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ADMIRALTY FLEET ORDERS

ADMIRALTY, S.W.1,

19th February, 1942.

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

A list of these Orders is enclosed.

By Command of their Lordships,

H. V. Markham

To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

NOTE.—The scale of distribution is shown in the revised Admiralty Fleet Order Volume Instructions—A.F.O. 4544/41, paragraph 10.

Head of "P" Branch

P 1 *cc* *13. 11. 42* *HPB*

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Head of "P" Branch

ADMIRALTY FLEET ORDERS

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| 19th February, 1942. | |
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*(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.

726.—Defence Regulations—Order Issued Under

(N.L. 2290/42.—19.2.1942.)

The following Order has been issued :—

Wireless Telegraphy Apparatus & Watches (Small Vessels) Order, 1942

By Command of the Lords Commissioners
of the Admiralty.

In pursuance of Regulation 45 of the Defence (General) Regulations, 1939, The Lords Commissioners of the Admiralty hereby make the following Order :—

1. This Order shall apply to every British foreign-going ship under 1,600 gross registered tons not being a passenger ship, ship of war, or Dominion ship.

2. The expression "foreign-going ship" in this Order shall have the same meaning as the expression "foreign-going ship" in the Merchant Shipping Act, 1894.

3. No ship to which the provisions of this Order apply shall except under permission granted by or on behalf of the Admiralty proceed to sea from any port (whether within or outside the U.K.) unless she is equipped with a wireless telegraph installation (hereinafter referred to as the "installation") of a type approved by the Postmaster-General and which complies with the provisions of paragraphs 4, 5, 6 and 7 hereof.

4. (i) All dangerous parts of the installation shall be either screened or effectively isolated.

(ii) Suitable arrangements are to be made to the satisfaction of the Minister of War Transport for housing the installation which shall secure that there will be no interference by extraneous noises or otherwise with the efficient reception of wireless signals. The housing shall include provision for efficient means of communication with the bridge of the ship and the equipment shall include all necessary tools and spares, together with a spare aerial for emergency use. Where the installation is fitted in a separate compartment the equipment shall include an emergency lighting installation unless other arrangements for such lighting have been made.

5. The installation shall be so constructed as to be capable of transmitting on waves of type A2 or B on a frequency of 500 kilocycles per second and of receiving clearly on all frequencies from 1,000 kilocycles per second to 15 kilocycles per second and of allowing changes from transmission to reception and *vice versa* when communication is established to be made rapidly.

6. (i) Sufficient power shall be provided by means of batteries for the working of the installation and means shall be provided for charging the batteries.

(ii) Batteries shall be maintained in a fully charged condition. A statement that this requirement has been fulfilled shall be inserted in the official log book each day.

(iii) A record of batteries shall be kept by the operator in the form shown in the Fifth Schedule to the Merchant Shipping (Wireless Telegraphy) Rules, 1938. These records shall be open to the inspection of any officer authorised for that purpose by the Minister of War Transport or the Postmaster-General.

7. The normal range of the transmitter shall not be less than 75 nautical miles by test, which will be considered as equivalent to 25 metre amperes.

8. Every ship to which the provisions of this Order apply shall carry at least one Wireless operator who shall possess the Postmaster-General's Special Certificate of Proficiency in Radio Telegraphy or a certificate of a higher grade and who shall have had at least six months' experience as Wireless operator at sea.

9. Wireless watches shall be maintained on board for not less than eight hours a day including the times specified in the penultimate column of the schedule to the Wireless Operators & Watches (Merchant Ships) Order, 1940, or for such other period or periods as may be required by the Admiralty.

10. A Wireless log shall be carried on board and kept as near as possible to the installation: it shall be available for inspection by any officer authorised for that purpose by the Minister of War Transport or the Postmaster-General. Every operator shall enter in the wireless log his name, the times at which he goes on and off watch and all incidents occurring during his watch connected with the wireless telegraphy service which may appear to be of importance to the safety of life at sea. In particular there shall be entered in the wireless log where practicable all distress messages and distress traffic in full.

11. The master of every ship to which the provisions of this Order apply shall take all necessary steps to ensure that the wireless telegraphy service of the ship is maintained in accordance with the provisions of this Order (and with the conditions of the licence granted by the Postmaster-General under the Wireless Telegraphy Acts, 1904 to 1926).

12. All wireless telegraphy receiving apparatus on board shall comply with the Wireless Receivers (Ships) No. 2 Order, 1941, and as regards radiation shall comply with the Wireless Telegraphy Receiving Apparatus & Watches (Merchant Ships) Order, 1941.

By Command of Their Lordships,
H. V. MARKHAM.

Admiralty, S.W.1.
7th February, 1942.

727.—R.A.N. Accountant Base at Devonport—Closing

(M. 01075/42.—19.2.1942.)

H.M.S. "Drake V," the R.A.N. Accountant Base at Devonport, has been closed down.

2. Accounts of the 7th Destroyer Flotilla are carried in H.M.A.S. "Napier."
(A.F.O. 620/41 is cancelled.)

728.—Naval Telephones—Warning Notices regarding Limited Security

(M. 07036/41.—19.2.1942.)

Supplies of discs bearing the warning "SPEECH ON TELEPHONES IS NOT SECRET" for use on all telephones fitted with automatic dials have now been made available. Naval Authorities and Establishments are to take early steps to demand from the Naval Store Officer, R.N. Store Depot, Elveden Road, Park Royal, N.W.10, such quantities of the discs as may be required (a) for use on existing installations and (b) for reserve purposes.

2. These WARNING NOTICE DISCS are to be placed under the mica window surrounded by the dialling plate, and this can be done by releasing the spring which holds the mica cover in position, and inserting the disc under the latter.

3. The lower blank portion of the WARNING DISC is to be used for the notation of local directory information, i.e. FIRE, AMBULANCE, ENQUIRIES, etc., telephone numbers. The blank portion above the warning notice is for the telephone number of the instrument.

(C.A.F.Os. 1068/40 and 1416a/40; A.F.O. 2561/41.)

729.—Royal Netherlands Navy and Royal Norwegian Navy—Abbreviations

(M. 01595/42.—19.2.1942.)

Confusion has arisen owing to the use of the abbreviation R.N.N. for both the Royal Netherlands Navy and the Royal Norwegian Navy.

2. In future the following abbreviations are to be used:—

Royal Netherlands Navy	R. Neth. N.
Royal Norwegian Navy	R. Nor. N.

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

*730.—Honours and Awards—"London Gazette" Supplement of 10th February, 1942

(H. & A.—19.2.1942.)

CENTRAL CHANCERY OF THE ORDERS OF KNIGHTHOOD

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

10th February, 1942.

The KING has been graciously pleased to approve the award of a Bar to the George Medal for gallantry and undaunted devotion to duty, to:—
Lieutenant George Douglas Cook, G.M., R.C.N.V.R.

ADMIRALTY

Whitehall, S.W.1.

10th February, 1942.

The KING has been graciously pleased to give orders for the following appointment to the Distinguished Service Order, and to approve the following awards:—

For skill and enterprise in action against enemy submarines:—

Bar to the Distinguished Service Order

✕ Commander Alvord Sydney Rosenthal, D.S.O., R.A.N., H.M.A.S. "Nestor".

The Distinguished Service Cross

✕ Schoolmaster Richard Gerard Fennessy, R.A.N., H.M.A.S. "Nestor".

The Distinguished Service Medal

✕ Able Seaman John Victor Healey, 20584, R.A.N., H.M.A.S. "Nestor".
 ✕ Able Seaman John Stuart Mcleod, 22181, R.A.N., H.M.A.S. "Nestor".

Mention in Despatches

✕ Sub-Lieutenant Peter Salmon Colclough, D.S.C., R.A.N.V.R., H.M.A.S. "Nestor".
 ✕ Leading Seaman Arnold Martin Krautz, 21095, R.A.N., H.M.A.S. "Nestor".

For daring, coolness and enterprise :—

To be a Companion of the Distinguished Service Order

Temporary Lieutenant (E) James Harper Poynter Campbell, R.N.

For skill and enterprise in action against enemy submarines :—

The Distinguished Service Medal

Leading Signalman Ernest Rees, D/J.90252.

For coolness, skill and readiness when our Naval Patrols and light Coastal Forces went into action against enemy "E" boats, sinking three and damaging others :—

Bar to the Distinguished Service Cross

Lieutenant-Commander Colin Henry Campbell, D.S.C., R.N.
 Temporary Acting Lieutenant-Commander Robert Peverell Hichens, D.S.C., R.N.V.R.

The Distinguished Service Cross

Lieutenant-Commander Ernest Colin Coats, R.N.
 Lieutenant-Commander Aymé Arthur Carrington Ouvry, R.N.
 Temporary Lieutenant Leveson Granville Robert Campbell, R.N.V.R.

The Distinguished Service Medal

Chief Engine Room Artificer Norman William Johnstone, C/M.34411.
 Petty Officer Herbert Arthur Peach, P/J.108433.
 Petty Officer Stanley Randolph Whistler, C/JX.125802.
 Leading Seaman Henry George Curtis, P/JX.127745.
 Able Seaman George Cecil James Dow, P/JX.165585.
 Able Seaman Arthur John Walter Kemm, P/JX.152993.

Mention in Despatches

Lieutenant Adrian Howard Gwyer Butler, R.N.V.R.
 Temporary Acting Lieutenant George Loraine Conran, R.N.V.R.
 Temporary Sub-Lieutenant Douglas Thomas Gordon Harris, R.N.V.R.
 Mr. Geoffrey Jack Harrison, Gunner, R.N.
 Mr. Leonard George Cornish Wellman, Gunner (T), R.N.
 Chief Motor Mechanic Victor Geoffrey Stay, P/MX.69299.
 Acting Chief Motor Mechanic Leslie James Woods, P/MX.68049.
 Acting Petty Officer Frederick Alexander Doust, P/JX.139255.
 Acting Petty Officer John Still, P/MD/X.1287.
 Stoker Petty Officer George Edward Body, P/K.60139.
 Acting Leading Seaman William James Lee, C/JX.149273.
 Able Seaman Ernest Rupert Badrick, P/JX.189319.
 Able Seaman John Richard Barnes, P/JX.186520.
 Able Seaman George Leslie Edwards, P/JX.145757.
 Able Seaman Stanley John Mills, C/J.95646.
 Able Seaman Laurie Sanders Nicholl, D/JX.134503.
 Able Seaman William Shearing, D/JX.137845.
 Telegraphist Peter Roberts, C/JX.143601.
 ✕ Ordinary Seaman Robert Charles Spencer Glover, R.A.N.V.R.

For bravery and endurance while minesweeping and when attacked by enemy aircraft :—

Bar to the Distinguished Service Cross

Lieutenant Robert Cunningham Macmillan, D.S.C., R.C.N.V.R., H.M.S. "Skudd III".

The Distinguished Service Cross

*Temporary Midshipman William John Jennings, R.N.R., H.M.S. "Sotra".

For outstanding zeal and devotion to duty and coolness in action :

The Distinguished Service Cross

Paymaster Lieutenant-Commander William James Farrell, R.N.

For courage, steadfastness and devotion to duty in the face of the enemy :—

The Distinguished Service Medal

Acting Petty Officer Albert Edwin Dodgson, P/JX.139615, H.M. Tug "C.307".
 Able Seaman John McFarlane Oliver, P/SSX.21438, H.M. Tug "C.307".

Mention in Despatches

Able Seaman Alexander John Scott Lyon, C/SSX.30098, H.M. Tug "C.307".
 Stoker First Class John Webster, P/KX.99703, H.M. Tug "C.307".

His Majesty has also been graciously pleased to approve the following awards of the Polar Medal in Silver for good services with the Oxford University Arctic Expedition to North-East Land in 1935 and 1936 :—

The Polar Medal (Silver)

Lieutenant Alexander Richard Glen, B.A., R.N.V.R.
 Temporary Instructor Lieutenant Robert Moss, B.A., B.Sc., R.N.

His Majesty has also been graciously pleased to grant unrestricted permission for the following officer and men of the R.N. to wear the :—

Krzysz Walecznych (Cross of Valour)

Conferred on them by the President of the Polish Republic for their services in the Polish submarine "Sokol" :—

Sub-Lieutenant Basil Charles Godfrey Place, R.N.
 Temporary Acting Petty Officer Telegraphist William Heron Chisholm, C/JX.142524.
 Leading Signalman William Gordon Seddon, D/JX.133353.

Amendments (where underlined> to previous Orders of Honours and Awards under headings :—

The Distinguished Service Medal

✓A.F.O. 101/42. Leading Airman Norman Charles Wills, FAA/FX.77510.
 ✓A.F.O. 214/42. Leading Stoker Archibald Macrae Elder, C/KX 83190, H.M.S. "Warspite".

A.F.O. 518/42. The following award is cancelled :—

Mention in Despatches

✓Temporary Midshipman William John Jennings, R.N.R., H.M.S. "Sotra".
 This Officer has now been awarded the Distinguished Service Cross (see*).

***731.—Palestine Naval General Service Medal**

(H. & A. 28/42.—19.2.1942.)

The following are entitled to the Naval General Service Medal with Clasp "Palestine" :—

Officers and men actually present in H.M.S. "Emerald" while she was at Haifa between 7th and 8th July, 1938.

2. This award is made in consideration of the special services carried out by H.M.S. "Emerald" at this time.

3. The name of H.M.S. "Emerald" is therefore to be deleted from A.F.O. 3338/41, paragraph 3.

(A.F.O. 3338/41.)

732.—Zones of Promotion

(C.W. 37132/41.—19.2.1942.)

The zones of promotion for the half-yearly selections will be as follows until further orders:—

Executive Officers:—

- To Captain ... 4-8 years' seniority as Commander (including officers of exactly 4 and exactly 8 years' seniority).
 To Commander ... 2-8 years' seniority as Lieutenant-Commander (including officers of exactly 8 years' seniority but excluding officers of exactly 2 years' seniority).

Engineer Officers:—

- To Engineer Captain and Captain (E) ... 8-12½ years' seniority as Engineer Commander or Commander (E) (including officers of exactly 8 and exactly 12½ years' seniority).
 To Commander (E) ... Over 2½ years' seniority as Lieutenant-Commander (E) (excluding officers of exactly 2½ years' seniority).

Medical Officers:—

- To Surgeon Captain ... 8 years' seniority and over as Surgeon Commander.

Dental Officers:—

- To Surgeon Captain (D) ... No zone will be fixed at present.
 To Surgeon Commander (D) ... From 6 years' seniority as Surgeon Lieutenant-Commander (D), but no upper limit will be imposed for the time being.

Accountant Officers:—

- To Paymaster Captain ... 8 years' seniority and over as Paymaster-Commander.
 To Paymaster Commander ... 6 years' seniority and over as Paymaster Lieutenant-Commander.

2. The seniorities mentioned in this order are those attained on the dates of selection for promotion, viz.: 30th June and 31st December in each year.

3. Officers who attain the minimum seniority of the zone on the dates of selection for promotion are to be regarded as in the zone with the exception of Lieutenant-Commanders and Lieutenant-Commanders (E) who will enter the zone on the next subsequent occasion. This exception is made in order that such officers shall not receive an additional chance as compared with Lieutenant-Commanders and Lieutenant-Commanders (E) whose seniority falls on other than the dates of selection for promotion.

(A.F.Os. 1988/39 and 2349/39 are cancelled.)

733.—Emergency List Officers—Payment of 25 per cent. Bonus on Full Pay

(C.W. 4662/42.—19.2.1942.)

The regulations governing the payment of 25 per cent. bonus to Emergency List officers placed on the Emergency List up to 31st October, 1930, have been revised as follows:—

Officers placed on the List before the above date will be paid 25 per cent. bonus on full pay retrospectively to the date of being called out for service, including those who have been or may in future be promoted to the substantive or acting rank of Lieutenant-Commander and relative ranks.

As no officer on the Emergency List had a prescriptive right to promotion to Commander, the bonus will not be payable to officers who have been or may be exceptionally promoted since being called out to the acting or substantive ranks of Commander and Captain (and relative ranks) after the date of such promotion. They may, however, retain the pay of the lower rank plus 25 per cent. if to their advantage.

2. Revised accounting instructions will be issued in each case by the Director of Navy Accounts.

3. This Order does not apply to the other categories of officers who do not receive the 25 per cent., viz.:—those on the retired list who retired with a gratuity and those placed on the Emergency List after 31st October, 1930.

(A.F.Os. 929/41 and 3906/41 are cancelled.)

734.—Officers' Clothing—Supplies from Service Stocks to Officers on detached Duty in the United Kingdom

(V. 504/42.—19.2.1942.)

Officers employed at the Admiralty or elsewhere at home on detached duty who cannot conveniently take up clothing in the usual way from the accountant officer of a ship or Fleet Establishment may obtain stock items of officers' clothing for their personal use on application to:—

The Officer-in-Charge,
 H.M. Naval Victualling Sub-Depôt,
 (Southern Area),
 Guildford, Surrey.

or

The Victualling Store Officer,
 H.M. Naval Victualling Depôt,
 Leicester,

whichever is the nearer.

2. Applications should be accompanied by a remittance for the value of the articles at the current issuing prices applicable to officers serving on shore, and should give the officer's rank and department, the sizes required (where applicable) and the address to which the articles should be sent. Particulars of the items stocked and the issuing prices are published periodically in A.F.Os. the prices now applicable to officers serving on shore being shown in A.F.O. 514/42. Articles are provided in a normal range of sizes, details of which can be obtained if necessary from either of the victualling depôts indicated in paragraph 1. Only stock sizes can be supplied.

(A.F.O. 514/42.)

735.—Acting Sub-Lieutenants Courses—May, 1942

(C.W. 2865/42.—19.2.1942.)

The midshipmen mentioned in the following groups who are due for promotion to acting sub-lieutenant on the 1st May, 1942, are to be examined in Seamanship and Navigation and discharged to undergo shore courses for the rank of lieutenant. Officers appointed to groups commencing courses on the 4th May, 1942, should join p.m. on the 3rd May, 1942. Officers appointed to groups "Q" and "R", commencing on the 18th May, 1942, should join p.m. on the 17th May, 1942.

2. Midshipmen are to be discharged in sufficient time to take a short period of leave before commencing their studies.

3. Attention is particularly invited to King's Regulations and Admiralty Instructions, Article 263.

4. On being discharged from their ships, the private addresses of all officers are to be reported to the Admiralty (C.W. Branch).

5. Individual appointments will not be promulgated in C.W. List of Appointments nor will personal appointments be sent to officers except where deviation from the programme becomes necessary.

6. Commanding Officers are to take steps to ensure that officers concerned who are serving in ships or establishments under their command at the date of receipt of this Order are made acquainted with its details.

7. Officers appointed to groups "M" and "N", initially commencing their courses in H.M.S. "Dryad," Southwick, Hants, should communicate with the captain of that establishment for details of the transport available on the day of joining.

8. A number of acting sub-lieutenants (ex lower deck) now undergoing instruction will also be appointed to take these courses.

