

NAVY ORDERS

1912.

SECRETARY, NAVAL RESERVES.

Navy Orders of this year still  
in force are reprinted in  
Consolidated Navy Orders  
1911-1913, amendments are  
therefore made in the latter  
only.

Director of Naval Reserves.

See Consolidated Navy orders.  
1911/1920

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Secretary, Naval Reserves  
64141

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By Authority: ALBERT J. MULLETT, Acting Government Printer, Melbourne.



COMMONWEALTH FORCES.

NAVY ORDERS,  
1912.

NAVY OFFICE,

Melbourne, 30th January, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTY.

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**OFFICIAL SECRETS ACT, 1911.**

**N.O. 1**

With reference to Navy Order 55/1911, District Naval Officers and Commanding Officers of Ships and Establishments are to call the attention of officers and men under their command to the re-enacted *Official Secrets Act* 1911, which replaces the *Official Secrets Act* 1889, and has full force and effect in Australia.

**1912.**

Copies of the Act will be issued to officers concerned, and are to be placed in conspicuous positions. Demands for additional copies required should be addressed to the Naval Secretary.

**FIRED CARTRIDGE CASES.**

**N.O. 2**

All fired cartridge cases (Q.F. Gun, Machine Gun, and Small Arm) are to be collected and kept in store, pending further instructions. A return is to be rendered on 1st April, and on 1st of each subsequent quarter, by the D.N.O.'s and O.C., Naval Depôt, Williamstown, showing the number and description in store.

**1912.**

Fired cartridge cases from *Gayundah* are to be stored at the Naval Depôt, Brisbane, and those from *Protector*, *Paluma*, and Destroyers at the Naval Depôt, Williamstown. (N.3075/11.)

**RECORD OF OFFICERS' SERVICES.**

**N.O. 3**

1. In order to enable the "Register of Officers' Services" to be completed, all officers of the Royal Australian Navy now on the active list are to forward through their Commanding Officers a statement in the prescribed form, a supply of which will be forwarded to District Naval Officers and Commanding Officers. The statements are to be forwarded to the Naval Secretary to reach him not later than 29th February.

**1912.**

2. Half-yearly reports on all officers serving are to be rendered by their Commanding Officers on the established form (which will be issued shortly), and on this form Commanding Officers are to state whether officers are recommended for advancement or not. Commanding Officers are not to recommend officers for advancement unless they are prepared to accept such officers in the higher rank for immediate service under their command. Officers should not be recommended for promotion until they have completed the qualifying service required for advancement under the King's Regulations and Admiralty Instructions, and the withholding of recommendations in cases of officers not so qualified is not to be considered as reflecting on the character or ability of the particular officer reported upon. These reports

*See*  
N.O. 14  
1913  
\* 149  
1913  
N.O.  
84/1914

**N.O. 3** <sup>May</sup> ~~are to~~ be shown by the Commanding Officer to the officer reported upon, but otherwise are to be treated confidentially and are to be addressed confidentially to the Naval Secretary.

1912.

*continued.*

3. Officers themselves are not to apply for promotion, as the claims of all qualified officers will be considered whenever promotions are made.

*N.O. 27  
1914*

*N.O.  
24  
1914*

**N.O. 4 FINANCIAL AND ALLOWANCE REGULATIONS (PROVISIONAL) FOR THE NAVAL FORCES OF THE COMMONWEALTH.**

1912.

The following amendment is made by Statutory Rule No. 210 of 1911 :—

**PART II.—PAY OF PERMANENT FORCES.—PETTY OFFICERS, MEN, AND BOYS.**

Add after "Band Boy"—  
 Ordinary Seaman, 2nd Class—  
 Active Pay, 2s. per diem.  
 Additional Emoluments, 1s. 11d. per diem.  
 Total, 3s. 11d. per diem. (N.3844/11.)

**N.O. 5 CLOTHING—KIT FOR PETTY OFFICERS, MEN, AND BOYS.**

1912.

With reference to Statutory Rule No. 178 of 1911, the following additions are made to the Kit for Petty Officers, Men, and Boys, set out therein :—

**COMPULSORY KIT FOR PETTY OFFICERS AND MEN DRESSED AS SEAMEN.**

*Table II.*

1 Clothes Brush.

**COMPULSORY KIT FOR CLASS 3.**

*Table III.*

1 Clothes Brush. (N.133/12.)

**N.O. 6 APPOINTMENTS, ETC.**

1912.

Mr. Reginald Charles Creer, Midshipman, Reserve of Officers, to be Sub-Lieutenant, on probation, in the Permanent Naval Forces (sea-going), as from 3rd November, 1911.

Engineer Lieutenant William A. Monk, R.N., to be Engineer Lieutenant at the Royal Australian Naval College, as from 22nd December, 1911.

Engineer Sub-Lieutenant Frank G. Cresswell, Permanent Naval Forces (sea-going), promoted to be Engineer Lieutenant, as from 1st January, 1912.

Mr. Percival Edwin McNeil to be Engineer Lieutenant, on probation, in the Permanent Naval Forces (sea-going), as from 14th November, 1911. **N.O. 6**

1912.

Mr. James C. Brand to be Engineer Lieutenant, on probation, in the Permanent Naval Forces (sea-going), as from 1st December, 1911. *continued.*

**RETIREMENT.**

Chief Gunner William Mudford, A. and I. Staff, as from 1st December, 1911.

**APPOINTMENT OF NAVAL AIDES-DE-CAMP TO H.E. THE GOVERNOR-GENERAL.** **N.O. 7**

1912.

Captain Frederick Tickell, C.M.G., Director of Naval Reserves, and Commander Frederick H. C. Brownlow, District Naval Officer, Sydney, are appointed Aides-de-Camp to His Excellency the Governor-General. Dated 1st January, 1912. (N.154/12.)

**SELECTION OF PORT DIVISION.**

**N.O. 8**

Statutory Rule No. 2 of 1912 is the Statutory Rule referred to in N.O. 104 of 1911, prescribing the allowances to cover cost of removal of furniture, &c., to those officers and men allowed to select their "Home" port. **1912.**

**TREASURY FORM 43.**

**N.O. 9**

Returns on Treasury Form 43 (Appointments, Promotions, Transfers, &c.) are to be discontinued until further orders in respect of the Permanent Naval Forces (sea-going), such information being shown on the Quarterly Ledger. **1912.**

Appointments to the Administrative and Instructional Staff will continue to be shown on Treasury Form 43.

**RATING OF ORDINARY SEAMAN, 2nd CLASS.**

**N.O. 10**

Under Statutory Rule No. 210 of 1911 the new rating of Ordinary Seaman, 2nd Class, has been introduced. This rating may be given to youths over the age of 17 provided they are considered otherwise suitable by the Commanding or District Naval Officer. The rating of Ordinary Seaman is not to be given to any person before he attains the age of 18. (N.3844/11.) **1912.**

*See N.O.  
305  
1914*

*407/12*

*20.*

## Navy Order 11 of 1912.]

**N.O. 11 SENIORITY, ETC., OF EX-ROYAL NAVY MEN.**

17.  
1912. With reference to N.O. 36 of 1911, the following is to be the procedure in regard to fixing date of seniority in rating, award of good conduct badges and of long service and good conduct medal in the case of ex-Royal Navy men who join the Royal Australian Navy:—

Actual service in the rating last held in the Royal Navy (disregarding uncompleted months) is to count in fixing date of seniority in rating.

Actual service which would qualify for Good Conduct Badge in the Royal Navy (disregarding uncompleted months) is to count towards qualifying service necessary for award of Good Conduct Badge or Badges.

Actual service which would qualify for Good Conduct Medal in Royal Navy is to count towards qualifying service necessary for award of Long Service and Good Conduct Medal.



COMMONWEALTH FORCES.

**NAVY ORDERS,**

1912.

NAVY OFFICE,

*Melbourne, 14th February, 1912.*

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTRY.

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C.1687.

**NAVAL DEFENCE ACT AND NAVAL FORCES REGULATIONS. N.O. 12**

The attention of District Naval Officers and Commanding Officers is called to Art. 165 of the Naval Forces Regulations.

All officers serving under their command should make themselves acquainted with the Naval Defence Act, and the Naval Forces Regulations.

1912.

**ALLOWANCE OF AMMUNITION FOR TRAINING NAVAL RESERVES. N.O. 13**

Standing Order No. 52 (allowance of ammunition for Naval Reserves) is cancelled, and a revised Standing Order is issued herewith in lieu thereof. Standing Orders are to be corrected accordingly. (N.4077/11.)

1912.

**EXAMINATION OF OFFICERS, R.A.N.R. N.O. 14**

A new Standing Order (No. 56A) has been approved, and is issued herewith. Standing Orders are to be amended accordingly. (N.4116/11.)

1912.

**NAVAL GUARDS OF HONOUR. N.O. 15**

With reference to Art. 197, Naval Forces Regulations, Naval Guards of Honour will, as a general rule, only be provided on Naval occasions.

Naval Guards of Honour will not, in future, attend at the opening of the Federal and State Parliaments, as a Military Guard will be provided on these occasions. (N.4274/11.)

1912.

**MEDICAL EXAMINATION PRIOR TO RE-ENROLMENT. N.O. 16**

No ratings are to be enrolled on completion of their terms of engagement in the R.A.N. unless they are found, on examination by a naval medical officer, to be physically fit for further Naval service. The medical officer's certificate is to be indorsed on the re-engagement form. (N.250/12.)

1912.

**APPOINTMENTS, ETC. N.O. 17**

Mr. George Lionel Macandie to be Senior Clerk, Navy Office, Melbourne, as from 1st July, 1911.

Lieutenant George Francis Langford, R.N.R. (Australian Branch), to be Lieutenant in the Permanent Naval Forces (Sea-going), as from 29th December, 1911.

Mr. Herbert Victor Creer to be Sub-Lieutenant, on probation, in the Permanent Naval Forces (Sea-going), as from 1st December, 1911.

Mr. Trevor Wilson Ross to be Engineer Sub-Lieutenant, on probation in the Permanent Naval Forces (Sea-going), as from 1st February, 1912.

1912.

**Navy Orders 17, 18, 19, 20, and 21 of 1912.]**

**N.O. 17**

**PROMOTION.**

**1912.**

*continued.*

Engine-Room Artificer Norman Stanley Davies, Permanent Naval Forces, to be Artificer-Engineer, as from 1st February, 1912.

**RETIREMENT.**

Artificer-Engineer Robert Charles Duncan, Permanent Naval Forces, transferred to the Retired List, as from 1st February, 1912.

**N.O. 18**

**SENIOR NAVAL CADETS.**

**1912.**

With reference to Navy Orders Nos. 16 and 17 of 1911, the training of Senior Naval Cadets at Geelong will commence on 1st July next, and arrangements are being made to enrol 100 Naval Cadets at Geelong by that date. The District Naval Officer, Melbourne, will be in charge of the training at Geelong. (N.4924/11.)

**N.O. 19**

**PORT WESTERN.**

**1912.**

Land for the site of the Naval Depôt, &c., at Port Western has been transferred from the Home Affairs Department to the Naval Board, as from 30th January, 1912.

Mr. Robert Campbell has been appointed (temporarily) as Naval Civil Engineer in charge of Naval property and works at Port Western, and will act under the direct orders of the Director of Naval Works.

His telegraphic address is Naval Works Office, Crib Point, Victoria, and telephone (a private wire), No. 1 Bittern. The railway station is Stony Point. (N.217/12.)

**N.O. 20**

**DESERTERS.**

**1912.**

It is observed that a lack of uniformity exists in the procedure followed as regards the discharge of deserters from Ship's Books, Notations on Certificate of Service, Returns, &c.

The directions contained in the King's Regulations (especially Articles 593, 791, and 817) are to be followed.

**N.O. 21 APPLICANTS FOR INFORMATION REGARDING THE NAVAL COLLEGE.**

**1912.**

With reference to Navy Order No. 56 of 1911, applicants for particulars as to entrance into the Royal Australian Naval College should be informed that the selection of boys for first entry as Cadet-Midshipmen will be restricted to those whose 13th birthday falls in 1913, *i.e.*, to those who were born in 1900. Further information as to method of selection, examination, &c., of candidates will be promulgated shortly. (N.681/12.)

By Authority: J. KEMP, Government Printer, Melbourne.

**STANDING ORDERS FOR THE NAVAL FORCES OF THE COMMONWEALTH.**

Add Standing Order No. 56A—

The qualifications required for appointment of Officers in the R.A.N.R. (M) and R.A.N.R. (O) shall be as follow:—

**FOR MIDSHIPMAN.**

To be required to pass examinations in the following:—

*Seamanship.*—To include boat-work, knotting and splicing, compass, and the Regulations for Preventing Collisions at Sea.

*Gunnery.*—To include gun drill, stripping, ammunition, and field training *i.e.*, Parts I., II., V., VI., IX., X., and XI.

*Signals.*—

Morse—Make and read at the rate of five words per minute.

Semaphore—Make and read at the rate of ten words per minute.

**FOR SUB-LIEUTENANT.**

In addition to the subjects laid down for Midshipman, a Sub-Lieutenant will be required to pass in the following:—

*Seamanship.*—To include splicing wire, rigging derricks, working anchors and cables, pilotage of the port at which the candidate is stationed, tides and prevailing winds, the use of the sextant and its adjustments, finding the index error and taking angles, to take a compass bearing and lay it off correctly on a chart.

*Gunnery.*—To include construction of guns and mountings, drilling a gun's crew or division of guns, construction of magazines, ventilating and flooding arrangements and the arrangements for regulating temperatures, field training, *i.e.*, rifle and field exercises, Parts III., IV., VII., and VIII.

*Signals.*—Flags of Naval and International Codes, numeral flags and pendants—

Morse—Make and read at the rate of six words per minute.

Semaphore—Make and read at the rate of twelve words per minute.

**FOR LIEUTENANT.**

In addition to the subjects laid down for Sub-Lieutenants, a Lieutenant will be required to pass in the following:—

*Seamanship.*—To include correcting courses, fixing the ship's position by cross-bearings, two bearings on the same object or by 4-point bearings, to have a thorough knowledge of the uses of charts, finding the time of high water, using tide-tables, Australia, duties of Officer of the Watch at sea, duties of Officer of the Day in harbour.

*Gunnery.*—To include gun construction, rifling, erosion, sights and fittings and droop (a paper to be written on these subjects), general charge of and drilling a division of guns selecting the nature of projectile to be used in action, explosives used in the R.A.N. and their ingredients, field training, battalion drill and field battery drill.

*Signals.*—Use of International Code Book, Morse punctuations and signs, pendants and figures—

Morse—Make and read at the rate of seven words per minute.

Semaphore—Make and read at the rate of sixteen words per minute.

By direction of the Naval Board,

H. W. E. MANISTY,  
Naval Secretary.

14th February, 1912.

By Authority: J. KEMP, Government Printer, Melbourne.  
C.18404.



COMMONWEALTH FORCES.

# NAVY ORDERS,

1912.

NAVY OFFICE,

Melbourne, 14th March, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTRY.

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**MILITARY AREA OFFICERS TO ACT AS NAVAL N.O. 22  
RECRUITING OFFICERS. 1912.**

Arrangements have been made for Military Area Officers, assisted by their Instructional Staff Non-Commissioned Officers, to act as Recruiting Officers for Naval Ratings at places where there is no District or Sub-District Naval Officer, and for a capitation allowance of £1 to be paid to them from Naval Funds for each recruit *finally* entered. The capitation allowance of £1 will be paid one-half to the Area Officer, and the other half to the Non-Commissioned Officer.

2. District Naval Officers are to supply Military Area Officers with the Recruiting Regulations, forms, and posters, and with all information required by them, and are to keep them informed of the ratings required; in cases of doubt they are to ask instructions from the Director of Naval Reserves (by telegraph if necessary).

3. A fixed fee of 10s. 6d. per head will be paid to Military Area Medical Officers for the examination of Naval Recruits at places where there is no Naval Medical Officer available. At each place at which there is a District Naval Officer or Sub-District Naval Officer the Naval Medical Officer will carry out this duty.

