoria Barracks, Melbourne, Australia	100
Chief of Naval Staff, R.C.N. Naval Staff Headquarters, Ottawa, Canada	100
Secretary, Navy Office, Wellington, Navy Office, Wellington, New Zealand	100
S.I.D.G., Africa, c/o N.O.I.C., Simonstown, S. Africa	100
S.D.G.(W), c/o B.A.D., Washington	200
The Captain, H.M.S. " Vernon ", (EL) for Distribution to Torpedo Schools	100
The Captain, H.M.S. " Dryad ", Portsmouth	100
C.O., H.M.S. " Bushwood ", c/o G.P.O., London	5
C.O., H.M.S. " Springdale ", c/o G.P.O., London	5
C.O., H.M.S. " Springtide ", c/o G.P.O., London	5
King's Harbour Master, Dover	1
King's Harbour Master, Plymouth	3
King's Harbour Master, Milford Haven	1
King's Harbour Master, Alexandria	1
King's Harbour Master, Rosyth	3
Assistant King's Harbour Master, Sheerness	2

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Superintendent, Chart and Chronometer Depots, Halifax	1
Superintendent, Chart and Chronometer Depots, Gibraltar	1
Swinging Officers, Barry	2
Swinging Officers, Belfast	1
Swinging Officers, Falmouth	1
Swinging Officers, Glasgow	1
Swinging Officers, Harwich	1
Swinging Officers, Immingham	1
Swinging Officers, Leith	1
Swinging Officers, Londonderry	1
Swinging Officers, Portsmouth	2
Swinging Officers, Liverpool	3
Swinging Officers, Greenock	3
Swinging Officers, Middlesbrough... ..	1
Swinging Officers, Newcastle	1
Swinging Officers, Newhaven	2
Swinging Officers, North Shields	1
Swinging Officers, Troon	1
Swinging Officers, Weymouth	1
Swinging Officers, Cape Town	1
Swinging Officers, Colombo	1
Swinging Officers, Durban	1
Swinging Officers, Alexandria	1
Swinging Officers, Port Said	1
Swinging Officers, Scapa	2
Swinging Officers, Dover	1
Swinging Officers, Dartmouth	1
Navigating Officers, "Weyland"	1
Navigating Officers, "Philoctetes"	1
C.C.O.	40
For distribution to Swinging Officers whose appointments are arranged by him.	
W.E.S., Glasgow	50
W.E.S., Liverpool	20
W.E.S., Newcastle	20
W.E.S., Cardiff	15
W.E.S., London	20
W.E.S., Southampton	15
W.E.S., Belfast	15
B.A.T.M. (Canada)	6
B.A.M.R. (Washington)	6
E.E.M., H.M. Dockyard, Portsmouth	5
E.E.M., H.M. Dockyard, Devonport	5
E.E.M., H.M. Dockyard, Chatham	5
S.E.E., H.M. Dockyard, Sheerness	3
E.E.M., H.M. Dockyard, Rosyth	4
Electrical Officer, c/o Chief Constructor-in-Charge, Lyness Base	3
Electrical Officer, c/o Chief Constructor-in-Charge, Corpach Base	3
Electrical Officer, c/o Chief-Constructor-in-Charge, Dunstaffnage	3
Electrical Engineer, Portland Base	2
Electrical Officer, c/o Base Constructive Officer, Pembroke Dock	3
P.E.R.O., c/o F.O.I.C., Glasgow	6
P.E.R.O., c/o F.O.I.C., Liverpool	6
P.E.R.O., c/o F.O.I.C., London	6
P.E.R.O., c/o F.O.I.C., Newcastle	6
P.E.R.O., c/o F.O.I.C., Aberdeen... ..	4
P.E.R.O., c/o F.O.I.C., Belfast	6
P.E.R.O., c/o F.O.I.C., Cardiff	6
P.E.R.O., c/o F.O.I.C., Falmouth	4
P.E.R.O., c/o F.O.I.C., Humber	6
P.E.R.O., c/o F.O.I.C., Milford Haven	4
P.E.R.O., c/o F.O.I.C., Southampton	6
P.E.R.O., c/o N.O.I.C., Dundee	4
P.E.R.O., c/o N.O.I.C., Harwich	2
P.E.R.O., c/o N.O.I.C., Middlesbrough	3
S.E.E., H.M. Dockyard, Gibraltar	4

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E.E.M., H.M. Dockyard, Alexandria	6
Base Electrical Engineer, Bombay	3
Base Electrical Engineer, Calcutta	3
Base Electrical Engineer, Colombo	4
Base Electrical Engineer, Diego Suarez	3
Base Electrical Engineer, Durban	4
Base Electrical Engineer, Freetown	3
Base Electrical Engineer, Kilindini	5
Base Electrical Engineer, Massawa	4
Base Electrical Engineer, Trincomalee	4
Base Electrical Engineer, Bermuda	4
S.E.E., Simonstown	5

763.—O.U. and B.R. Publications—Distribution during December—Amendment

(N.S. 196/43.—10 Feb. 1944.)

A.F.O. 234/44 is to be amended as follows:—

For "C.A.F.O." Sc "54—Correction No. 1 to BR. 232."

read: "C.A.F.O." Sc "54—Correction No. 1 to BR 232(B)."

(A.F.O. 234/44.)

764.—Mails for Men Undergoing Imprisonment or Detention

(N.L. 11584/43.—10 Feb. 1944.)

Letters received for men undergoing sentences of imprisonment or detention should be forwarded to the Governor of the Prison, or Officer-in-Charge of the Detention Quarters or Barracks. Any telegrams should be similarly re-addressed.

2. Parcels may not be sent by friends or relatives to offenders undergoing detention in Naval Detention Quarters or Military Detention Barracks, but should any be received in H.M. Ships after an offender's committal, they should be forwarded on to the place of confinement, where they will be opened in the offender's presence. Such articles as may be permitted by the Regulations will be handed to him and the remainder will be set aside until release.

3. Parcels should not be re-addressed to men confined in Civil Prisons. If the offender is not due for release within a week of receipt, or in any case if a parcel is thought to contain food or other perishables, it should be returned to the sender endorsed "Return to sender for reasons stated—Undeliverable".

(A.F.O. 500/44, is cancelled)

765.—Beach Markings—Revised British System

(M/C.O.D. 33/43.—10 Feb. 1944.)

Arrangements have been made for distribution of cards, from the R.N. Store Depot, Park Royal, illustrating the revised British System of Beach Markings, on the scale shown below.

2. This system has been approved for standard world-wide British use.

3. Instructions for the use of the markings and particulars of supply will be promulgated by C.A.F.O. at an early date.

4. The authorities concerned are to arrange as necessary for the distribution of the cards to the forces, craft and establishments under their orders.