Name.	Ship.	Course.	
<i>Group "H"</i>			
R. H. Cooper ...	"Norfolk"	<i>Gunnery</i> Begins 4th May, 1942. Ends 6th June, 1942. Accommodation: H.M.S. "Excellent."	
P. C. G. Acworth ...	"Nigeria"	<i>Anti-Submarine</i> Begins 8th June 1942. Ends 13th June, 1942. Accommodation: H.M.S. "Excellent."	
A. G. Tait ...			
B. H. G. M. Baynham ...			
M. G. Clark ...			
A. L. M. Allan ...	"Cumberland"	<i>Signals</i> Begins 15th June, 1942. Ends 4th July, 1942. Accommodation: H.M.S. "Excellent."	
R. S. Forrest ...			
W. I. Campbell ...			
D. L. Syms ...			
R. R. Fernie ...			
S. M. W. Farquharson-Roberts	"Devonshire"	<i>Anti-Gas</i> Begins: 6th July, 1942. Ends 7th July, 1942. Accommodation: H.M.S. "Excellent."	
G. D. K. Robinson, R.I.N.			
C. F. Stewart ...	"Daedalus"	<i>Submarine</i> Begins 8th July, 1942. Ends 10th July, 1942. Accommodation: H.M.S. "Excellent."	
		<i>Torpedo</i> Begins 13th July, 1942. Ends 1st August, 1942. Accommodation: Roedean.	
		<i>Navigation</i> Begins 3rd August, 1942. Ends 22nd August, 1942. Accommodation: H.M.S. "Dryad," Southwick.	
<i>Group "I"</i>			
J. O. Coote ...	"Edinburgh"	<i>Anti-Gas</i> Begins 4th May, 1942 Ends 5th May, 1942. Accommodation: H.M.S. "Excellent."	
J. A. Attwood ...			
S. T. Edge ...			
P. A. R. Gould ...		<i>Submarine</i> Begins 6th May, 1942. Ends 8th May, 1942. Accommodation: H.M.S. "Excellent."	
F. M. M. Lewes ...			
A. M. H. Thomas ...			
W. B. Smith ...			
E. G. O'H. Warburton			
J. E. G. Todd ...			<i>Gunnery</i> Begins 11th May, 1942. Ends 13th June, 1942. Accommodation: H.M.S. "Excellent."
A. E. Henderson ...			
O. T. Johnston ...			
B. W. M. Clarke ...	"Kent"		
D. R. Mehta, R.I.N.			

Name.	Ship.	Course.
<i>Group "I"—contd.</i>		
		<i>Signals</i> Begins 15th June, 1942. Ends 4th July, 1942. Accommodation: H.M.S. "Vernon," Portsmouth.
		<i>Navigation</i> Begins 6th July, 1942. Ends 25th July, 1942. Accommodation: H.M.S. "Dryad," Southwick.
		<i>Anti-Submarine</i> Begins 27th July, 1942. Ends 1st August, 1942. Accommodation: H.M.S. "Vernon," Portsmouth.
		<i>Torpedo</i> Begins 3th August, 1942. Ends 22nd August, 1942. Accommodation: Roedean.
<i>Group "J"</i>		
A. J. D'A. Burdett ...	"Nelson"	<i>Anti-Submarine</i> Begins 4th May, 1942. Ends 9th May, 1942. Accommodation: H.M.S. "Excellent."
D. C. R. Walters ...		
A. Gordon Johnson ...		
R. Durnford ...		
C. R. Bradley ...		
J. M. P. Davies ...	"Brilliant"	<i>Gunnery</i> Begins 11th May, 1942. Ends 13th June, 1942. Accommodation: H.M.S. "Excellent."
C. R. C. Morison ...	"Vimy"	
F. L. Haynes ...	"Wivern"	<i>Navigation</i> Begins 15th June, 1942. Ends 4th July, 1942. Accommodation: H.M.S. "Dryad," Southwick.
T. D. Handley ...	"Vansittart"	
K. E. Mantell ...		
D. E. Crealock ...	"Velox"	<i>Signals</i> Begins 6th July, 1942. Ends 25th July, 1942. Accommodation: H.M.S. "Vernon," Portsmouth.
P. J. E. Lloyd ...	"Marne"	<i>Anti-Gas</i> Begins 27th July, 1942. Ends 28th July, 1942. Accommodation: H.M.S. "Vernon," Portsmouth.
		<i>Submarine</i> Begins 29th July, 1942. Ends 31st July, 1942. Accommodation: H.M.S. "Vernon," Portsmouth.
		<i>Torpedo</i> Begins 3rd August, 1942. Ends 22nd August, 1942. Accommodation: Roedean.

Name.	Ship.	Course.	
<i>Group "K"</i>			
<i>Signals</i>			
P. S. Wilson ...	"Queen Elizabeth"	Begins 4th May, 1942.	
P. R. Lawrence ...		Ends 23rd May, 1942.	
A. J. Davidson ...		Accommodation: H.M.S. "Vernon,"	
F. E. M. Hardy ...		Portsmouth.	
<i>Anti-Gas</i>			
F. D. Franks ...		Begins 25th May, 1942.	
D. Binney ...		Ends 26th May, 1942.	
J. E. C. Thompson ...		Accommodation: H.M.S. "Excellent,"	
J. H. S. Osborn,			
R.A.N.			
<i>Submarine</i>			
R. J. Hardstaff,		Begins 27th May, 1942.	
R.A.N.		Ends 29th May, 1942.	
W. O. C. Roberts,		Accommodation: H.M.S. "Excellent."	
R.A.N.			
<i>Anti-Submarine</i>			
E. J. Blau, R.A.N.	"Canberra"	Begins 1st June, 1942	
H. K. Roberts, R.A.N.		Ends 6th June, 1942.	
		Accommodation: H.M.S. "Excellent."	
<i>Gunnery</i>			
		Begins 8th June, 1942.	
		Ends 11th July, 1942.	
		Accommodation: H.M.S. "Excellent."	
<i>Torpedo</i>			
		Begins 13th July, 1942.	
		Ends 1st August, 1942.	
		Accommodation: Roedean.	
<i>Navigation</i>			
		Begins 3rd August, 1942.	
		Ends 22nd August, 1942.	
		Accommodation: H.M.S. "Dryad,"	
		Southwick.	
<i>Group "L"</i>			
<i>Signals</i>			
R. C. C. Greenlees ...	"Valiant"	Begins 4th May, 1942.	
J. Kane ...		Ends 23rd May, 1942.	
P. H. Page ...		Accommodation: H.M.S. "Vernon,"	
B. H. Kent ...		Portsmouth.	
<i>Anti-Gas</i>			
G. T. Turner ...		Begins 25th May, 1942.	
P. A. Learmond ...		Ends 26th May, 1942.	
A. E. P. Deane ...		Accommodation: H.M.S. "Excellent."	
T. D. P. Helps ...			
H. E. Howard ...			
J. B. Cardew ...			
<i>Submarine</i>			
D. H. Cunliffe-Owen		Begins 27th May, 1942.	
A. G. W. Holloway		Ends 29th May, 1942.	
M. E. Stanley ...		Accommodation: H.M.S. "Excellent."	
<i>Gunnery</i>			
		Begins 1st June, 1942.	
		Ends 4th July 1942.	
		Accommodation: H.M.S. "Excellent."	

Name.	Ship.	Courses.	
<i>Group "L"—contd.</i>			
<i>Navigation</i>			
		Begins 6th July, 1942.	
		Ends 25th July, 1942.	
		Accommodation: H.M.S. "Dryad,"	
		Southwick.	
<i>Anti-Submarine</i>			
		Begins 3rd August, 1942.	
		Ends 8th August, 1942.	
		Accommodation: H.M.S. "Excellent."	
<i>Torpedo</i>			
		Begins 10th August, 1942.	
		Ends 29th August, 1942.	
		Accommodation: Roedean.	
<i>Group "M"</i>			
<i>Navigation</i>			
I. A. Scrymgeour-	"Ajax"	Begins 4th May, 1942.	
Wedderburn		Ends 23rd May, 1942.	
J. A. Keith Wright		Accommodation: H.M.S. "Dryad,"	
F. M. H. Milburn ...		Southwick.	
J. R. J. Cowlin ...			
J. F. R. Weir ...			
<i>Signals</i>			
A. E. H. Sladen ...		"Valiant"	Begins 25th May, 1942.
G. St. G. E. Grogan			Ends 13th June, 1942.
D. N. A. Cox ...			Accommodation: H.M.S. "Vernon,"
P. B. Edwards ...	Portsmouth.		
J. G. I. de Pass ...			
<i>Anti-Gas</i>			
P. F. C. Coulson-	"Malaya"	Begins 15th June, 1942.	
Davis		Ends 16th June, 1942.	
C. D. V. Nicoll ...		Accommodation: H.M.S. "Vernon,"	
		Portsmouth.	
<i>Submarine</i>			
		Begins 17th June, 1942.	
		Ends 19th June, 1942.	
		Accommodation: H.M.S. "Vernon,"	
		Portsmouth.	
<i>Torpedo</i>			
		Begins 22nd June, 1942.	
		Ends 11th July, 1942.	
		Accommodation: Roedean.	
<i>Anti-Submarine</i>			
		Begins 13th July, 1942.	
		Ends 18th July, 1942.	
		Accommodation: H.M.S. "Excellent."	
<i>Gunnery</i>			
		Begins 20th July, 1942.	
		Ends 22nd August, 1942.	
		Accommodation: H.M.S. "Excellent."	

Name.	Ship.	Course.	
<i>Group "N"</i>			
P. Duff Still ...	"Malaya"	<i>Navigation</i> Begins 4th May, 1942. Ends 23rd May, 1942. Accommodation: H.M.S. "Dryad", Southwick.	
M. G. W. Benson ...			
R. W. Bartleman ...			
G. F. Gower ...			
J. M. P. Beevor ...			
R. P. Dannreuther ...			
L. H. Richardson ...			
L. W. H. Taylor ...			
J. R. L. Cook ...			
G. Bourne ...			
R. J. Ward ...			
R. B. Poland ...			
J. Bowden-Smith ...			
D. Rosser, R.I.N. ...			
<i>Navigation</i> Begins 25th May, 1942 Ends 13th June, 1942. Accommodation: H.M.S. "Vernon", Portsmouth.			
<i>Anti-Gas</i> Begins 15th June, 1942. Ends 16th June, 1942. Accommodation: H.M.S. "Vernon", Portsmouth.			
<i>Submarine</i> Begins 17th June, 1942. Ends 19th June, 1942. Accommodation: H.M.S. "Vernon", Portsmouth.			
<i>Torpedo</i> Begins 22nd June, 1942. Ends 11th July, 1942. Accommodation: Roedean.			
<i>Gunnery</i> Begins 13th July, 1942. Ends 15th August, 1942. Accommodation: H.M.S. "Excellent."			
<i>Anti-Submarine</i> Begins 17th August, 1942. Ends 22nd August, 1942. Accommodation: H.M.S. "Excellent."			
<i>Group "O"</i>			
P. B. R. Vanneck ...	"King George V."	<i>Torpedo</i> Begins 4th May, 1942. Ends 23rd May, 1942. Accommodation: Roedean.	
W. A. Mackenzie ...			
N. E. F. Dalrymple- Hamilton.			
J. S. K. Oram ...			
G. J. Hines ...			
T. P. G. Poland ...			
D. E. P. George ...			
W. V. H. Andon ...			
<i>Navigation</i> Begins 25th May, 1942. Ends 13th June, 1942. Accommodation: H.M.S. "Dryad", Southwick.			
<i>Anti-Submarine</i> Begins 22nd June, 1942. Ends 27th June, 1942. Accommodation: H.M.S. "Vernon", Portsmouth.			

Name.	Ship.	Course.
<i>Group "O"—contd.</i>		
K. O. L. Burridge ...	"Royal Sovereign."	<i>Gunnery</i> Begins 29th June, 1942. Ends 1st August, 1942. Accommodation: H.M.S. "Excellent."
A. H. Greenwood ...		
R. A. Hedgecock ...		
H. P. A. Meares ...		
W. V. Colpoys ...		
<i>Signals</i> Begins 3rd August, 1942. Ends 22nd August, 1942. Accommodation: H.M.S. "Vernon", Portsmouth.		
<i>Anti-Gas</i> Begins 24th August, 1942. Ends 25th August, 1942. Accommodation: H.M.S. "Vernon", Portsmouth.		
<i>Submarine</i> Begins 26th August, 1942. Ends 28th August, 1942. Accommodation: H.M.S. "Vernon", Portsmouth.		
<i>Torpedo</i> Begins 4th May, 1942. Ends 23rd May, 1942. Accommodation: Roedean.		
<i>Group "P"</i>		
R. F. Buller ...	"Bedouin"	
G. C. Mitchell ...	"Anthony"	
C. W. Rushbridger ...	"Rodney"	<i>Navigation</i> Begins 25th May, 1942. Ends 13th June, 1942. Accommodation: H.M.S. "Dryad", Southwick.
J. L. W. Thompson		
J. R. Lane ...	"Eskimo"	
R. W. Woodhouse ...	"Echo"	
D. I. B. McBean ...	"Kenya"	<i>Anti-Submarine</i> Begins 15th June, 1942. Ends 20th June, 1942. Accommodation: H.M.S. "Excellent."
P. A. Pickling ...		
J. B. Haddon ...	"Duke of York"	
H. E. G. Atkins ...	"Nelson"	<i>Gunnery</i> Begins 22nd June, 1942. Ends 25th July, 1942. Accommodation: H.M.S. "Excellent."
R. G. Carr ...		
P. A. R. Hayes ...	"Onslow"	
A. W. Anderson ...	"Intrepid"	<i>Anti-Gas</i> Begins 27th July, 1942. Ends 28th July, 1941. Accommodation: H.M.S. "Excellent."
M. R. Richardson ...	"Brocklesby"	
<i>Submarine</i> Begins 29th July, 1942. Ends 31st July, 1942. Accommodation: H.M.S. "Excellent."		
<i>Signals</i> Begins 3rd August, 1942. Ends 22nd August, 1942. Accommodation: H.M.S. "Excellent."		

Name.	Ship.	Course.	
<i>Group "Q"</i>			
L. R. R. Foster ... D. H. Carey ... J. G. Brayne ... J. Brooks ...	"Dorsetshire"	<i>Anti-Gas</i> Begins 18th May, 1942. Ends 19th May, 1942. Accommodation: H.M.S. "Excellent."	
H. R. Clutterbuck ... M. H. Agnew ... H. R. Jones ... O. M. B. de la Casos ... E. J. B. Marsden- Smedley		"Exeter"	<i>Submarine</i> Begins 20th May, 1942. Ends 22nd May, 1942. Accommodation: H.M.S. "Excellent."
D. R. Ford ... R. P. M. Colborne ...			<i>Torpedo</i> Begins 25th May, 1942. Ends 13th June, 1942. Accommodation: Roedean.
E. J. Bathe ...		"Cornwall"	<i>Navigation</i> Begins 15th June, 1942. Ends 4th July, 1942. Accommodation: H.M.S. "Dryad," Southwick.
<i>Signals</i> Begins 6th July, 1942. Ends 25th July, 1942. Accommodation: H.M.S. "Vernon," Portsmouth.			
<i>Gunnery</i> Begins 27th July, 1942. Ends 29th August, 1942. Accommodation: H.M.S. "Excellent."			
<i>Anti-Submarine</i> Begins 31st August, 1942. Ends 5th September, 1942. Accommodation: H.M.S. "Excellent."			
<i>Group "R"</i>			
N. G. Tyler ... I. J. Davis ... J. S. Le Blanc Smith ... C. B. Mills ... A. J. Littledale ... H. W. E. Hollins ... K. L. Kulkarni, R.I.N.	"Glasgow"	<i>Anti-Gas</i> Begins 18th May, 1942. Ends 19th May, 1942. Accommodation: H.M.S. "Excellent."	
M. T. Coyne, R.I.N. C. R. A. O'Brien ...		<i>Submarine</i> Begins 20th May, 1942. Ends 22nd May, 1942. Accommodation: H.M.S. "Excellent."	
<i>Torpedo</i> Begins 25th May, 1942. Ends 13th June, 1942. Accommodation: Roedean.			
<i>Gunnery</i> Begins 15th June, 1942. Ends 18th July, 1942. Accommodation: H.M.S. "Excellent."			
W. G. Dennison ... N. C. Abraham ...	"Ajax"		

Name.	Ship.	Courses.
<i>Group "R"—contd.</i>		
		<i>Signals</i> Begins 20th July, 1942. Ends 8th August, 1942. Accommodation: H.M.S. "Vernon," Portsmouth.
		<i>Anti-Submarine</i> Begins 10th August, 1942. Ends 15th August, 1942. Accommodation: H.M.S. "Vernon," Portsmouth.
		<i>Navigation</i> Begins 17th August, 1942. Ends 5th September, 1942. Accommodation: H.M.S. "Vernon," Portsmouth, until 22nd August, 1942. Then H.M.S. "Dryad," Southwick.

A.F.O.

3120/43

***736.—Midshipmen, R.N.—Training in Submarines**

(C.W. 34383/41.—19.2.1942.)

Midshipmen, R.N., who volunteer to do so, may, at the discretion of the Flag Officers concerned, be allowed to do their period of small ship training in submarines, instead of destroyers as at present, on all stations where suitable facilities exist. This scheme is entirely optional and the present procedure for the temporary appointment of Midshipmen to destroyers should be followed for those who volunteer under this order.

(C.A.F.O. 610/41.)

***737.—Fleet Air Arm—Promotion from Lower Deck to Permanent Commissions**

(C.W. 14188/41.—19.2.1942.)

With reference to paragraph 2 of A.F.O. 2350/41, the undermentioned ratings have been promoted to the rank of Sub-Lieutenant (A), R.N., with seniority of 1st May, 1941, having satisfactorily completed their respective courses:—

Francis Anthony Gresham ...	Air Artificer 4th Class,	FAA/FX.76103.
George Harold Pusey Hunt ...	A/P.O. (Airman),	FAA/FX.77398.
John Henry Giles Tapscott ...	A/P.O. (Airman),	FAA/FX.76301.

(A.F.O. 2350/41.)

***738.—Naval Air Stations Defence Duties—Temporary R.N.V.R. Officers Required to Transfer to Royal Marines**

(C.W. 3142/42.—19.2.1942.)

A number of temporary R.N.V.R. officers are required to transfer to temporary commissions in the Royal Marines to be trained for Naval Air Stations defence duties. Special Branch officers and executive branch R.N.V.R. officers who are fit only for shore service are eligible to volunteer for transfer provided they are not above 45 years of age. Cadet-ratings undergoing training in H.M.S. "King Alfred" are eligible to volunteer although fit for service afloat.

2. Visual standard :—without glasses not less than 6/60 in each eye separately correcting to not less than 6/6 in better eye and 6/12 in worse eye. Volunteers must otherwise be physically fit.

3. Volunteers of the rank of Sub-Lieutenant, R.N.V.R. will be transferred in the rank of Temporary Lieutenant, R.M., with their seniority as Sub-Lieutenant. Lieutenants, R.N.V.R. of one year's seniority or above will be transferred in the rank of Temporary Captain, R.M., with seniority from date of transfer. Lieutenants R.N.V.R. with less than one year's seniority are not required. Volunteers are not required from officers above the rank of Lieutenant, R.N.V.R.