4. Recruits provisionally entered by Military Area Officers are to be sent to the head-quarters of the District Naval Officer by the Military Area Officers and provided with a 2nd class railway ticket, and also travelling allowance at the rate of 4s. per diem, or, for portion of a day, 1s. for first six hours, and 6d. for every subsequent three hours. A signed voucher (Treasury Form 9) for the amount paid shall be obtained from each recruit by the Military Area Officer. Any amounts paid by Military Area Officers for travelling allowances or rail fares shall be recovered direct from the District Naval Officer at the end of each month, the vouchers obtained from the recruits being forwarded as sub-vouchers in support of claim by the Military Area Officer.

5. The capitation allowance, fee for medical examination, rail fares, and travelling allowances, will be paid by the District Naval Officer, and charged to vote for "Recruiting Expenses"—Division No. 60/1, Item 8.

6. Arrangements have been made for the Military Area Officer to carry out the educational test prescribed in the Recruiting Regulations.

7. Spare copies of this order are supplied herewith for distribution by each D.N.O. to Military Area Officers in his district.

8. Special instructions will be issued as regards the entry of boys for training in H.M.A.S. *Tingira*.

(N.O. 2 / 1914)

(also N.O. 31 / 1914)

15.

14.



[Navy Order 22 of 1912]

COMMONWEALTH FORCES

MILITARY AREA OFFICERS TO ACT AS NAVAL N.O. 22

NAVY ORDERS

1912

1912

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces

By direction of the Naval Board,

H. W. B. MANNING

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2. Navy Order 23—Recruiting Regulations

3. Navy Order 24—Fees to be paid to District Naval Officers

4. Navy Order 25—Naval Ratings

5. Navy Order 26—Appointments, &c.

6. Navy Order 27—Attendance of District Naval Officers

7. Navy Order 28—Time of Service

8. Navy Order 29—Retention of Boys

9. Navy Order 30—Recruiting Officers of the Royal Navy and the Commonwealth Naval Forces

10. Navy Order 31—Separation of Duties of D.N.O. and D.C. Naval District, Westminster

11. Navy Order 32—Appointments of Naval Civil Engineers (Temporary)

12. Navy Order 33—Civil Duty

**N.O. 23 REVISED FINANCIAL REGULATIONS.**

1912. Revised Financial Regulations have now been promulgated (Statutory Rule No. 18 of 1912).

District Naval Officers, Commanding Officers, and all Officers serving under their command should make themselves acquainted with these Regulations.

**N.O. 24 POWERS OF NAVAL BOARD IN REGARD TO NAVAL COURTS-MARTIAL.**

1912. Under Order in Council of 24th January, 1912, full power and authority to convene Naval Courts-Martial, and to appoint officers to constitute Naval Courts-Martial, and to approve, confirm, mitigate, or remit the sentences of Naval Courts-Martial, have been delegated to the Naval Board in pursuance of Sections 86 and 87 of the *Defence Act 1903-1911*, and of Section 5 of the *Naval Defence Act 1910-11*; all orders and documents made or issued by the said Naval Board in pursuance of such delegation to be signed by the Secretary of the Naval Board for and on behalf of the said Board, (N. 323/12.)

**N.O. 25 NAVAL STAFF CLERKS.**

1912. The probationary appointment of the following Naval Staff Clerks under the *Naval Defence Act 1910* has been approved, as from 1st February, 1912:—

*Class III.*

Henry William Martin, Navy Office, Melbourne.  
Arthur Ernest Veitch, Navy Office, Melbourne.  
Thomas Francis Hourigan, Naval Depôt, Williamstown. (N. 334/12).

**N.O. 26 APPOINTMENTS, ETC.**

1912. Lieutenant George Louis Browne, R.N., is appointed to the Permanent Naval Forces (Sea-going) for a period of three years, as from 8th December, 1911.

Engineer Lieutenant George Hancock Elgar, R.N., is appointed to the Permanent Naval Forces (Sea-going) for a period of three years, as from 21st December, 1911.

Mr. Samuel Lievesley Beeston is appointed Engineer-Sub-Lieutenant (on probation) in the Permanent Naval Forces (Sea-going), as from 4th March, 1912.

Mr. David Ernest Williams is appointed Surgeon, Naval Reserve Forces, as from 21st August, 1911.

Mr. Cyril Mansell Woodhouse is appointed Naval Civil Engineering Draughtsman at Navy Office, as from 2nd February, 1912. Appointment to be on probation for a period of six months. **N.O. 26 1912, continued.**

Mr. Gilbert Ernest Robinson is appointed Naval Works Clerk at Navy Office, as from 19th February, 1912. Appointment to be on probation for a period of six months.

Mr. John Thomas Weaving, Gunner, R.N., is appointed to the Permanent Naval Forces (Sea-going) for a period of three years, as from 8th December, 1911.

**EXTENSION OF SERVICE.**

Chief Gunner John Arthur Bates, Naval Forces, for one year, as from 20th March, 1912.

Lieutenant George Benjamin Barnett, Naval Reserve Forces, for one year, as from 1st July, 1912.

**TRANSFER.**

Lieutenant Herbert Onslow Nares Hixson, Naval Reserve Forces, is transferred to the Retired List, with the honorary rank of Commander, and with permission to retain such rank and wear the prescribed uniform on retirement. Dated 1st February, 1912.

**RESIGNATION.**

The resignation by Sub-Lieutenant William Donald Mawney Taylor, Naval Reserve Forces, of his provisional appointment is accepted. Dated 1st February, 1912.

**ADMIRALTY CIRCULAR LETTERS, WEEKLY ORDERS, ETC. N.O. 27 1912.**

Admiralty Circular Letters, Weekly Orders, and Store Memoranda issued by the Admiralty will be supplied to H.M.A. Ships and the Naval Depôt at Williamstown; and are to be complied with by Officers of H.M.A. Ships as far as the orders are applicable.

Commanding Officers are to keep sets of these orders complete and indexed, and are to take steps to insure that the orders are noted by all officers concerned.

**ISSUE OF BOOKS AND FORMS.****N.O. 28**

The following additional Ship's books and forms are approved, and will shortly be made available at the Naval Depôt, Williamstown:—

A.S. 41*b*. Summary of Quarterly Ledger.

— A.S. 55*b*. Engagement Form, 7 years (Boys).

A.S. 181. Return of Punishments.

A.S. 181*c*. Record of Punishments.

A.S. 450. Officers' Certificate Book (King's Regulations 812 of 1906).

A.S. 539. Officers' Application for leave.

Form A.S. 80. Casual Issue Note has been revised.



## N.O. 29

## RETURNS—A.S.52.

1912.

The Royal Navy Certificate of Service (in addition to Engagement Form) of ex-Royal Navy men entered in R.A.N. is in all cases to accompany the above Return. (Form A.S. 52.)

Where seniority in rating, &c., has been fixed by the Naval Board, the Navy Office Correspondence Number should be quoted on the Return.

Commanding Officers and District Naval Officers are to take steps to insure that all engagements or re-engagements (Form A.S. 55 or A.S. 55a) are signed by a Commissioned Naval Officer and a Medical Officer, and that the man's signature is taken in full.

## N.O. 30 VISITS BETWEEN OFFICERS OF THE ROYAL NAVY AND THE ROYAL AUSTRALIAN NAVY.

1912.

To regulate the mutual calling and return visits of Officers of the Royal Navy and the Royal Australian Navy, the Naval Board direct, in agreement with His Excellency the Naval Commander-in-Chief, that, until further orders, Officers of the Royal Australian Navy are to carry out these visits of ceremony and courtesy in a similar manner to that prescribed by the King's Regulations and Admiralty Instructions. (N. 975/12).

## N.O. 31 SEPARATION OF DUTIES OF D.N.O. AND O.C., NAVAL DEPOT, WILLIAMSTOWN.

1912.

The duties of District Naval Officer, Williamstown, and Officer Commanding, Naval Depot, Williamstown, have been separated, as from 20th February, 1912.

Captain John T. Richardson, District Naval Officer, will, in future, deal with all matters connected with the Victorian District of the R.A.N.R.; the command of the Naval Depot has been transferred to Lieutenant George L. Browne, who has been lent temporarily from H.M.A.S. *Tingira* until the arrival of Commander George C. Hardy. (N. 800/12).

## N.O. 32 APPOINTMENT OF NAVAL CIVIL ENGINEERS (TEMPORARY).

1912.

Applications are invited for temporary appointment as Civil Engineer for a period of not less than 12 months from 15th April, 1912, for duty in connexion with the Naval Works at—

- (a) Port Stephens;
- (b) Cockburn Sound, W.A.

Particulars as to qualifications, &c., are set out in *Commonwealth Gazette* No. 15 of 2nd March, 1912.

Applications are to reach the Naval Secretary, Navy Office, Melbourne, not later than 25th March, 1912.

## DRILLS OF SENIOR NAVAL CADETS.

N.O. 33

1912.

Section 2 of the *Defence Act 1911* prescribes four whole-day drills annually, the duration of each of which shall not be less than four hours.

Whole-day drills may be carried out on Saturdays from 2 p.m. to 6 p.m., or on such other days in any district on which the usual weekly half-holiday occurs.

Whole-day drills may also be held on public holidays from 9 a.m. to 1 p.m., or during the afternoon from 2 to 6 o'clock. If more convenient in certain localities, whole-day drills may be arranged on public holidays in two sessions, from 10 a.m. to 12 noon, and from 2.30 to 4.30 p.m. In the latter case, Senior Cadets will be permitted to return to their homes for their midday meal. (N. 1141/12).

## CONTENTS.



Orders 34, 35, and 36 of 1912.

COMMONWEALTH FORCES.

NAVY ORDERS,  
1912.

NAVY OFFICE,

Melbourne, 4th April, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTRY.

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C.3925.

DRILLS OF SENIOR NAVAL CADETS

Section 2 of the Orders for Senior Naval Cadets... Drills may be carried out on Saturdays... Drills may also be held on public holidays...

NO. 29 VISITS BETWEEN OFFICERS OF THE ROYAL NAVY AND THE ROYAL AUSTRALIAN NAVY.

To regulate the visits between officers of the Royal Navy and the Royal Australian Navy... The Naval Board, in agreement with His Excellency the Naval Commander-in-Chief...

NO. 31 SEPARATION OF DUTIES OF D.O. AND O.C. NAVAL DEPOT, WILLIAMSTOWN.

The duties of District Naval Officer, Williamstown, and Depot Commanding Officer, Naval Depot, Williamstown, have been separated as from 1st February, 1912... Captain John T. Richardson, District Naval Officer...

NO. 32 APPOINTMENT OF NAVAL CIVIL ENGINEERS TEMPORARILY.

Applications are invited for temporary appointment as Civilian Engineer for a period of not less than 12 months from 1st April, 1912... (a) Port Stephens, (b) Cockburn Sound, W.A.

## APPOINTMENT OF C.O., H.M.A.S. "WARREGO."

N.O. 34

Commander George F. Hyde is appointed to H.M.A.S. *Warrego*, in command, to date from 16th March, 1912, and as Senior Officer in command of the Destroyer Flotilla. 1912.

## NAVAL ASSISTANT TO 3rd NAVAL MEMBER OF NAVAL BOARD.

N.O. 35

1912.

Engineer Commander George H. Cockey, D.S.O., R.N., is appointed to the Permanent Naval Forces for a period of three years from 17th January, 1912, and has been detailed for service at the Navy Office as Naval Assistant to the 3rd Naval Member.

## BOOKS AND FORMS FOR USE IN CONNEXION WITH NAVAL RESERVES.

N.O. 36

1912.

The books and forms at present in use under Standing Order 57, for the Naval Forces, and Article 110 of the Regulations for Naval Cadet Corps as published in Statutory Rule 108 of 1911, have been re-numbered in accordance with the following list.

Future supplies of these books and forms are to be obtained direct from the Director of Naval Reserves, Navy Office, Melbourne, and not from the Government Printer, Melbourne.

No new book or form is to be initiated or adopted without the approval of the Naval Board.—(N.2911/11.)

New No.	Form.	Old No.	
		C.N.F.	N.C.
✓ A.N.R. 1	Service Roll, Naval Reserves ...	1	
✓ A.N.R. 2	Cadet Register ...		1
✓ A.N.R. 3	Roll Book ...	8	3
✓ A.N.R. 4	Record Book—Reserve (M)...	5	?
A.N.R. 5	Record Book—Cadets ...		18
A.N.R. 6	Duplicate Record Book—Cadets ...		19
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A.N.R. 8	Application for Officer's Commission...	3	
	Miscellaneous.		
A.N.R. 13	Drill Record ...	9	8
A.N.R. 14	Monthly Sub-District Return ...	10	11
A.N.R. 15	Annual Efficiency Return—Sub-District ...	11	12
A.N.R. 16	Annual Efficiency Return—District ...	25	
✓ A.N.R. 17	Transfer Return ...	6	2
✓ A.N.R. 18	Pay List Reserve (M), Class "A" ...	46, 46A	
✓ A.N.R. 19	" " " " " " " " "B" ...	47, 47A	
A.N.R. 20	Recommendation for Medal ...	13	
A.N.R. 21	Strength Return—Sub-District ...		10
A.N.R. 22	" " " " " " " " " " ...		

Recommendation for V.D.

not printed has stock.  
Reprinted April '12.  
No. 10 & A.N.R. 21 in print. Revision & reprint when Admitt Regulations are passed.

COMMONWEALTH FORCES

NAVY ORDERS

1912.

NAVY OFFICE

Melbourne, 14th April, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces:

By direction of the Naval Board,

H. W. E. MANISTY

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3	Navy Order 35—Naval Assistant to 3rd Naval Member
3	Navy Order 36—Books and Forms for use in connection with Naval Reserves
4	Navy Order 37—Officers and men Royal Navy to R.A.N.
5	Navy Order 38—Quarterly Return of Confidential Books and Documents
5	Navy Order 39—Port Warrant
5	Navy Order 40—Appointments, &c.
5	Navy Order 41—Entry of Boys in H.M.A. Ship "Talgia"
7	Navy Order 42—Dates of Engineer Officers, Naval Depot, Williamstown
8	Navy Order 43—Engine-room Registers

Navy Orders 36 and 37 of 1912.]

N.O. 36

1912, continued.

New No.	Form.	Old No.	
		C.N.F.	N.C.
Stores.			
<i>G.P. has stock. ✓</i> <i>Reprint when reqd.</i>	A.N.R. 26	Store Ledger ...	32 5
	A.N.R. 27	Journal ...	31
<i>Reprinted apl. 11.</i>	A.N.R. 28	Expenditure Book ...	33 7
	A.N.R. 29	Record of Unserviceable Stores ...	33
<i>G.P. has stock. ✓</i> <i>only, don't reprint</i>	A.N.R. 30	Issue Book - Clothing and Arms ...	12 4
<i>abolish</i>	A.N.R. 31	Sample Book ...	34
<i>Reprinted apl. 12.</i>	A.N.R. 32	Register of Rifles and Pistols ...	37 6
	A.N.R. 33	Issue, transfer, or strike-off of Stores ...	39, 42, 44
<i>G.P. has stock ✓</i>	A.N.R. 34	Return of Stores ...	40
	A.N.R. 35	Repair or Conversion of Stores ...	41, 43
Gunnery, &c.			
<i>Reprint</i>	A.N.R. 40	Register of Gun Practice ...	26 17
	A.N.R. 41	Summary of Rifle Practice ...	18 13
	A.N.R. 42	Register of Individual Rifle Practice ...	19 14
	A.N.R. 43	Register of Target Practice ...	20 15
	A.N.R. 44	Register of Skirmishing, Volley, and Attack Practice ...	21 16

The following forms have been abolished and their use is to be discontinued:—

No of Form.	Form.
C.N.F. 2 ...	Service Roll—Reserve
C.N.F. 14 ...	Examination of Recruits
C.N.F. 22 ...	Parade State
C.N.F. 23 ...	Certificate of Service
C.N.F. 45 ...	Cadet Discharge
N.C. 9 ...	Certificate of Medical Examination

N.O. 37

1912.

OFFICERS LENT FROM ROYAL NAVY TO ROYAL AUSTRALIAN NAVY.

DATE OF COMMENCING SERVICE IN THE ROYAL AUSTRALIAN NAVY, ETC.

All Officers lent from the Royal Navy to the Royal Australian Navy will commence counting service in the latter on the day following that on which they last receive pay from Royal Navy Funds.

As a general rule, time occupied on passage to and from England will not count as portion of the term for which an officer may be lent, i.e., in the case of an officer appointed to the Royal Australian Navy for a period of three years, who left England on the 1st January, 1912, his relief will leave England on, or about, the 1st January, 1915.