Distribution—

The Commander, Task Force 122	5,000
The Flag Officer, Force "J," H.M.S. "Vectis"	1,000
The Flag Officer, Force "S"	1,000
The Chief of Combined Operations	600
The Commanding Officer, H.M.S. "Armadillo"	100
The General Officer Commanding, S.S. Group	100
The Commanding Officer, H.M.S. "Pasco"	25

The Commanding Officer, H.M.S. "James Cook"	25
The Captain, Major Landing Craft, H.M.S. "Dinosaur"	350
The Captain, Landing Barges	500
The Commander-in-Chief, Mediterranean Station	2,000
The Supreme Allied Commander, South East Asia Command, New Delhi	100
The Commander-in-Chief, Eastern Fleet	2,000
The Allied Naval Commander, Expeditionary Force	6,000

766.—National Health and Pensions Insurance—Officers—New Discharge Form—Form S.1034 Officers

(P.M. 1996/43.—10 Feb. 1944.)

It is notified that a new form is being introduced by means of which the Ministry of Health is to be notified of the discharge, etc., of an *insurable officer*. The new form S.1034 (Officers) replaces the old forms S.1034 and S.1034W as far as officers are concerned. The old forms should continue to be used in connection with ratings.

2. Where insurable officers are being released to unpaid leave, a note should be made on Form S.1034 (Officers) of the period of unpaid leave authorised.

3. Supplies of Form S.1034 (Officers) should be demanded from R.N. Store Depot, 307 Elveden Road, Park Royal, London, N.W.10, and the use of the form should be introduced as soon as possible.

(A.F.Os. 1902/43, paragraphs 8, 32 and 3919/43, paragraph 15.)

767.—Bedhampton Camp—Address for Correspondence

(A. 02366/43.—10 Feb. 1944.)

Bedhampton Camp is to be known as H.M.S. "Daedalus III" to overcome the difficulty of mails being sent in error to other camps.

2. Correspondence should be addressed to:—

The Officer-in-Charge,
H.M.S. "Daedalus III",
Bedhampton,
Havant,
Hants.

Section 6.—SHORE ESTABLISHMENTS

768.—Military Hospital, Dumfries—Address for Correspondence

(M.D.G. 5197/44.—10 Feb. 1944.)

Correspondence is sometimes incorrectly addressed to the Crichton Royal Institution, which is a Civil Hospital. The correct address should be noted, viz., Military Hospital, Dumfries (Telephone Dumfries 1291).

769.—Honours and Awards for Gallantry

(H. & A.—10 Feb 1944.)

The head of an Admiralty establishment should send to the Secretary of the Admiralty (H. & A.) as soon as possible after the act, a statement of any act of gallantry performed on Admiralty premises, whether during an air raid or not, by any person employed permanently or temporarily in his establishment. The statement must give the following particulars of the person recommended:—

- Surname.
- All Christian names.
- Home address.
- Rank or status.
- Service or organization.

(f) Total period of service.

(g) Normal civilian occupation if other than as shown at (d) and (e).

(h) Previous honours, if any, with dates of awards; and also

(j) Full particulars of the action for which an award is recommended.

2. If the person recommended was injured before or during the incident, a note should be added stating what the injury was and estimating its effects.

3. If several persons are recommended for services in one incident, a general statement accompanied by a list of names does not provide enough information. Heads of establishments should, therefore, not fail to provide clear and full reports of each person's services, arranged in order of merit.

4. (a) The above instructions apply to all recommendations for the recognition of civilians whether for Services in Civil Defence or for any other *acts of gallantry*.

(b) The above-mentioned Order applies to recommendations for the recognition of civilians for gallantry only. Recommendations for the recognition of civilians for meritorious service should not be submitted to the Secretary of the Admiralty (H. & A.) for immediate Award; nor should they be included in the lists submitted by Commanders-in-Chief, etc., for Naval Awards in the New Year and King's Birthday Honours List.

(c) The Honours and Awards which may be given to civilians for gallantry are the George Cross, Albert Medal, George Medal, appointment to the appropriate class of the Order of the British Empire, and the British Empire Medal.

(d) These Rewards carry with them the right to use their initials after the surname.

(e) It is customary in time of war for the ribbons of Orders and Medals to be worn immediately on the publication of the Appointment or Award in the *London Gazette*.

(A.F.Os. 1077/42 and 3946/42 are cancelled.)

770.—"Pay-as-you-Earn" System of Collection of Income Tax—Non-industrial Employees at Home Establishments

(D.N.A. 1902/44.—10 Feb. 1944.)

Attention is drawn to A.F.O. 688/44 in Section 2 of this issue.

771.—Essential Work (General Provisions) Order, (No. 2) 1942—Position of Civilian Employees

(L. 9186/42.—10 Feb. 1944.)

Although the Essential Work (General Provisions) Order, 1942, does not apply automatically to Admiralty establishments, individual establishments may nevertheless be recommended for inclusion in the Schedule of Undertakings referred to in Article 2 of the Order, where in the opinion of Officers-in-Charge, special advantages would be gained by scheduling. In such cases, application should be made in the first instance, through the appropriate Department, to the Secretary of the Admiralty (Labour Branch).

2. When any particular establishment is scheduled, the Officer-in-Charge will receive from the Ministry of Labour and National Service a form of Certificate, of which a copy should be forwarded immediately to the Secretary of the Admiralty (Labour Branch).

3. The chief effects of scheduling under this Order are as follows:—

- No employee may leave his employment without the permission in writing of the National Service Officer.
- Save for discharge on grounds of serious misconduct, an employee can be dismissed or transferred to another establishment (excepting transfers lasting not more than 14 days, in an emergency) only with the permission of the National Service Officer.
- An employee discharged for serious misconduct may appeal to a Local Appeal Board.
- An employee who absents himself from work without reasonable excuse, or if he is persistently late at work or if he fails to

comply with lawful and reasonable orders, may be reported to the National Service Officer, who can then give him directions as to the times for which, and the manner in which he shall perform his work.

- (e) A guaranteed minimum wage will be payable in accordance with the provisions of Article 4 (1) (d).
- (f) An employee may not be suspended for longer than 3 days for any one offence, and may appeal to a Local Appeal Board against such suspension.

4. It will be necessary for Officers-in-Charge of scheduled establishments to make and maintain the closest liaison with the appropriate National Service Officer (normally the Manager of the Local Employment Exchange, who will in any case be able to advise on this, and any other questions arising out of the Order). Any difficulty experienced in dispensing with the services of undesirable and inefficient employees, or in effecting immediate transfer of workpeople to other establishments, as necessary, should be reported to the Admiralty without delay.