4. Officers transferring will be paid in accordance with the scale applicable to Temporary Officers of the Royal Marines, as shown in the Appendix to the Navy List. A uniform allowance of £45 will be payable. As far as can be foreseen opportunities for promotion will arise.

5. The names of volunteers should, if they are considered suitable for transfer, be forwarded to the Admiralty (C.W. Branch). Volunteers may be required to appear before a Selection Board.

6. Admiralty General Message, Home 725 AZ is cancelled.

739.—Warrant Officers appointed in lieu of those who have passed Advanced Gunnery Course—Non-specialist Allowance

(C.W. 5279/42.—19.2.1942.)

Approval has been given for payment, subject to the conditions of Article 1569, King's Regulations and Admiralty Instructions, of non-specialist allowance of 1s. 0d. a day to Warrant Officers and Officers promoted therefrom, appointed in lieu of those who have passed the Advanced Gunnery Course, with effect from the date of their appointments.

(K.R. & A.I., Article 1569.)

*740.—Lott Naval Trust Fund—Awards for Inventions

(T. 3206/41.—19.2.1942.)

The following supplementary award has been approved by the Lott Naval Trust Fund Committee :—

Lieutenant R. B. Chevenix-Trench, R.N.
Torpedo Sight ... £7.

(A.F.O. 531/42.)

741.—Merchant Navy Officers' Pension Fund—Officers on Engagement 6 Agreements.

(D.N.A. 18670/41.—19.2.1942.)

The Admiralty will accept liability to pay employers' contributions to the Merchant Navy Officers' Pension Fund in respect of Officers on Engagement 6 Agreements, who, immediately prior to entering into such agreements, were contributing to the Fund or were members of private schemes recognised by the Fund and who, but for such membership, would have been required to contribute to the Fund under conditions laid down by the National Maritime Board.

2. The provisions of A.F.O. 414/40 will, therefore, apply as from the date of entry of such contributors and the necessary deductions at the standard rates should be made from their pay and reported in periodical returns rendered to the Director of Navy Accounts (D.N.A.4). The first return should cover the period to the 31st December, 1941.

3. The returns should be set out as indicated in paragraph 5 of A.F.O. 414/40 but, in addition, should give a reference to the cash account voucher(s) on which the pay, etc., of the personnel concerned have been brought to account.

4. Where officers have already paid over their contributions direct to the Fund for the initial period, they should be shown on the return and earmarked "Officer's contribution paid direct to Fund".

5. The address of the Director of Navy Accounts given in A.F.O. 3613/40, paragraph 9, sub-clause (c), is to be amended to read—Foxhill Hutments, Combe Down, Bath.

(A.F.Os. 414/40 and 3613/40.)

†742.—Admiralty Surgeon and Agent

Worthing

(C.E. 1336/42.—19.2.1942.)

Mr. C. W. Elson, M.R.C.S., L.R.C.P., of Stratfordlea, Stoke Abbott Road, Worthing (Telephone No. Worthing 181) has been appointed Admiralty Surgeon and Agent for Worthing.

†743.—Admiralty Surgeon and Agent

Teddington

(C.E. 1735/42.—19.2.1942.)

Major G. Morgan, M.R.C.S., L.R.C.P., R.A.M.C. (T.A.) of Clarence House, Park Road, Teddington (Telephone-Molesey 481), has been appointed as Temporary Surgeon and Agent for Teddington, during the absence of Dr. Sadler.

744.—Officiating Minister of Religion

Sherborne

(C.E. 50804/42.—19.2.1942.)

The appointment of the Rev. A. B. Alwick, B.A., B.D., officiating minister to Baptist and Congregational personnel of the Royal Navy at the R.N. Auxiliary Hospital, Sherborne, has been extended to include Church of Scotland and Presbyterian naval personnel.

(A.F.O. 5506/41.)

745.—Officiating Minister of Religion

Lee-on-Solent

(C.E. 50947/42.—19.2.1942.)

The appointment of an Officiating Minister to Methodist, Church of Scotland, Presbyterian, Baptist and Congregational personnel at Lee-on-Solent, at present held by the Rev. A. H. Clarke, 62, Southampton Road, Gosport, is temporarily suspended.

***746.—Motor Mechanic Branch—Entry, Pay and Conditions of Service**

(N/D.P.S. 13/42/M.—19.2.1942.)

The following amendment is to be made to A.F.O. 937/41, as amended by A.F.O. 3357/41 :—

Paragraph 5, Clause 2 (previously incorrectly shown as Clause 5, paragraph 2).—
Delete and substitute :—

“ All Motor Mechanic entries and all candidates for transfer to motor Mechanic are to be sent to Portsmouth for trade test and a technical examination by the Engineer Rear-Admiral, Portsmouth. Their categories, and consequently their Port Divisions, will be decided by him, according to their suitability. They will, after being allocated to a particular category, be discharged to the appropriate Port Division, where those newly entered are to be given a five weeks' disciplinary course.”

(A.F.Os. 937/41 and 3357/41.)

***747.—R.N.R. Patrol Service**

(N. 2988/42.—19.2.1942.)

A.F.Os. 337/42, 338/42, 339/42, 340/42 and 431/42 are applicable also to ratings of the R.N.R. Patrol Service.

2. The R.N.R. Regulations (Men) will not be amended during the war, but note of these Admiralty Fleet Orders is to be made against the relevant Articles of the Regulations.

(B.R. 63—R.N.R. Regulations (Men).)

(A.F.Os. 337/42, 338/42, 339/42, 340/42 and 431/42.)

748.—Promotion of R.M. Band Ranks Enlisted for Hostilities Only

(N./R.M. No. 7871/42.A.2.—19.2.1942.)

A.F.O. 204/41 is equally applicable to R.M. Band ranks entered for hostilities only.

2. The promotion rosters will be maintained by the Superintendent, R.N. School of Music, to whom all communications regarding the advancement of H.O. Band ranks should be addressed.

(A.F.O. 204/41.)

***749.—Royal Marines—Rates of Pay**

(N. 2400/42.—19.2.1942.)

The training period of long service recruits, R.M., has been reduced to nine months.

2. With reference to King's Regulations and Admiralty Instructions, Appendix XVII, Part 1, Nos. 161, 162 and 166, the rate of pay for a Marine “ on completion of Depot training or after one year's R.M. service, whichever occurs first,” will therefore lapse and all marines, musicians and buglers (including those entered for “ Hostilities Only ”) will be eligible for the 3s. rate of pay on completion of training ready for embarkation or of nine months' service, whichever is the later. Similarly, when buglers or boy buglers are transferred to the ranks while serving afloat they are to be granted the 3s. rate after nine months' combined service as bugler (not boy bugler) and marine.

3. Marines, musicians and buglers who may be embarked or drafted for service before satisfying the above conditions are to be granted the 3s. rate as from the date on which they have completed nine months' service.

4. This decision will be reconsidered after the end of the war.

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

(A.F.Os. 4142/39 and 2672/40 are cancelled.)

750.—Precautions When Handling Boom Defence Moorings

*Cancelled by AFO
3969/46*

(B.D. 0240/42.—19.2.1942.)

The attention of Boom Officers and the Commanding Officers of boom vessels is drawn to the necessity for avoiding the overloading of the horns or troughs of boom working vessels as serious damage may result if the working loads of the horns and winches are exceeded.

2. In particular, when it is necessary to work on moorings with first class trot buoys they should invariably be up-ended and no attempt should be made to lift a buoy and its mooring as one unit.

3. Instances have also occurred in which insufficient attention appears to have been given to the riming of shackles before the fitting of pins and pellets. The greatest care requires to be given to the correct fitting of locking devices and attention was directed to this in A.F.O. 2167/39. Also a drawing of a suitable riming tool was promulgated in A.F.O. Diagram 115/39.

(A.F.O. 2167/39.)

751.—Gyro Compasses—Care and Maintenance—Training and Drafting of Ratings

(N. 2567/42.—19.2.1942.)

A.F.O. 1271/41 is to be amended as follows :—

Paragraph 3. Add H.M.S. “ Elfin ” after H.M.S. “ Ferret ”.

(A.F.O. 1271/41.)

752.—Civil Offences Committed by Naval Personnel in England and Wales

(N.L. 424/42.—19.2.1942.)

The question of the procedure to be followed in regard to service personnel who are arrested by the civil police for offences against the Civil (Criminal) Law has been considered by the Home Office in conjunction with the Admiralty, War Office and Air Ministry.

2. It has been agreed that the question whether service personnel who are alleged to have been guilty of a civil offence should be tried by a civil court or dealt with by the service authorities is a matter to be determined by the Chief Officer of Police concerned; before reaching a decision on this question the Chief Officer of Police will, wherever practicable, consult the Commanding Officer of the ship or unit to which the alleged offender belongs.

3. Under Section 46 of the Naval Discipline Act offences committed by naval personnel on shore in the United Kingdom cannot be dealt with under that Act unless they are :—

(a) committed on certain premises under the control of the Admiralty, or

(b) they are specific offences against naval discipline.

4. Naval ratings who commit civil offences must therefore be tried by a civil court unless the offence comes within these general categories. Apart from offences committed on naval premises (where the offences would not normally come to the knowledge of the civil police) such cases are not likely to be frequent and it is generally only desirable for offenders to be handed over to naval custody (a) in cases of a minor nature such as drunkenness or brawling with other service personnel or (b) where the offence is trivial from the civil point of view but serious from a service point of view, e.g., striking a superior officer.

5. Where in consequence of the foregoing a dual jurisdiction exists, the decision of the Chief Officer of Police as to whether the offender should be handed over to be dealt with by the service authorities will depend primarily on whether the alleged offence has affected the person or property of civilians: if so, there is a strong presumption that it would be desirable for the offender to be dealt with by a civil court. Even in such cases, however, circumstances may nevertheless render it desirable for the alleged offender to be handed over to service authorities as, for instance, when the alleged offender is due for service abroad and would otherwise be unable to travel with his draft.

6. Hitherto an alleged offender who had been arrested by the civil police without a warrant had to be brought before a Court of Summary Jurisdiction as soon as practicable unless he was released on bail. As there is difficulty in transferring an alleged offender to service jurisdiction after he has appeared before a Magistrate a new Defence Regulation has been made which empowers the civil police to retain in custody service personnel who have been so arrested in connection with an offence which is both a civil offence and an offence against service discipline for a period not exceeding four days, with a view to transferring them to the service authorities should such action appear advisable.

7. It is desirable that whenever service personnel are on trial by a civil court an officer from their ship or unit should be present in Court to watch the case, and, if called upon, to give evidence as to the character and antecedents of the offender (vide Article 598 (2) K.R. and A.I.). In peace, one of the objects of the attendance of an officer in this way has been to inform the Court whether the service authorities wish to recommend the retention of the man in the service. Under war conditions, however, the liability for service in the armed forces continues and the evidence of officers attending before the Court of Summary Jurisdiction is therefore no longer necessary for this particular purpose. Moreover, service requirements may render it impracticable for an officer to be detailed to attend the Court, in which case it is desirable that the police should be provided with information as to the general character of the accused. Steps should be taken by the officer attending the Court (or if one does not attend by the Commanding officer of the man's ship on notification by the police) to see that any fine inflicted is promptly paid.

753.—Neuro-Psychiatric Cases—REPORTS

(M.D.G. 42/42.—19.2.1942.)

All R.N. and R.N. auxiliary hospitals, sick quarters or hospital ships where a neuro-psychiatric specialist is borne are, in future, to render Form M.180 in respect of neuro-psychiatric cases.

2. Form M.180 can be obtained on demand from R.N. Store Depot, 307, Elveden Road, N.W.10, and at the end of each quarter completed forms are to be sent to the Medical Officer-in-Charge, R.N. Auxiliary Hospital, Barrow Gurney, near Bristol.

3. R.N. and R.N. auxiliary hospitals, sick quarters and hospital ships not having a neuro-psychiatric specialist are to render to Medical Director-General (copy to Medical Officer-in-Charge, R.N. Auxiliary Hospital, Barrow Gurney) a quarterly statement on neuro-psychiatric patients. This statement should take the form of a list giving:—

- | | |
|---------------------------|-----------------------|
| 1. Name. | 5. Date of admission. |
| 2. Age. | 6. Diagnosis. |
| 3. Rank or rating. | 7. Disposal. |
| 4. Ship or establishment. | |

Instructions contained in M.D.G. letters of 13th and 19th December, 1939, M.D.G. 17455/39, are now cancelled.

4. Medical officers are to ensure that a copy of any remarks on neuro-psychiatry which may be included in their Medical Officer's Journal section M.179f is sent to Medical Officer-in-Charge, R.N. Auxiliary Hospital, Barrow Gurney.

754.—Northern Ireland—Journeys to—Carriage of Official Documents by Naval Personnel, by Admiralty Civilian Officers and Representatives of Admiralty Contractors

(N.L. 21190/41.—19.2.1942.)

It is notified that all documents and papers carried by persons on passage to Northern Ireland are normally liable to censorship. The following arrangements have, however, been made with the censorship authorities whereby official documents may be excluded from the censorship regulations:—

- (a) Documents carried by Naval personnel, Civilian Officers employed by the Admiralty, and representatives of firms holding Admiralty Contracts.

All official documents must be enclosed in a bag or envelope sealed with the Admiralty seal. Nothing but official matter is to be included in the bag or envelope. The passenger must produce a letter from the Admiralty Department or Naval Authority concerned, certifying that he is proceeding to Northern Ireland on duty on Admiralty business and that he is carrying official papers. The letter should contain the name, rank, or status, and number of the identity card of the bearer. In order to obtain the Admiralty seal on the bag or envelope, Admiralty Contractors' representatives should have the bag sealed at the Admiralty or by the appropriate local Naval Authority.

- (b) Documents carried by representatives of Admiralty Contractors making emergency journeys under the procedure outlined in A.F.O. 837/42.

In an emergency documents carried to Northern Ireland by representatives of Admiralty Contractors should be enclosed in a bag or envelope sealed with the seal of the firm. The letter from the approved authority or person in charge of the firm referred to in A.F.O. 837/42 should in such cases contain, in addition to description of the status and identity document of the bearer, a statement that the representative is carrying official documents. This information should also be included in the telephone message sent to the Director of Naval Intelligence in order that the Immigration Officer at the port of embarkation may be informed that the representative is carrying official documents.

2. It is emphasised that only in exceptionally urgent cases must the above procedure be used, i.e., when there is no time for the documents to be submitted for pre-censorship or for the documents to be taken or sent to a Naval Authority for sealing.

3. The censorship authorities at the port of embarkation reserve the right to examine the contents of any bag or envelope.

(A.F.O. 837/42.)

755.—Railway Warrants for Free Leave Journeys

(D.N.A. 19476/41.—19.2.1942.)

With reference to A.F.Os. 27/40 (paragraph 3) and 874/40 it is notified that in future one copy only of the nominal list of passengers will be required by the railway companies.

(A.F.Os. 27/40 and 5137/41.)

(A.F.O. 874/40 is cancelled.)

756.—Travelling Expenses between Lodgings and Place of Duty in U.K.

(C.W. 29692/41.—19.2.1942.)

Officers and ratings on duty at places other than those already provided for under A.F.O. 2205/37, paragraph 218, and in receipt of lodging and provision allowances, may be repaid actual travelling expenses by public conveyance in making one return journey a day between their lodgings and places of duty, under the following conditions.

2. Refund of expenses incurred in travelling daily between lodgings and place of duty in outlying districts is not normally allowable unless local conditions are such as to render it impracticable for the personnel to be accommodated within easy access of place of duty.

3. Any future applications for a refund on this account should therefore have due regard to the conditions governing payment and be in sufficient detail to establish that all reasonable attempts have been made to obtain accommodation at a nearer distance or that accommodation within easy access of place of duty does not exist.

4. Wherever possible, confirmatory evidence from the Town Clerk or Chief Constable of the area should accompany the application.

5. Applications for such refunds may, as a war time measure, be approved by Flag Officers, but should not normally be granted where the distance between lodgings and place of duty is less than two miles.

6. Details of the actual expenses incurred, the distance travelled and the fares by public transport should be reported in each instance to the Director of Navy Accounts.

(A.F.O. 2205/37.)

757.—Photographs for Identity Purposes—Arrangements for Photographing Naval Personnel

(N.L./C.P. 93433/41.—19.2.1942.)

It is notified that the contract with Messrs. Kodak Limited, referred to in A.F.O. 4848/41, has been amended to entail the photographing of not less than 2,000 personnel at one time, and paragraph 2 of the Order is to be amended accordingly.

2. There is no objection to Naval Authorities arranging local contracts where photographs are not taken by official photographers and paragraph 4 of A.F.O. 4848/41 is therefore cancelled.

(A.F.O. 4848/41.)

758.—Unemployment Insurance—Officers on Agreements T.124, T.124T and T.124X

(C.W. 38/42.—19.2.1942.)

Numerous instances have arisen where Officers on agreements as above have been erroneously treated as liable for Unemployment Insurance, when such was not the case. All Officers receiving remuneration at a rate of less than £420 per annum (i.e., Pay, War Risk, Money, Differential Pay, and estimated annual value of victualling and accommodation (see A.F.O. 2564/40, Section A, paragraph 8),) are insurable, but Officers above the remuneration limit are not insurable unless they are in the "manual" category.

2. The "manual" classification is shown in A.F.O. 2564/40, Section A, paragraph 7. The table should be adhered to without regard to differences in grading where these exist, e.g., Senior 2nd, Intermediate 2nd and Junior 2nd Engineers are all to be regarded for unemployment insurance purposes as 2nd Engineers.

3. Refrigerating Engineers, Boilermakers, Sanitary Engineers and Electricians, are all "manual" regardless of remuneration.

4. Where Officers have been erroneously charged Unemployment Insurance, a re-credit of contributions as from 1st July, 1941, should be given, where personnel are serving in seagoing ships rendering ledgers, or attached to bases abroad (A.F.O. 2589/41, paragraph I (i)). Adjustment should be effected as from 1st January, 1942, where ships' accounts are carried out in ledgers of home bases.

5. "A" Message 173A is cancelled.

(A.F.Os. 2564/40, 533/41, 2589/41, 3803/41 and 4039/41.)

759.—Unemployment Insurance—Persons Granted Temporary Commissions or Temporary Warrants on Promotion from the Lower Deck

(D.N.A. 1730/42.—19.2.1942.)

With reference to A.F.O. 5032/41, Section C, Accountant Officers should note that ratings, marines, or Wrens promoted to temporary commissions or temporary warrants since the beginning of the war, and thereby given a free credit of unemployment insurance contributions (with Form U.I.3XS), for such service, are not excepted from payment of unemployment insurance for a part week at the commencement of officer service (provided, of course, that they are liable to such charges by reason of former insurability in civil life).

2. The calendar week for unemployment insurance is the period of seven days commencing from midnight between Sunday and Monday, and the unemployment insurance credit given with Form U.I.3XS for the last week of rating service is not regarded as the equivalent of a paid contribution (except for the purposes of title to benefit).