The Commonwealth Government will grant such officers, on return to the United Kingdom, Foreign Service leave on full pay on the Admiralty Scale, and officers will be considered as serving the Commonwealth until completion of their Foreign Service leave.—(N.12/1253.)

[Navy Orders 38, 39, 40, and 41 of 1912.

QUARTERLY RETURN OF CONFIDENTIAL BOOKS AND DOCUMENTS.

N.O. 38 1912.

Commanding Officers of ships, &c., and D.N.O.'s (through D.N.R.) are to render a quarterly return of all confidential books and documents on their charge, showing what arrangements are made for safe custody.

D.N.O.'s are to include in their list books in charge of S.D.N.O.'s in their districts.

PORT WESTERN.

N.O. 39 1912.

With reference to Navy Order No. 19 of 1912, the final sentence is to be amended to read "The Railway Station is Crib Point" (not Stony Point as given in the Order).

APPOINTMENTS, ETC.

N.O. 40 1912.

Lieutenant Basil Owen Bell-Salter, R.N., is appointed to the Permanent Naval Forces (sea-going) for a period of one year, as from 2nd January, 1912.

The date of appointment of Engineer Lieutenant William Archibald Monk, R.N., given in Navy Order No. 6/12 is to be altered to "2nd December, 1911."

Mr. Douglas Phillips Herbert is appointed Engineer Sub-Lieutenant (on probation) in the Permanent Naval Forces (sea-going), as from 16th March, 1912.

Artificer-Engineer Percy William Sims, R.N., is appointed to the Permanent Naval Forces (sea-going) for a period of three years, as from 1st January, 1912.

TRANSFER.

Surgeon David Edward Anderson Buchanan, Naval Reserve Forces, is transferred to the Unattached List, as from 7th February, 1912.

ENTRY OF BOYS IN H.M.A. SHIP "TINGIRA."

N.O. 41 1912.

1. Boys will be received in H.M.A. Ship Tingira, for training from 1st June, 1912.

2. The following number of first\* appointments will be allotted to each State:—

New South Wales, 37 (to join 1st June, 1912); Victoria, 30 (to join 8th June, 1912); Queensland, 14 (to join 15th June, 1912); South Australia, 9 (to join 15th June, 1912); West Australia, 6 (to join 15th June, 1912); Tasmania, 4 (to join 15th June, 1912).

3. The age limit for entry will be 14½ to 16 (i.e., boys must have been born between 1st June, 1896, and 30th November, 1897).

\* A similar number of appointments will be made on 1st September, 1912, the age limits for which will be 3 months later.

N.O. 41  
1912,  
continued.

4. No boy will be entered unless:—

- (a) He is in the Senior Cadets, unless exempt under Section 140 or 140A of the Defence Act, owing to his place of residence.
- (b) He is able to pass the prescribed medical examination.
- (c) He is willing to engage to serve until he reaches the age of twenty-five (*i.e.*, to complete seven years from the age of eighteen), and his parents or guardian consent to such engagement.
- (d) He is able to produce Birth Certificate from a Registrar, or a declaration on form A.R. 1 made by his parent or guardian before a magistrate.

5. Applications for entry are to be made on forms A.R.2 and A.R.3 to the nearest District Naval Officer, Sub-District Naval Officer, or Military Area Officer (whichever may be nearest to the candidate's place of residence) by 7th May, 1912.

6. On receipt of the application, this Officer should (if the forms show that the candidate appears to be in all respects eligible under the conditions laid down in the recruiting regulations) arrange for a provisional medical examination, the result being entered on form A.R.6.

7. The application forms (A.R.2, A.R.3, and A.R.6) of such boys as are reported medically fit on form A.R.6 are then to be forwarded by Sub-District Naval Officers and Military Area Officers to the District Naval Officer of the State, addressed:—

DISTRICT NAVAL OFFICER,  
Naval Staff Office.

Sydney,  
Williamstown (Melbourne),  
Brisbane,  
Largs Bay (Adelaide),  
Fremantle,  
Hobart,

as the case may be.

8. Each District Naval Officer, assisted by a Naval Medical Officer, is then to select the number of candidates allotted to his State.

In making the selection the District Naval Officer is to be guided solely by the educational and physical standards as shown in forms A.R.3 and A.R.6, and a system of awarding marks to each candidate for these qualifications is to be adopted.

In the case of candidates of equal qualifications, preference is to be given to the elder.

9. The District Naval Officer is to acquaint the Sub-District Naval Officer or the Military Area Officer concerned as regards each candidate selected. The boy should then be sent to Sydney so as to arrive on the date shown in paragraph 2, being provided with a second-class railway ticket, or steerage steamer ticket (second class if steerage accommodation is not available)

and travelling allowance at the rate of 4s. per diem (for portion of a day 1s. for first six hours, and 6d. for every subsequent three hours), and one-fourth of the daily rate while on board ship. The difference in dates of joining is for convenience only, and will not affect the relative seniority of the boys, which will date from 1st June, 1912, in all cases. A signed voucher (Treasury Form 9) for the amount paid shall be obtained from each boy. Any amounts so paid by Military Area Officers for travelling allowance or rail or steamer fares, shall be recovered from the District Naval Officer of the State concerned, the voucher obtained from the boy being forwarded as sub-voucher in support of claim by the Military Area Officer. Any amounts paid for travelling allowances are to be charged to Vote for "Recruiting Expenses."

Immediately after the boy has been despatched to Sydney a telegram should be sent to the Commanding Officer H.M.A.S. *Tingira*, stating scheduled time of arrival and mode of conveyance, in order that arrangements may be made to have the boy met. Boys are to be warned that a Petty Officer will meet the train or steamer on arrival at Sydney.

Each boy will undergo a final medical examination on arrival on board H.M.A. Ship *Tingira*, and, if found fit, his engagement form will be completed and he will be entered for service in the Royal Australian Navy and commence training forthwith. Any boys not found fit at the final medical examination will be sent back to their homes at the earliest opportunity at Government expense.

10. Pamphlets (in two sizes), showing the rates of pay, conditions of service, prospects of advancement, &c., will be issued to District Naval Officers, for supply to Sub-District Naval Officers and Military Area Officers, to be placed on the Notice Boards of Drill Halls, &c., and generally made available to the public. Forms A.R.1, A.R.2, A.R.3, and A.R.6, and copies of this Order, will also be supplied to the above Officers.

#### DUTIES OF ENGINEER OFFICERS APPOINTED TO THE NAVAL DEPOT, WILLIAMSTOWN.

Engineer-Lieutenant George H. Elgar has been appointed to the Naval Depot, Williamstown, for the instruction of Engine-room Ratings, the supervision of machinery of vessels attached as tenders to the Depot, and for the examination of the Engine-room Registers of H.M.A. Ships.

In order to enable a uniform system of Engine-room training to be followed in H.M.A. Ships, Engineer-Lieutenant Elgar will visit such ships as may be engaged in training Engine-room Ratings, and advise the Commanding Officer as to the system, rendering a written report to such Commanding Officer. The Commanding Officer is then to submit this report with his remarks thereon to his superior Officer for submission to the Naval Board.

Mr. Percy W. Sims, Artificer-Engineer, has been appointed to the Naval Depot, Williamstown, for general engineering duties, and to assist in the training of Engine-room Ratings.

—(N.1138/12.)

N.O. 41  
1912,  
continued.

62.  
15.  
17.

62.  
15.  
17.  
(N.O. 41 / 1912)  
(75/1912)

ENGINEEROOM REGISTERS.

N.O. 43 1912. With reference to paragraph 2 of Navy Order No. 100/1911, Engine-room Registers of all Ships, including Destroyers, are to be forwarded quarterly to the Officer Commanding, Naval Depot, Williamstown, for examination by Engineer-Lieutenant Elgar.—(N.1138/12.)

66.

N.O. 13 1914

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DUTIES OF ENGINEER OFFICERS APPOINTED TO THE NAVAL DEPOT, WILLIAMSTOWN.

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COMMONWEALTH FORCES.

NAVY ORDERS, 1912.

NAVY OFFICE,

Melbourne, 24th May, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTY.

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Chief Petty Officers on the A. & I. Staff, who were in the Commonwealth Permanent Naval Force immediately prior to 1st July, 1911, and who had six years' service in that Force on that date, may qualify for the rank of Warrant Officer by passing the examination laid down in paragraph 56 of the Standing Orders, 1906.

**NAVY ORDERS**

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board  
 H. W. E. MANLY, 1912  
 Secretary

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 in the Standing Orders.

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**FLAGS NOT TO BE LENT**

Flags are not on any account to be lent without the sanction of the Naval Board.

Persons asking for the loan of flags are to be informed that the Naval Board have found it necessary to discontinue the loan of Government Flags for decorative purposes, it being practicable to obtain such articles from the private trade. (N. 1796/12.)

CONTENTS—continued.

[Navy Orders 44, 45, and 46 of 1912.

**PROMOTION OF CHIEF PETTY OFFICERS OF THE A. & I. N.O. 44 STAFF TO WARRANT RANK.**

Chief Petty Officers on the A. & I. Staff, who were in the Commonwealth Permanent Naval Force immediately prior to 1st July, 1911, and who had six years' service in that Force on that date, may qualify for the rank of Warrant Officer by passing the examination laid down in paragraph 56 of the Standing Orders, 1906.

Other Chief Petty Officers of the A. & I. Staff wishing to so qualify must serve for two years in a sea-going ship, and pass the examination as laid down for the sea-going forces. (N. 1721/12.)

**PUNISHMENT RETURN.**

**N.O. 45**

Commencing from the 1st July next, a quarterly return of Offences and Punishments on Forms A.S.181 and 181A is to be rendered to the Naval Secretary.

The entries on Form A.S.181A are to be initialled at the end of each week by the Officer in Command.

Special care is to be taken that no punishments are inflicted other than those authorized by the Regulations.

Forms A.S.181 and 181A will be issued shortly.

This Return does not supersede the Monthly Return of Fines, &c., which is to be rendered as heretofore for Audit purposes.

65.

1912.  
/

(N.O. 66)  
1912  
7  
(102)  
1912

**FLAGS NOT TO BE LENT.**

**N.O. 46**

Flags are not on any account to be lent without the sanction of the Naval Board.

2. Persons asking for the loan of flags are to be informed that the Naval Board have found it necessary to discontinue the loan of Government Flags for decorative purposes, it being practicable to obtain such articles from the private trade. (N. 1796/12.)

45.

1912.

**N.O. 47 APPLICATIONS FROM R.N.R. OFFICERS FOR COMMISSIONS IN R.A.N.**

1912.

Royal Naval Reserve Officers who apply for Commissions in the R.A.N. are to be informed that they should apply direct to the Admiralty, as, should R.N.R. Officers be required, the Admiralty will be asked to nominate them (N. 1450/12.)

**N.O. 48 APPOINTMENTS, ETC.**

The following appointments have been made to the Permanent Naval Forces (Sea-going):—

Commander George C. Hardy, R.N., as from 12th February, 1912.

**Lieutenants—**

Duncan W. Grant, R.N., as from 1st March, 1912.

Henry N. M. Hardy, R.N., as from 1st February, 1912.

Lancelot A. W. Spooner, R.N., as from 1st February, 1912.

Ralph H. Deane, R.N., as from 26th February, 1912.

**Chief Gunners—**

John Hayes, as from 12th February, 1912.

**Gunners—**

William G. Monteith, from A. and I. Staff, as from 28th March, 1912.

Thomas L. Dix, R.N., as from 14th February, 1912.

William Chisholm, R.N., as from 12th February, 1912.

Frederick G. Ince, R.N., as from 12th February, 1912.

Michael Fitzgerald, R.N., as from 12th February, 1912.

Frederick Bolt, R.N., as from 12th February, 1912.

George A. Stevens, R.N., as from 12th February, 1912.

Richard J. Gordon, R.N., as from 12th February, 1912.

Thomas J. Gribble, R.N., as from 12th February, 1912.

Samuel T. P. Yeo, R.N., as from 12th February, 1912.

**Boatswain—**

Moses Lockhart, R.N., as from 12th February, 1912.

**Signal Boatswain—**

Walter J. Veerhault, R.N., as from 12th February, 1912.

Mr. Patrick Keane, Gunner, Permanent Naval Forces (Sea-going), is appointed to A. and I. Staff, as from 28th March, 1912. (N.O. 64/1912) **N.O. 48**  
1911,

continued.

Mr. Clarence Bridge is appointed Engineer Sub-Lieutenant (on probation) in the Permanent Naval Forces (Sea-going), as from 16th April, 1912.

**EXTENSION OF SERVICE.**

The period of service of Captain Walton Drake, District Naval Officer, Hobart, is extended to 28th February, 1913.

**TRANSFER.**

Lieutenant (N) Colin Campbell Mackenzie, Reserve of Officers, is transferred to the Retired List.

Chief Gunner John Blair, Permanent Naval Forces, is transferred to the Retired List, with the honorary rank of Lieutenant, and with permission to retain such rank and wear the prescribed uniform on retirement, as from 15th May, 1912.

**PROMOTION.**

Gunner George Stone, Naval Reserve Forces, to be Chief Gunner, as from 1st April, 1912.

**FLINDERS NAVAL BASE.**

**N.O. 49**

The Naval Base at Port Western is to be known as the "Flinders Naval Base" in future, and is to be so referred to in all official documents and communications. (N. 2475/12.)

**H.M.A.S. "TINGIRA."**

**N.O. 50**

H.M.A.S. *Tingira* was commissioned at Sydney on 25th April, 1912, as Boys' Training Ship. (N. 2360/12.)

**ENGINEER OFFICERS FOR H.M.A. DESTROYERS.**

**N.O. 51**

Engineer-Lieutenant Hogan is transferred to H.M.A.S. *Warrego*, and Engineer-Lieutenant Brand is appointed to H.M.A.S. *Parramatta*, as from 2nd May, 1912. (N. 1437/12.)



## Navy Orders 52, 53, 54, and 55 of 1912.]

N.O. 52

## MESS EXPENSES FOR OFFICIAL VISITS.

1912. Expenses incurred by Officers' Messes in entertaining official visitors will not (except in special circumstances) be allowed as a charge against the Government.

When visits of officers of foreign war vessels are expected, approval may be asked, in anticipation, for the estimated entertaining expenses. (N. 1825/12.)

N.O. 53

## ISSUE OF RAILWAY WARRANTS TO OFFICERS AND MEN TRAVELLING ON LEAVE.

1912.

Officers and men of H.M.A. Ships, and members of the Administrative and Instructional Staff, when travelling on the railways on leave or furlough, must do so at their own expense, and Railway Warrants are not to be issued to them, or on their behalf.

District Naval Officers and Officers in Command will be held responsible that this Order is observed.

N.O. 54

## QUARTERLY LEDGER.

1912.

Quarterly Ledgers are in future to be forwarded direct to the Naval Accountant, Navy Office, so as to reach him not later than 21 days after the end of each quarter.

Commanding Officers will be held responsible that this Order is carried out. (N. 2602/12.)

N.O. 55

## OFFICERS' DECORATION AND L.S. AND G.C. MEDAL FOR P.O.'S AND MEN.

1912.

Under Statutory Rule No. 3 of 1912, regulations are made governing the grant of the Long Service Decoration for Officers of the R.A.N.R., and of the Long Service and Good Conduct Medal for Petty Officers and Men of the R.A.N.R.

Forms of application for the Decoration and for the Medal will be supplied to District Naval Officers as soon as possible, and, on receipt thereof, the names of those who are eligible and are recommended are to be submitted to the Director of Naval Reserves without delay. (N. 11/380.)

## [Navy Orders 56, 57, and 58 of 1912.

## CARE OF SERVICE RIFLES.

N.O. 56

1912.

Rifles, after being fired, are to be thoroughly washed out with boiling water containing 1 lb. of Carbonate of Soda (common washing soda) to the 5 gallons.

For the washing operation a special washing bench and funnel will be required. Drawings of these will be supplied to District Naval Officers and Commanding Officers who are to make immediate arrangements for their supply.

After being washed with at least 1 quart of the hot soda and water, the rifles are to be thoroughly dried and then coated with any pure mineral oil or mineral jelly (according to the requirements of the climate) to prevent rust.