5. By agreement with the Ministry of Labour and National Service, non-industrial staffs will not fall within the scope of the Order. If the local officers of the Ministry are in doubt whether a particular worker is in an industrial or non-industrial grade, they will consult the head of the establishment concerned.

6. Established industrial employees in scheduled establishments will remain liable for transfer to other Admiralty establishments (whether scheduled or not), if the exigencies of the Service demand. In such circumstances, the workman is to be detailed to proceed as required, in accordance with the terms of his service: should he be unwilling to go, he should be informed that, if he refuses to go where he is sent, an application may be made for directions under Defence Regulation 58A, and that the penalties for refusal may include disestablishment. The Officer-in-Charge should then (if necessary) apply to the National Service Officer for permission to transfer him. The National Service Officer will consider the application in the usual way, and if he does not support the workman's objection, he will endeavour to persuade him to transfer voluntarily. If the workman is still obdurate, the National Service Officer will normally (i.e., unless there is some good reason to the contrary) issue a direction to the workman to transfer.

7. In cases where no objection to transfer is made by the workman, the Officer-in-Charge should notify particulars of each transfer to the National Service Officer, who will raise no objection to the workman being transferred.

8. In establishments where Yard Whitley Committees are already in existence, it may be preferable for a sub-Committee of the Yard Committee to act as a Local Appeal Board (see Article 9 of the Order). Provisional proposals for this purpose, to be forwarded to the Secretary of the Admiralty (Labour Branch), may be formulated in consultation with the National Service Officer and in agreement with the Employees' Side of the Yard Committee, as soon as the certificate of scheduling has been received.

9. A copy of the current Order is printed below for information as an Appendix.

APPENDIX
STATUTORY RULES AND ORDERS

1942 No. 1594

EMERGENCY POWERS (DEFENCE)

Essential Work (General Provisions)

THE ESSENTIAL WORK (GENERAL PROVISIONS), (No. 2) ORDER, 1942, DATED AUGUST 6, 1942, MADE BY THE MINISTER OF LABOUR AND NATIONAL SERVICE UNDER REGULATION 58A OF THE DEFENCE (GENERAL) REGULATIONS, 1939.

The Minister of Labour and National Service (hereinafter referred to as "the Minister") by virtue of the powers conferred on him by Regulations 58A and 98 of the Defence (General) Regulations, 1939, hereby makes the following Order.

1. *Short title, commencement, interpretation and repeal.*—(1) This Order may be cited as the Essential Work (General Provisions) (No. 2) Order, 1942, and shall come into force on the 17th August, 1942.

(2) In this Order the following expressions have the meanings hereby assigned to them:—

"essential work" means work appearing to the Minister to be essential for the defence of the realm or the efficient prosecution of the war or to be essential to the life of the community;

"holiday" means a day recognised as such in a particular scheduled undertaking either generally or as regards any persons or class or description of persons, and in that case the day shall only be treated as a holiday for those persons or class or description of persons;

"scheduled undertaking" means an undertaking that has been entered in the Schedule of Undertakings under this Order.

(3) The Essential Work (General Provisions) Orders, 1942^(a) and the Essential Work (General Provisions) (Part-time Workers Exclusion) Orders, 1942^(b) are hereby revoked:

Provided that, without prejudice to the provisions of section 38 of the Interpretation Act, 1889—

(a) nothing in this revocation shall affect any entry or report made, notice, permission, refusal or directions given, certificate given or served, schedule kept or thing done under those Orders and every such entry, report, notice, permission, refusal, directions, certificate or schedule shall, if in force at the coming into operation of this Order, continue in force and have effect as if made, given, served or kept under this Order; and

(b) any document referring to these Orders or to any of them or to any provision therein shall be construed as referring to this Order and to the corresponding provision of this Order.

2. *Scheduled undertakings, certificates and specified persons.*—(1) Subject to the provisions of this Order, if the Minister is satisfied that:—

(a) an undertaking is engaged in essential work; and

(b) it is expedient for securing the defence of the realm or the efficient prosecution of the war or for maintaining supplies or services essential to the life of the community so to do;

he may enter the name of the undertaking in a Schedule of Undertakings to be kept by him as respects any persons employed in the undertaking or any class or description of such persons (hereinafter in this Order referred to as "specified persons"), and shall serve upon the person carrying on the undertaking a certificate that the undertaking is a scheduled undertaking in respect of the specified persons.

(2) It shall be the duty of any person upon whom such a certificate is served to post up and keep posted up copies of the said certificate in a conspicuous place in any premises in which specified persons are employed which are used for or in connection with the undertaking provided that where a scheduled undertaking is carried on at various places or in various branches, the copies of the certificate to be posted up at any such place or any such branch shall, if the Minister so directs, contain a reference to that place or that branch only.

(3) For the purpose of the prosecution of any person for an offence against Regulation 58A of the Defence (General) Regulations, 1939, for a contravention of or failure to comply with any of the provisions of this Order, a certificate by the Minister that an undertaking was on any particular date or during any particular period a scheduled undertaking in respect of the specified persons shall be sufficient evidence of that fact unless the contrary is proved.

(4) There shall not be included among the specified persons employed in a scheduled undertaking any persons of the following class or description

(^a) S.R. & O. 1942 Nos. 371 and 583. (^b) S.R. & O. 1942 Nos. 687 and 1413.

unless those persons are particularly included as regards that undertaking, that is to say:—

persons whose employment in the opinion of the Minister ordinarily involves not more than thirty hours' service weekly where the employment began on or after 3rd September, 1939, and the services rendered are such as, in the opinion of the Minister, are not ordinarily performed, or would not but for circumstances arising out of the war ordinarily be performed, by persons rendering not more than thirty hours' service weekly.

3. Provisions as to entering undertakings in Schedule of Undertakings.

—(1) Before entering the name of an undertaking in the Schedule of Undertakings the Minister shall, after consultation with such Government Departments as appear to him to be concerned, take such steps as are reasonably practicable to satisfy himself:—

- (a) that the terms and conditions of employment of persons employed in the undertaking are not less favourable than the recognised terms and conditions as provided for by the Conditions of Employment and National Arbitration Order, 1940^(a), or by that Order as amended by any subsequent Order;
- (b) that satisfactory provision for the welfare of persons employed in the undertaking exists or is being made; and
- (c) that where in his opinion provision should be made in the undertaking for the training of workers, adequate provision exists or is being made for such training.

(2) Notwithstanding the foregoing provisions of this Article, the Minister may in any case make a provisional entry of the name of an undertaking in the Schedule of Undertakings, and in that case he shall serve upon the person carrying on the undertaking a provisional certificate and such a certificate shall have effect as a certificate for all purposes of this Order.

(3) A provisional certificate shall not remain in force for a longer period than six months from the date thereof, or for such further periods not exceeding six months at any one time as the Minister may, on consideration of the circumstances of the case, direct.