3. In every case therefore, where a rating is promoted, a contribution is payable for each calendar week of the insurable period during the whole or any part of which the individual has been employed as an officer. The unemployment insurance charges for the first four months of officer service, where due owing to previous unemployment insurance in civil life, should therefore commence in the week in which he receives promotion, even if this day is other than a Monday, and should not be related only to the actual number of Mondays borne for pay as an officer.

(K.R. & A.I., Appendix XXIX.)

(A.F.Os. 1296/38, 509/40, 3707/40, 418/41, 725/41, 2363/41 and 5032/41.)

760.—Local Currency for Naval Personnel in H.M. Transports at Ports Abroad

(W.G.F. 60/42.—19.2.1942.)

In view of the restrictions laid down in A.F.O. 3624/40 governing the exchange of sterling notes in foreign countries, arrangements have been made with the Foreign Office for Consular Officers at Maritime Ports abroad to advance to Officers-in-Charge of Naval drafts in H.M. Transports sufficient local currency to meet the reasonable needs of the personnel under their command while they remain in port.

2. Any such advances and the expenditure therefrom should be brought to account in the Contingent Accounts of the Officers-in-Charge of the Drafts.

(A.F.O. 3624/40.)

*†761.—Naval Salvage Money—Distribution

(D.N.A./N.L. 12324/41.—19.2.1942.)

The following award is now ready for distribution by the Director of Navy Accounts:—

Award for the salvage of S.S. "English Trader" by H.M.S. "Bridgewater" during the period 12th to 19th December, 1940.

2. The amounts due to individuals in the various classes are as follows:—

	£	s.	d.
1st Class	75	15	0
5th Class	25	5	0
6th Class	18	18	9
7th Class	15	3	1
8th Class	12	12	7
9th Class	10	2	1
10th Class	7	11	7
11th Class	6	6	4
12th Class	3	15	10
13th Class	2	10	7

3. Applications on behalf of those eligible to share should be forwarded to the Director of Navy Accounts (D.N.A. 3) on Form S. 540 (in manuscript if no forms are available) by the Commanding Officers of the ships and establishments in which they are now serving.

*†762.—Naval Salvage Money—Distribution

(D.N.A./N.L. 3899/41.—19.2.1942.)

The following award is now ready for distribution by the Director of Navy Accounts:—

Award for the salvage of S.S. "Jernland" by H.M.R.T. "Sea Giant" on 23rd February, 1941.

2. The amounts due to individuals in the various classes are as follows:—

	£	s.	d.
3rd Class	12	16	3
6th Class	6	8	2
7th Class	5	2	6
8th Class	4	5	5
9th Class	3	8	3
10th Class	2	11	3
11th Class	2	3	0
12th Class	1	5	8

3. Applications on behalf of those eligible to share should be forwarded to the Director of Navy Accounts (D.N.A. 3) on forms S-540 (in manuscript if no forms are available) by the Commanding Officers of the Ships and Establishments in which they are now serving.

*†763.—Naval Salvage Money—Distribution

(D.N.A./T.D. 1626/41.—19.2.1942.)

The following award is now ready for distribution by the Director of Navy Accounts:—

Award for the salvage of S.S. "Heire" by H.M.R.T. "Caroline Moller", during the period 2nd and 3rd February, 1941.

2. The amounts due to individuals in the various classes are as follows:—

	£	s.	d.
3rd Class	36	15	0
6th Class	18	7	7
7th Class	14	14	1
8th Class	12	5	0
9th Class	9	16	1
11th Class	6	2	7

3. Applications on behalf of those eligible to share should be forwarded to the Director of Navy Accounts (D.N.A.3) on form S-540 (in manuscript if no forms are available) by the Commanding Officers of the Ships and Establishments in which they are now serving.

764.—W.R.N.S.—Ratings on Administrative and Regulating Duties

See AFO 2131/40

(N. 26052/41.—19.2.1942.)

With reference to A.F.O. 3924/41, W.R.N.S. ratings on Administrative or Regulating duties are in future to be regarded as interchangeable and only the one designation "Administrative" will be used for most purposes, including advancement roster (see A.F.O. 5144/41).

2. There is no objection to continuing use of the term "Regulating" locally, where this is convenient.

(A.F.Os. 3924/41 and 5144/41.)

765.—Norwegian Convalescent Home

(M.D.G. 58720/41.—19.2.1942.)

A civilian convalescent home open at Knockspoch, 30 miles from Aberdeen, caters for Norwegian Naval Warrant Officers, Petty Officers and men.

2. Application for admission should be made as long in advance as possible, forms being obtained from the Director-General of Public Health to the Norwegian Government, Kingston House, Princes Gate, London, S.W.7. In emergency, the Medical Superintendent will accept cases by telegram or telephone when a vacancy is available.

3. Patients should travel by train or bus to Kennethmont where they are met by the hospital car. Information regarding trains or buses may be obtained at Royal Norwegian Consulate, 87, Union Street, Aberdeen.

(A.F.O. 5497/41.)

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

766.—Rangefinders/Heightfinders on Anti-Vibration Mountings— Easing of Restriction Bolts

(G. 018672/41.—19.2.1942.)

With reference to A.F.O. 815/41 in addition to the transport bolts fitted on Rangefinders with anti-vibration mountings which must be removed when the instrument is erected, restriction bolts are fitted through the anti-vibration pads.

2. These restriction bolts and nuts are usually screwed down beyond working compression when the rangefinder mounting is delivered but must be eased back for correct operation of the anti-vibration device.

3. On erection of the instrument these restriction bolts are to be eased right back by the erectors of the rangefinder and a suitable spanner is to be available on the day of the rangefinder vibration trials for any adjustment of the restriction bolts that may be necessary.

(A.F.O. 815/41.)

767.—Gun Mountings—6-in., Mark XXIII—New Change-over Switches, etc.

H.M. Ships "Kenya," "Nigeria," "Trinidad" and "Mauritius"

(G. 015047/41.—19.2.1942.)

A new type of externally operated change-over switch is to be fitted in lieu of the existing internally operated change-over switch fitted for the turret pump for each of "A", "B" and "X" 6-in. Mark XXIII mountings in the above-mentioned ships.

2. In addition to the above, a 240 amp. D.P. emergency switch is to be fitted adjacent to the C.O.S. for all 6-in. mountings in lieu of existing emergency link box and connected to the emergency terminals in the C.O.S. by permanent cables A.P.6184A. Cables A.P.6184A are also to be fitted between the D.P. emergency switch and the existing emergency terminals fitted on brackets outside the ring bulkhead of each mounting. The D.P. switch for "Y" mounting is to be W.T. to 5 lb. sq. in.

3. Commanding officers of ships concerned are instructed to insert an item, classification "C", in the ship's next list of alterations and additions submitted, to cover the work involved.

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

768.—Gun Mountings—6-pdr. HA/LA, Mark VI, Quadrant Spindle Securing Elevating Arc to Trunnion Pin

Ships, Dockyards and Repair Establishments

(G. 8560/41.—19.2.1942.)

Mountings already in service are provided with a L.H. trunnion pin into which is screwed a quadrant spindle which carries the elevating arc. The spindle is secured against turning in the trunnion pin by welding.

2. The elevating arc is secured to the spindle by means of a key driven into place.

3. In service it has been found that the following faults are liable to develop:—

- (a) The welding securing the spindle to the trunnion pin fails and the spindle unscrews.
- (b) The key securing the elevating arc distorts and becomes loose.

4. In future mountings the spindle will be made integral with the trunnion pin and the elevating arc will be splined on the spindle.

5. In mountings already in service the parts in question are to be modified as follows:—

A $\frac{5}{8}$ -in. diameter hole should be drilled through the trunnion pin and spindle and a high tensile steel pin driven through it and riveted over on the ends. The ends of the pin should be finished off flush with the surface of the trunnion pin. The pin is to be positioned as shown in A.F.O. Diagram No. 34/42.

If the key is found to be distorted or loose it is to be replaced by a new one in high tensile steel. The keyways in the spindle and elevating arc should be trued up and the key made to suit, care being taken to ensure that it is a tight fit on the sides.

6. Where possible this work should be carried out by ships' staffs, but where facilities are not available arrangements should be made for it to be done at the earliest opportunity by dockyards or repair establishments.

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

769.—2-pdr., Mark VII, Pom Pom Equipments—R.U. Allowance of 2-pdr. Ammunition—Erection of Light Gun Crew Shelter

"Tribals," "J," "K," "L," "M," "N," "O" and "P" Class Destroyers

(G. 015147/41.—19.2.1942.)

One 80 belt R.U. locker is sufficient to provide an adequate amount of ready 1800 pora-pom ammunition at the guns.

2. Consequently, in the above vessels one 80 belt R.U. locker is to be landed. With the exception of "Tribal" Class Destroyers, a light canvas shelter for the pom-pom gun's crew may be fitted in the space previously occupied by this R.U. locker. In Tribals, shelter may be provided by fitting a canvas screen around the fore end and sides of the S/L platform supports.

3. Commanding Officers of ships concerned are to insert an item, classification A, in their next list of Alterations and Additions to cover the work involved, which is to be carried out by ships' staffs with material and assistance provided by Dockyard or Repair Establishment as necessary.

(C.A.F.O. 997/39.)

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

770.—O.Q.F., 2-pdr., Mark XIV—Bush, Stop, Loading Tray

(G. 8559/41.—19.2.1942.)

Trouble has been experienced in some early 2-pdr., Mark XIV, guns, due to longitudinal expansion of the bush, stop, loading tray. This causes it to ride up out of its housing, thereby expanding the diameter of its ends and causing the stop to foul the loading tray guide plate.

2. Where such expansion occurs, the ends of the bush, stop, loading tray, should be cut back till it fits correctly in its housing.

3. These rubber stops must not be painted or oiled.

771.—Naval Aircraft Machine Guns—Preservation

(A.M.—19.2.1942.)

Naval aircraft machine guns received in R.N. Armament Depôts are to be thoroughly degreased and then oiled with G.S. mineral oil. They are to be kept in this condition whilst held in store, and are to be issued to the Service in this condition.

2. Naval aircraft machine guns held by R.N. Air Stations and H.M. Ships are to be maintained as follows:—

(i) *Guns removed from aircraft* for placing in store or for return to R.N. armament depôts are to be treated as laid down in A.P.1641, Vol. II, Leaflet 2, paragraph 7, G.S. mineral oil being used for the operation specified in sub-paragraph (iv).

(ii) Whilst G.S. mineral oil may normally be relied upon to preserve a gun for a period up to six months, the instructions laid down in A.P.1641, Vol. II, Leaflet 2, paragraph 7, sub-paragraphs (vi) and (vii), are to be strictly observed.

(iii) *Guns installed in aircraft* are to be treated as follows:—

(a) Guns in aircraft received from contractors may have been lubricated with contractor's preservative or oil G.P. thin, Stores Ref. 34A/12. These guns are to be thoroughly cleaned on receipt and lubricated with oil lubricating anti-freezing (D.T.D.44C). The guns are then to be examined every three days.

(b) Guns in aircraft which are:—

(I) sent to a maintenance unit for packing;

(II) sent to a maintenance unit for storage

are to be treated as stored guns and treated with G.S. mineral oil.

(c) Guns, other than 20 mm. Hispano guns, in first line squadrons which may be operated at low temperatures below -10° C. in the gun bay are to be lubricated with a mixture of 50 per cent. paraffin and 50 per cent. anti-freezing oil (D.T.D.44C). In this condition guns are to be inspected daily. Before the application of the 50 per cent. paraffin, 50 per cent. anti-freezing oil mixture, particular care is to be taken to remove all traces of the lubricant previously used. If this is not done, stoppages will result. 20 mm. Hispano guns are to be lubricated in all temperatures with "neat" oil lubricating anti-freezing (D.T.D.44C).

(d) Guns installed in training aircraft which are not used for armament training, aircraft in workshops and storage sections may, at the Commanding Officer's discretion, have the recoiling portions removed, treated with G.S. mineral oil and kept in store.

The G.S. mineral oil is to be completely removed before the recoiling parts are replaced in the aircraft.

(A.F.O. 1068/41 is cancelled.)

772.—Close Range A.A. Training Film—Use of Tracer

(G.D. 0500/41.—19.2.1942.)

A sound film in Technicolor has been produced by H.M.S. "Excellent" entitled "Use of Tracer". The film is in three parts, and will be dealt with as Naval Stores under Subhead F.3A.

Part I	Observation of Tracer	Running time	21 minutes.
Part II	Hosepiping	Running time	11 minutes.
Part III	Tracer Assisted Eyeshooting	Running time	16 minutes.

2. The distribution will be approximately the same as for "Eyeshooting" and will be made without demand in accordance with the distribution list given in paragraph 6 below. The Tracer film is a sequel to the "Eyeshooting" film and presupposes that the principles of eyeshooting have already been taught.

3. The film can be shown on the normal 35 mm. sound projectors, and 16 mm. copies will also be available. Where projectors have not yet been supplied (e.g., in certain shore commands) Flag or Naval Officers-in-Charge are empowered to arrange the local hire of cinema theatres for the showing of the film.

4. Great importance is attached to the training value of this film, which illustrates more clearly than actual firings or any other form of instruction how to observe and use tracer. Flag Officers and Naval Officers-in-Charge should ensure that every opportunity is taken to show the film to Commanding Officers and to all personnel in their command who are concerned with the control of any of the close-range weapons. It is emphasised that close-range personnel should see the film at regular intervals, since it is only by constant practice that the ability to observe tracer correctly can be retained. The film provides a ready means of obtaining this practice, with the advantage that tracer is shown being fired at fast enemy aircraft and that the commentary explains what is happening at the moment it occurs, an extremely difficult thing to do during actual firings.

5. A pamphlet on its use will not be distributed with this film, but the following notes are issued for guidance, and should be copied out locally for instructors:—

(i) *Part I is by far the most important part*, since until a man has learnt *how to observe tracer* he will be unable to derive any benefit from it. It is this part in particular which should be shown frequently to close-range personnel. It explains simply the principles of tracer observation, the misleading effect caused by the illusory curve, and the golden rules for correcting aim as a result of tracer indications. The gun represented is a single H.V. pom-pom firing 50 per cent. tracer.

(ii) Part II gives examples of the use of hosepiping from the 0.303 or 0.300 weapons. It emphasises the need for taking initial aim with the sight and for using the sight throughout when tracer cannot be seen or identified. In the dive bombing runs shown in this part it was necessary (for reasons of production) to show fire being opened at 700 yards range. It should be pointed out to the class that in action fire should be opened when the aircraft starts its final dive.

(iii) Part III deals with the method of using tracer with the larger close-range weapons. The gun represented is an H.V. multiple pom-pom firing 48 tracer per minute from one barrel. This amount was found suitable for demonstration purposes. It is realised that higher percentages of tracer may be loaded in some of the larger close-range weapons in the future to increase the deterrent effect, but this is unlikely to alter the principles of its use.

For obvious reasons this part deals at length with those cases when the tracer can be seen and only briefly states that when tracer cannot be seen or identified pure eyeshooting should be used.

Inexperienced personnel will find it difficult at first to make the finer corrections to aim resulting from tracer indications as demonstrated in the film. They should, however, be encouraged to study this part and to remember that tracer *will show them their large errors and when they are not in line*. It is particularly helpful when trying to allow for wind. The finer degree of eyeshooting-cum-spotting will only be possible after much practice.

When personnel are seeing Part III for the second time it will be helpful if the instructor reminds them to concentrate all the time on the position of the aircraft in the sight—i.e., to try and imagine that they are eyeshooting and actually controlling the sight on the screen. If this is not done there will be an unavoidable tendency for them to pay too much attention to the tracer.

(iv) The apparent curve of the tracer is shown correctly throughout the film. *The marked increase of curvature beyond that which is usually seen against slow sleeve targets should be pointed out.*

(v) Whenever possible the parts of the film should not all be shown at the same time.

6. (a) Initial distribution will be made, without demand, in accordance with C.A.F.O. 1024/41, paragraph 7, amended as follows:—

- Delete*—I. R.A.D. for A.A. ships (H.F.).
V.A.L.F. for A.A. ships (M.F.).
One copy R.A. 3rd B.S. for Bermuda and Halifax Escort Force.
- II. Words H.M.S. "Sandhurst".
One copy to H.M.S. "Lucia" (S.N.O. Red Sea).
One copy to H.M.S. "Tamar" (Commodore Hong Kong).
- Add*—I. C.-in-C., Mediterranean—6 by air.
C.-in-C., Eastern Fleet—3 by air.
S.N.O., Persian Gulf—1 copy.
B.A.R.M. for ships refitting—3 copies.
- II. One copy to H.M.S. "Philoctetes".
One copy to H.M.S. "Blenheim".
One copy to H.M.S. "Avalon" (Captain D. Newfoundland).
One copy to H.M.S. "Sambro" (Captain D. Halifax).

(b) Subsequent distribution will be made on the scale of C.A.F.O. 1485/41. Demands should only be sent in by ships at home. Bulk supply will be made to stations abroad, based on estimated numbers of ships and establishments, for distribution by Cs.-in-C., and senior officers; any surplus films should be taken into store if not required on adjacent stations.

(c) All ships and establishments, etc., entitled to the "Eyeshooting" film should eventually hold the "Tracer" film also.

7. Importance is attached to the rapid distribution of this film. Its arrival should be reported immediately to the S.N.O. at the unloading port, quoting this order. The S.N.O. should arrange the distribution.

(C.A.F.Os. 1024/41 and 1485/41.)

773.—Torpedoes, 21-in.—Introduction of Baffle Type Propeller Nut

(A.S. 11942/41.—19.2.1942.)

To assist in the prevention of list troubles in 21-in., Mark VIII**, torpedoes, an after propeller nut fitted with a baffle plate has been introduced under Stamp Number 4290A. The object of the baffle plate is to obstruct the forward passage of exhaust gases from the tail and thus prevent gas interference with the propellers.

2. The baffle type propeller nut will also improve the performance of other 21-in. torpedoes by reducing any tendency to variable list and roll, and it has been decided to extend its use to 21-in. torpedoes, Marks VIII*, VIII*E, VIII**(40) and IX*, IX**, IX** N.A., IX** N.A.B.

3. New manufacture 21-in., Mark VIII** and IX**, torpedoes will be fitted with this new type of nut during manufacture, and stocks of 21-in., Mark VIII**, torpedoes held in torpedo depôts will, if possible, be modified before issue.

4. 21-in., Mark VIII**, torpedoes on board are to be modified by depôt ships' staffs, the modification to the propeller nut being carried out in accordance with A.F.O. Diagram 35/42. Baffle plates are to be manufactured on board.

5. 21-in. torpedoes, Marks VIII*, VIII*E, VIII**(40) and IX*, IX** N.A., IX** N.A.B. and existing 21-in., Mark IX**, torpedoes will eventually also be fitted with the new type of nut as they pass through depôts for overhaul (see paragraph 8 below).

6. Care must be taken to ensure that the screws securing the baffle plate to the nut are well screwed home; there is little clearance in certain submarine and L.C. tubes between the rear door and the after propeller nut.

7. To use the standard tail eye bar when loading and unloading torpedoes with the new nut, the flange plate must first be removed from the nut. There is nothing to prevent the insertion of the tail eye bar with the flange plate in place, but if this is done the tail eye bar will not go fully home in the torpedo and an unfair strain will be put on the tail eye bar and on the tail of the torpedo.