Organic oils (vegetable or animal) are not to be used for rifles.

Great care is to be taken to prevent the soda and water coming into contact with the woodwork of the rifle. (N. 12/871.)

## DISTRICT NAVAL OFFICERS ACTING AS SENIOR NAVAL OFFICERS.

N.O. 57

1912.

Pending further instructions, the position of District Naval Officer is to be considered as constituting a definite and separate command at the port where he has his office. When the D.N.O. is the Senior Naval Officer present he is to act in all respects as such. He will fly a Senior Officer's pendant, and will direct the routine of the port by signal. He is, however, to confine himself to general supervision, and is not to interfere with the internal economy of ships and establishments not specifically included in his command. He will receive and return calls as Senior Officer, whether made by Officers of the Royal Navy or by Foreign Commanding Officers, and, generally, shall have the right of command in matters of ceremony or international intercourse.

## MOVEMENTS OF H.M.A. SHIPS.

N.O. 58

1912.

Commanding Officers of H.M.A. Ships are always to telegraph *en clair* in advance to D.N.O. or S.D.N.O. the probable date of arrival at a port at which a D.N.O. or S.D.N.O. is appointed.

(See N.O. 71/1911 as to telegraphic addresses.) (N. 2935/12.)

57.  
h.l.  
92.  
1918

7.

63.

N.O. 87  
1912

N.O. 23  
1914

N.O. 110  
1913

p.7

p.63

## Navy Orders 59, 60, and 61 of 1912.]

**N.O. 59 BOOKS AND FORMS—CLOTHING AND VICTUALLING.**

1912. With reference to Navy Order 102/1911, alterations have been approved in some of the clothing and victualling forms therein mentioned.

The Officer Commanding, Naval Depôt, Williamstown, is to communicate to Officers Commanding H.M.A. Ships all the information necessary.

H.M.A. Ships *Protector* and *Gayundah* are to use the Victualling Forms as prescribed for Torpedo Boat Destroyers. (N.12/2982.)

**N.O. 60 COMPENSATION FOR INJURIES TO CADETS ON DUTY.**

1912. No payments for compensation for injuries on duty, or for medical attendance, are to be made in respect of Senior Naval Cadets without the approval of the Naval Board. (N.12/779.)

**N.O. 61 APPOINTMENT OF STAFF SURGEON AND 5 SURGEONS, R.A.N.**

1912. There are vacancies for one Staff Surgeon and five Surgeons for appointment in July, 1912, for service in Ships of the Fleet Unit.

2. Conditions of appointment of Staff Surgeon are published in *Government Gazette* of 18th May, 1912, or may be obtained on application to Naval Secretary.

3. Surgeons will be nominated by the Senates of the Sydney, Melbourne, or Adelaide Universities, from whom particulars can be obtained.

By Authority of J. KEMP, Government Printer, Melbourne.



COMMONWEALTH FORCES.

## NAVY ORDERS, 1912.

NAVY OFFICE,

Melbourne, 29th June, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTRY.

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**DEMANDS ON R.N. ESTABLISHMENTS FOR STORES. N.O. 62**

Demands for stores required by H.M.A. ships from R.N. Establishments at Sydney are to be prepared on the established Royal Navy Forms, and submitted in quadruplicate to the ~~Naval Board~~ <sup>Naval Board</sup> for consideration. If approved by the Naval Board, they will be transmitted to the Captain-in-Charge, H.M. Naval Establishments, Sydney.

(N.O. 113)  
1913

## 2. The established R.N. Forms are—

S.84. Demand, Supply Note, or Receipt, for Provisions. (Book, 200 forms.)

S.85. Demand, Supply Note, or Receipt, for Clothing. (Sheet, 13 in. x 8 in.)

S.86. Demand Note, Implements and Mess Utensils. (Sheet, 13 in. x 8 in.)

S.134. Demands to Replenish, Engineer's. (Book, 13 in. x 8 in.)

S.134A. Demands to Replenish, Torpedo Warrant Officers'. (Book, 13 in. x 8 in.)

S.134B. Demands to Replenish, Boatswain's. (Book, 13 in. x 8 in.)

S.134C. Demands to Replenish, Carpenter's. (Book, 13 in. x 8 in.)

S.134D. Demands to Replenish, Supplementary. (Book, 13 in. x 8 in.)

S.134F. Demands to Replenish, Gunner's. (Book, 13 in. x 8 in.)

S.549. Demand or Receipt for occasional supplies of stores. (Pads of 50, 13 in. x 8 in.)

S.549. Demand or Receipt for occasional supplies of stores. (Pads of 50, 8 in. x 6½ in.)

S.1403. Demands for Gunner's Naval Ordnance Stores. (Book, 13 in. x 8 in.)

*For T.B.D.s only—*

S.1248. Demand, Supply, or Receipt Note for Officers' Mess Traps. (Sheet, 16 in. x 11 in.)

3. In cases where stores will have to be sent by freight, care is to be taken to give the exact address of the Officer to whom the stores should be consigned.

**RIFLE FOR H.M.A. SHIPS.****N.O. 63**

H.M.A. ships and Naval Establishments are to be supplied with the M.L.E., Mk. III., .303, Short Rifle.

**1912.**

45.

N.O. 64

## APPOINTMENTS, ETC.

1912. Lieutenant William Burrows, R.N. (Retd.), is appointed to the A. & I. Staff for Physical Training duties, as from 18th April, 1912.

Mr. Kenneth O. Mackenzie is appointed Lieutenant, R.A.N.R., as from 1st April, 1912.

Lieutenant Duncan W. Grant, R.N. (Retd.), is appointed to the Permanent Naval Forces (Sea-going), as from 1st April, 1912. The notification respecting this Officer in Navy Order No. 48/1912 is cancelled.

Mr. Archibald McMillan is appointed Assistant to Engineer-Overseer, as from 1st May, 1912.

Mr. Oscar Arthur Ireland is appointed Engineer Sub-Lieutenant, on probation, in the Permanent Naval Forces (Sea-going), as from 23rd March, 1912.

Mr. Alec Broughton Doyle is appointed Engineer Sub-Lieutenant, on probation, in the Permanent Naval Forces (Sea-going), as from 23rd March, 1912.

Mr. Patrick Keane, Chief Gunner, Permanent Naval Forces (Sea-going), is appointed to A. & I. Staff, as from 28th March, 1912. The reference to this Officer in Navy Order No. 48/1912 is cancelled.

Gunner Francis John Young, Naval Reserve Forces, is appointed Gunner on the A. & I. Staff, as from 21st May, 1912.

Fleet-Surgeon Wilfred James Nickson (Retired List), is appointed Sub-District Naval Medical Officer at Newcastle, with the rank of Fleet Surgeon in the Naval Reserve Forces, as from 1st June, 1912.

Surgeon Edward Walter Morris is promoted to the rank of Staff Surgeon, Naval Reserve Forces, and appointed District Naval Medical Officer at Port Adelaide, as from 1st June, 1912.

Dr. Henry J. W. Brenmand is appointed District Naval Medical Officer at Sydney, with the rank of Staff Surgeon in the Naval Reserve Forces, as from 20th May, 1912.

Lewes Rye McMurdo is appointed Naval Staff Clerk, Class II., as from 1st June, 1912.

Sydney Horn is appointed Naval Staff Clerk, Class III., as from 1st June, 1912.

## EXTENSION OF SERVICE.

The period of service of Acting Commander Oliver Lambert Allan Burford, District Naval Officer, Port Adelaide, is extended to 31st December, 1913.

## RESIGNATION.

The resignation by Engineer Sub-Lieutenant Archibald McMillan, Permanent Naval Forces (Sea-going), of his probationary appointment is accepted. Dated 30th April, 1912.

RIGHT OF COMMAND WHEN SHIPS OF ROYAL NAVY N.O. 65  
AND ROYAL AUSTRALIAN NAVY ARE IN COMPANY. 1912.

The Memorandum of the Naval Conference held in London in 1911 having been ratified by the Commonwealth Government, the following orders are promulgated for the information and guidance of H.M.A. ships:—

“When a ship of the British Admiralty meets a ship of the Dominions, the Senior Officer will have the right of command in matters of ceremony or international intercourse, or where united action is agreed upon, but will have no power to direct the movements of ships of the other service unless the ships are ordered to cooperate by mutual arrangement.”

“In Foreign Ports, the Senior Officers will take command, but not so as to interfere with the orders that the Junior may have received from his own Government.”

## PUNISHMENT RETURN.

N.O. 66

Form 181A—Return of Punishments—mentioned in Navy Order No. 45/1912, should read 181Z. 1912.

DISPOSAL OF RECRUITING FORMS AFTER ENTRY OF  
CANDIDATE. N.O. 67  
1912.

After final enrolment of a candidate into the Royal Australian Navy, the Recruiting Forms are to be disposed of as under:—

A.R.1.—Declaration as to date of birth.

A.R.2.—Consent Paper.

A.R.5.—Certificate of Final Medical Examination.

To be attached to Engagement Form (A.S.55) and forwarded to Naval Accountant, Navy Office, for retention by him.

A.R.3.—Particulars of candidate.

A.R.4.—Confidential Inquiry Paper.

A.R.6.—Certificate of Provisional Medical Examination.

To be retained, by Depôt or Ship where candidate is finally entered, for a period of two years, and then destroyed. (N.2732/12.)

64.  
See  
192/21

N.O. 68

## H.M.A.S. "WARREGO."

H.M.A.S. *Warrego* was commissioned at Sydney, on 1st June, 1912. (N.3756/12.)

N.O. 69

## ISSUE OF BEDDING.

1912. The instructions contained in Navy Orders 76 and 93 of 1911 are cancelled, and the following are substituted therefor:—

The undermentioned articles of Bedding will be lent to men on joining the Permanent Forces (Sea-going), and will be replaced when found on survey to be worn out:—

- 1 Hair Mattress.
- 1 Blanket.
- 2 Bed Covers.
- 1 Kit Bag.
- 2 Hammocks.
- 1 Set Clews and Lashings.

The men will be held responsible for these articles whilst in their charge, and will be required to defray, from their clothing allowance, any loss or damage due to their own negligence.

The articles enumerated above are to be issued to each new rating on first entry into the Navy, and are then to be struck off charge from the clothing accounts. The fact of a man being in the Service will be sufficient indication that he is in possession of this Service Bedding.

On discharge to shore, desertion, &c., the Bedding is to be taken on charge by the Accountant Officer of the ship on which the man last served. A nominal list is to be kept quarterly, showing Bedding returned, and the total entered in the Quarterly Clothing Account. (N.3010/12.)

N.O. 70 ADVANCEMENT OF RATINGS—PERMANENT FORCES (SEA-GOING).

1912. The rules governing the advancement of Ratings are to be as laid down in the King's Regulations and Admiralty Instructions, except that—

- (a) Where the authority to give the rating is noted as "Admiralty," or "Commodore of the Dépôt," the words "The Naval Board" are to be substituted.
- (b) Where the qualifications laid down can only be obtained by a course in one of the Royal Naval Training establishments in England, the Naval Board may substitute an examination to be carried out in Australia.

2. Advancements to fill vacancies that occur in the complements of Ships and Establishments, may be authorized by Commanding Officers in all cases (except the Artisan Ratings specified in Article 380A King's Regulations), in which such Officers are given this authority under the Admiralty Instructions, Appendix XVA., but the Naval Secretary is to be informed of all advancements as made. N.O. 70  
1912, continued. 19.

3. Commencing from 1st July next, a Quarterly Return, on Form A.S.507, is to be rendered to the Naval Secretary of all ratings passed, qualified, and recommended for advancement.

4. Only men who have passed the prescribed examinations necessary, and are duly qualified in all respects for higher ratings, are to be included in this return.

5. Demand for supply of Form A.S.507 should be made on the Naval Store Officer, Williamstown.

## ENTRY OF BOYS IN H.M.A.S. "TINGIRA."

N.O. 71

1912. With reference to Navy Order 41 of 1912, all applications for entry in H.M.A.S. *Tingira* are in future to be dealt with as soon as received. 15.

2. The procedure laid down in the Order quoted is to continue in force, except that any applicant considered by the District Naval Officer as fit for entry is to be sent to Sydney by the first opportunity, and if finally entered will commence pay and seniority from the date of joining the *Tingira*. 17.

3. Pending further orders, recruiting, as indicated above, is to be carried on continuously.

4. The case of any applicant whom the District Naval Officer considers specially desirable for entry, but who may be ineligible under the Regulations, is to be submitted to the Director of Naval Reserves for instructions. Should the Director of Naval Reserves approve of the entry, his approval is to be noted on the application Form A.R.3.

5. District Naval Officers are to report by telegram every Monday to the Director of Naval Reserves the number of boys actually sent to Sydney to join the *Tingira* during the previous week, and the Commanding Officer of that ship is also to report every Monday to the Naval Secretary the number finally entered.

6. The Commanding Officer, H.M.A.S. *Tingira*, is to keep the Naval Secretary informed, from time to time, of the accommodation available for recruits. (7).

## Navy Orders 71 and 72 of 1912.]

**N.O. 71** 7. The normal standard of physique for Boys has been altered to the following:—

1912, continued.	Age.	Height. ft. in.	Chest Measurement. Inches.
	14½	4 10	29
	15	5 0	30
	16	5 2	32

8. Recruiting Regulations and Posters should be corrected accordingly, and Military Area Officers notified of the alterations by the respective District Naval Officers.

**N.O. 72****H.M.A.S. "ENCOUNTER."**

**1912.** The cruiser *Encounter* has been lent by the Admiralty to the Commonwealth, and will be commissioned by Captain B. M. Chambers on 1st July, 1912, for service under the Orders of the Naval Board.



## COMMONWEALTH FORCES.

# NAVY ORDERS, 1912.

NAVY OFFICE,

Melbourne, 31st July, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTY.

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**SUPPLY OF SMALL ARMS AMMUNITION.****N.O. 73****1912.**

Approval has been given by the Military Board for the issue from Ordnance Stores of such supplies of small arm ammunition as may be required by the Naval Forces of the Commonwealth, on payment of the full rate published periodically in Military Orders.

It is notified, for information of all concerned, that in future a charge will be made by the Military Department at the rate of 3s. 9d. per 100 for all chargers, .303" cartridges, issued, in addition to the usual charge for the ammunition.

Empty serviceable chargers are to be returned to the Military Department, when credit will be given. (N.4128/12.)

**SERVICE CERTIFICATES.****N.O. 74****1912.**

All applications, requests, etc., in connexion with ratings, which are submitted for the consideration and approval of the Naval Board, are to be accompanied by the men's Service Certificates (Royal Navy certificates to be forwarded also in case of men with Royal Navy service).

**ENTRY OF BOYS IN H.M.A.S. "TINGIRA."****N.O. 75****1912.**

With reference to Navy Orders Nos. 41 and 71 of 1912, regarding the entry of boys in H.M.A.S. *Tingira*, in the case of those boys entered on or before 15th June, seniority is to commence from 1st June, and pay from date of arrival in *Tingira*.

In the case of subsequent entries, pay and seniority are to commence from date of actual arrival in *Tingira*. (N.4114/12.)

Boys are to take and subscribe the oath or affirmation of enlistment in the presence of D.N.O. before being sent to *Tingira*. (N.4725/12.)

N.O. 100  
1912  
N.O. 25  
1914

**AGE FOR RETIREMENT—CHIEF PETTY OFFICERS AND OTHER RATINGS OF A. AND I. STAFF.****N.O. 76****1912.**

The retiring age for Chief Petty Officers, Petty Officers, and all other ratings of the Administrative and Instructional Staff who were serving in the Permanent Naval Forces immediately prior to 1st July, 1911, and who had at that date not less than six years' service in those Forces, will be 60 years. Navy Order No. 105/1911 and Regulation 64 of "Provisional Regulations for the Naval Forces of the Commonwealth" are to be amended accordingly. (*Vide* Statutory Rule No. 108 of 1912.) (N.1815/12.)

**N.O. 77 AGE FOR RETIREMENT—MEDICAL OFFICERS.**

1912. The retiring age for Medical Officers of the Naval Reserve will be 57. Regulation No. 55 of "Provisional Regulations for the Naval Forces of the Commonwealth" is to be amended accordingly. (*Vide* Statutory Rule No. 108 of 1912.)