(4) Any certificate or provisional certificate may be cancelled by the Minister at any time.

4. Provisions as to employment in scheduled undertakings.—(1) Subject as hereafter in this Order provided, where a person carries on a scheduled undertaking the following provisions shall apply:—

- (a) the person carrying on the undertaking shall not terminate (except for serious misconduct) the employment in the undertaking of any specified person or without terminating such employment cause him to give his services in some other undertaking (except in case of emergency for a period not exceeding fourteen days), except with the permission in writing of a national service officer;
- (b) a specified person shall not leave his employment except with such permission as aforesaid;
- (c) not less than one week's notice of the termination of the employment of a specified person shall be given by that person or by the person carrying on the undertaking as the case may be, so, however, that this provision shall not apply where the specified person is dismissed for serious misconduct;
- (d) without prejudice to any terms and conditions of employment more favourable to persons employed in the undertaking that may be provided for by the Conditions of Employment and National Arbitration Order, 1940, or by that Order as amended by any subsequent Order, the person carrying on the undertaking shall in respect of every prescribed period pay to every specified person (except as otherwise provided in this Order) a sum which is not less than the normal wage for the prescribed period if that person is during the normal working hours—

- (i) capable of and available for work; and

^(a) S.R. & O. 1940 (No. 1305) II, p. 391.

- (ii) willing to perform any services outside his usual occupation which in the circumstances he can reasonably be asked to perform during any period when work is not available for him in his usual occupation in the undertaking.

For the purpose of this Article—

“prescribed period” means, in relation to a person paid on a time rate basis, a week, and in relation to a person paid otherwise than on a time rate basis, a day, and “week” means the pay week of the undertaking;

“normal working hours” means, in relation to a day or a week, the number of hours exclusive of overtime ordinarily worked in the undertaking on that day or in that week by the grade or class of persons to which the person concerned belongs;

“normal wage” means a wage calculated as follows, that is to say, either—

- (i) by reference to the time rate applicable to the person concerned and to the normal working hours on or during the prescribed period as the case may be; or

- (ii) where for any reason the wage cannot be calculated in the manner provided for by sub-paragraph (i) hereof, by reference to the time rate applicable to the members of the same grade or class as the person concerned who are employed in the same undertaking and in the same district as that person and to the normal working hours on or during the prescribed period of such persons, or, if there is no person so employed, to members of the same grade or class in the same class of employment in the same district;

for the purpose of calculating the sum payable under this sub-paragraph, all overtime worked on a week-day and all time worked on a Sunday and all work done during such overtime or time shall be reckoned as if it had been paid for at the ordinary time rate.

(2) Where during any prescribed period a specified person is absent from work owing to sickness, and, if required, submits satisfactory evidence thereof, the prescribed period and the normal working hours in relation thereto shall, as regards that person, be treated for the purposes of sub-paragraph (d) of paragraph (1) of this Article as reduced by the extent of such absence and the normal working hours attributable thereto.

(3) If a specified person is in accordance with the conditions of his service suspended without pay from his work for a period not exceeding three consecutive days for reasons of a disciplinary character, then if he is paid otherwise than on a time rate basis the provisions of sub-paragraph (d) of paragraph (1) of this Article shall not apply to him during the period of suspension, and if he is paid on a time rate basis those provisions shall apply as though the prescribed period as regards that person and the normal working hours were reduced by the days in the course of which he was so suspended and the normal working hours attributable to those days:

Provided that if

- (i) within three days of the beginning of the period of suspension the specified person requests in writing a national service officer to submit the question of the suspension to a Local Appeal Board; and
- (ii) (a) the Board, after considering any representations that may be made by or on behalf of that person or the person carrying on the undertaking, is unanimously of the opinion that the suspension was not justified or was justified as to a part only of the period thereof; or
- (b) where the Board is not unanimous, the national service officer is of opinion that the suspension was not justified or was justified as to a part only of the period thereof;

the specified person shall not by reason only of the suspension be disentitled to the payment of the sum set out in the said sub-paragraph (d), and where part only of the period of suspension was so justified as aforesaid,

that part shall be treated as the period of suspension: where the Board or (as the case may be) a national service officer is of opinion as aforesaid, the specified person shall not for the purposes of the said sub-paragraph be treated as not having been capable of and available for work and willing to perform any services which he could reasonably have been asked to perform by reason of his attendance at the hearing of his case by the Board.

(4) Where any holiday occurs on any day or during any week, the normal working hours of that day or that week shall be treated as reduced by the extent of the holiday and the normal working hours attributable to that holiday.

(5) (i) Where a person carrying on a scheduled undertaking is unable to provide work for a specified person by reason of the fact that other persons employed in the undertaking are taking part in an illegal strike, he may give to the specified person not less than four days' notice, exclusive of a Sunday, of his intention to discontinue payment of the sum provided for by sub-paragraph (d) of paragraph (1) of this Article (hereinafter referred to as "a notice suspending the guaranteed wage"), and where such a notice has been given the person carrying on the undertaking shall, as soon as he is in a position to provide work for the specified person, give to that person a further notice specifying the day on which such work will be available (hereinafter referred to as "a notice that work is available");

(ii) where a notice suspending the guaranteed wage has been given in accordance with the foregoing provisions of this paragraph the following provisions shall have effect, that is to say—

(a) the person carrying on the undertaking shall not be liable to make any payment to the specified person under the said sub-paragraph (d) in respect of any day which occurs during the period beginning with the day after the expiration of the notice suspending the guaranteed wage and ending with the day immediately preceding the day specified in the notice that work is available (which period is hereinafter referred to as "the authorised suspense period");

(b) the expression "prescribed period" which occurs in the said sub-paragraph (d) shall be construed as not including any day which occurs during the authorised suspense period;

(c) on giving such notice as may be provided for in the contract with his employer the specified person may, on the expiration of that notice, leave his employment at any time during the authorised suspense period without obtaining the permission or giving the notice required by sub-paragraphs (b) and (c) of paragraph (1) of this Article; and

(d) if a specified person who does not leave his employment during the authorised suspense period fails without reasonable excuse to present himself for work on the day specified in the notice that work is available, his employment shall be deemed to have terminated on the day immediately preceding that day;

(iii) in this paragraph the expression "illegal strike" means a strike in connection with a trade dispute which is unlawful by reason of the provisions of Article 4 of the Conditions of Employment and National Arbitration Order, 1940.

(6) An application to a national service officer for the permission under sub-paragraphs (a) and (b) of paragraph (1) of this Article shall be in writing and shall state the grounds upon which the application is based.