8. A new design of tail eye bar is being produced which can be used with the new nut with flange plate in place, as well as with the existing type of after propeller nut. The modification of the torpedoes referred to in paragraph 5 will as far as possible not be carried out until the re-designed tail eye bars are available at sea.

9. The corresponding Torpedo Depôt Instruction is T.D.I. No. 1140.

774.—Torpedo Stores—Washers, Dermatine, Air Blast Gyroscope Frame

(A.S. 0534/41.—19.2.1942.)

Investigation has shown that "Washers, dermatine joint, air blast gyro-frame St. No. 5735" vary considerably in hardness and that the softest are liable to blow out. These washers have been made from three grades of dermatine, viz.:

Grade N—grey, soft and elastic.

Grade X—usually black, much harder and less elastic.

Grade B—very hard—supplied as a moulded washer only.

Grade N is too soft; Grades X and B are considered satisfactory but Grade X is preferred and pending further trials with Grade B, future issues will be of Grade X dermatine.

2. Grade N washers will *not* be issued in future and any on board are to be scrapped forthwith or as soon as replacements are available. Supplies of Grade X washers are to be demanded from the nearest torpedo depôt.

3. Any Grade B washers on board should not be used but should be retained pending further instructions on completion of the trials referred to in paragraph 1.

4. Any washers of doubtful grade are to be regarded as Grade N and scrapped.

5. Care should be taken to keep these washers absolutely free from any trace of oil or grease as this may cause the washer to fail when the gyro is blasted in the torpedo. The washer should be replaced on each occasion of re-making the A.B. gyro seat joint.

6. The allowance of Washers St. No. 5735 included in the contents of "Chests, complete, tools and spare gear, gyroscopes, A.B. I-I*" will be increased to 32 per chest.

(C.A.F.O. 562/41 and A.F.O. 3827/41 are cancelled.)

775.—5.25-in. Turrets—Automatic Starter for Newton Pump

Ships concerned

(T. 2438/41.—19.2.1942.)

Reports have been received from sea that time is lost in bringing these turrets into action, as a result of waiting for the starting lamp to burn before closing the bye-pass valve.

2. Ships are informed that in the case of mountings fitted with automatic starters, trials have shown that the operation of closing the bye-pass valve can be safely started as soon as the START push has been pressed.

3. For mountings fitted with hand-operated starters, the starting time for the motor will be no longer than that for the automatic starter. In this case, the bye-pass valve should be closed concurrently with, but slightly lagging behind the operation of the hand-operated starter. An additional rating will be necessary to close the bye-pass valve.

4. Care should be taken that, with either type of starter, the bye-pass valve is fully open at the first operation of the starter, as otherwise it may be possible for it to reach its closed position before the final step of the starter has been made, with the risk of overloading the starter and thereby delaying putting the pump "on pressure".

776.—Defective Cylinders, Priming Charge or Signal

(A.S. 12557/41.—19.2.1942.)

A report has been received of certain cylinders, priming charge or signal, manufactured by The Metal Box Co., Ltd., and distinguished by the monogram MB stamped on the side, having failed when the mouthpiece was tightened up, due to weakness of the strengthening band round the mouth of the cylinder.

2. Cylinders on board are to be tested and any cylinders which crack under test are to be disposed of and replacements drawn.

3. Future supplies of cylinders, priming charge or signal, *manufactured by the firm mentioned above*, will be made to a strengthened design and will be distinguished by a letter "S" stencilled on the side. These cylinders and cylinders of other makes may be used without testing.

777.—Hull and Fire Pumps—Duplicate Electrical Supplies

Battleships, except where group change-over switches are fitted, Aircraft Carriers and Cruisers concerned.

(D. 9140/41.—19.2.1942.)

Duplicate electrical supplies for hull and fire pumps are to be fitted in the above-mentioned vessels.

2. The supplies are to be taken from branch breakers or junction boxes, supplied from opposite sections of the ring main and fitted in separate watertight compartments, to a change-over switch sited adjacent to the starter of the pump concerned.

3. Some difficulty may be experienced in certain ships in accommodating the necessary additional branch breakers and switchboard control units. Such cases are to be reported and will be dealt with on their merits as and when they arise.

4. Commanding officers of ships concerned are to insert an item, classification "A", in their next list of Alterations and Additions to cover the work involved.

(*C.-in-C., H.F. 20.12.41, No. 1843/H.F. 729/11, R.A.C., 18th C.S., 21.6.41, No. 150/18 C.S., No. 323.*)

(*A.F.O. 5068/41 is cancelled.*)

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

778.—Gyroscopes, A.B. Mark I-I*—Tabling Procedure

(T. 3916/41.—19.2.1942.)

Some doubt appears to exist as to the air pressure to be used and the general procedure employed in tabling A.B. Mark I-I* gyroscopes on the Mark VII gyro adjusting tables which are now being supplied to the majority of new construction ships and shore bases.

2. The blast air supply to the gyro on the table is taken from an air reservoir, which is charged from the air main, through a reducer which delivers air at 1,000 lb. per sq. inch, and thence via a stop valve, a blast valve operated by the starting lever, and a pipe connection to the blast air nipple on the gyro seat. The air supply for the low pressure air drive and "W" gear is tapped off the blast air supply between the stop valve and blast valve, and is led to the appropriate nipples on the gyro seat through another stop valve and two disc reducers in series, which correspond to those in the torpedo and maintain a pressure on the delivery side of 340 lb. per sq. inch.

3. The air reservoir must be charged before tabling to a pressure of at least 1,000 lb. per sq. inch. The reducer then ensures that a constant pressure of 1,000 lb. per sq. inch is available for blasting and for delivery to the disc reducers while tabling.

4. The difference between the pressure of 1,000 lb. per sq. inch used for blasting the gyro on the table and the "Action" air vessel pressure by which the gyro is blasted in the torpedo does not affect the results of the test on the table, the objects of which are to check the correct operation of the blasting and uncocking mechanism and to adjust the rate of wander of the gyro. It is neither possible nor necessary for ships to time the blast cut-off or to check the wheel spin, both of which operations are carried out in torpedo depôts under different conditions.

5. The initial wheel spin of a gyro blasted at 1,000 lb. per sq. inch is less than that of a gyro blasted at full air vessel pressure, and the diagram on the table, if it is begun immediately after blasting, is therefore taken with an accelerating wheel. In the case of gyros for submarine torpedoes, in which the initial wheel spin is reduced both in the torpedo and on the table by the removal of the timing nozzle, the acceleration of the wheel on the table is comparable with that which occurs in the torpedo. In gyros for above-water torpedoes, which are tabled and run with the timing nozzle in place, little, if any, error is introduced by the acceleration of the wheel on the table since the initial wheel speed on the table is about 15,500 revs. per min. and the rate of the subsequent acceleration is therefore low.

6. Amendments to O.U. 6324, paragraphs 11 and 12, giving more detailed instructions on the above tabling procedure, are being issued.

779.—Gyro Compass Repeater—Replacement by Tape Type

Submarines except "H" and "L" Classes

(D/P. 59767/41.—19.2.1942.)

A tape type steering repeater in lieu of the existing steering repeater is to be fitted in the control room of all submarines with an Admiralty type gyro compass, except "H" and "L" classes.

2. An item classification A is to be inserted in the list of Alterations and Additions for ships concerned.

3. Ships will require a tape type repeater, Pattern 1712M, for "M" type compass transmission, or 1712S for Sperry transmission, and in either case the existing connection box is to be replaced by connection box, Pattern 1865, embodying dimmer switch for two lamps.

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

780.—Rudder Orders in Minor War Vessels

(H./M/S. 0975/41.—19.2.1942.)

The following amendment is to be made to A.F.O. 551/42 :—
Reference under heading—

Delete N./M/S. 0975/41. Substitute H./M/S. 0975/41.

(A.F.O. 551/42.)

781.—Boiler Tubes, etc.

H.M.I. Ships "Oudh" and "Bihar"

(N.S. 0672/41.—19.2.1942.)

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

Type and No. of boilers ... Admiralty 3-drum small tube, 2 No.
water tube type.
Total No. of tubes fitted ... Generator 2,352 No.

Row.	Ext. Dia.	Thickness.	Fitted Length.	Total No. of Tubes fitted.	Remarks.
	in.	W.D.G.	ft. in.		
A	11 $\frac{1}{2}$	116	6 6	132	} All tubes are bent.
B	11 $\frac{1}{2}$	116	6 3 $\frac{3}{8}$	132	
C	1	104	6 0 $\frac{7}{8}$	196	
D	1	104	5 11 $\frac{1}{2}$	192	
E	1	104	5 10 $\frac{7}{8}$	188	
F	1	104	5 10 $\frac{7}{8}$	184	
G	1	104	5 9 $\frac{3}{4}$	180	
H	1	104	5 9 $\frac{3}{8}$	176	
J	1	104	5 9 $\frac{7}{8}$	172	
K	1	104	5 10 $\frac{3}{8}$	168	
L	1	104	5 11 $\frac{1}{8}$	164	} All tubes are straight.
M	1	104	6 0 $\frac{1}{4}$	160	
N	1	104	6 1 $\frac{1}{4}$	156	
O	1	104	6 3	152	

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

(This Order will not be reprinted.)

782.—Boiler Tubes, etc.

"Tamarisk"

(N.S./P. 1607/42.—19.2.1942.)

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

Type and No. of boilers ... Admiralty 3-drum water tube 2 No.
type.

Total No. of tubes fitted ... Generator 3,812 No.

Row.	Ext. Dia.	Thickness.	Fitted Length.	Total No. of Tubes fitted.	Remarks.
	in.	in.	ft. in.		
A	11 $\frac{1}{2}$	0.116	7 9 $\frac{2}{16}$	168	} All tubes are bent.
B	11 $\frac{1}{2}$	0.116	7 7 $\frac{7}{8}$	168	
C	11 $\frac{1}{8}$	0.116	7 6 $\frac{1}{2}$	228	
D	11 $\frac{1}{8}$	0.116	7 6 $\frac{1}{16}$	224	
E	11 $\frac{1}{8}$	0.116	7 6	228	
F	1	0.104	7 8 $\frac{3}{8}$	256	
G	1	0.104	7 9 $\frac{3}{8}$	252	
H	1	0.104	7 10 $\frac{3}{16}$	256	
J	1	0.104	7 11 $\frac{5}{16}$	252	
K	1	0.104	8 0 $\frac{3}{8}$	256	
L	1	0.104	8 2 $\frac{5}{16}$	252	
M	1	0.104	8 4 $\frac{5}{16}$	256	
N	1	0.104	8 6 $\frac{9}{16}$	252	
O	1	0.104	8 8 $\frac{13}{16}$	256	
P	1	0.104	8 11 $\frac{5}{16}$	252	
Q	1	0.104	9 2 $\frac{1}{2}$	256	

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

(This Order will not be reprinted.)

783.—Boiler Tubes, etc.

H.M. Ships "Barford," "Exmoor," "Monkshood," "Moorfire," "Tulip,"
"Oxlip," "Peterhead" and "Rosalind"

(N.S./P. 59334/41.—19.2.1942.)

Particulars of the boilers and tubes fitted in H.M. ships shown under column "A" are identical with those published in the Admiralty Fleet Orders quoted against the ships shown under column "B".

A	B
"Barford"	"Barfoam"—A.F.O. 5543/41
"Exmoor"	"Eglinton"—A.F.O. 2165/41
"Monkshood"	} "Candytuft," etc.—A.F.O. 1713/41
"Tulip"	
"Moorfire"	
"Oxlip"	"Moorfield"—A.F.O. 4408/41
"Peterhead"	"Aubretia"—A.F.O. 3388/41
"Rosalind"	"Polruan"—A.F.O. 3833/41
	"Rumba," etc.—A.F.O. 1715/41

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

(This Order will not be reprinted.)

(A.F.Os. 1713/41, 1715/41, 2165/41, 3388/41, 3833/41, 4408/41 and 5543/41.)

784—Boiler Tubes, etc.

“ Inchkeith ”

(N.S/P. 58932/42.—19.2.1942.)

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

Type and No. of boilers—Main	...	Scotch	...	No.	1
Total No. of tubes fitted	...	Generator	...	No.	384
		Air Preheater	...	No.	266

Ext. Dia.	Thick-ness.	Fitted Length.	Total No. of Tubes fitted.	Remarks.
2 3/4	W.G. 8	7 11 3/8	270	Swelled one end to 2 1/8 in. for a length of 3 in.
2 3/4	7/16	8 0	2	Swelled one end to 3 in. for a length of 3 in. Both ends screwed 9 threads per in. and fitted with nut 3/4 in. thick at front end.
2 3/4	3/8	8 0	8	
2 3/4	5/16	7 11 3/8	60	Swelled one end to 3 in. for a length of 3 in. Both ends screwed 9 threads per in. No nuts fitted.
2 3/4	1/4	7 11 3/8	44	
<i>Air Preheater</i>				
2 3/4	14	3 5 1/8	260	Swelled one end to 2 1/8 in. for a length of 2 in.
2 3/4	1/4	3 5 1/8	6	Swelled one end to 3 in for a length of 2 in. Both ends screwed 9 threads per in. and fitted with nuts 1/2 in. thick at each end.

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

(This Order will not be reprinted.)

785.—Boiler Tubes, etc.

H.M.S. “ Trinidad ”

(N.S./P. 60520/41.—19.2.1942.)

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

Type and No. of boilers	...	Main—	Admiralty 3 drum water tube type with Superheaters.	No. 4
	...	Auxiliary—	Admiralty 3 drum water tube type with Superheaters.	No. 1
No. of tubes fitted	...	Main—	Generator	12536
	...	Superheaters	1152	
	...	Auxiliary—	Generator	1622
	...	Superheaters	84	

Main

Row.	Ext. Dia.	Thickness.	Fitted Length.	Total No. of Tubes fitted.	Remarks.
	in.	W.D.G.	ft. in.		
A	1 3/8	128	11 4 7/8	408	All tubes are bent
B	1 3/8	128	11 1 3/8	400	
C	1 1/2	116	10 10 1/8	632	
D	1 1/2	116	10 9	624	
E	1 1/2	116	10 7 5/8	632	
F	1	104	10 4 7/8	712	
G	1	104	10 4 1/8	704	
H	1	104	10 4 1/8	696	
J	1	104	10 5 1/8	688	
K	1	104	10 5 1/8	680	
L	1	104	10 5 1/8	672	
M	1	104	10 6 1/8	664	
N	1	104	10 7 1/8	656	
O	1	104	10 8 1/8	648	
P	1	104	10 10	640	
Q	1	104	10 11 5/8	632	
R	1	104	11 0 1/8	624	
S	1	104	11 2 7/8	616	
T	1	104	11 5 1/8	608	
U	1	104	11 7 1/8	600	
<i>Superheaters.</i>					
Outer	...	1 1/2	116	24 9 1/8	258 No. A1, A2, B2 boilers
Middle	...	1 1/2	116	24 2 1/8	288 No. A1, A2, B2 boilers
Inner	...	1 1/2	116	23 8 1/2	318 No. A1, A2, B2 boilers
Outer	...	1 1/2	116	24 9 3/8	86 No. B1 boiler
Middle	...	1 1/2	116	24 2 7/8	96 No. B1 boiler
Inner	...	1 1/2	116	23 8 1/8	106 No. B1 boiler

Auxiliary

Row.	Ext. Dia.	Thickness.	Fitted Length.		Total No. of Tubes fitted.	Remarks.
	in.	W.D.G.	ft.	in.		
A	1½	128	5	7 ³ / ₈	82	All tubes are bent
B	1½	128	5	4 ¹ / ₂	80	
C	1	104	5	2 ¹ / ₁₆	126	
D	1	104	5	1	124	
E	1	104	4	9 ³ / ₄	126	
F	1	104	4	9 ⁵ / ₈	124	
G	1	104	4	9 ³ / ₄	124	
H	1	104	4	9 ⁷ / ₈	122	
J	1	104	4	10 ³ / ₈	122	
K	1	104	4	10 ⁷ / ₈	120	
L	1	104	4	11 ¹ / ₈	120	
M	1	104	5	0 ¹ / ₂	118	
N	1	104	5	2 ¹ / ₂	118	
O	1	104	5	3 ³ / ₄	116	
<i>Superheaters.</i>						
Outer ...	1	104	17	7 ¹ / ₂	40	All tubes are bent
Inner ...	1	104	17	1 ³ / ₄	44	

Records affected, D354 and D682 (Standard copy).

(This Order will not be reprinted.)

786.—Boilers—Precaution when putting in State of Preservation

(D. 023832/41.—19.2.1942.)

When boilers are emptied and put in a state of preservation, a notice stating that the boiler is empty is to be conspicuously and securely affixed to the boiler. The wording of the notice is to be in full as abbreviations such as E.C.L. are not generally known to ratings borne for service during hostilities.

(C.-in-C., *The Nore*, 11.12.41, No. 6224/71J.)

787.—Compressed Asbestos Fibre Jointing

(N.S. 6690/41.—19.2.1942.)

Compressed asbestos fibre jointing, Pattern 35, of 0.008-in. thickness, has been added to the list of Naval Stores under Subhead E.2D. The material is manufactured in standard size sheets of 40-in. by 60-in., and purchase of a first supply has been made as follows from Messrs. R. Klinger, Ltd., Contract C.P. 34368/41, dated 30th April, 1941 :—

Chatham ...	350 sheets (a)
Portsmouth ...	50 sheets
Devonport ...	50 sheets
Rosyth ...	30 sheets
Sheerness ...	30 sheets
Portland ...	30 sheets

(a) includes the following quantities for shipment —

Gibraltar ...	30 sheets
Malta ...	50 sheets
Alexandria ...	50 sheets
Bermuda ...	30 sheets
Durban ...	56 sheets
Colombo ...	56 sheets
Simonstown ...	30 sheets

2. This material, when available, should be used for rejoining main auxiliary steam pipes, during repair work, in lieu of $\frac{1}{2}$ -in. mentioned in A.F.O. 445/41.

3. The Rate Book of Naval Stores and the Sea Store Establishments concerned will be amended.

(A.F.O. 445/41.)

788.—Wa/T Types 405 and 406—Protection of Microphones from Blast

(S.D. 38/42.—19.2.1942.)

Damage to the microphone of the Wa/T control boxes fitted in exposed positions may occur during gunfire when the door of the box is open.

2. As a precaution against this damage, ships with Wa/T control boxes in exposed positions are to fit a Pattern 8.D. $\frac{1}{2}$ -in. thick rubber sponge protecting flap over the microphone aperture, secured in such a way that it normally protects the microphone and has to be lifted before speaking over the Wa/T system.

3. Ships are to demand, as requisite, Pattern 8.D. sheets rubber sponge, in quarter sheets, i.e., 12 in. x 12 in.

4. The establishment lists for Wa/T Types 405 and 406 will be amended.

789.—Aerial Outfit ATQ—Diode Switch

(S.D. 114/42.—19.2.1942.)

A number of cases has been reported of damage to diode switches, Pattern W2903, as the result of gunfire.