**N.O. 78 SENIOR NAVAL CADETS.**

1912. Statutory Rule No. 109 of 1912 amends Statutory Rule No. 108 of 1911; the necessary alterations are to be made accordingly.

**N.O. 79 APPOINTMENTS, ETC.**

1912. Dr. Hugh Armstrong is appointed District Naval Medical Officer at Hobart, with the rank of Staff-Surgeon in the Naval Reserve Forces, as from 1st June, 1912.

Sub-Lieutenant Richard Cecil Francis Ryan, R.N. (retd.), is appointed to the Permanent Naval Forces (sea-going) with the rank of Lieutenant, as from 22nd May, 1912.

Surgeon Charles Campbell Baxter-Tyrie, Naval Reserve Forces, to be Sub-District Naval Medical Officer at Cairns, as from 1st July, 1912.

Surgeon Francis Henry Vivian Voss, Naval Reserve Forces, to be Sub-District Naval Medical Officer at Rockhampton, as from 1st July, 1912.

Lieutenant William H. F. Warren is appointed to H.M.A.S. *Parramatta*, vice Lieutenant H. J. Feakes, who is proceeding to England for appointment to H.M.A.S. *Melbourne* as Lieutenant for navigating duties.

Assistant Paymaster Hugh M. Ramsay has been selected for appointment as Accountant Officer of H.M.A.S. *Melbourne*.

Engineer Sub-Lieutenants T. W. Ross and C. Bridge have been selected for appointment to H.M.A.S. *Australia*, S. L. Beeston for H.M.A.S. *Melbourne*, and D. P. Herbert for H.M.A.S. *Sydney*.

Surgeon David Ernest Williams is promoted to rank of Staff Surgeon, and appointed District Naval Medical Officer at Fremantle, as from 1st June, 1912.

Dr. Walter Blake Nisbet is appointed Sub-District Naval Medical Officer at Townsville, with the rank of Surgeon in the Naval Reserve Forces, as from 1st July, 1912.

Dr. Fossey James Newman is appointed Sub-District Naval Medical Officer at Geelong, with the rank of Surgeon in the Naval Reserve Forces, as from 1st July, 1912.

Dr. Martin Moylan Lyons is appointed Sub-District Naval Medical Officer at Port Fairy, with the rank of Surgeon in the Naval Reserve Forces, as from 1st July, 1912.

Dr. James Henry Sleeman is appointed Sub-District Naval Medical Officer at Portland, with the rank of Surgeon in the Naval Reserve Forces, as from 1st July, 1912.

**TRANSFERS.**

Engineer Commander George H. Bromwich, R.N., D.S.O., was transferred to H.M. Naval Establishments, Sydney, as from 21st May, 1912.

Sub-Lieutenant George Arthur Dick, Naval Reserve Forces, is transferred to the Retired List, as from 1st May, 1912.

**OIL NOT TO BE DISCHARGED INTO A HARBOR.**

**N.O. 80**

46. Commanding Officers of H.M.A. ships are to ensure that refuse oil is not discharged into the waters of a port, and care is to be taken that there is no overflow when taking in oil fuel. (N.3815/12.)

**1912.**

**NAVAL DEPOT, WILLIAMSTOWN, TO BE AFFILIATED TO H.M.A.S. "CERBERUS."**

**N.O. 81**

All ranks and ratings serving at the Naval Depot, Williamstown, are to be borne on the books of H.M.A.S. *Cerberus* from 1st July, 1912.

**1912.**

Ratings serving at the Naval Depot, Williamstown, are to wear cap ribbons bearing the designation H.M.A.S. *Cerberus*. (N.2280/12.)

**EXAMINATION OF CORDITE.**

**N.O. 82**

44. The Naval Board will arrange for the periodical examination and testing by Naval Officers of cordite and of explosives generally.

**1912.**

2. Reports of examinations and tests will be referred as received (through the Secretary of Defence) to the Chemical Adviser for his information and any remarks.

3. Samples of cordite on board H.M.A. ships are to be forwarded periodically, in accordance with Admiralty procedure as laid down from time to time, to the Naval Ordnance Officer, Spectacle Island, Sydney, for examination.

4. Commanding Officers are to take special care to ensure that the regulations as to the stowage, examination, etc., of ammunition on board ships-of-war as laid down by the Admiralty are complied with. The Admiralty orders on this subject as issued will be supplied to Commanding Officers, and are to be carefully studied. (N.2723/12.)



**N.O. 83 REPAIRS AND REFITTING.**

1912. Defect lists are to be forwarded to the Naval Secretary so as to reach him one month before the date of commencement of refit.

2. Should any defects develop which cannot be undertaken by the ship's staff, subsequent to the transmission of the main list, a supplementary list is to be sent in immediately after the arrival of the ship at her Port of refit; such a list is, however, to be confined to items of work which could not be foreseen at the time of the first report.

Whenever it may be necessary to forward a supplementary list, a special report from the Commanding Officer is to accompany it. (N.12/4017.)

**N.O. 84 PHYSICAL STANDARD OF RECRUITS OVER THE AGE OF 17.**

1912.

The following standards are to be adopted for recruits:—

Ages 17 and 18, height 5 ft. 2½ in.; chest measurement, 33 inches.

Ages 19 and above, height 5 ft. 4 in.; chest measurement, 34 inches.

Special care is to be taken that no recruits under this standard are entered.

(N.O. 6)  
1914  
7/70/1914

1/2

1/2



## COMMONWEALTH FORCES.

**NAVY ORDERS,  
1912.**

NAVY OFFICE,

*Melbourne, 30th August, 1912*

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTY.

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**N.O. 85**

**ALLOTMENTS OF PAY.**

1912. The following instructions are to be observed in connexion with allotments of pay made by Officers and men of Royal Navy lent for service with R.A.N. :—

1. Particulars of Allotments declared are to be furnished monthly (on the first day of the month) to the Navy Office on Admiralty Form S. 63 in duplicate.
2. Particulars of alterations (on Form S. 63) or Stoppages (on Admiralty Form S. 54) of amounts allotted are to be reported to the Navy Office monthly (in duplicate). At least three months' notice of stoppage or alteration of allotment is to be given to the Navy Office to enable the change to be communicated to the Admiralty.
3. In cases of desertion, death, or discharge of persons with allotments in force, a notification of stoppage should be sent at once by telegraph to the Navy Office in addition to the monthly report.
4. Allotments are to come into force on the first day of the second month following the date on which the allotment is declared and are payable for complete months only. The first payment will be made to the allottee on the last working day of the month in which the allotment commences, and the amount of the allotment will be deducted from Pay for that month on the Ledger, e.g., an allotment declared in July would come into force on 1st September and the first payment to allottee would be made at end of September.
5. The instructions printed on face of Form S. 63 are to be observed strictly when preparing lists of allotments.
6. Supplies of above-mentioned Forms will shortly be available for issue by Naval Store Officer, Naval Depot, Williamstown. (N.12/5156.)

**N.O. 86**

**SALUTES TO FOREIGN MEN-OF-WAR.**

1912. With reference to the visits to Australian Ports of Foreign Men-of-war, the D.N.O. (or S.D.N.O.) will be responsible for advising the officer of the saluting battery of the arrival of vessels, and the Military Authorities will be responsible for returning the salute.

The Saluting Ports are to be :—

Fremantle, Adelaide, Melbourne, Hobart, Sydney, New castle, Brisbane and Thursday Island. (N.12/5332.)

**CARE OF SERVICE RIFLES.**

**N.O. 87**

1912. With reference to Navy Order No. 56 of 1912, action is being taken by the Military Authorities to provide portable boilers at the most important rifle ranges in addition to the washing bench and funnel. (N.12/3622.)

**RAILWAY FARES, CONCESSION RATES.**

**N.O. 88**

1912. It is notified that the Commissioners of the various State Railways have agreed to the following basis of computing the fares to be charged in connexion with the carriage by rail of members of the Commonwealth Naval Forces travelling on duty :—

Description of Forces.	Fares for Single journey.	Fares for Return journey.
Cadets up to 14 years of age	One-quarter of ordinary single fare	One-quarter of ordinary return fare
Senior Cadets over 14 and under 19 years of age	One-third of ordinary single fare	One-third of ordinary return fare
Adults	One-half of ordinary single fare	One-half of ordinary return fare

The above fares, which came into operation on 1st July, 1912, will be subject to the undermentioned minimum charges, unless it be cheaper to charge the ordinary fares :—

	Single.		Return.	
	1st.	2nd.	1st.	2nd.
Cadets up to 14 years of age	2d.	1d.	3d.	2d.
Senior Cadets over 14 and under 19 years of age	3d.	2d.	4d.	3d.
Adults	3d.	2d.	6d.	4d.

(N.12/5147).

**QUARTERLY LEDGER.**

**N.O. 89**

1912. Accountant Officers will be held responsible for the correctness of the entries made in the Quarterly Ledger.

The original and duplicate Ledgers are to be written up by two separate persons, one of whom is to be the Accountant Officer himself or an Assistant-Paymaster, and no entries therein are to be made except by these two persons respectively.

As these Ledgers will shortly become the Vouchers on which payments to Ships' Companies will be admitted by the Auditor-General, the greatest care is to be exercised in their preparation.

Commanding Officers are to see that this Order is strictly carried out.

The ledger is to be signed on front of summary sheet, Form A.S. 41B, by the Commanding Officer and the Accountant Officer.

**N.O. 90 ORDER OF PRECEDENCE OF CIVILIANS WHEN IN CONFERENCE WITH NAVAL OR MILITARY OFFICERS.**  
1912.

70. Where Naval or Military Officers sit on a Committee with civilians, the civilian is to be given precedence according to pay. (N.12/3203.)

**N.O. 91**

1912.

The seniority of Commander George F. Hyde in the Permanent Naval Forces (sea-going), is to date from 1st January, 1911.

Staff-Surgeon Harry Paynter Sloggett, Naval Reserve Forces, is appointed District Naval Medical Officer for Melbourne and Williamstown, as from 1st July, 1911.

Staff-Surgeon Archibald Birt Brockway, Naval Reserve Forces, is appointed District Naval Medical Officer at Brisbane, as from 1st July, 1912.

Dr. Richard Charles Irvine is appointed Sub-District Naval Medical Officer at Launceston, with the rank of Surgeon in the Naval Reserve Forces, as from 1st July, 1912.

Dr. Alexander Ruan Caw is appointed Staff-Surgeon in the Permanent Naval Forces (sea-going), for a period of three years, as from 1st August, 1912.

Dr. Ernest Harris Beaman is appointed Sub-District Naval Medical Officer at Bundaberg, with the rank of Surgeon in the Naval Reserve Forces, as from 1st August, 1912.

Sub-Lieutenant Samuel C. L. Hodgkinson, R.N.R., is appointed Sub-Lieutenant (on probation) in the Permanent Naval Forces (sea-going), as from 31st May, 1912.

Mr. Cleon Dennis is appointed Engineer Sub-Lieutenant (on probation) in the Permanent Naval Forces (sea-going), as from 1st August, 1912, and is appointed to H.M.A.S. *Encounter*.

Mr. Frederick George Brown, B.A., B.Sc., is appointed Director of Studies at the Royal Australian Naval College for a period of five years, as from 1st October, 1912.

Chaplain and Naval Instructor William Hall, B.A., R.N., is appointed Naval Instructor to the Royal Australian Naval College for a period of three years, as from 1st September, 1912.

Mr. Arthur Harry Hopkins is appointed Schoolmaster, H.M.A.S. *Tingira*, for a period of five years, with the relative rank of Warrant Officer in the Permanent Naval Forces during the currency of such appointment. Dated 20th June, 1912.

Mr. Richard H. B. Finney is appointed Assistant Schoolmaster, H.M.A.S. *Tingira*, for a period of five years, with the relative rank of Chief Petty Officer in the Permanent Naval Forces during the currency of such appointment. Dated 29th July, 1912.

**APPOINTMENTS, ETC.**

The following appointments have been made to the Permanent Naval Forces (sea-going), as from 1st July, 1912:—

**N.O. 91**

1912,

Commander John Bryan Stevenson, R.N., for a period of one year. *continued.*

Lieutenant Edward Neville Mortimer, R.N., for a period of two years.

Engineer-Commander Henry Thomas Canning, R.N., for a period of three years.

Engineer-Lieutenant Donald John Weeks, R.N., temporarily.

Fleet-Paymaster Richard Francis Wardroper, R.N., temporarily.

Assistant-Paymaster Geoffrey Herbert Lane, R.N., for a period of three years.

Gunner (T) William Trevaskis, R.N., for a period of three years.

Gunner James Elliott Elfick, R.N., temporarily.

Carpenter Edward Frederick Head, R.N., for a period of three years.

Artificer-Engineer Thomas William Thorn, R.N., temporarily.

(The above-named officers have been appointed to H.M.A.S. *Encounter*, as from 1st July, 1912.)

Lieutenant Nelson Clover, R.N., for a period of two years, appointed to H.M.A.S. *Warrego*.

Lieutenant George F. Langford to be Lieutenant (N) H.M.A.S. *Encounter*, as from 1st July, 1912.  
Sub-Lieutenant Reginald C. Creer is appointed to H.M.A.S. *Encounter*, as from 1st July, 1912.

Chief Gunner John Hayes is appointed to the command of H.M.A.S. *Paluma*, as from 23rd April, 1912.

Gunner Michael Fitzgerald is appointed to the command of H.M.A.T.B. *Childers*, as from 23rd April, 1912.

Gunner (T) Frederick Bolt is appointed to the command of H.M.A.T.B. *Countess of Hopetoun*, as from 1st July, 1912.

**PROMOTIONS.**

To be Lieutenants (Provisional), Naval Reserve Forces—

Sub-Lieutenant Edwin Adolphus Blackboro, as from 1st April, 1912.

Sub-Lieutenant Bertie Norman Black, as from 1st April, 1912.

Sub-Lieutenant Clarence Hansby Read, as from 1st April, 1912.

Sub-Lieutenant Edmund Allen, as from 1st April, 1912.

## Navy Orders 92, 93, 94, and 95 of 1912.]

**N.O. 92 ADDENDA TO STEAM MANUAL, 1910.**

1912.

1. Addenda to *Steam Manual*, 1910, have been issued by the Admiralty.
2. Commanding Officers are to forward requisitions to the O.C., Naval Depôt, Williamstown, for number of copies required. (N.12/5688.)

**N.O. 93 EXAMINATION ANCHORAGES.**

1912.

The attention of officers concerned is drawn to a Notice to Mariners, dated 1st August, 1912, issued by the Naval Board defining the "Examination Anchorages" for merchant vessels in time of emergency or war.

**N.O. 94 H.M.A. DESTROYERS TO BE TENDERS TO "CERBERUS."**

1912.

1. The Destroyers, *Warrego*, *Yarra*, and *Parramatta*, are to be regarded as tenders to H.M.A.S. *Cerberus* (Williamstown Naval Depôt), and the Admiralty Instructions relating to tenders are to apply.
2. All correspondence for the Naval Board from the Destroyers is to pass through the Commanding Officer, *Cerberus*, except that letters of proceedings and telegrams or letters relating to the employment or movements of Ships are to be sent direct to the Naval Secretary, a duplicate being sent to the Commanding Officer, *Cerberus*.
3. The periodical inspection of the Destroyers is to be carried out by the Commanding Officer, *Cerberus*, except when otherwise ordered.
4. This order is for convenience of administration, and does not affect the responsibility of Commander (D); the latter officer is responsible for the general efficiency of the Destroyer Service.

(N.O. 133)  
1912

(N.O. 19)  
1914

**N.O. 95 ESTABLISHMENT OF NON-SUBSTANTIVE RATING OF TAILOR.**

1912.

(1) The non-substantive rating of Tailor will, in future, be open to Seamen. Tailors may be borne in each ship, according to the following scale:—

In ships with complement of over 500 ... 2 No.  
In ships with complement of 500 and less ... 1 No.  
(where a Tailor is necessary)

(2) Seamen (below the rating of Petty Officer) employed as Tailors in Ships in which the rating is allowed in the complement are to receive an allowance of 4d. a day in addition to their Pay and other Allowances, but no Seaman is to be allowed to hold the rating of Tailor concurrently with a Gunnery or Torpedo rating higher than that of Seaman Gunner or Seaman Torpedoman. It is important that the men selected for employment in this capacity should possess a competent knowledge of Tailoring work.