(7) A national service officer shall, so far as is practicable, either grant or refuse his permission within seven days of the receipt of the application by him, and where he grants any permission he shall communicate the permission in writing to the person carrying on the undertaking and to the person by or in respect of whom the application was made.

(8) Notwithstanding any permission of a national service officer given under the provisions of this Order, the terms of any contract in so far as they relate to the giving by either party of notice to terminate the contract or the length of such notice shall remain in force, so, however, that where any such contract provides for the giving of less than one week's notice to

terminate the employment, not less than one week's notice shall be given as provided for by sub-paragraph (c) of paragraph (1) of this Article, and any such notice whether under the said sub-paragraph (c) or under the contract may be given before the permission of the national service officer has been obtained.

(9) The dismissal of a specified person for serious misconduct shall, in the first instance, be provisional only and if—

(a) within the period allowed by paragraph (1) of the next succeeding Article he requires the national service officer to submit the matter to a Local Appeal Board; and

(b) the national service officer directs the reinstatement of the specified person under paragraph (3) of that Article;

the dismissal shall be treated as having been ineffective; but if the specified person fails to require the matter to be submitted as aforesaid within the time so allowed, or the national service officer notifies him and the person carrying on the undertaking that he does not intend to direct his reinstatement, the dismissal shall be treated as having been always operative.

(10) Where the dismissal of a specified person is treated as having been ineffective—

(a) sub-paragraph (d) of paragraph (1) of this Article shall have effect in respect of any period elapsing after the dismissal until the reinstatement takes place; and

(b) the specified person shall not for the purposes of the said sub-paragraph be treated as not having been capable of and available for work and willing to perform any services which he could reasonably have been asked to perform by reason of his attendance at the hearing of his case by a Local Appeal Board or by reason of his having taken other employment, but in the latter case any sums earned by him in that other employment shall be deducted from any sum to which he may be entitled in respect of the said period under the said sub-paragraph.

5. Local Appeal Boards.—(1) If—

(a) the person carrying on an undertaking or any specified person by or in respect of whom an application to a national service officer has been made, is aggrieved by reason of the fact that the national service officer has given or refused the permission asked for; or

(b) a specified person has been dismissed from his employment on the ground that he has been guilty of serious misconduct;

he may within seven days of the giving or refusal of such permission or of such dismissal (as the case may be) or within such further period as a national service officer may for good cause in any particular case allow, request in writing the national service officer to submit the matter to a Local Appeal Board to be constituted by the Minister.

(2) The national service officer shall, on being so requested, forthwith submit the matter to the Board and the Board shall make such recommendation to the national service officer as it thinks fit, so far as is practicable within seven days of the matter being submitted to it.

(3) The national service officer, after considering any such recommendation as aforesaid, may cancel any permission already given, or grant or refuse to grant any permission, or direct any specified person who has left his employment to return to it, or direct the reinstatement of any specified person who has been dismissed—

(a) under any permission so cancelled as aforesaid; or

(b) on the ground of serious misconduct if the Board is of opinion that the dismissal was not justified on that ground.

(4) Local Appeal Boards shall sit for such districts as the Minister may determine and shall consist of one member chosen to represent employers, one member chosen to represent workers and a chairman appointed by the Minister. Panels of persons chosen to represent employers and workers respectively shall be constituted by the Minister for the purposes of this Order for such districts as the Minister thinks fit and the members of a

Local Appeal Board chosen to represent employers and workers shall be selected from the panels in such manner as the Minister may determine.

(5) Notwithstanding the provisions of paragraph (4) of the Article, a Local Appeal Board consisting of the chairman and one other member shall be deemed to be properly constituted for all the purposes of this Order if—

- (a) the chairman so thinks fit; and
- (b) the person who has requested the national service officer to submit the matter to a Local Appeal Board consents or has consented; and
- (c) the other person concerned in the submission, if he is present, also consents.

(6) On the prosecution of a person for an offence against Regulation 58A of the Defence (General) Regulations, 1939, for a contravention of or failure to comply with a direction given by a national service officer to reinstate a person who has been dismissed for serious misconduct, a certificate purporting to be signed by or on behalf of the chairman of the Board that the Board was of opinion that the dismissal was not justified on that ground shall be sufficient evidence of the facts stated therein unless the contrary is proved.

6. *Absenteeism and persistent lateness.*—(1) A specified person shall not—

- (a) absent himself from work; or
- (b) be persistently late in presenting himself for work;

unless in either case he has reasonable excuse.

(2) Where a specified person has absented himself from work or has been persistently late in presenting himself for work, the person carrying on the undertaking may report the matter to a national service officer, and that officer shall, if there exists in the undertaking a works committee or other joint council which in his opinion can appropriately deal with the matter (hereinafter in this Article referred to as an "appropriate committee"), require the person carrying on the undertaking to refer the matter to that committee unless the matter has already been referred to it.

(3) Where at the date of any such report as aforesaid an appropriate committee exists in the undertaking in which the specified person is employed, proceedings shall not be instituted against that person for an offence against Regulation 58A of the Defence (General) Regulations, 1939, for a contravention of or failure to comply with any of the provisions of paragraph (1) of this Article unless—

- (a) the matter has been referred to the committee; and
- (b) the committee before considering the matter has notified the person who is the subject of the reference so as to give him an opportunity of making within four days of the sending or giving of the notification to him such representations to the committee, either orally or in writing, as he may desire; and
- (c) the committee has made a report to the national service officer.

(4) On the prosecution of any person for an offence against Regulation 58A of the Defence (General) Regulations, 1939, for a contravention of or failure to comply with any of the provisions of paragraph (1) of this Article—

- (a) a certificate purporting to be signed by a national service officer that at the date of any such report to him as aforesaid an appropriate committee did not exist in the undertaking;
- (b) a certificate purporting to be signed by or on behalf of the chairman of the appropriate committee that the reference, notification and report referred to in paragraph (3) of this Article have been made;

shall be sufficient evidence of the facts stated therein unless the contrary is proved.

7. *Disobedience of lawful orders.*—(1) If any specified person fails to comply with any lawful and reasonable orders given to him (including any orders as to the working of day or night work and of a reasonable amount of overtime), the person carrying on the undertaking may report in writing such matters to a national service officer giving such particulars as the officer may require.

(2) The national service officer shall communicate the particulars to the person who is the subject of such report and if, after such further investigation as he may think necessary, he is satisfied of the truth of the matters so reported and that that person is capable of performing his work, he may give directions under Regulation 58A of the Defence (General) Regulations, 1939, to that person to perform his work. Any such directions may contain provisions as to the method or manner of work and the times at which and during which that person shall present himself for and remain at work as the national service officer thinks fit.