2. The following action should be taken when applicable, the assistance of the nearest R.D.F. fitting out officer being sought as necessary.

- The switch should be mounted on resilient mounts, Pattern W3115, and should be fitted near the corner of the office to obtain the most rigid support possible. These mounts are now available at fitting out bases.
- The pyrotenax cables run from the switch should be bent in a curve in the horizontal plane in order to be as springy as possible and should not be clipped to the bulkhead within 3 ft. of the switch.
- Switches should be examined. A number of the earlier models have been made with brass support rods inside the diode valve cover. These should be replaced by steel rods. A quantity of the latter have been supplied to fitting out bases for this purpose.

3. Any further cases of damage to diode switches should be reported. Reports should include remarks on whether the valve itself or the support rods fractured and whether the modifications detailed in paragraph 2 of this order had previously been effected.

790.—R.D.F. Types 282/4/5—Canvas Covers for Valves N.G.T.6A

(S.D. 30/42.—19.2.1942.)

The life of Thyratrons N.G.T.6A fitted in R.D.F. sets, Types 282/4/5, is shortened if the base of the valve gets too cold during operation. Canvas covers of the type shown in A.F.O. Diagram 36/42 are therefore to be made by ship's staff and fitted over the base of each N.G.T.6A Thyatron.

2. The red lead from the Thyatron should pass through aperture "A" and the two tongues "B" and "C" should be mid-way between the red and green leads, and between the red and black leads respectively. The cover must be pulled up tight and on no account allowed to sag on to any of the leads below the Thyatron.

3. The covers are to be left on, even when the valves are being "blown".

4. In tropical climates the covers should not be necessary.

5. On some occasions, the Thyratrons fitted with these covers may become overheated. This will be evident by the failure of the modulator accompanied by an abnormally high charging current due to the failure of control by the Thyratrons. In these circumstances, the canvas cover is to be removed, but "blowing" should continue.

791.—Sound Reproduction Equipment

(S.D. 01779/41.—19.2.1942.)

A.F.O. 5553/41 is to be amended as follows:—
Paragraph 2.

Cancel "principal ship overseers." Substitute "principal electrical overseers."

(A.F.O. 5553/41.)

792.—Albacore Aircraft—Petrol from Volute Chamber Drain

(A.M.R.122/42.—19.2.1942.)

Reports indicate that the harm caused to Taurus engines by the practice of obtaining petrol from the Volute chamber drain by working the cockpit throttle control is not generally known.

2. This practice leads to possible flooding of the lower cylinders with fuel and subsequent washing off of all lubricant from the pistons and valve sleeves. It may also cause liquid to be trapped in the cylinder or junk head sleeve recess with resultant fracture of the sleeve operating crank or bending of the articulated connecting rods.

3. The ill effects of this procedure and of any unnecessary working of the throttles are to be impressed upon all pilots and maintenance ratings.

793.—Aircraft Electrical Cables—Discontinuance of "Proof" Type

(A.M. 7136/41.—19.2.1942.)

As an effective step in the rationalisation of cables, further provision of "proof" types of aircraft electrical cables will not be made.

2. Where "proof" cables are required they should continue to be used until present stocks are exhausted. Thereafter, the equivalent "cel" types, e.g., Uniel 4 (Stores Ref. 5E/1358) for Uniproof 4 (Stores Ref. 5E/107), etc., which are technically suitable, are to be used.

794.—Variable Pitch Airscrews, Hamilton Standard— Allocation of A.M. Type Numbers

(A.M.R. 61/42.—19.2.1942.)

To facilitate recognition and to simplify the repair and demanding of replacements, Hamilton standard airscrews have been allotted A.M. type numbers in accordance with the following tables:—

Aircraft.	A.M. Type No.	Hub Design.	Blade Design.	Pitch Settings.
Chesapeake ...	A4/101	2E40-213	6103A-6	34° 34' -16° 30'
Goose I ...	A3/101	{ 2D30-209 2D30-235 }	6167A-12	
Martlet I and IV	A5/118	{ 23E50-155 23E50-177 23E50-207 23E50-259 23E50-313 }	{ 6193A-18 6393A-18 }	51°-20°
Master III ...	A4/105	3D40-267	6101A-8	35° 34' -15° (prov.)

2. All Hamilton airscrews are to be checked against the table above and the appropriate A.M. type number is to be etched, in accordance with standard procedure, using the appropriate wax stencil and standard etching solution, upon the front half of the barrel and above the Hamilton hub design number. The original figures are not to be defaced in any way, since they will be required for cross reference purposes during overhaul and repair.

3. In future, the A.M. type number only must be used when referring to airscrews.

4. For airscrews already fitted to aircraft it will be sufficient to check that the hub design number agrees with any of these grouped under one A.M. type number for the appropriate aircraft. Airscrews not so readily recognised may have to be

Shore Establishments (C.A.F.O. 1599a/41)

Class "A" Stations, except R.N. Air Station, Piarco. To the scale detailed in Column X.

Class "B" Stations :
Hastings, Palisadoes and Trincomalee }
Class "C" Stations : } To the scale detailed in Column Y.
Gibraltar }

2. Arrangements have been made for the following quantities to be supplied to yards abroad to meet initial requirements, stocks, and reserves :—

	27/C 1921	27C/ 2020	6D/ 535	27C/ 1901	27C/ 1902	27C/ 1903	27C/ 1904	27C/ 1906
Alexandria ...	50	90	50	25	25	50	25	25
Bermuda ...	50	30	50	15	15	30	15	15
Gibraltar ...	140	90	65	50	50	100	50	50
Malta ...	25	54	25	25	25	50	25	25
Simonstown ...	50	60	25	25	25	50	25	25
Trincomalee ...	100	80	40	50	50	100	50	50

3. Squadrons, ships, and services concerned, for which arrangements have not already been made to supply, should forward demands to their respective Store Depôts at home or Storing Yards abroad to complete to the foregoing scales, quoting this order as the authority for supply.

4. Instructions regarding the modification of observers' harness to take the "F" pack dinghy are detailed in A.F.O. 372/42.

5. Aircraft Stores Establishments will be amended in due course; meanwhile all establishments held by H.M. ships, stations, R.N. store depôts, H.M. dockyards, etc., should be amended in manuscript.

(C.A.F.O. 1599a/41 and A.F.O. 5308/41.)

798.—R.D.F. and W/T Offices—Watertightness

(S.D. 0325/42.—19.2.1942.)

Where R.D.F. and W/T offices are situated in exposed positions above the weather deck, it is essential that the structural work should be made watertight, and in all cases a weathertight door is to be fitted. The office is to be hose tested when the structural work is complete.

2. Ships in which weathertight doors are not fitted are to include an item, classification A*, for the fittings of these doors in the next list of Alterations and Additions.

799.—Increase in Height of 0.5-in. Twin Machine Gun

105-ft. Wooden Motor Minesweepers.

(D./M.S. 0934/41.—19.2.1942.)

The 0.5-in. twin machine gun in 105-ft. motor minesweepers is to be raised 12 inches and not 6 inches as stated in A.F.O. 2851/41, and this modification is to be incorporated in all motor minesweepers under construction and in commission, when no delay in delivery is involved.

2. An item, classification "A", is to be included in the lists of alterations and additions to 105-ft. motor minesweepers in commission, to cover this work.

(A.F.O. 2851/41.)

(This Order should be retained until complied with.)

800.—Main Circulator Discharge—Covering of Aperture

Armed Merchant Cruisers

(D. 024577/41.—19.2.1942.)

To obviate the possibility of the phosphorescence of the main circulator discharge disclosing the position of the vessel at night in tropical waters, it has been decided to fit a steel covering over the aperture.

2. A three-sided box of $\frac{3}{8}$ -in. M.S. plating, closed at the top, extending from the aperture to one foot below the light load line is to be welded to the ships side; the depth of the box is to be about 12 inches and the forward and aftersides is to be at 45° and 30° to the ships side respectively.

3. An item, classification "B," to cover the work involved, is to be inserted in the next lists of alterations and additions to the ships concerned.

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

801.—Suction Pipes for Portable Petrol Salvage and Fire Pumps

A.M.Cs. and O.B.Vs.

(D. 799/42.—19.2.1942.)

A permanent 5-in. suction pipe is to be fitted so that the portable salvage and fire pump can be tested periodically and operated without difficulty when vessels are under way.

2. A 5-in. pipe is to be fitted from the ballast or emergency pump sea suction to a two-way deck or bulkhead connection, to take $3\frac{1}{2}$ -in. Admiralty suction hoses, fitted at any readily accessible position not more than 20 ft. above the "light"

waterline of the vessel. This pipe must not pierce a main transverse watertight bulkhead and is to be led with as few bends as possible—all bends being gradual.

3. A 5-in. S.D.V., geared up to a position near the hose connection, is to be fitted at the junction of the pipe with the emergency or ballast pump suction and the hose connections are to be fitted with blank caps.

4. Commanding Officers of vessels concerned should include this item in the next list of alterations and additions, classification "A".

802.—Sights—Weather Bags for Surface and Night Lookout Sights

Capital Ships, Cruisers, Aircraft Carriers, New Construction and Existing Ships

(G. 7284/41.—19.2.1942.)

Canvas weather bags are to be fitted to surface and night lookout sights in new construction and existing capital ships, aircraft carriers and cruisers where applicable, as indicated on A.F.O. Diagram 33/42.

2. When the weather bags are fitted, the light partition screens fitted between individual sights in certain ships should be removed.

3. The work is to be carried out in new construction capital ships, aircraft carriers and cruisers where no delay in completion is involved thereby.

4. For ships in commission an item to cover the work involved is to be included in lists of Alterations and Additions, Classification "B".

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

803.—Catapults—Cleaning of Explosion Units, Drain Valves and Release Valves

(G./A.M. 4677/41.—19.2.1942.)

Explosion units which have been modified to give easy access to the interior are to be thoroughly cleaned out every month or after 20 shots of any nature.

2. Explosion units which have not been so modified are to be thoroughly cleaned as above as far as circumstances permit.

3. On all occasions of clearing away catapults for firing, the drain valve is to be removed and any sludge in the vicinity of the valve is to be extracted through the drain valve orifice, provided that this does not delay the launch of the aircraft in cases of emergency.

4. On all occasions after firing catapults, and thereafter monthly, the drain valve is to be removed and stripped and the valve and valve seating cleaned and lightly oiled.

5. In instances where the valve face or valve seating are found corroded they should be refaced.

6. Where pitting in excess of 0.05 in. deep is found in the body of the valve box, the box should be replaced at the first opportunity.

7. The release valve is to be withdrawn daily when the catapult has been in use, cleaned, and the valve examined for cracks. Should cracks be found the valve should be exchanged. After 20 shots of any nature, or monthly if less than 20 shots have been fired, the valve is to be unshipped, stripped, and cleaned.

(A.F.O. 1932/36 is cancelled.)

804.—Electric Cable, Pattern 13149—Introduction

(N.S. 07588/40.—19.2.1942.)

The following electric cable has been introduced for use in connection with A/S Fixed Defences, and has been added to the Rate Book of Naval Stores under Subhead F.I.C.

Pattern.	No. of Cores.	No. of Wires in Conductors.	Dia. of each Wire.	Length in which Purchased.
13149	3	7	0.029	As ordered

2. Stocks of this cable are being provided, but issues should not be made without prior Admiralty approval.

805.—Scales for Dobbie-McInnes Indicators—Inspection

(N.S. 11588/42.—19.2.1942.)

An instance has been reported where certain boxwood scales intended to be 800 lb./sq. in. to 1 in., for use with Dobbie-McInnes Indicators, were found to be incorrectly marked. The scales are correctly graduated up to the 800 mark, beyond which the numerals are incorrectly located.

2. All boxwood scales in H.M. ships should be carefully examined and any found to be incorrect should be returned to the nearest dockyard or R.N. store depot.

3. *Dockyards and R.N. store depots.*—All boxwood scales in stock should be inspected and reports should be forwarded to the Director of Stores, Admiralty, Bath, showing details of any which are incorrectly marked. Particulars of any returned from H.M. ships should be reported subsequently.

806.—Bristle and Fibre Brushes—Economy in use

(N.S./C.P. 88120/41.—19.2.1942.)

Considerable difficulty is being experienced in obtaining supplies of bristle and fibre brushes. The utmost economy in the use of these brushes is, therefore, essential.

807.—Cooking and Heating by Bottled Gas

Auxiliary and Small Craft.

(D./N.L. 15880/41.—19.2.1942.)

Attention is drawn to A.F.Os. 4094/40 and 4607/40 which restrict the use of calor gas in small craft.

2. In view of the frequency of explosions caused by the use of bottled gas generally, all such installations are to be removed from small craft, and paraffin radiators and pressure paraffin cooking stoves are to be demanded and fitted in lieu.

3. An item, classification "A", is to be inserted in the lists of Alterations and Additions to the ships concerned to cover this work.

(F.O.I.C. Greenock, 3.9.41, No. 2197/188.)

(A.F.Os. 4094/40 and 4607/40.)

808.—Fiddles for Dining Tables

(D.N.C./P. 534/42.—19.2.1942.)

In view of the urgent need for economy in the use of rubber the instructions in A.F.O. 5428/41 to use rubber sheeting in lieu of fiddles for dining tables are cancelled.

(A.F.Os. 5428/41 and 68/42 are cancelled.)

Section 4

OTHER STORES—NAVAL STORES, VICTUALLING STORES
MEDICAL STORES, CONTRACTS

809.—Naval Store Officer, Preston—Address

(N.S. Staff 1321/41.—19.2.1942.)

The office address of the Naval Store Officer, Preston, is now :—
Miller Arcade,
Church Street, Preston.
Tel. No. Preston 4693 (3 lines).

2. The address for stores in the area remains as heretofore.
3. A.F.O. 5433/41 is to be amended accordingly.

(A.F.O. 5433/41.)

810.—Fumigation—Deratisation Certificates

H.M. Ships

(C.P. 3/88028/41.—19.2.1942.)

Attention is drawn to the necessity for provision of deratisation certificates, etc., after fumigation has been carried out in H.M. ships and vessels.

2. Ships under the White Ensign do not require deratisation certificates but a statement is to be furnished to contractors signed by a competent officer (preferably a Naval Health Officer, where one is borne) to the effect that deratisation has been efficiently carried out.

3. All ships, other than those under the White Ensign, are to be issued with deratisation certificates. These are to be furnished by the Naval Health Officers at Chatham, Sheerness, Portsmouth, Plymouth, Liverpool, Glasgow and Rosyth. At all other ports they are to be granted by Port Medical Officers except in instances where they are not competent to grant certificates. In such cases, the Naval Health Officers of the commands concerned should be called upon to issue the required certificates.

4. After fumigation for the destruction of vermin other than rats, a certificate is to be issued to the contractor signed by a competent officer (preferably a Naval Health Officer where one is borne) to the effect that fumigation has been efficiently carried out.

811.—Methylated Spirit—Supply

(C.P. 3/46919/41.—19.2.1942.)

The attention of all Officers concerned is drawn to the fact that supplies of methylated spirit are controlled by the Ministry of Supply and licences are required by contractors before supply can be made.

2. The only persons who are authorised to place orders for Admiralty supplies of methylated spirit are the responsible officers at H.M. Dockyards, Chatham, Sheerness, Portsmouth, Devonport and Rosyth, the Superintending Naval Store Officers, Severn and Mersey Areas, and the Naval Store Officers, Park Royal and Preston, for methylated spirit Patterns 107 and 112, and the responsible officers at R.N. Armament Depôts, Woolwich, Priddy's Hard Bull Point, Upnor, Crombie, Trecewn and Broughton Moor for lead-free methylated spirit.

3. All requirements of methylated spirit should therefore be demanded from one or other of the above establishments who will arrange supply from stock or direct from firm's works as convenient.

4. Except in cases of emergency, supplies should not be obtained from local contractors whose stocks have already been severely restricted in order to meet Government and Services requirements by the Ministry of Supply.

812.—Yellow Fever Vaccine—Supply

(M.D.G. 18262/41.—19.2.1942.)

A stock of Yellow Fever Vaccine is now maintained at H.M. Naval Base, Londonderry, and this name should be added to the list of establishments given in A.F.O. 2305/41.

(A.F.O. 2305/41.)

813.—Dried Blood Serum—Return of Bottles with Faulty Caps

(M.D.G. 51632/41.—19.2.1942.)

Any bottles of dried blood serum of which the outer cap, or "viscap", is found to be split, should not be used, but returned to the nearest service afloat medical depot at the earliest opportunity for recapping.

814.—Women's Royal Naval Service—Additional Clothing for Ratings Working on Aircraft and for W.R.N.S. Markers

R.N. Air Stations and Bombing Ranges

(V. 6708/41.—19.2.1942.)

Additional kit on the scale indicated below has been approved for the following classes of W.R.N.S. ratings employed at R.N. Air Stations: Aircraft checkers, fabric workers, dope sprayers, aircraft and engine washers, plug cleaners, armourers' mates, battery chargers, mechanic trainees, parachute packers and markers on bombing ranges :—

- One jersey, blue woollen.
- Two shirts, navy blue (supplied with two collars per shirt).
- Two pairs knickers, woollen.
- Two pairs stockings, black woollen.
- One pair trousers, serge (Class II uniform pattern).
- *One blue overall suit, one piece (Naval pattern) (two for parachute packers).

* To be supplied on loan.

2. The trousers are to be supplied from stocks held by Accountant Officers for general issue and are only to be worn when the ratings are employed on the duties indicated. At other times skirts are to be worn.

3. The following clothing is to be withdrawn on issue of the above items :—

- Two shirt blouses, white.
- Four collars, white.
- One pair stockings, black lisle.
- One skirt, serge.

4. If the ratings are subsequently transferred to other duties for which the additional clothing is not authorised, their kit is to be adjusted, without charge, to the scale appropriate to their new duties.

5. Articles withdrawn are to be dealt with as laid down in A.F.O. 4521a/40, paragraph 2.

6. Where ratings have already provided themselves with suitable trousers at their own expense, they may, instead of a free issue in kind, be credited with the current issuing price of a pair of ready made serge trousers (seamen's pattern), one skirt being withdrawn.

(A.F.Os. 75a/40 and 4521a/40.)

(A.F.O. 1745/41 is cancelled.)

Section 5.—BOOKS, FORMS, RETURNS, CORRESPONDENCE

815.—Amendments to Books

(E.F.O.—19.2.1942.)

The undermentioned amendments to B.R. and O.U. books are available for issue from the R.N. Store Depot, Elveden Road, Park Royal, N.W.10, in accordance with A.F.O. 1268/39, paragraph 3.

The total numbers required by Shore Establishments at home and abroad are, however, to be demanded by the establishments concerned direct from the R.N. Store Depot, Elveden Road, Park Royal, N.W.10.

A.F.O. P.91/42.—B.R. 11—Admiralty Memorandum on Naval Court Martial Procedure—Amendment No. 13.

P.92/42.—B.R. 669—Instructions for the Conduct of Cash Duties—Amendment.

P.93/42.—O.U. 5504—Regulations for Maintenance of 21-in., Mark IX—IX** N.A.B. Torpedoes—Amendment No. 34.