## [Navy Order 95 of 1912.

(3) The duty of the Tailors will be to alter, when necessary, the stock garments on issue to fit the individual; also to make up "outsizes" which cannot be supplied from stock. These are Service alterations, and are to be carried out free of charge to the men. **N.O. 95 1912, continued.**

(4) The Tailors will, when their Service work permits, be also available for carrying out alterations and repairs, &c., to garments at the men's own expense. These will be in the nature of private transactions, but it has been decided, in order to insure uniformity in the charges made by the Tailors in the Fleet generally, to lay down a fixed scale of charges which are authorized to be made for this description of work, viz.:—

Serge Trousers, patching ... ..	9d.
Duck Trousers, patching ... ..	5d.
Serge Jumper ... ..	9d.
Serge Jumper, converting Jumper with cuff into Jumper without cuff ... ..	9d.
Flannels, patching ... ..	8d.
Flannels, binding ... ..	3d.
Duck Jumper, patching ... ..	5d.

(5) These embrace the more general items of work, and the prices quoted are inclusive of materials and all charges. The rates for other miscellaneous repairs are to be by arrangement between the Tailors and the men. The above scale of charges is to be posted up in a convenient place so as to be readily accessible to the Ships' Company.

(6) The Tailoring Staff is to be under the direct supervision of the Paymaster, who is to satisfy himself that the quality of the work is satisfactory, that the work is taken in hand in the order received, and that the charges which they make for private repairs, &c., do not exceed the authorized scale. Definite accommodation is to be assigned to them for their work, and Sewing Machines, one for each Tailor, will be supplied by the Government. Demands for Sewing Machines should be made upon the Victualling Yards, and the machines are to be taken on charge in the Paymaster's Implement Account.

(7) The Paymaster is to supply to the Tailor from time to time, as necessary, the quantities of Serge and Duck, &c., required for altering (on making up) the uniform on first issue to the men, and the quantities of material so expended are to be credited in the Clothing Account under that heading, being supported by a Certificate signed by the Paymaster, and approved by the Commanding Officer, that they have been actually expended for the Service, and are fair and reasonable. The cost of cottons, threads, buttons, linings, &c. (not stocked by the Paymaster), which may be used for Service Work, should be claimed quarterly by the Tailor, and paid as a charge to Clothing Vote direct, provided that the Paymaster is satisfied that the claim is a reasonable one, a Certificate to this effect being given on the voucher of payment. Supporting vouchers for amounts claimed must be produced.

## Navy Orders 95 and 96 of 1912.]

**N.O. 95** (8) As regards the materials required by the Tailor for his private work, *i.e.*, for carrying out repairs to the men's own clothes (*vide* paragraph 4) these may be supplied to him by the Paymaster, on repayment, at Issuing Prices, every care being taken to insure that the quantities issued are not greater than are required for the purpose.

**1912,** (9) Blue Cloth, Blue Jean, Serge, Drill, Duck, and *continued.* Flannel (all without materials) will be stocked by the Paymasters (*vide* paragraphs 7 and 8) and for supply on repayment, to Chief Petty Officers (class I.), and Petty Officers and Men not dressed as Seamen (class III.), but care is to be taken that the quantities so issued are not greater than the reasonable requirements of the persons taking up the supply.

**N.O. 96** **MAGAZINE RECORD OF CORDITE.**

**1912.** 1. Commanding Officers of H.M.A. Ships and Depôts are to furnish forthwith to the Naval Ordnance Officer, Naval Ordnance Depôt, Spectacle Island, Sydney, magazine records of the cordite cartridges (other than Small Arm) in their charge.

2. Quarterly returns, containing similar information and also showing all receipts and expenditures since the previous return, are also to be forwarded, commencing from 1st October, 1912.

3. The records are to show the following particulars, *viz.*, "Lot number," "Size," "Date," "Date received on board," "Quantity on charge," "Outfit or first use," "Remarks" (the expenditure since last return being noted in the "Remarks" column).

4. A separate return is to be furnished for each nature of gun.

5. Specimen forms will be forwarded to all ships and depôts. (N.12/5759.)



COMMONWEALTH FORCES.

# NAVY ORDERS,

## 1912.

NAVY OFFICE,

Melbourne, 10th October, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTRY.

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**LODGING ALLOWANCE.****N.O. 97**

*52*  
Lodging allowance, as prescribed in Financial Regulations 42 III. (r), 42 VI. (f), and 43 V., must not be paid unless the special authority of the Naval Board has been obtained in each case. (N.6169/12.)

**1912.****CORRESPONDENCE.****N.O. 98**

*62*  
Commanding Officers and all concerned are instructed that each communication forwarded to Naval Secretary is to be restricted to one subject only.

**1912.**

In replies to letters or orders from Navy Office care is to be taken to quote the Navy Office number. (N.6417/12.)

**APPOINTMENTS, ETC.****N.O. 99**

**1912.**  
Dr. John Alexander Cairns Penny is appointed Sub-District Naval Medical Officer at Maryborough (Queensland), as from 1st July, 1912, with the rank of Staff Surgeon in the Naval Reserve Forces, with seniority as from 1st September, 1910.

Mr. George L. Macandie, Senior Clerk, Navy Office, is appointed to the honorary rank of Paymaster in the Permanent Naval Forces, as from 1st July, 1912.

Rev. Garnet Eric Shaw, M.A., is appointed Chaplain in the Permanent Naval Forces (Sea-going), as from 8th August, 1912.

Rev. Alexander Tulloh, M.A., is appointed Chaplain in the Permanent Naval Forces (Sea-going), as from 8th August, 1912.

Rev. Patrick J. Gibbons, B.A., is appointed Chaplain in the Permanent Naval Forces (Sea-going), as from 16th August, 1912.

Sub-Lieutenant Reginald Charles Creer, Permanent Naval Forces (Sea-going), is appointed Acting Lieutenant, as from 1st August, 1912.

Mr. Richard John Donovan is appointed Naval Staff Clerk, Class II., as from 1st August, 1912.

**SENIORITY OF OFFICERS.**

The Seniority of the under-mentioned officers of the Permanent Naval Forces (Sea-going) to be as stated against their respective names:—

Lieutenant T. W. Biddlecombe, 11th July, 1905.

Lieutenant H. J. Feakes, 17th June, 1906.

Lieutenant W. H. F. Warren, 1st December, 1907.

Lieutenant S. Keightley, 1st July, 1909.

Lieutenant C. W. Stevens, 12th September, 1910.

Lieutenant G. F. Langford, 29th December, 1910.

## N.O. 99

## PROMOTIONS.

1912, Staff Paymaster Alfred Martin Treacy, Permanent Naval Forces, is promoted to the rank of Fleet Paymaster, and appointed Director of Naval Stores, Victualling and Contracts (Central Administration, Department of Defence), as from 1st July, 1912.

Surgeon Thomas William Francis, Naval Reserve Forces, is promoted to the rank of Staff Surgeon, as from 1st January, 1912.

Engine Room Artificer G. R. Stow, Naval Reserve Forces, is promoted to the rank of Artificer Engineer (Warrant Officer), as from 1st July, 1912.

## CONFIRMATION OF APPOINTMENT.

The probationary appointment of H. Herbert Fanstone, as Director of Naval Works is confirmed, as from 1st August, 1911.

The probationary appointment of Cyril Mansell Woodhouse, as Naval Civil Engineering Draughtsman is confirmed, as from 2nd February, 1912.

## RESIGNATION.

The resignation of Lieutenant John Alexander Cairns Penny, Naval Reserve Forces, is accepted, as from 30th June, 1912.

## LEAVE.

Chief Petty Officer Denis Barry is granted six months leave of absence, as from 12th August, 1912.

## EXTENSION OF SERVICE.

Chief Gunner Robert Kearns, Permanent Naval Forces, for six months, as from 22nd October, 1912.

## N.O. 100

## ENTRY OF BOYS IN H.M.A.S. "TINGIRA."

1912. With reference to final paragraph of Navy Order No. 75/1912, the oath or affirmation of enlistment is, in the absence of the D.N.O., to be taken and subscribed before a Commissioned Warrant Officer or other Commissioned Officer (e.g., Naval Medical Officer). (N.5679/12.)

## DUTIES OF DISTRICT AND SUB-DISTRICT NAVAL MEDICAL OFFICERS.

## N.O. 101

1912.

1. The prescribed duties of District and Sub-district Naval Medical Officers are as follows:—

- See Infr. 9/1914*
- (a) Medical examination of recruits for H.M.A. Ships.  
 (b) Medical examination of recruits for Citizen Naval Forces.  
 (c) Attendance on board H.M.A. Ships when in port, except when there is a Naval Medical Officer on board.  
 (d) Medical attendance on members of the Administrative and Instructional Staff, their wives and families.  
 (e) Medical Boards or Surveys.

2. In the event of a District or Sub-district Naval Medical Officer being unable to attend to any of the prescribed duties, he will be required to arrange that another Medical practitioner acts for him without cost to the Department; in each case he should acquaint the District Naval Officer or Sub-district Naval Officer at once of the name and address of the practitioner selected.

3. District or Sub-district Naval Medical Officers receive a fixed allowance for the above duties and should not, as a general rule, be called upon to perform any other duty, but when required for duty in connexion with the Citizen Naval Forces, other than as prescribed above, they will receive pay as provided for Medical Officers in Regulations for the Naval Reserve (O.).

## FINES AND PUNISHMENTS.

## N.O. 102

1912.

With reference to Navy Order No. 45/1912, the monthly return of Fines and Punishments is only to include punishments where a fine is inflicted or any deduction whatever made from pay. (N.5717/12.)

## ADDRESS OF D.N.O., MELBOURNE.

## N.O. 103

1912.

The District Naval Officer, Melbourne, has removed from Naval Depôt, Williamstown, into new offices at Bay-street, Port Melbourne.

His postal and telegraphic address will be—

Naval Staff Office,  
Port Melbourne.

(N.O. 25/1914)

(N.O. 60/1912)

rec also  
N.O. 122/1913.

7  
N.O. 158/1913

40.

## Navy Orders 104 and 105 of 1912.]

## N.O. 104 COMMANDING OFFICER, H.M.A.S. "MELBOURNE."

1912. Captain Mortimer L'E. Silver, R.N., has been appointed to the command of H.M.A.S. *Melbourne*, and to act as Assistant to the Naval Representative, London, pending the commissioning of the *Melbourne*. (N.12/5628.)

## N.O. 105 SHIP'S BOOKS AND FORMS.

1912. The following additional books and forms have been approved for use in the Royal Australian Navy, and are available at the Naval Depot, Williamstown.

2. Demands are to be made by H.M.A. Ships accordingly to complete 12 months' requirements, and these books and forms are to be brought into use forthwith.

3. The *Encounter* is also to prepare (5) separate demands for one year's supply of R.A.N. forms for H.M.A. Ships *Australia*, *Melbourne*, and *Sydney*, and Submarines A.E.1 and A.E.2 respectively (to include all R.A.N. forms notified in previous orders). On receipt of these demands the Depot is to make up parcels accordingly addressed to the Commanding Officer, H.M.A.S. *Australia* (or as required) but the parcels are not to be despatched until further orders.

A similar procedure is to be followed as regards new R.A.N. forms established in future.

4. Six copies of each R.A.N. form issued up to date, and in future are to be forwarded by the Depot to the—

Naval Representative,  
Commonwealth Offices,  
72 Victoria Street,  
LONDON, S.W.

No. of Form.	Particulars.
VICTUALLING AND CLOTHING.	
A.S. 95z	Clothes List
A.S. 79A.	Abstract of A.S. 79 and of Casual Issues.
A.S. 72X	Daily Issues of Provisions to General Mess.
A.S. 73	Mess Account—Officers and Petty Officers
ACCOUNTS, NAVAL STORE.	
A.S. 126	Return of Stores lost by neglect, &c.
RETURNS, OCCASIONAL.	
A.D. 495 A.S. 238	Report of Docking

## [Navy Order 105 of 1912.]

## SHIP'S BOOKS AND FORMS—continued.

N.O. 105  
1912,  
continued.

No. of Form.	Particulars.
GUNNERY.	
A.S. 285	Annual Report on Gunnery
A.S. 297	Prizes for good shooting
A.S. 298	Return of missfires
A.S. 299	Return of Pressures
A.S. 300	Annual prize firing with pistols
A.S. 1,145	Report of proof of filled lyddite shell
A.S. 1,146	Inspection of lyddite
A.S. 1,147	Magazine Record
A.S. 1,147A	Return of Magazine temperatures
LOGS.	
A.S. 321B (outside)	Log Book—Copy of—Monthly
PROGRESS AND EXAMINATION.	
A.S. 391	Progress Book—School of Signalling
A.S. 391z	Preliminary Class Book—School of Signalling
CERTIFICATES—MISCELLANEOUS.	
A.S. 1,245	Gunnery and Torpedo History Sheet
A.S. 1,246	Signal History Sheet
PAYING OFF.	
A.S. 507	Return of Petty Officers, Seamen, &c., recommended for advancement
MISCELLANEOUS.	
A.S. 575c } A.S. 575d }	Naval Telegraphs (For retention in Delivering Office and Signals (For carbon copy for addressee
A.S. 1,308	Record of Exercises in flashing Signals
A.S. 1,321	Record of Signal Exercises
A.S. 1,327z	Physical History Sheet
A.S. 1,330	Receipt for Confidential Manuals, &c.
NAVAL ORDNANCE STORE FORMS.	
A.S. 1,404	Return of B.L. and Q.F. Guns (Annual)
A.S. 1,428	Linen Label (for issue to Ships for packages containing cordite)
A.S. 1,429	Report of Inspection of Cordite on board H.M.A. Ships
OTHER THAN SHIP'S FORMS.	
WIRELESS TELEGRAPHY.	
A.T.S. 93	Wireless Telegraphists' History Sheet
A.W.T. 2	Training Ship Record—Result of Examination of Boy Telegraphists
A.W.T. 3	Wireless Telegraphy School—Return of Wireless Telegraphy Ratings in School
A.W.T. 4	Wireless Telegraphy School—Result of Examination for Telegraphist
A.W.T. 5	Wireless Telegraphy School—Result of Examination for Leading Telegraphists
A.W.T. 6	Wireless Telegraphy School—Result of Examination for Petty Officer Telegraphist
SIGNAL SCHOOL.	
A.B. 2	Signal School Draft Book
A.B. 3z	Progress of Training of Stoker, 2nd Class
A.B. 177	Return of Signal Ratings passed out of Signal School Signal Card
MISCELLANEOUS.	
A.O. 27	Report of Inspection of Cordite in Store for Navy

(N.O. 137)  
1912



## Navy Orders 105 and 106 of 1912.]

48 N.O. 105 With reference to Navy Order No. 101 of 1911, Form A.S. 79—"Clothing Issue List"—is cancelled, and new Form 1912, A.S. 79—"Clothing Ledger"—substituted.

continued.

22 N.O. 106 **CONDITIONS GOVERNING APPOINTMENTS OF INSTRUCTORS ON A. & I. STAFF.**

The following conditions will govern all future appointments of Chief Petty Officer Instructors on the A. & I. Staff:—

- (a) Candidates will be selected primarily from Chief and other Petty Officers serving in the Sea-going Forces, but in the event of insufficient applicants being forthcoming from this source, the D.N.R. may recommend for appointment such other applicants as he considers suitable.
- (b) Applicants must not be under 35 years of age.
- (c) Each applicant must be competent to instruct in either Gunnery, Seamanship, Signals or Physical training, and must be specially recommended by his Commanding Officer.
- (d) Selected candidates will be appointed for six months on probation during which time they will be required to attend a course of instruction at the Gunnery School.
- (e) Candidates who do not give satisfaction during this probationary period, shall not have their appointments confirmed, and in the case of persons selected from the sea-going service, shall be returned to such service to complete the unexpired portion of their existing engagements.
- (f) The period of engagement shall, in all cases, be three years, including the probationary period.
- (g) While holding these appointments the rates of pay and allowances shall be as authorized for the A. and I. Staff in Financial and Allowance Regulations of the Naval Forces, ~~except that, during the probationary period, persons selected from the service afloat shall receive the sea-going rates of pay of the ratings held by them on transfer.~~
- (h) Candidates selected after the six months' probation at (d) will be granted £7, outfit allowance. Those holding the rank of P.O. will not be advanced to rating of C.P.O. unless selected on the completion of the six months' probation.
- (i) Travelling expenses to the Training Establishment and, in the case of persons selected from the service afloat, to the place of first appointment shall be borne by the Government.