(3) If any person to whom the national service officer has given such directions so requests in writing within seven days of the date of the giving of the directions or within such further period as the national service officer may for good cause in any particular case allow, the national service officer shall submit the matter to a Local Appeal Board for its report and recommendation. The Board shall make such recommendation to the national service officer as it thinks fit so far as is practicable within seven days of the matter being submitted to it and shall also send a copy thereof to the person who is the subject of the report and to the person carrying on the undertaking.

(4) The national service officer shall take into consideration any recommendation made by the Board and may give such directions to the person concerned with regard to the matters aforesaid as he thinks fit or may withdraw any directions given.

8. *Duties of employers as to information, records and inspection.*—Any person carrying on a scheduled undertaking shall—

- (a) keep such records relating to the undertaking as the Minister may from time to time by notice direct;
- (b) produce to such person or to a person of such class or description as may be designated by or on behalf of the Minister such records relating to the undertaking (including any certificate of scheduling) and furnish such information relating thereto as may be set out in any notice or direction; and
- (c) permit any person designated by or on behalf of the Minister to enter and inspect with a view to securing compliance with this Order any premises used for or in connection with the undertaking.

9. *Application to persons employed by the Crown.*—(1) The provisions of this Order shall apply in respect of an undertaking which is carried on by the Crown or by the Government of any Allied Power subject as follows:—

Article 2 (2) and Article 8 shall not apply;

Article 3 shall apply as though for sub-paragraph (a) of paragraph (1) of that Article there were substituted the following paragraph:—

"(a) that arrangements as regards the terms and conditions of employment, the termination of employment and appeals in the case of dismissal or suspension of specified persons have been made which are substantially equivalent to the provisions of this Order so far as they relate to persons carrying on scheduled undertakings."

The following Articles shall apply to specified persons, namely:—

Article 4 (in so far as it prohibits such persons from leaving their employment without the permission of a national service officer and in so far as it requires not less than one week's notice of the termination of the employment to be given by such persons), Article 5 (in so far as it relates to such permission), and Articles 6 and 7;

provided that for the purposes of the said Articles 5 and 7 the Local Appeal Board shall—

- (a) in the case of an undertaking that is carried on by the Crown, if the Minister and the Government Department concerned so agree as regards any class or description of persons, be a Committee of a Joint Industrial Council or similar body having functions in respect of that Department and consisting of an

equal number of members of the Council or other body representing the Department and the class or description of persons employed in the undertaking respectively, together with an independent chairman; and

- (b) in the case of an undertaking that is carried on by the Government of an Allied Power, if the Minister and a Government Department nominated by and acting for and on behalf of that Government so agree as regards any class or description of persons, be a Committee of a body agreed upon between the Minister and the Government Department so nominated and consisting of an equal number of members of that body representing the Government Department and the class or description of persons employed in the undertaking respectively, together with an independent chairman.

(2) Nothing in this Order shall apply to a person who is a member of the armed forces of the Crown other than the Home Guard or to a woman of any of the classes specified in the Schedule to the National Service (No. 2) Act, 1941, not being a woman whose enrolment or other undertaking to serve was for part time service only or for service without remuneration.

10. *Adaptation of Order to particular classes of undertakings.*—If the Minister by order so directs, this Order shall apply to any particular class of undertaking and to the persons employed therein, subject to any adaptations or modifications that may be specified in the Order.

11. *Saving of powers of Minister and national service officers.*—Nothing in this Order shall affect the powers to give directions which are conferred on the Minister or a national service officer by any of the Defence (General) Regulations, 1939, or the Defence (Home Guard) Regulations, 1940.

Signed by order of the Minister of Labour and National Service this 6th day of August, 1942.

T. W. Phillips,
Secretary of the Ministry of Labour
and National Service.

(A.F.Os. 3947/42 and 6226/42 are cancelled.)

772.—Mustering of Home Guard—Civil Pay of Industrial Staff

(L. 16184/42.—10 Feb. 1944.)

Existing instructions provide that, when workmen, who are members either of Departmental or Home Guard Units, become liable for mustering for the purpose of resisting an actual or apprehended invasion:

- (a) no man who is mustered shall receive less favourable treatment as regards civil pay than he would have received had he been called up for service with H.M. Forces;
- (b) all men who have been ordered to muster, including temporary employees not directly and continuously employed since 3rd March, 1939, who would not have qualified for balance of civil pay, shall be eligible to receive balance of civil pay after muster for six weeks.

2. Civil pay (which will be issuable only for periods when men are actually mustered and not engaged on their normal work) will normally consist of ordinary basic time rate of wages, including industrial bonus, ship-repair allowance (where payable), leads or charge pay, merit or ability pay and other emoluments such as are reckonable for balance of civil pay of men called up for service with the Armed Forces. In addition, men, who have been regularly working well-defined periods of overtime may receive an allowance in lieu of overtime based on the average of the twelve weeks prior to mustering.

3. It is not intended that payments derived from systems of payment-by-results, incentive bonus, enhancements paid for shift working, allowances in lieu of piece-work, etc., should be continued when workmen are mustered and away from work. Thus, the allowance in lieu of overtime referred to above should be calculated on the basis of the average hours actually worked in excess of 47 hours weekly for the 12 weeks prior to mustering, and on the payments which the shift workers would have received for these extra hours had they been day-workers on

ordinary time rates. For example, the civil pay of a shift working dockyard fitter on the minimum rate would (ignoring ship-repair allowance) consist of 68s. + 21s. 6d. + average extra hours in excess of $47 \times 1\frac{1}{2}$ (or $\times 2$ for Sunday work).

4. The term "shift workers" is not meant to cover employees, who receive inclusive rates of pay, containing some element to cover the liability to work at unusual hours. In the case of these employees, their normal rates of pay should be regarded for the present purpose as the ordinary day rate.

5. The above arrangements apply to workmen in the Home Guard who are mustered for anti-aircraft duties and have to leave their normal work.

(A.F.Os. 5720/42 and 3237/43 are cancelled.)

773.—Paid Leave for Industrial Employees to Attend Home Guard, Air Training Corps, etc. Camps and Courses

(L. 5839/43.—10 Feb. 1944.)

Any industrial workman, who has received permission to attend a training course or camp officially organised by the authorities of the Home Guard, Air Training Corps, Sea Cadets, or Army Cadets, and who produces satisfactory evidence in writing of his attendance, may be granted special leave with pay, which will be exclusive of the total of 28 days combined paid and unpaid leave already allowed in Home Dockyard Regulations, Article 177a.