P.94/42.—O.U. 5531—Regulations for Maintenance of 21-in., Mark VIII—VIII** Torpedoes—Amendment No. 18.

P.95/42.—O.U. 6328—A.S.E.—For Aircraft Embarked in H.M. Aircraft Carriers—Amendment No. 5.

P.96/42.—O.U. 6328 (F) A.S.E.—Fulmar—Amendment No. 2.

P.97/42.—O.U. 6378—Description of Torpedo Tube, Torpedo Control Arrangements and Tube Drill and Maintenance in "Town" Class Destroyers—Amendment No. 4.

(A.F.Os. 1268/39, 4622/40, and 699/42.)

816.—A.F.Os. "P" Series—Enumeration

(E.F.O.—19.2.1942.)

From 1st January, 1942, the A.F.O. "P" Series (Amendments to Books of the O.U. and B.R. Series) is numbered separately from the C.A.F.O. "P" Series (Amendments to Books of the C.B. category).

2. Demands for supply should specify whether A.F.O. "P" series or C.A.F.O. "P" series are required.

(A.F.O. 4622/40.)

817.—Neuro-Psychiatric Cases—REPORTS

(M.D.G. 42/42.—19.2.1942.)

See A.F.O. 753/42, in Section 2 of this issue.

818.—B.R. 127—Recall of Copies Issued to Commodores of Convoys

(Sta./F.D. 764/41.—19.2.1942.)

Supply of B.R. 127 (late O.U. 6392)—Photographic views of British and Foreign warships, to commodores of convoys, is unnecessary, and copies, issued on first distribution, for this purpose are to be returned to the R.N. Store Depot, Edgware Road, Cricklewood, N.W.2, forthwith.

(A.F.Os. 4897/41 and 304/42.)

819.—B.R. 289—Pamphlets on Combined Operations for Unit Commanders—Issue

(Sta. 18461/41.—19.2.1942.)

The War Office publication "Combined Operations for Unit Commanders" has been added to B.R.1 (Catalogue of books of reference) as B.R. 289. This publication consists of a series of pamphlets as follows, laced into a cover, and those immediately available and which are starred, will be issued from the R.N. Store Depot, Elveden Road, Park Royal, forthwith. The remainder will be distributed as they become available.

B.R.289 (1)	Pamphlet No. 1—General.*
B.R.289 (2)	Pamphlet No. 2—Beach Organization and Maintenance.*
B.R.289 (3)	Pamphlet No. 3—A.F.Vs.
B.R.289 (4a)	Pamphlet No. 4a—R.A. Field Regiment.
B.R.289 (4b)	Pamphlet No. 4b—R.A. The Light Regiment (3·7-in. Howitzer).*
B.R.289 (4c)	Pamphlet No. 4c—R.A. Heavy A.A. Regiment.*
B.R.289 (4d)	Pamphlet No. 4d—R.A. Light A.A. Regiment.*
B.R.289 (5a)	Pamphlet No. 5a—R.E. Divisional Units.*
B.R.289 (5b)	Pamphlet No. 5b—R.E. Lines of Communication Units.
B.R.289 (5c)	Pamphlet No. 5c—R.E. Transportation Units.
B.R.289 (6)	Pamphlet No. 6—Royal Signals.*
B.R.289 (7)	Pamphlet No. 7—Infantry.*
B.R.289 (8)	Pamphlet No. 8—R.A.S.C.*
B.R.289 (9)	Pamphlet No. 9—R.A.M.C.
B.R.289 (10)	Pamphlet No. 10—R.A.O.C.*

Establishment

Flag officers	1
Battleships, battle cruisers, cruisers, aircraft carriers, seaplane carriers, anti-aircraft ships, destroyer and submarine depot ships, flotilla leaders, repair ships, netlayers, destroyers, anti-aircraft destroyers, sloops, corvettes, patrol vessels, gunboats, monitors, minelayers, auxiliary minelayers, submarines, ocean boarding vessels, and armed merchant cruisers	1
Loan libraries	1

2. The issue of B.R.289 renders obsolete O.U.5537—Combined Operations—Provisional Memorandum on opposed landings, for Unit Commanders.

820.—B.R. 372—Establishment of Naval Stores for Minelaying Lighters

(N.S. 24319/41.—19.2.1942.)

List of Errata No. 3 to B.R. 372—Establishment of Naval Stores for Minelaying Lighters—has been prepared and copies have been distributed to services concerned.

2. Stocks of B.R. 372 and lists of errata thereto, which have hitherto been stocked at the Admiralty (Naval Store Department), Bath, will in future be kept at R.N. Store Depot, Park Royal.

821.—B.R. 569—Replacement

(Sta. 10759/41.—19.2.1942.)

B.R. 569—"Warships" (Attwood) will be replaced by "Practical Construction of Warships" by R. N. Newton, R.C.N.C., published by Messrs. Longmans, Green & Co., Ltd. It is to be used for the instruction of Midshipmen in practical ship construction.

2. This volume will be issued, without demand, from the R.N. Store Depot, Park Royal, N.W.10.

3. B.R.1 (Books of Reference Catalogue) is to be amended accordingly.

822.—Form D.825—Revision

(D. 1593/42.—19.2.1942.)

Form D.825 concerning the "Return of Expenditure in connection with the Generation, External Supply and Distribution of Electrical Energy" for dockyards and civil shore establishments will be revised on reprint, to provide for the additional information required by A.F.O. 1459/41. In addition provision will be made for details to be furnished of the purchase cost of the external supply.

2. As payments made for external supplies in any period will not correspond to the electricity consumed during that period the return is to show the liability incurred to the supply authority during that period as estimated in accordance with the tariff. Approximate corrections are to be applied to these items of the tariff which are subject to variation from time to time and any adjustments found necessary when the corrections for the year of account of the supply authority are known are to be made in the last period. These corrections are to be applied to the financial year ending 31st March, even if only strictly applicable to the 12 months ending the previous 31st December.

3. Pending the printing and issue of the revised form the units used in the lighting and heating of the external supply substation(s) are to be subtracted from the metered units of the external supply to obtain the units supplied from the external supply.

(A.F.O. 1459/41.)

823.—O.U. 5507 and O.U. 5507 (1)—Pamphlet on Eyeshooting Sights and their Use, 1938—Supersession by B.R. 254

(G. 332/42.—19.2.1942.)

With reference to paragraph 2 of A.F.O. 5140/41, B.R.254—The Eyeshooting Pocket Book, 1941, supersedes O.U.5507 and O.U.5507 (1)—Pamphlet on Eyeshooting Sights and Their Use.

2. Copies of O.U.5507 and O.U.5507 (1) should be disposed of in accordance with the instructions laid down in O.U.2A—O.U. catalogue.

3. Authorities and Establishments to whom copies of O.U.5507 and O.U.5507 (1) were issued and who have not received the superseding pamphlet, B.R.254, should demand copies from the N.S.O., R.N. Store Depot, Elveden Road, Park Royal, N.W.10.

(A.F.O. 5140/41.)

824.—O.U.6090(D)—Range Tables Nos. 508 and 516 for B.L. 15-in. Gun, Mark 1—Issue

(G. 017831/41.—19.2.1942.)

The above-mentioned Range Tables are now in the press. Copies will be issued to all concerned, without demand, by the Naval Store Officer, R.N. Store Depot, Elveden Road, Park Royal, N.W.10, when supplies become available.

825.—Form S.416—Flying Signals

(N.A.D. 1343/41.—19.2.1942.)

B.R. 169 has been revised and renumbered S. 416. It is intended to issue one copy to each First Line pilot, observer and air gunner as a personal issue.

2. The following issue will be made without demand to cover initial requirements and to provide a small reserve :—

H.M.S. "Archer"	50	*R.A.N.A.S.	250
H.M.S. "Argus"	50		
H.M.S. "Hermes"	50	R.N. Air Station :—	
H.M.S. "Eagle"	75	Arbroath... ..	500
H.M.S. "Furious"	100	Yeovilton	300
H.M.S. "Illustrious"	100	Piarco, Trinidad	300
H.M.S. "Victorious"	100	Worthy Down	250
H.M.S. "Formidable"	100	*Dekheila	250
H.M.S. "Indomitable"	150		

* For personnel of First Line squadrons disembarked at the time of the initial distribution.

3. In future the initial issue to all personnel will be made during the training courses. All aircraft carriers should hold a small stock for the replacement of lost or worn copies. Copies for personnel of A.B.R. aircraft are to be drawn from aircraft carriers or air training schools as opportunity offers.

4. Copies will be issued to all aircraft carriers and air training schools on demand, for replenishment of stock. Supplies should be demanded as necessary from :—

The Naval Store Officer,
R.N. Store Depot,
Elveden Road,
Park Royal, N.W.10.

(A.F.O. 2298/40 is cancelled.)

Section 6.—SHORE ESTABLISHMENTS**826.—Temporary Assistants in Supply, Accounting and other Departments—Rates of Pay—REPORTS**

(C.E. 57030/41.—19.2.1942.)

The ranges of salary of Temporary Assistants over 25 years of age will in future be £250-£400 a year for men and £200-£320 a year for women. Individual rates will be assessed according to age, experience and personal qualifications.

2. Persons under 25 will in future be appointed at the following rates :—

	Men.	Women.
Under 21	£200	£150
21 to 24 inclusive—if possessing university or other special qualifications, e.g. previous commercial experience.	£250	£200

If lacking special qualifications but fully up to executive standard. Between £200 and £250. Between £160 and £200.

3. Every Temporary Assistant should be reviewed after six months' service in the grade and a report furnished to the Admiralty (C.E. Branch II) on any officer—

- (a) who is not fully up to the standard expected of executive officers, or
(b) whose salary given on first appointment is not considered appropriate.

4. The ranges of pay of Senior Temporary Assistants will in future be £450-£600 for men and £360-£480 for women.

5. The salaries of any Temporary Assistants or Senior Temporary Assistants which are at present below the appropriate minima set out above should be adjusted with effect from 1st January, 1942.

6. In addition to the review prescribed in paragraph 3 the salaries of all Temporary Assistants should be reviewed after completion of 12 months' service in the grade, and thereafter annually. All Senior Temporary Assistants should be reviewed after completion of 12 months' service in the grade and thereafter annually. Increases of salary within the ranges will not be automatic but will be related to the ability and experience of the officers concerned. Those whose services are fully satisfactory may be recommended for increases as follows:—

	Men.	Women.
	£	£
Temporary Assistants	18	15
Temporary Senior Assistants... ..	25	18

Exceptionally, where a Temporary Assistant or a Senior Temporary Assistant is carrying responsibilities well above the average, his or her salary may be reassessed at any time and a recommendation made for advancement to a higher point in the range.

7. Reports and recommendations should be forwarded to the Admiralty (C.E. Branch II).

(A.F.Os. 2856/40 and 84/42.)

827.—Departmental Home Guard Units—Compensation for Injury

(C.E. 14227/41.—19.2.1942.)

Members of Departmental Home Guard units disabled as a result of Home Guard service may, as from the 10th March, 1941, be paid compensation for loss of earnings subject to the limits and conditions laid down in Army Council Instruction No. 845, where such compensation exceeds the disablement allowance and/or sick or hurt pay which they are at present eligible to receive. Such compensation will be inclusive of disablement allowance and/or sick or hurt pay.

2. Compensation for loss of earnings may, subject to the following conditions, be issued for a period of eight weeks in respect of any one injury. If the period of incapacity is likely to exceed eight weeks, the Home Guard may, if he is not in hospital, apply through his battalion commander for examination by a military medical officer. If the report of such medical officer shows that there is a reasonable prospect of return to duty as a Home Guard within a total period of thirteen weeks, after the date of the injury, payments may be continued for a further period or periods provided the total period of payment of compensation under this Order does not exceed thirteen weeks. If the Home Guard is in hospital the requisite information may be obtained from the hospital authorities.

3. The maximum amount of compensation for loss of earnings must not be more than the basic civil defence rate for the whole time paid service. The present rate of pay for male civil defence workers is 70s. per week for men aged 21 and over, the rate for men under this age being the subject of negotiations. One sixth of the weekly rate is to be regarded as the rate for each day comprised in a period of less than a week. The question of payment of compensation in the case of periods of incapacity lasting less than seven days should be referred to the Admiralty for consideration.

4. In assessing the amount of weekly earnings it should normally be necessary to have regard only to the weekly wage. If, however, the injured Home Guard would have earned payment of overtime in addition to salary or wages, such overtime pay may be taken into account in assessing the amount of compensation which, of course, is subject to the above-mentioned limitation.

5. Where sick pay is inclusive of disablement allowance the amount of the disablement allowance so included is not regarded as assessable to Income Tax. Similarly any compensation for loss of earnings paid in excess of the sick pay rate is not regarded as assessable to Income Tax. Both the disablement allowance and that paid for loss of earnings should be excluded when notifying the Departmental Claims Branch of the amount of a Home Guard's taxable emoluments.

6. Civil Servants who are members of local Home Guard Units should if necessary claim compensation for loss of earnings through the local Home Guard Unit.

7. The provisions of paragraph (5) of T.C. 3/40 (A.F.O. 1035/40) should be applied to members of the Home Guard whether in Departmental or Local Units, injured in the course of Home Guard duty.

(A.F.Os. 1035/40, 2201/40, 2744/40 and 3787/40.)

828.—Departmental A.R.P. Organisation—Compensation for Injury

(C.E. 14227/41.—19.2.1942.)

The position of Civil Servants who are members of Departmental Air Raid Precautions organisations has been considered in the light of the grant of compensation for the loss of earnings payable to part time Civil Defence Volunteers injured on duty.

2. At present such Civil Servants receive either (a) injury allowance under the Personal Injuries (Civilians) Scheme, or (b) if eligible for sick pay or hurt pay, sick pay or hurt pay inclusive of injury allowance, or (c) sick pay or hurt pay made up to injury allowance rates (A.F.O. 1035/40).

3. Part time Civil Defence Volunteers under Local Authorities may, if injured on duty, receive compensation for loss of earnings (subject to a maximum at the rate payable for whole time Civil Defence Workers) for a maximum period of thirteen weeks.

4. It has been decided, therefore, that members of Departmental A.R.P. organisations should be eligible to receive from their Departments compensation in respect of an injury arising out of their duty as a member of a Departmental A.R.P. organisation for loss of earnings on a basis similar to Civil Defence Volunteers generally, where such compensation exceeds the injury allowances and/or sick pay or hurt pay which they are at present eligible to receive. Such compensation would be regarded as inclusive of injury allowance and/or sick pay or hurt pay. Compensation for loss of earnings may, subject to the following conditions be issued for a maximum period of thirteen weeks in respect of the same injury. At the end of the fourth week arrangements should be made for an independent medical examination and report to determine whether the volunteer is likely to become fit to return to duty as a volunteer. If the medical report shows he is unlikely to become fit to resume duty he should be given notice that he will be discharged from Service in the A.R.P. Organisation at the end of the eighth week. If, however, there is a reasonable prospect of return to duty payments may be continued for a further period or periods provided the total period on pay in respect of the same injury does not exceed thirteen-weeks.

5. The maximum amount of compensation must not be more than the basic civil defence rate for the whole time paid service. The rates of pay for civil defence workers are 70s. per week for men aged 21 and over and 47s. per week for women aged 18 and over, the rates for men and women under these respective ages being the subject of negotiations the result of which will be notified later. One sixth of the weekly rate should be regarded as the rate for each day representing a period of less than a week. Injury allowance is not payable unless the incapacity for work has lasted seven consecutive days, and injury allowance should be claimed when it appears that the period of incapacity will last for more than six days. In the case of periods of incapacity of less than seven consecutive days, the question of payment of compensation should be referred to the Admiralty for consideration.

6. In assessing the amount of weekly earnings it should normally be necessary to have regard only to the weekly wage. If, however, the injured volunteer would have earned payment of overtime in addition to salary or wages, such overtime pay may be taken into account in assessing the amount of compensation which, of course, is subject to the above-mentioned limitations.

7. When an independent medical report is necessary and no Medical Officer is attached to the Establishment the services of the local Medical Officer of the Post Office should be utilised unless the volunteer is in a hospital. Particulars of the appropriate Post Office Medical Officer can be obtained from the local Head Postmaster. The fee which should be paid to the Post Office Medical Officer is 15s. 0d. If the volunteer is in hospital the necessary details should be obtained from the hospital authorities.

8. The above arrangements operate as from 1st June, 1941, and apply to industrial as well as non-industrial Civil Servants.

9. Where sick pay is inclusive of injury allowance the amount of the injury allowance so included is not assessable to income tax (*vide* A.F.O. 1014/41.) Similarly, any compensation for loss of earnings paid in excess of the sick pay rate is not assessable to income tax, and any amount so paid should in addition to the amount of the injury allowance be excluded when notifying the Departmental Claims Branch of the amount of a volunteer's taxable emoluments.

(A.F.Os. 1035/40, 1014/41, and 414/42.)

829.—Civil Service Voluntary Savings Scheme—Alteration in Accounting and Issue Procedure

(D.N.A. 2390/42.—19.2.1942.)

The following changes in accounting and issue procedure are notified and are to be brought into operation as from the beginning of Cycle 9 (monthly) for savings certificates and Cycle 7 (weekly) for defence bonds.

The present procedure will continue for earlier cycles until those cycles are closed.

The dates of forthcoming cycles are given in paragraph 16.

2. In future, when a subscriber is transferred to another Government department or Admiralty establishment during a cycle, the amount collected from the subscriber is to be forwarded direct to that department or to the cashier of the Admiralty establishment.

Thus a payment will be made in exactly the same way as though the subscriber had withdrawn from the scheme during the cycle, but payment will be made to the new department or establishment instead of to the subscriber.

As the new procedure comes into force with Cycle 9 (monthly savings certificates) which commenced on 31st January, 1942, it will be necessary for cashiers to take action in accordance with the foregoing if a subscriber to that cycle has already been transferred.

3. The effect of the change notified in the preceding paragraph will be that at the close of a cycle, each cashier will have received the exact amount of cash corresponding to the number of certificates or bonds which he has to distribute to subscribers.

Cashiers need no longer notify the Director of Navy Accounts (Branch 5) of any withdrawals or transfers taking place during a cycle.

At the end of each cycle, a reconciliation statement is to be forwarded to the Director of Navy Accounts (Branch 5) showing—

- (a) number of certificates or bonds issued to subscribers;
- (b) total value of certificates or bonds issued;
- (c) amount received and taken on charge in the cash account.

4. Cashiers are to notify the Director of Navy Accounts (Branch 5) as soon as possible after the commencement of each cycle, the total number of certificates or bonds being purchased. This information is required by H.M. Treasury, and it is important that it should be forwarded without delay.

5. *Certificates.*—Not later than seven weeks before the end of each cycle, the Director of Navy Accounts (Branch 5) is to be informed of the total number of certificates of each denomination required.

6. *Defence Bonds.*—Ten weeks before the close of each cycle, lists (in duplicate) of names in full of all subscribers to defence bonds are to be furnished to the Director of Navy Accounts (Branch 5). The number of bonds required for each subscriber is to be stated as well as the bond book number of subscribers already holding defence bonds. For new subscribers a dividend direction form (Post Office Register Form No. 24) completed by the subscriber must accompany the lists.