N.O. 156/1913.

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18.6.18

## [Navy Orders 106, 107, 108, and 109 of 1912.]

(k) All members of the A. & I. Staff are liable for appointment to any State, and are subject to the Naval Defence Act and Regulations under the same. **N.O. 106 1912,**

continued.

(l) The age for retirement is 57.

(m) Names of applicants for these appointments are to be forwarded to the Naval Secretary, and will be entered on a roster of candidates awaiting vacancies.

(n) The foregoing conditions, except (c), part of (d) relating to instructional course, and (h) apply equally to all ratings on the A. & I. Staff. (N.3681/12.)

**SECOND NAVAL MEMBER OF THE NAVAL BOARD. N.O. 107**

Captain B. M. Chambers, R.N., has resigned his appointment as 2nd Naval Member of the Naval Board, on leaving Melbourne in H.M.A.S. *Encounter*, to date from 9th September, 1912. **1912.**

Captain Constantine H. Hughes-Onslow, R.N., who has been appointed 2nd Naval Member, *vice* Captain Chambers, will arrive in Melbourne on the 21st October, 1912. (N.6428/12.)

**HIRE OF MOTOR CARS.**

**N.O. 108**

In cases where it is necessary to hire Motor Cars for official purposes, approval is to be obtained *before* any liability is incurred. **1912.**

Attention is drawn to Financial Regulation 77 (3).

Applications for authority to hire Motor Cars are to be rendered on special forms, supplies of which can be obtained from the Director of Navy Accounts. (N.6469/12.)

**PAY FOR LONG SERVICE AND GOOD CONDUCT MEDAL OR BADGE.**

**N.O. 109**

**1912.**

Active or Deferred Pay for Long Service and Good Conduct Medal or Good Conduct Badge shall be payable from the date on which the rating became entitled to the award of the Medal or Badge.

No pay is, however, to be credited to a rating on account of a Long Service and Good Conduct Medal or Badge until the Medal or Badge has been actually granted. (N.12/5584.)

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**N.O. 110 RECORDS RELATIVE TO THE HEALTH OF OFFICERS  
AND MEN OF THE ROYAL AUSTRALIAN NAVY.  
1912.**

I. RECORDS TO BE KEPT BY MEDICAL OFFICERS.

(a) Day books, in the form of Diaries, in which shall be entered names of all Officers and men on the Sick List, with nature, history and progress of disease, also treatment and any other remarks which may be desirable. An alphabetical index of these books to be kept.

(b) Book, showing No. on Ship's Books, age, rank or rating, date of admission to Sick Bay, date of discharge, and complaint, of all Officers and men on the Sick List.

(c) Journals, in accordance with Articles 1304, 1305 and 1321, King's Regulations and Admiralty Instructions.

Journals are to contain details of sickness or injury, more particularly where such sickness or injury can, in any degree, be regarded as attributable to the Service, and is likely to give rise to claims for compensation. They are also to contain an alphabetical list of officers and men sick, a statistical return of sickness on Tables 3 and 4 of the journal; particulars required by Table 2 should be inserted (injuries likely to be followed by permanent results); and any general information likely to be of interest or value to the Medical Department.

Copies of Hurt Certificates granted are to be included in the Journal.

II. REPORTS AND RETURNS TO BE RENDERED BY  
MEDICAL OFFICERS.

(a) Quarterly Nosological Returns—in accordance with Article 1303, King's Regulations and Admiralty Instructions.

(b) Copies of Journals, annually—in accordance with Article 1304, King's Regulations and Admiralty Instructions.

(c) Immediate report, by letter addressed to the Naval Secretary, Navy Office, Melbourne, of death of any Officer or man borne on the Ship's Books, whether the death occurs on board or elsewhere. To contain particulars of date; place and cause of death.

NOTES.—(i.) In regard to the above, *separate* records are to be kept and Returns rendered for:—

(a) Officers and men *lent from the Active Service of the Royal Navy;*

(b) All other Officers and Men (including Pensioners and others who have served in, but have been discharged from, the Active Service of the Royal Navy).

(ii.) Nosological Returns and Copies of Journals are to be rendered to the Senior Medical Officer of the Senior Officer's ship (H.M.A.S. *Encounter*, for the present); those relating to class (a) above are to be in duplicate, one copy of which will

be retained for R.A.N. Records, and the other forwarded to **N.O. 110** the Admiralty for the information of the Medical Director-General of the Navy; those relating to class (b) are to be rendered in original only. **1912.** *continued.*

III. MEDICAL HISTORY SHEETS.

A medical History Sheet is to be prepared for each Petty Officer and man of the Royal Australian Navy (Sea-going).

1. The rules contained in Article 1306, King's Regulations and Admiralty Instructions, are to be observed carefully. (In clause 2 of this Article, the "Senior Medical Officer of the Senior Officer's Ship" (H.M.A.S. *Encounter*, for the present) should be substituted for "Medical Director-General.")

2. The attention of Medical Officers is called to the necessity for exercising great care in the custody and writing up of these documents.

3. Medical History Sheets of Petty Officers and men lent from the Active Service of the Royal Navy are to be forwarded forthwith to the Naval Secretary, Melbourne, but copies of the entries thereon are first to be made on the R.A.N. Medical History Sheet, in order that a complete record of their Medical History may be available for the information of Medical Officers of H.M.A. Ships in which they are serving.

4. The R.A.N. Form of Medical History Sheet will shortly be ready for issue, and demands should be made forthwith on the Naval Store Officer, Naval Depot, Williamstown, for the number required by each Ship or Establishment. (N.5998/12.)

CLOTHING GRATUITIES.

**N.O. 111**

The advance of £9 2s. 6d. credited to ratings on first entry to enable them to be properly kitted up is, on and after 1st October, 1912, to be treated as a gratuity in kind on joining, and no action to recover any amount issued in excess of the allowance of 6d. per diem is to be taken on board H.M.A. Ships in cases of ratings discharged to shore within twelve months of first entry.

In the case of a rating discharged within one year of entry the value of clothing issued under the gratuity in excess of an amount of 6d. per day for the actual period of service shall be deducted from deferred pay due to him. If the deferred pay due is insufficient to cover this charge the balance shall remain as a charge against the gratuity.

The amount which is to be so deducted from deferred pay is to be noted in remarks column of ledger.

*N.O. 98  
1913*

*(N.O. 98)  
1913*

*38.  
39.*

## Navy Orders 111, 112, and 113 of 1912.]

**N.O. 111** The allowance of 6d. per diem will commence to operate after twelve months' service has been completed, and is to be credited in arrear (on the last day of each quarter) as prescribed in Financial Regulation 43 (III).

1912,

continued.

A complete kit should not be issued to recruits until they have completed one month's service.

Financial Regulations will be amended accordingly.

**N.O. 112****DIRECTOR OF NAVY ACCOUNTS.**

1912.

Mr. A. Martin has vacated the position of Naval Accountant, and been appointed Director of Navy Accounts with the honorary rank of Fleet Paymaster in the Permanent Naval Forces, from 1st July, 1912.

The Director of Navy Accounts is authorized to communicate direct with Commanding Officers and District Naval Officers on financial matters not involving the decision of the Naval Board.

Commanding Officers and District Naval Officers may similarly address inquiries for information on financial matters governed by the Regulations direct to him, but all communications outside the limits of financial inquiry must be addressed to the Naval Secretary.

**N.O. 113****APPOINTMENT OF MESSENGERS AND LABOURERS.**

1912.

Applications are invited from members of the Naval Forces (including the Administrative and Instructional Staff) desirous of appointment as Messengers and Labourers. Members of the Naval Reserve are eligible for appointment.

Rates of pay are:—

Messengers, £134 to £156 per annum.

Labourers, £134 per annum.

Appointments will be made as follows:—

Navy Office, Melbourne, 3 Messengers.

Navy Office, Melbourne, 1 Labourer.

Naval Depot, Williamstown, 3 Labourers.

Applications, stating age, rating, and length of service in Commonwealth Naval Forces, must be forwarded through the Officer Commanding to the Naval Secretary, Navy Office, Melbourne, to reach him not later than 31st October.

Applicants must be over 35 years of age.

The appointment of Messengers in the Navy Office will be restricted to candidates who have held a rating not below that of Petty Officer.



## COMMONWEALTH FORCES.

## NAVY ORDERS,

1912.

NAVY OFFICE,

Melbourne, 6th ~~October~~ November, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTY.

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**N.O. 114 ADVANCEMENT OF RATINGS LENT FROM THE ROYAL NAVY.**

1912.

It is to be made known to all Active Service ratings lent from the Royal Navy to the Royal Australian Navy that their names are retained on the promotion rosters of their Port Division at Home, and that they will be advanced in the ordinary course on reaching their turn on these rosters, if qualified and recommended.

Active Service ratings lent from the Royal Navy who are passed, qualified, and recommended for advancement, should be included on Quarterly Return A.S. 507.

**N.O. 115 RETURNS.**

The following Returns are to be rendered to the Naval Secretary as stated:—

Description of Form to be Used.	When Return should be Forwarded.	Description of Return.	Remarks.
A.S. 51 ...	1st of each month	Deaths and Desertions ...	Nil Return required
A.S. 46 ...	1st of each month	Accounts of Dead and Run Men	Nil Return required
A.S. 165	1st of each month	Entry, discharge, alteration in rating, deprivation of badge, &c.	Nil Return required
A.S. 1243	As the occasion arises	Royal Navy, or ex-Royal Navy ratings discharged from the Royal Australian Navy. (Applies to Active Service R.N. ratings, R.N. Pensioners, or R.F.R. ratings.)	To show a complete statement of service under the Commonwealth Government, including character and ability
A.S. 184	1st of each quarter	Return of all Men and Boys serving on board	Depôt to show complement only
A.S. 507	1st July ... 1st January	Ratings recommended for Warrant rank	Copies of Service Certificates to be attached

1. Royal Navy ratings to be distinguished in all Returns as follows:—

Active service ratings lent from the Royal Navy	A.S.R.
Pensioners from the Royal Navy	P.R.N.
Royal Fleet Reserve men	R.F.R.
All other ratings	R.A.N.

2. The death of an Officer, man, or boy, together with the date, place, and cause of death, and in the case of a man or boy the rating and official number, is to be reported by telegram to the Naval Secretary.

Care should be taken that, when the nearest known relative or friend of deceased is resident in Australia, the death is communicated at once to them by the Commanding Officer, but, when the nearest known relative or friend is residing outside the Commonwealth this will be done by the Naval Secretary, the name and address of the nearest known relative or friend being stated in the telegram reporting death.

In all cases Form A.S. 1121 should be forwarded to the Naval Secretary in confirmation of the telegraphic report.

3. The Return A.S. 165 is to be forwarded as soon as possible, and should include all entries, discharges, and alterations since the 1st July, 1911, and up to the 30th September, 1912, as regards Active Service ratings lent from the Royal Navy, Pensioners, and Royal Fleet Reserve men; for other ratings, the changes during the month of September, 1912, only need be included.

4. A supply of the forms herein mentioned will be made by the Naval Store Officer, Williamstown, without demand.

**POWERS OF CONTROL OF H.M.A. SHIPS BY NAVAL COMMANDER-IN-CHIEF.**

N.O. 116

1912

The following order, which has been concurred in by the Admiralty, is to be complied with by H.M.A. Ships:—

“When H.M.A. Ships are present with the Flag of His Excellency the Naval Commander-in-Chief of the Australia Station, they will, for purposes of discipline and training, be under the personal orders of His Excellency, who will in relation to such matters act for the Naval Board.”

**ROMAN CATHOLIC CHAPLAIN.**

N.O. 117

Chaplain the Rev. P. J. Gibbons has been appointed to H.M.A.S. *Encounter* (Senior Officer's Ship) additional, for duty in H.M.A. Ships generally and at the Naval depôt, Williamstown, to date from 16th August, 1912.

He will be transferred to H.M.A.S. *Australia* later for similar duties.

He is to be afforded all the necessary facilities by Commanding Officers of H.M.A. Ships and Naval Establishments. (N.5497/12.)

**N.O. 118**      **INSTRUCTIONS REGARDING BULK DELIVERIES**  
**1912.**            **OF OIL FUEL, ETC.**

46.  
The attention of Commanding Officers of H.M.A. Ships concerned is drawn to Instructions dated 12th September, 1912, accompanying Form A.D. 785 (Delivery Note) regarding the system to be adopted in determining the quantities on hand, and the adjustments for temperature to be made, in connexion with Bulk Deliveries of Oil Fuel, &c.

Supplies of the Forms referred to above may be obtained from Commanding Officer, H.M.A.S. *Cerberus*. (N.12/4436).



COMMONWEALTH FORCES.

**NAVY ORDERS,**  
**1912.**

NAVY OFFICE,

*Melbourne, 19th December, 1912.*

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces.

By direction of the Naval Board,

H. W. E. MANISTY.

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**NAVAL FORCES LIST. N.O. 119**

1912.  
A revised edition of the Naval Forces List of the Commonwealth of Australia, corrected to 1st September, 1912, is now ready for issue, and official copies will be supplied to District Naval Officers and Commanding Officers.

Copies will also be on sale (price 1s.) at the Government Printing Office, Melbourne.

**SALUTING PORTS.**

With reference to Navy Order No. 86 of 1912, Newcastle is to be deleted from the list of Ports given therein. **N.O. 120**

Notification of the arrival of foreign men-of-war is to be made to the Military Commandant of the District concerned except in the case of Thursday Island where the O.C., R.A.G.A., is to be notified. **1912.**

Navy Order No. 86/1912 is to be amended accordingly.

The following is a list of stations at which salutes are authorized to be fired by the Military Forces:—

Military District.	Salutes to foreign men-of-war.	Other salutes.
1st	Queen's Park, Brisbane, Barrack Square, Thursday Island	Queen's Park, Brisbane, Barrack Square, Thursday Island
2nd	South Head, Sydney ...	Government Domain, Sydney
3rd	Fort Gellibrand, Williamstown	Government Domain, Melbourne
4th	Fort Largs ...	Parade Ground, Adelaide
5th	Fort Arthur's Head ...	Terrace, near Parliament House, Perth
6th	Queen's Battery, Hobart	Queen's Battery, Hobart

N. 12/7857.  
N. 12/7509.

**RIFLE AND FIELD EXERCISES. N.O. 121**

1912.  
Regulations prescribing the drill with the Rifle Short M.L.E. III. have been drawn up and issued as an addition to "Rifle and Field Exercises for His Majesty's Fleet 1909." The drill will replace, as far as the Short Rifle is concerned, pages 114 to 128 and 140 to 147 inclusive of this book, the present drill being retained for the Long Rifle only.

Copies of the new Regulations are obtainable, on demand, from the Naval Store Officer, Williamstown.—(12/4986).



**NAVY ORDERS**

The attention of Commanding Officers is directed to the fact that the following orders are now ready for issue, and official copies will be supplied to District Naval Officers and Commanding Officers. Copies will also be on sale (price 1s.) at the Government Printing Office, Melbourne.

Melbourne, 18th December, 1912.

The following Orders are promulgated for the information and guidance of the Commonwealth Naval Forces. By direction of the Naval Board.

H. W. E. MANISTY.

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**N.O. 122 SHIP'S RECORDS OF CONDUCT OF PETTY OFFICERS AND MEN OF THE PERMANENT NAVAL FORCES (SEA GOING).**

1912.

28. A Conduct Card (Form A.S. 239) has been established for use on board H.M.A. Ships and at Naval Establishments (in lieu of the Conduct Book referred to in Art. 814 King's Regulations and Admiralty Instructions).

A Conduct Card is to be prepared for every Petty Officer and Man who is awarded a punishment, or who, on joining a Ship, is not in the 1st Class for Conduct and 1st Class for Leave. Conduct Cards need not be prepared for other Petty Officers and Men.

The Conduct Card is to contain a record of all Offences and Punishments, and of changes of class for Conduct and Leave, during the period of a Man's service in a Ship.

Should a Petty Officer or Man be lent temporarily from one Ship to another the Conduct Card (if any) is to accompany him. On final discharge from one Ship to another, or from the Service, the Conduct Card is to be forwarded to the Navy Office, where it will be retained on record for two years.