2. The above concession is subject to the following conditions:—

- (a) No qualifying period of service is required.
- (b) The amount of special leave with pay should normally be limited to a maximum of 6 days a year, any extra days being taken out of the annual leave allowance: local officers have discretion, however, to extend this maximum to 9 days for employees whose leave entitlement does not exceed 6 days annually (see Home Dockyard Regulations, Appendix I).
- (c) Payment for this special leave should be calculated on the same basis as for annual paid leave, i.e. at ordinary time rate.
- (d) If workpeople receive pay (e.g. compensation for loss of earnings) as distinct from allowances in lieu of accommodation or rationing, from Service authorities while on leave, payment for periods of special leave should be abated by the amount of pay received from Service sources. This proviso will not operate for days taken out of annual paid leave (see (b) above).

(A.F.Os. 1276/43 and 3511/43 are cancelled.)

774.—Civilian Industrial Employees at Home—Compassionate Leave

(L. 2777/43.—10 Feb. 1944.)

When an industrial employee has his house demolished or severely damaged, or loses a close relative by enemy action in this country, he may at the direction of the Officer-in-Charge, be granted one or two days' compassionate leave with pay. An extra day may be allowed in exceptional circumstances (e.g. if the worker is working away from his home when it is damaged), making in all a total of not more than three days.

(A.F.Os. 4695/41 and 3013/43 are cancelled.)

775.—Admiralty Industrial Establishments—Means of Escape from Fire—Factories Act, 1937, Section 34

(L. 13124/43.—10 Feb. 1944.)

By Section 34 of the Factories Act, 1937 (read in conjunction with Section 150 (2)), every factory to which the section applies (see sub-section 13 of the section) must (in the case of a factory belonging to or in the occupation of the Crown) be certified by H.M. Inspector of Factories for the district as being provided with such means of escape in case of fire for the persons employed therein, as may reasonably be required in the circumstances of each case. It is the duty of the inspector to examine every such factory, and to give a certificate if the means of escape are approved.

2. Most Admiralty industrial establishments are factories within the meaning of the Factories Act, 1937, and should, therefore, have been examined and certified by the district Factory Inspector in pursuance of Section 34 of the Act.

3. Where no such certificate has been received, heads of establishments are to request the appropriate Inspector of Factories to examine the means of escape provided in the establishment, and if satisfied, to issue the necessary certificate. Any works requirements arising from such examination, and necessary to comply with the provisions of the Act in this respect, should be reported for approval in the usual manner.

4. The Fire Officers in the various Commands on visiting requisitioned premises, are to make recommendations with regard to the means of escape in case of fire, in compliance with the Factories Act, 1937. Heads of establishments should normally ensure that any such recommendations are approved by the district Inspector of Factories before forwarding resulting works' requirements for approval. In view, however, of the pressure of work on the Factory Inspectors at the present time, some delay may occur in obtaining the approval of the inspector. Where such delay is anticipated, the necessary works' requirements, resulting from the Fire Officer's recommendations, should be forwarded to Admiralty for approval, and the Inspector of Factories informed simultaneously, the inspector being requested to indicate any disagreement with the proposed works as soon as possible. When the works have been completed, the Inspector of Factories should be requested to issue a certificate as provided for above.

5. Fire Officers may also be consulted by Officers-in-Charge of Admiralty-owned premises, with regard to the adequacy of means of escape from fire, if there is reason to doubt the adequacy of the means of escape and difficulty is experienced in securing an early examination by the Inspector of Factories; also in establishments to which the provisions of the Factories Act do not apply. (Where there is doubt as to whether the Factories Act does apply to a particular establishment), e.g., a storehouse, the Factory Inspector's opinion on the point should be sought.

(A.L. L.619/38 of 27 Jun. 1938 and Home Dockyard Regulations, Art. 20.)

(A.F.O. 248/44 is cancelled.)

776.—Apprentices and Boys Serving with H.M. Forces

(L. 9438/43.—10 Feb. 1944.)

Yard boys and laboratory boys who have been called up for service with, or have voluntarily enlisted in, H.M. Forces and are still serving therein when they attain the age at which they are normally advanced to ordinary labourers and skilled labourers respectively, are to be rated and paid as such as from that date.

2. Yard boys and laboratory boys who have returned to the yard or establishment from service with the Forces before reaching the age at which they are normally advanced to ordinary labourers and skilled labourers respectively, are to be rated up in the usual way.

3. Similarly, storehouse boys serving with the Forces are, on reaching the age of 20 years, to be rated and paid as storehouse assistants and retained at the minimum of the scale. If they return from the Forces before reaching the age of 20, they are to be advanced to storehouse assistants in the usual way.

4. Junior apprentices and such trade lads as are normally advanced in pay to the unskilled labourer's rate on reaching the age of 20 are, while serving with the Forces, to be rated up as from the date on which, but for military service, they would have been advanced. If they return from the Forces before reaching the age of 20, they should be advanced in the usual way.

5. Apprentices and such junior apprentices or trade lads not covered by the foregoing paragraph, who have returned from military service are to be rated up to mechanic or titular grade in accordance with ordinary rules as soon after the completion of the five-year or other period as they can be certified by the local officers to be competent to perform the full duties of their trade. While still serving with the Forces, they are not to be graded or paid as mechanics or titulars until they return to the yard and receive a certificate of efficiency.

6. As from 18th March, 1943, however, the balance of civil pay of apprentices who are serving with the Forces and who, but for their military service, would be completing their apprenticeship, should be adjusted as from

the nominal date of completion of apprenticeship, as though they were in receipt of the ordinary labourer's rate of pay (basic plus bonus).

7. Balance of civil pay which has been, or is still, issuable to the junior apprentices, boys, etc. referred to in paragraphs 1-4 above should be adjusted where necessary.

(A.F.Os. 2889/41 and 5672/43 are cancelled.)

777.—Dockyard Cost Accounts—Dates of the Four-Weekly Accounting Periods in 1944-45

(D.A. 22/44.—10 Feb. 1944.)

The dates of the accounting periods for the financial year 1944 are as follows:—

29th April, 1944	11th November, 1944
27th May, 1944	9th December, 1944
24th June, 1944	6th January, 1945
22nd July, 1944	3rd February, 1945
19th August, 1944	3rd March, 1945
16th September, 1944	31st March, 1945
14th October, 1944	

778.—Employees not engaged in Shipbuilding, Ship-Repairing, Engineering or the Manufacture of Explosives—Return

Fleet and Civil Establishments, Hospitals, Bases, etc., at Home

(L. 699/44.—10 Feb. 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 26th February, 1944, and who will, therefore, be omitted from the returns made on the forms prescribed in Admiralty Letter L. 700/44 (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 4th March.

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. 700/44), 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. 700/44.

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, 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. 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 ...</i>									
<i>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 Bookbinding</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									

† 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.

.....Head of Department.
.....Date.

(A.F.O. 5551/43 is cancelled.)

779.—Workpeople—Notice of Discharge on Medical Grounds

(L. 9274/43.—10 Feb. 1944.)