7. At the end of each quarter a statement showing the amounts due to be paid over to H.M. Paymaster-General is to be forwarded to the Director of Navy Accounts (Branch 5). It is essential that this statement (which is to be set out both as regards amounts collected and refunded in the manner detailed in A.F.O. 2881/41) should agree with the details posted in the relevant quarterly cash account abstract.

8. *Issue of Certificates.*—Under the instructions contained in A.F.O. 2093/40 counterparts and new holders' cards are filled in by the subscriber, and forwarded by the cashier to the Director of Navy Accounts (Branch 5). This procedure has proved cumbersome in practice and has been abandoned.

A new form (M.333A) has been introduced which is to be completed by the subscriber at an early stage in the cycle so that all forms are well in hand before its close. The form should be used as far as possible as a standing authority governing registration for subsequent cycles unless, and until, the subscriber alters his instructions or changes the amount of his subscription.

9. In place of the arrangements for issuing all documents to the subscriber for completion, the cashier should himself arrange for certificates and counterparts to be filled in with the particulars detailed below taken from the Form M.333A. It should be noted that the holder's signature on counterpart "A," is being dispensed with, while the specimen signature for new holders' cards will have been furnished on the detachable portion of the form.

On each certificate ... The holder's registered number.

On each Counterpart "A" (i) The holder's registered number.
(ii) Surname, and initial letter of each Christian name of the holder.
(iii) The stamp of the issuing department.

On each Counterpart "B" The holder's registered number.
(Particulars of counterparts attached need not be entered.)

On the holder's card (in "A" portion
the case of new holders only). (i) Surname of holder.
(ii) All Christian names in full.
(iii) Address.
(iv) Specimen signature detached from the M.333A to be gummed on.
(v) The name of the department in the circle "Date stamp of Issuing Office".

"B" portion
Name of the department in the circle "Date stamp of Issuing Office". (Holders should be advised to sign the card in the space provided as soon as possible.)

10 The existing instructions contained in paragraph 11 of A.F.O. 2093/40 stand for certificates purchased by persons serving with H.M. Forces.

11. Counterparts and holders' cards are to be forwarded by cashiers direct to the Money Order Department (G.P.O.), Morecambe, Lancs., and not to the Director of Navy Accounts (Branch 5) as formerly.

12. Surplus and spoilt certificates are to be sent by cashiers direct to the Post Office Stores Department at Wolverton, Bucks., and Form M.22 is to be used for the purpose.

The top section of the form bearing the cashier's signature is to be detached and sent to the Director of Navy Accounts (Branch 5), the wording of the certificate being amended as follows:—

"I certify that all the certificates supplied to me for issue to subscribers in connexion with Cycle No..... monthly/weekly have been duly distributed or returned as spoilt or unwanted to the Post Office Stores Department,

and that the counterparts and new holders' cards ("A" portion) have been sent to the Money Order Department for registration.

The number of units returned duly noted "spoilt" was ."

The lower portion of the form should be used as an invoice of the counterparts and holders' cards.

All certificates returned to the Post Office Stores Department, including those which are surplus to requirements, should be cancelled by writing the word "spoilt" on each of the certificates and counterparts (A and B).

13. Cashiers are to ensure that registration documents are despatched to the Money Order Department and that spoiled or surplus certificates are returned to the Post Office Stores Department with the minimum delay. Documents should, if necessary to avoid delay, be despatched in batches and not await the completion of the certificate referred to in paragraph 12.

14. *Defence Bonds*.—Surplus Defence Bond Books and envelopes should be returned to the Director of Navy Accounts (Branch 5).

15. *Requisition of Forms*.—Supplies of forms mentioned in this order should be demanded as follows:—

Dividend Direction Form (Post Office Register Form No. 24).
from The Controller,
Post Office Savings Bank,
Granby Hotel,
Harrogate,
YORKS.

Forms M.22 and M.333A from
The Post Office Stores Department,
Mount Pleasant Depot,
London, E.C.1.

16. *Forthcoming Cycles*.—The following dates are notified for information:—

Odd Numbered Cycles National Savings Certificates				Even Numbered Cycles			
Weekly	Starting date	Closing date	Mean date	Weekly	Starting date	Closing date	Mean date
	Week ending				Week ending		
Cycle 9	16. 5.42	5.12.42	25.8.42	Cycle 8	17.1.42	8.8.42	28. 4.42
Cycle 11	12.12.42	3. 7.43	23.3.43	Cycle 10	15.8.42	6.3.43	24.11.42
Monthly							
Cycle 9	31.1.42	30. 6.42	16. 4.42	Cycle 10	30. 4.42	30.9.42	15.7.42
Cycle 11	31.7.42	31.12.42	15.10.42	Cycle 12	31.10.42	31.3.43	14.1.43
Cycle 13	31.1.43	30. 6.43	16. 4.43	Cycle 14	30. 4.43	30.9.43	15.7.43
Defence Bonds							
Weekly	Week ending				Week ending		
Cycle 7	16.5.42	13. 2.43	29.9.42	Cycle 8	15.8.42	15.5.43	29.12.42
Cycle 9	20.2.43	20.11.43	6.7.43	Cycle 10	22.5.43	19.2.44	5.10.43
Monthly							
Cycle 7	31.7.42	30.4.43	14.12.42	Cycle 8	31.10.42	31.7.43	16.3.43
Cycle 9	31.5.43	29.2.44	15.10.43	Cycle 10	31.8. 43	31.5.44	15.1.44

(A.F.Os. 83/40, 264/40, 1092/40, 2093/40, 2632/40, 2881/41, 2883/41 and 3885/41.)

830.—Ready Reckoners for Extra Duty—42 and 44 Hours per Week

(C.E. 18076/41.—19.2.1942.)

The present tables published by H.M. Stationery Office are printed in B.R. 669—Cash Duties Instructions, Appendix I, Sections A, B and C.

2. One table (*see* Section A) shows the flat (or "Single") rate per hour, but only for annual salaries. The other tables (*see* Sections B and C) each require separate references under the headings of Rate and a quarter, Rate and a half and Double Rate, to obtain the relative rates per hour for the given annual salary or weekly wages.

3. The tables have been re-designed and combined to give in one reference the four hourly rates under the annual salary or weekly wages; and further tables have been added which, with the exception of a few slightly-used rates, show the amounts up to 12 hours when calculated at the rates contained on each sheet of the ready reckoners.

4. Supplies of the new ready reckoners are limited and only a few copies to meet essential requirements are therefore being issued by the R.N. Store Depot, Park Royal, to the Establishments primarily concerned.

5. The 42 hours per week Ready Reckoner is to be accounted for as B.R. 894 (1) and the 44 hours per week as B.R. 894 (2).

(B.R. 669—Cash Duties Instructions, Appendix I.)

831.—Form D.348—Salary List

(D.N.A. 896/42.—19.2.1942.)

Instruction No. 6 on the back page of this form to the effect that in the case of an officer discharged during the quarter the balance is to be paid on a separate Form D.348, is cancelled. In future such balances are to be included on the main salary voucher.

2. Particulars of balances due on final discharge from Admiralty service, or on transfer to another Government department, are to be dealt with in accordance with B.R.669, Article 39a, Cash Duties Instructions.

3. Form D.348 will be amended on reprint.

832.—Building Trade—Craftsmen and Labourers—Pay Increase

(L. 2251/42.—19.2.1942.)

The National Joint Council for the Building Industry have decided that, on and from 1st February, 1942, the current standard rates of wages of craftsmen and labourers employed in the building industry in England and Wales should be further increased by $\frac{1}{4}d.$ an hour.

2. This increase in pay should accordingly be granted from 1st February, 1942, to any civilian employees in Admiralty Establishments in England and Wales whose rates of pay are based, with Admiralty authority, on those current in the district for craftsmen and labourers in the building industry, on the understanding that Officers-in-Charge of Establishments concerned are generally satisfied that the resultant higher rates are being applied generally by private employers in that district.

3. Any case of doubt should be referred to the Secretary of the Admiralty (L. Branch) immediately.

(A.F.O. 2556/41.)

833.—Factories (Canteens) Order, 1940, etc.—Application to Admiralty Establishments at Home

(L. 2400/42.—19.2.1942.)

On the analogy of Statutory Rules and Orders, 1940, No. 1993, the Factories (Canteens) Order dated 11th November, 1940, and 1941 No. 222, the Docks (Provision of Canteens) Order dated 15th February, 1941, it has been decided that canteen (restaurant) facilities shall be provided in Admiralty establishments in which 250 or more industrial workpeople are employed, if the Ministry of Labour Inspector of Factories considered such provision necessary. Officers-in-Charge of establishments which may be affected by this decision should therefore communicate with the local Inspector of Factories as a preliminary measure.

2. Where it has been decided locally that a canteen should be set up, Officers-in-Charge should arrange, in consultation with the Inspector of Factories, for the preparation of plans and estimates of the *necessary* building work and equipment required (fixed plant, furniture and mess traps). The preparation of plans is to be governed by the following considerations :—

(a) That the normal provision for canteens and dining rooms in civil establishments shall be on the basis of seating accommodation for up to 25 per cent. of the total personnel employed.

(b) That this seating accommodation shall be utilised, if so required, by means of two sittings, so as to provide for 50 per cent. of the personnel employed, the hours of midday break to be adjusted if necessary.

Note.—In certain establishments there may be special reasons which would justify the provision of accommodation in excess of the limits prescribed by (a) and (b) above. Cases of this kind should be specially reported for consideration before detailed proposals are submitted.

(c) That mixed dining (*i.e.*, non-segregation of sexes) is acceptable and is covered by the above personnel allowances.

(d) That so far as possible an existing building in the establishment should be adapted for the purpose.

(e) That failing (d), the possibility of requisitioning suitable premises in the immediate neighbourhood should be considered.

(f) That if a new building has to be provided it will be of temporary construction.

(g) That the seating accommodation in the canteen will be based generally on an allowance of 10 sq. ft. per head.

(h) That the service in the canteen should be on the lines of a cafeteria.

3. Separate reports should be drawn up in respect of items chargeable to Vote 10, Vote 8 and Vote 2, respectively. Each report should be forwarded in duplicate to the Secretary of the Admiralty (Labour Branch) with a statement showing :—

(a) The number of industrial workers; and

(b) the number of non-industrial personnel employed in the establishment.

If it is expected that more than 15 per cent. of the users of the canteen will be non-industrial, this should be stated in the report. Plans and estimates for Vote 10 work should normally be forwarded as soon as possible, even if estimates of expenditure under other Votes are not complete.

4. Arrangements are under consideration for the organisation and management of the canteens and further instructions on this point will be promulgated as soon as possible. The following are the general financial principles which will be embodied in these arrangements :—

(a) The cost of all buildings and of all initial supplies of equipment, including crockery, cutlery, etc., will be provided at the public expense. The Admiralty will also bear the cost of maintenance of buildings and fixed plant, and pay reasonable costs of fuel, lighting and heating used in running the canteen.

(b) The wages of canteen staff, maintenance and replacement of all loose equipment, overhead charges, laundry, and goods and food used in the canteen or supplied to the staff free of charge, are to be a charge on the takings of the canteen.

5. Article 225 of B.R. 672A—Expense Accounts Instructions (Repayment Services), 1926—will be amended accordingly.

834.—Portland “Works” District

(C.F.-in-C. 069/51/4/33A.—19.2.1942.)

With reference to A.F.O. 5476/41 the R.N. Cordite Factory at Holton Heath is not included in the Portland “Works” District, but is still under the direction of a resident Works Officer.

2. All correspondence, etc., should therefore be addressed to :—

The Officer-in-Charge of Works,
R.N. Cordite Factory,
Holton Heath,
Dorset.

(A.F.O. 5476/41.)

835.—Works and Materials Contracts—Payment of Final Claims

(C.E.-in-C. 58/1/158/27a.—19.2.1942.)

With a view to accelerating final payments to contractors, the provisions of Article 39 of Instructions for Officers-in-Charge of Works and Article 359 of Instructions for the Conduct of Cash Duties have been under review.

2. It has been decided that payment of final claims may be made locally at all Home Establishments on the certificate of the Officer-in-Charge of Works without reference to the Admiralty up to the following limits :—

	S.C.E.	C.E.
	£	£
(a) Works and materials contracts	2,500	500
(b) Plant	500	250

subject to the following conditions :—

(i) Articles 37 and 78 of Instructions for Officers-in-Charge of Works have been complied with.

(ii) Extras do not exceed the limits laid down in Article 38.

(iii) The liquidated damages incurred do not exceed £100 and no pecuniary loss has been sustained.

(iv) No sum is included for any extra payment other than as provided for in the contract and for agreed or measured extras on the contract due to regular and authorised variations, or which involves any question of principle or the legal or equitable interpretation of the contract.

(v) The limits mentioned above are the total of the contract sum and variations, not the balance of the claim after deduction of payments on account.

3. These instructions apply to existing and future contracts including lump sum, schedule and prime cost contracts, except that final claims for contracts on which payments on account have already been made at the Admiralty are to be sent to the C.E.-in-C. as heretofore. Claims for completed orders on Maintenance Contracts may be dealt with under the terms of this order if certified on Form D.146 or D.146a.

4. Requests for payments due under the contracts to be sent direct to banks are to be referred to the Admiralty so that the necessary letters of assignment of monies, under the hand of the Civil Engineer-in-Chief, may be sent to the parties concerned. Copies of such letters will be forwarded to the Officer-in-Charge of Works concerned for notation and transmission to the Cashier concerned for necessary action when making payments.

(A.F.Os. 511/41 and 4345/41.)

836.—Beresford-Stork Trailer Pumps—Impeller Shaft— Defects

(D. 12306/41.—19.2.1942.)

Difficulty has been experienced in keeping the glands tight on the Beresford-Stork trailer pump after use over a considerable period. This was due to the impeller spindle, which is of mild steel plated with armour chrome, being eroded and excessively pitted at the gland packing and pump bearing. When the spindle was renewed in monel metal no further difficulty was experienced.

2. Where this defect is suspected, arrangements are to be made with the appropriate dockyard officers for the pump to be opened out for examination and the spindle renewed if necessary in ordinary monel metal.

3. The makers are arranging for future pumps to have non-corrosive impeller spindles.

4. It is important that trailer pumps should be flushed through with fresh water after they have been at work with salt water.

837.—Northern Ireland—Journeys by Admiralty Civilian Officers and Representatives of Admiralty Contractors

(N.L. 21190/41.—19.2.1942.)

The following arrangements to facilitate journeys to Northern Ireland by Admiralty Civilian Officers and representatives of Admiralty contractors have now been agreed by the various authorities concerned:—

(a) Journeys other than in an emergency

(i) *Admiralty Civilian Officers.*—Arrangements have now been made whereby Admiralty Civilian Officers can obtain a Travel Permit Card available for repeated official journeys to Northern Ireland indefinitely. No Exit Permit is required but the officer must carry a letter from the Head of his Department showing his status and duties and this must be produced on each occasion along with the Travel Permit Card at the port of embarkation.

In the case of parties of Admiralty Civilian Officers a Travel Permit Card must be obtained for each member and the letter referred to must include a list of their names and duties and should be carried by the person in charge of the party.

Application for Travel Permit Cards should be made on Form "P" obtainable from any of the following Passport Offices:—

Passport and Permit Office,
Dartmouth Street, Westminster, S.W.1.

Branch Passport and Permit Office,
36, Dale Street, Liverpool, 2.

The Permit Office,
10, Bothwell Street, Glasgow, C.2.

or from the Director of Naval Intelligence (Passport and Permit Section).

A supply of Form "P" is also maintained by K.S.P., Bath. Two photographs, one of which must be certified, must accompany each application which should be supported by a letter from the Admiralty Department concerned.

(ii) *Representatives of Admiralty Contractors.*—For occasional journeys representatives of Admiralty Contractors will require a valid Passport or Travel Permit Card stamped with an Exit Permit. Application forms may be obtained at any of the above-mentioned Passport Offices. Two photographs, one certified, must accompany each application, which must be rendered in triplicate. In order that Exit Permits may be obtained without delay the Admiralty Department concerned should send a supporting letter to the appropriate Passport Office certifying that the representative is proceeding on Admiralty duty, and requesting them to issue the Exit Permit as quickly as possible.

Should a representative be engaged on Admiralty work which necessitates frequent journeys to Northern Ireland, the Passport Office will issue a Travel Permit Card available for repeated journeys over a period of three months. Applications for such Travel Permit Card should be forwarded through the Admiralty Department concerned to the Director of Naval Intelligence (Passport and Permit Section). It will be necessary in such cases for the representative of the Admiralty Contractors concerned to produce to the Immigration Authorities his Travel Permit Card and an Admiralty Letter giving his status and duties. In cases where application is made for a Travel Permit Card available for a period of three months, as much notice as possible should be given.

(b) Emergency Journeys

In very urgent cases it has been agreed that the issue of Travel Permit Cards may be dispensed with provided that the following procedure is carried out. It is emphasised that this procedure is only to be used in very exceptional circumstances when there is no time for the normal method to be adopted.

(i) *Admiralty Civilian Officers.*—An Admiralty Civilian Officer will be allowed to embark on producing to the Immigration Officer at the port of embarkation National Registration Identity Card (with photograph if available) and a letter from the Head of his Department stating his name, National Registration Number and business. In addition the Admiralty Department concerned must telephone the full particulars immediately to the Director of Naval Intelligence in order that confirmation of the necessity for the Civilian Officer's urgent presence in Northern Ireland may be sent to the Immigration Officer at the port of embarkation. The particulars telephoned should include the time and route of the journey and whether by sea or air.

(ii) *Representatives of Admiralty Contractors.*—It is anticipated that the premises of all the firms whose representatives are likely to be required to travel urgently to Northern Ireland on Admiralty business will have been declared Protected Places under the Defence Regulations by the Admiralty. The representatives of such firms desiring to proceed urgently to Northern Ireland must carry their National Registration Card together with a letter giving their name, National Registration Number and business, signed by the Approved Authority or Person in Charge of the Protected Place and containing a personal guarantee that the representative is a fit and proper person to be sent to Northern Ireland for the purpose indicated.

It will be necessary for the Admiralty Department on whose work the firm is engaged to telephone particulars of the representative and his journey to the Director of Naval Intelligence in order that confirmation of the necessity for his urgent presence in Northern Ireland may be sent to the Immigration Officer at the port of embarkation. The particulars telephoned should, as in the case of Admiralty Civilian Officers, include the time and route of the journey and whether by sea or air.

(iii) In the case of parties of Admiralty Civilian Officers or of Admiralty Contractors' employees, the letter referred to must contain a list of their names, duties and other details as required by sub-paragraphs (i) and (ii) above and should be carried by the person in charge of the party.

(A.F.Os. 840/41 and 754/42.)

The following is a list of the names of the persons who have been appointed to various positions in the Department of the Interior, and who have been assigned to duty at the various offices of the Department, as follows:

(1) Assistant Secretary - Mr. [Name], [Address].
(2) Chief Clerk - Mr. [Name], [Address].
(3) [Other position and name]

(4) [Another position and name]

(5) [Position and name]

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