Boxes are to be made by Ship's Artificers, fitted with lock and key, in which Conduct Cards are to be kept, and are to be taken on charge in the Carpenter's Permanent Store Account.

The directions contained in Art. 814 King's Regulations and Admiralty Instructions, except as modified herein, are to be considered as applying to these Conduct Cards. Supplies of the Conduct Cards will shortly be available, and should be demanded in the usual way from the Naval Store Officer, Williamstown.

The Established Allowance of the Conduct Cards and Boxes will be as follows:—

A.S. 239 Conduct Card.—50 for every 100 Petty Officers and Men allowed by Complement.

Boxes for Conduct Cards.—1 for every 200 Petty Officers and Men allowed by Complement.—(12/5771).

N.O. 123

**ROYAL NAVAL HOUSE, SYDNEY.**

1912.

The Trustees and Committee of the Royal Naval House, Sydney, have invited the Commanding Officers of H.M.A. Ships to act on the Committee of that Institution in the same manner as the C.O's. of the ships of the Royal Navy. (*Vide* Station Orders).

They have also invited the P.O's. and men of the various ships comprising the Royal Australian Navy to enjoy the same privileges as to the use of the House as are provided for the P.O's and men of the ships of the Royal Navy. Ships' Companies are to be so informed.—(N. 12/7988).

**OFFICIAL CALLS**

N.O. 124

9. Commanding Officers of H.M.A. Ships are to pay the following official calls, for which cab or carriage hire will be allowed:—

*On His Excellency the Governor-General.*

By a Commanding Officer on first arrival at the Federal Capital after assuming command.

*On His Excellency the Governor of each State.*

By a Commanding Officer on his first visit after assuming command, and thereafter to be limited to one official call per annum, except in the case of a second call at the State Capital after an absence of six months or more.

*On Premiers, Chief Justices, Lords Mayor, and Mayors of each State Capital.*

By the Commanding Officer on his first visit after assuming command; to be limited to one visit per annum.—(N. 12/5220).

**SERVICE CERTIFICATES.**

N.O. 125

18. 1. New Service Certificates are to be issued for all ratings serving in R.A.N. who are R.N. Pensioners or Royal Fleet Reserve Men.

2. The R.N. Service Certificate is, in each case, to be kept attached to the R.A.N. Certificate for purposes of reference.

3. This order is retrospective in regard to all Pensioners and R.F.R. Men now serving, and their Certificates are to be dealt with accordingly.—(N. 12/7769.)

**APPOINTMENTS, ETC.**

N.O. 126

1912. Dr. Leonard Darby is appointed Surgeon in the Permanent Naval Forces (Seagoing) for a period of three years, as from 23rd September, 1912.

Dr. Thomas Henry Robinson is appointed Sub-District Naval Medical Officer at Albany, W.A., with the rank of Surgeon in the Naval Reserve Forces, as from 1st November, 1912.

Captain (Provisional) J. L. Wassell, A.M.C., to perform the duties of Naval Medical Officer, Thursday Island, in addition to military duties, as from 1st October, 1912.

Mr. Harry Mark Fector Robinson is appointed Engineer Sub-Lieutenant (on probation) in the Permanent Naval Forces (Seagoing), as from 21st February, 1912.

**N.O. 126** Mr. Wellington Trevor Hogan is appointed Assistant Paymaster in the Permanent Naval Forces (Seagoing), as from **1912,** 1st August, 1912. Appointment to be on probation for a period of six months.  
*continued.*

Mr. Eric Kingsford-Smith is appointed Assistant Paymaster in the Permanent Naval Forces (Seagoing), as from 26th August, 1912. Appointment to be on probation for a period of six months.

Mr. James Dunlop Jackson is appointed Assistant-Paymaster in the Permanent Naval Forces (Seagoing), as from 1st September, 1912. Appointment to be on probation for a period of six months.

Mr. William Sydney Edgerton is appointed Assistant Schoolmaster in the Permanent Naval Forces for a period of five years, with the relative rank of Chief Petty Officer in the Permanent Naval Forces during the currency of such appointment. Dated 2nd September, 1912.

Chief Writer Charles Herbert Spurgeon, R.N., is appointed Warrant Writer in the Permanent Naval Forces (Seagoing), as from 12th August, 1912.

Chief Writer Frederick Martin, R.N., is appointed Warrant Writer in the Permanent Naval Forces (Seagoing), as from 26th August, 1912.

#### PROMOTIONS.

Lieutenants (Provisional) Charles James Irvine and Milford McArthur, Naval Reserve Forces, are promoted to the rank of Commander, Royal Australian Naval Reserve, as from 1st July, 1912.

Engineer Lieutenant Henry Thomas Canning, R.N., Permanent Naval Forces (Seagoing), is promoted to the rank of Engineer-Commander, as from 1st July, 1912.

#### TRANSFER.

Engineer Lieutenant John Spence, Naval Reserve Forces, is transferred to the Retired List, as from 1st September, 1912.

#### LEAVE OF ABSENCE.

Chief Boatswain James Gready is granted six months' leave of absence on full pay, as from 15th December, 1912.

#### CONFIRMATION OF APPOINTMENT.

The probationary appointment of Gilbert Ernest Robinson as Naval Works Clerk is confirmed, as from 19th February, 1912.

The acting appointment of Gunner (T) Thomas James Gribble, R.N., in the Permanent Naval Forces (Seagoing), is confirmed, as from 12th February, 1912.

The provisional appointments of the undermentioned officers **N.O. 126** of the Naval Reserve Forces are confirmed:—

**1912,**  
*continued.*

Lieutenant Charles Henry Coggins.  
Lieutenant Bertie Norman Black.  
Lieutenant Clarence Hansby Read.  
Sub-Lieutenant Oscar Gillam.  
Sub-Lieutenant Cecil Egan Murnin.

#### NAVAL STAFF CLERKS.

**N.O. 127**

The appointments of the following Naval Staff Clerks under the *Naval Defence Act 1910* have been approved, as from the dates shown opposite their respective names:—

Name.	To date from.
Class II.	
Thomas Mills ... ..	17.9.12
Mathew Ernest William Glass ... ..	17.9.12
Class III.	
Robert Napier White ... ..	17.9.12
Harold Newman Mortensen ... ..	17.9.12
Royal Mungovan ... ..	1.10.12
John Percival Barnett ... ..	17.9.12
John Dillon Keating ... ..	17.9.12
Frederick Harold Smith ... ..	24.9.12
James Leo Flynn ... ..	1.10.12
Norman Goodall McElwee ... ..	17.9.12
Tom Carlyle Claude Fleming ... ..	17.9.12
Francis Alexander O'Connor ... ..	17.9.12

To be Naval Staff Clerks, on probation, for a period of six months:—

Name.	To date from.
Class II.	
Daniel Vincent Trainor ... ..	1.10.12
Class III.	
Thomas Hunter Cook ... ..	1.10.12
Athol Gatehouse Hayle ... ..	1.10.12
Sydney Francis Griffiths... ..	1.10.12
Philip James Morice ... ..	1.10.12
Jeffrey Harrington Sinclair ... ..	1.10.12

#### CONFIRMATION OF APPOINTMENTS.

The probationary appointments of the undermentioned Naval Staff Clerks, Class III., are confirmed, as from 1st February, 1912:—

Henry William Martin.  
Arthur Ernest Veitch.  
Thomas Francis Hourigan.



## Navy Orders 128, 129, 130, and 131 of 1912.]

**N.O. 128 ENTRY OF OFFICERS' STEWARDS AND COOKS.**

1912. When vacancies exist in the complements of H.M.A. Ships for Officers' Stewards or Officers' Cooks, Commanding Officers should make application to H.M.A.S. *Cerberus* to ascertain whether any of these ratings are available for draft from the Williamstown Depot.

If none is available from the Depot, Commanding Officers may enter suitable candidates to fill the vacancies.—(N. 12/8158.)

**N.O. 129 WARRANTS FOR ARREST OF DESERTERS.**

1912. In connexion with the issue of Warrants for the arrest of absentees or deserters a separate Warrant is to be issued in respect of each man.—(N. 12/8389.)

**N.O. 130 UNIVERSAL TRAINEES — ACTION ON JOINING OR DISCHARGE FROM PERMANENT FORCES.**

1912.

When a person liable for training under the Defence Act, Section 125, is enrolled as a member of the Naval or Military Permanent Forces, such person will be granted an exemption under Defence Act, Section 138 (d). Area Officers will, in such cases, record the exemption in Table II. of the Record Book in the following manner:—"Exempt under D.A., Section 138 (d). Joined Permanent Naval (or Military) Forces (date)."

In the event of any person being discharged from the Permanent Naval Forces whilst still liable for training under Section 125, the Commanding Officer of such person will inform the District Naval Officer concerned, who will in turn inform the Area Officer in whose Area the trainee proposes to reside, of the date and reason for discharge. The original exemption under D.A., Section 138 (d), will then be withdrawn by the Area Officer. Table II. of the Record Book will be filled in as follows:—"Exemption withdrawn. Discharged from Permanent Naval Forces (date)."—N. 12/7955.)

**N.O. 131 RETURN OF MEN WITH KNOWLEDGE OF FOREIGN LANGUAGES.**

1912.

Commanding Officers are to furnish returns, on 1st January of each year, to the C.O., H.M.A.S. *Cerberus*, Williamstown, showing ratings borne who possess a knowledge of foreign languages.

This information is not to be noted on Service Certificates.—(N. 12/7020.)

## [Navy Orders 132 and 133 of 1912.

**ADVANCEMENT OF ORDINARY SEAMEN AND STOKERS, N.O. 132 2nd CLASS.**

1912.

In the case of Ordinary Seamen and Stokers, 2nd Class, who are qualified for advancement by age, and, as regards the latter, by service, serving in H.M.A.T.B. Destroyers, or other H.M.A. ships where facilities are not available for the training necessary for the examinations laid down in King's Regulations and Admiralty Instructions, Appendix XV A, Part 1, they are to be given respectively the rating of Acting Able Seaman or Acting Stoker, 1st Class. (No. 12/5888.)

**TORPEDO BOAT DESTROYERS—CORRESPONDENCE, ETC. N.O. 133**

1912.

With reference to Navy Order 94/1912 the following additional instructions in regard to Torpedo Boat Destroyers are promulgated for information and guidance:—

1. When the Flotilla is at Williamstown, all correspondence and returns, and all matters relating to the advancement, disposal, &c., of ratings serving in the Destroyers are to be dealt with by the Commanding Officer, H.M.A.S. *Cerberus*; for this purpose all correspondence to and from the Destroyers is to be addressed "through the Commanding Officer, H.M.A.S. *Cerberus*."
2. When the Flotilla is absent from Williamstown, the same procedure is to be adopted in regard to returns and the advancement and disposal of ratings serving in Destroyers, but correspondence incidental to the working duties of the Flotilla is to be dealt with by Commander (D).
3. When absent from the Parent Ship punishments are to be awarded by the Commanding Officers of Destroyers under the conditions of Article 739, clause 2, King's Regulations and Admiralty Instructions; punishments requiring a warrant are to be submitted to the Commander (D) or other Senior Naval Officer present for approval under the provisions of paragraph 29 of Admiralty Circular Letter No. 32 of 7th September, 1912. When Destroyers are at Williamstown all offences are to be investigated, and punishments awarded, by the Commander of H.M.A.S. *Cerberus*, or, in his absence, by the Commander (D) or the Commanding Officer, H.M.A.S. *Cerberus*, under the conditions of paragraph 30 of Admiralty Circular Letter No. 32 of 7th September, 1912.

## Navy Orders 133, 134, 135, and 136 of 1912.]

N.O. 133

1912,  
continued.

4. When at Williamstown all leave arrangements of Destroyers, except short leave, are to be submitted by the Commander (D) to the Commanding Officer, H.M.A.S. *Cerberus* for approval. When absent from Williamstown leave arrangements may be made by Commander (D) (subject to the approval of the Senior Naval Officer present), the Commanding Officer, H.M.A.S. *Cerberus* being informed as soon as practicable of the arrangements made.—(12/7120.)

N.O. 134  
1914

## N.O. 134 GRATUITOUS ISSUE OF "SEAMANSHIP MANUALS" TO SEAMAN RATINGS.

1912.

It has been decided that each Seaman rating recruited for the Royal Australian Navy is to be supplied gratuitously with a copy of the *Seamanship Manual*, Vol. I.

This book is to be supplied to each man or boy recruited for the Seaman Class when he is first kitted up, and is to be considered as part of his kit, and is to be produced by him whenever his kit is mustered.—(12/7334.)

(also in N.O. 12/1413)

N.O. 135

1912.

## OFFICIAL SEAL.

An official seal has been adopted for the Royal Australian Navy, and seals are being forwarded to all Commanding and District Naval Officers for use.

Printing dies are also being forwarded to District Naval Officers for printing official letter paper, &c.

The Naval Store Officer at Williamstown is to arrange for the printing by the Government Printer of a supply of writing paper and envelopes for issue to H.M.A. Ships on demand.—(12/1258.)

h.o.  
46-56  
30-618

## N.O. 136 APPLICATIONS TO BE INVESTIGATED BY C.O.'S BEFORE TRANSMISSION TO NAVAL BOARD.

1912.

1. Considerable waste of time has been caused by Commanding Officers forwarding applications which are palpably unreasonable, and which proper investigation would exhibit as such.

2. Commanding Officers are hereby reminded that they are responsible for the propriety of all applications, &c., forwarded by them, and that it is their duty to investigate thoroughly the circumstances, the conditions, and the reasonableness of any applications made to them before forwarding the same.

63.  
53.

## [Navy Orders 137 and 138 of 1912.

## DEMANDS FOR A.S. FORMS.

N.O. 137

1912.

1. Lists of Forms for use in the Royal Australian Navy, bearing A.S. numbers, will be promulgated from time to time in Navy Orders. The established allowance of these Forms for Ships will be in accordance with the scale laid down in Form S. 1 for similar Forms in use in the Royal Navy, except when otherwise notified. The Establishment will be based on the Complements of H.M.A. Ships as follows:—

Australia, over 700.

Melbourne class, 200/450.

Encounter, 200/450.

Tingira, 200/450.

Gayundah, under 200.

Protector, under 200.

Destroyers and Torpedo Boats, as in S. 1.

2. When a new "A.S." Form is instituted, all Ships will be supplied with the established allowance by the Naval Store Officer, Williamstown, as soon as the Forms are available, without demand. Replacements will be supplied on demand as they become due. Special demands, in excess of Establishment, are to be submitted to the Naval Secretary for approval before they are complied with.

3. Forms required for use in Shore Establishments are to be demanded, as required, on 1st of every month.

4. In the event of it being desired to adopt a Form for use in the Royal Australian Navy, whether similar to a Form in use in the Royal Navy or a new Form, the Officer recommending its adoption is to forward a sample Form, amended as necessary, to the Commanding Officer, Naval Depôt, Williamstown, giving reasons for its adoption, and all other necessary particulars; it will then be submitted to the Naval Board for decision as to whether it shall be adopted or not. (See also Navy Order 105/1912.)—(11/2237.)

48.

## PAY DOCUMENTS OF DESERTERS.

N.O. 138

1912.

The Pay Documents of all Deserters are to be sent to the Commanding Officer, H.M.A.S. *Cerberus*, Williamstown.

In the case of men marked "R.Q.," or who are left in Hospital on sick leave, &c., on sailing from Melbourne, the same order is to apply.

In the case of men in Hospital, &c., the probable date of return to duty is to be inserted on the Transfer List.—(N. 12/7422.)

67.

N.O. 139

DRAFTING OF RATINGS.

1.12. A Drafting Office has now been inaugurated at H.M.A. Naval Depôt, Williamstown, and the Commanding Officer of that Establishment is held responsible to the Naval Board for the proper drafting of all ratings and for the correctness and the proper working of the particular rosters.

*23.*  
*See Navy*  
*order*  
*73/1921*

On all questions of drafting, reference is to be made direct to the Commanding Officer, H.M.A. Naval Depôt, Williams-town, and the Naval Board is only to be referred to where there is any doubt or difficulty.

Monthly Returns of Numbers Borne, &c., on Form A.S. 162, are to be rendered to the Naval Secretary as heretofore.

*(Faint mirrored text from reverse side of page)*

Director of Naval Reserves.