A case recently occurred in which a man, having been found unsuitable on medical grounds (epilepsy) for further employment in an Admiralty establishment, was informed of that fact by the Medical Officer, but formal notice of the termination of his employment was not sent to him until approximately three weeks later. As the man was really available for employment, although not suitable for employment in an Admiralty establishment, he was in a position to substantiate a claim, (notwithstanding the provisions of Home Dockyard Regulations, Article 322) for wages to be paid to him up to the date when he was notified of his discharge.

2. In all cases where the Medical Officer at an Admiralty establishment decides that an employee is not suitable for further Admiralty employment, steps are to be taken for the employee to be given formal notice of discharge by his employing department *immediately* after the Medical Officer's decision has been given.

780.—Women Workers—Issue of Head Coverings

(L. 467/44.—10 Feb. 1944.)

The following considerations are to govern the supply of caps to women workers in Admiralty establishments at home.

2. The wearing of head coverings is a statutory requirement on certain processes only, and the Orders and Regulations requiring this form of protection are as follows:—

- Asbestos Industry Regulations, 1931 (No. 1140).
- The Electric Accumulator Regulations, 1925 (No. 28).
- Regulations for Vitreous Enamelling of Metal or Glass, 1908 (No. 1258).
- Regulations for the Use of Horse-hair, 1907 (No. 984).
- Regulations for the Manufacture of Certain Compounds of Lead, 1921 (No. 1443).
- Regulations for the Manufacture and Decoration of Pottery, 1913 (No. 2).
- The Pottery (Silicosis) Regulations, 1932 (No. 393).
- Regulations for the Heading of Dyed Yarn by Means of a Lead Compound, 1907 (No. 616).
- Cement Works Welfare Regulations, 1930 (No. 94).
- The Factories (Luminising) (Health and Safety Provisions) Order, 1942 (No. 703).

The Flour Mills (Hours, Safety and Welfare) Order, 1942 (No. 202).
Nevertheless, it is intended that caps should be worn by all women industrial workers where it is necessary for their safety that their heads should be covered while at work, and by other women as necessary at the discretion of the Department concerned, *e.g.*, where women are working in a particularly dusty atmosphere, to provide them with a means of keeping their hair clean, or where Chargewomen or Examining Grades are employed near other women who necessarily have to wear caps, and to whom it is desirable that their superiors should set a good example.

3. The caps worn should be of some approved design, that is, of a type in use at other Government Establishments, *e.g.*, at R.O.Fs., or approved by the Ministry of Labour, whose local Factory Inspector is to be consulted as necessary, or one of the types approved by the Royal Society for the Prevention of Accidents, as shown in the Appendix to this Order. A peaked cap is recommended as a protection against machinery. Otherwise, the cap should be chosen with a view to its being acceptable to the wearers, and should be as attractive, comfortable and light-weight as possible, provided it is also a satisfactory head covering. Caps should be ordered in bulk from the manufacturers, or obtained by local purchase, or from such other sources as have normally been used in the past, as a charge to Navy Votes.

4. Two caps are to be issued free of charge to each woman worker required to wear a head covering, and replacements when such caps become no longer serviceable may be made on the same basis, on signed authorisation of the supervisory staff, or such other authorisation as may be fixed by the Head of the Establishment.

5. Existing arrangements for supply of magazine headgear to women workers in explosives areas of R.N. armament depots and factories are not affected by this Order.

APPENDIX

Caps for Women

- | | | |
|---|--------|---|
| (1) Jockey cap with snood | | } Lewis Falk, Ltd., Works Road, Letchworth, Herts. |
| (2) Triangular tie-on cap with peak | | |
| (3) Peaked cap with cotton fabric sides—
top and snood of net. | | Sam Scott, Ltd., 16, Ramillies Street, London, W.1.
R. M. Moody, Ltd., 40, Great Pulteney Street, London, W.1.
Chas. Clay & Son, Waldeck Road Factory, Luton, Beds.
R. Shuttle & Co., Ltd., Ashley Works, Ash Road, Stratford, London, E.15. |
| (4) Peaked cap with net or fabric tops | | R. M. Moody, Ltd., 40, Great Pulteney Street, London, W.1.
Sam Scott, Ltd., 16, Ramillies Street, London, W.1. |
| (5) Peaked cap with combined top and snood of net. | | Bendits, Ltd., 55, Berners Street, London, W.1.
E. Shuttle & Co., Ltd., Ashley Works, Ash Road, London, E.15. |
| (6) Strong net with peak and snood | | A. C. Gill, Ltd., Warser Gate, Nottingham.
Wallis Binch, New Basford, Nottingham. |
| (7) Hair nets | | Byard Manufacturing Co., Castle Boulevard, Nottingham.
Osborne Garrett & Co., Ltd., 51, Frith Street, London, W.1. |
| (8) Wide meshed snood to completely cover hair. | | Daybrook Fabrics, Ltd., Young's Factory, Alfred Street South, Nottingham. |
| (9) Hair nets with peaks | | Byard Manufacturing Co., Castle Boulevard, Nottingham. |
| (10) Tie-on peaked cap (light weight) | | Jarrett, Rainsford & Laughton, Lapworth Court, Old Warwick Road, Lapworth, Warwick. |
| (11) Light-weight turbans | | Lea Mills (Hackney), Ltd., Eastway, Hackney, London, E.9. |
| (12) Dutch type bonnet (drill) | | Joseph Miller & Sons, 228, High Street, Borough, London, S.E.1.
J. H. Frisby (Overalls), Ltd., 233 & 235, Westbourne Grove, Notting Hill, London, W.11. |
| Dutch type bonnet (light weight) | | Jarrett, Rainsford & Laughton, Lapworth Court, Old Warwick Road, Lapworth, Warwick. |
| (13) Mob cap | | E. Shuttle & Co., Ltd., Ashley Works, Ash Road, Stratford, London, E.15. |
| (14) Mob cap with bandeau | | John Peck & Co., Ltd., Edge Lane, Liverpool, 13. |
| (15) Net mob cap with bandeau | | Wallis Binch, New Basford, Nottingham. |
| (16) Band (pointed or straight) tied with tape at back. | | Hamilton Carhartt Cotton Mills, Ltd., Tay Factory, Lochee Road, Dundee. |
| (17) Net turban with peak | | Black Bros., Ltd., Stoney Street, Nottingham. |

6. The following firm is an agent for (but not manufacturers of) four types of linen cap with peak :—

Messrs. S. Z. Marcus,
20, Selvage Lane,
Mill Hill, London, N.W.7.

7. Messrs. Tucker & Warren, 11, Oxford Circus Avenue, London, W.1, do not make caps, but can supply turban net veilings for sale by the yard.

(A.F.Os. 4947/42 and 3016/43 are cancelled.)