

04.52
1875

NAVY ORDERS,
1916.

DEPARTMENT OF DEFENCE
LIBRARY.

CLASS
NUMBER 04.02

ACCESSION
NUMBER 1875

NAVY OFFICE LIBRARY
CANCELLED
Accession No. ~~CANCELLED~~ 381

INDEX

TO

NAVY ORDERS,

1916.

DEPARTMENT OF DEFENCE LIBRARY.	
CLASS NUMB R.	04.02
ACCESSION NUMBER.	1875

INDEX.

	No. of N.O.
A.	
Addresses (telegraphic), amended up to date	15
Allowance to Director Warrant Officers	24
Allowance, married, when payable	34
Allowance, school stationery	59
Allowance, special, on account of a dependent mother	30
Amendment to Navy Order No. 25 of 1914 (Entry of Recruits)	8
Amendment to Navy Order No. 125 of 1913 (Naval Ordnance)	19
Annual assessments for character and ability—Service Certificates	18
Annual rifle practice for seamen—revised scale of points for marksmen	20
Appreciation of services of officers and men of the R.A.N. during two years of war service	42
Autograph stamps, misuse of on official documents	23
B.	
Badges of rating, distinction, and good conduct to be worn by officers' stewards and cooks, and boy servants (A.W.O.1342/16)	51
Bunkers, electric lighting in	3
C.	
Cathedral Chant Book and Transposed Tune Book (edition 1908), adoption of	54
Commissioned Writer and Commissioned Steward in the R.A.N., institution of rank of	11
<i>Commonwealth Crimes Act 1914</i>	1
Commonwealth Income Tax, payment of, by officers and men of the R.A.N.	43
Concessions in regard to railway travelling	14
Condemned stores and empty packages, return of	57
D.	
Defect lists, H.M.A. ships	53
Dependent mother, special allowance on account of	30
Director Warrant Officers, allowance to	24
Discharge by purchase, refunds on re-entry after	16
E.	
Electric lighting in bunkers	3
Empty packages and condemned stores, return of	57
Engineer Officers who have had previous mercantile marine experience, promotion of	49
Entry of recruits, amendment to Navy Order 25 of 1914	8
F.	
Flag to be flown on Naval Establishments on shore and in boats attached thereto	17
Foreign service leave to be allowed to accumulate	55
Form A.S.83, Part I., Provision Account	35
Forms	39, 58
G.	
German New Guinea, notation on Service Certificates of Ratings who participated in occupation of, transfer of	33
Gun mountings, torpedo tubes, &c., from Naval Store Officer to Naval Engineer Officer	25

INDEX.

iii

	No. of N.O.
H.	
Health of officers and men of the R.A.N., records relative to	31
H.M.A. Fleet, Rear-Admiral Commanding	50
Hospital treatment for members of the P.N.F. (Sea-going)	41
I.	
Income Tax, Commonwealth, payment of by officers and men of the R.A.N.	43
K.	
King's Naval Forces, transfer of R.A.N. to	32
L.	
Leave, foreign service, to be allowed to accumulate	55
Leave, travelling, to ratings whose homes are in Queensland or West Australia	44
Lubrication of stern tubes in torpedo boat destroyers	46
M.	
Marriage of officers	4
Married allowance, when payable	34
Mate or Mate (E.), procedure to be followed in recommending Warrant Officers for rank of	10
Medical examination of ratings who desire to transfer to, or re-engage in, the R.A.N.	26
Medical services, appointment of Director for R.A.N.	37
Mercantile marine experience, promotion of Engineer Officers who have had	49
Motor boats, prevention of fire	52
N.	
Naval Ordnance, amendment of Navy Order No. 125 of 1913 in reference to Non-substantive rating to be noted on Service Certificates	19 5
O.	
Officers—	
Engineer, who have had previous mercantile marine experience, promotion of	49
Marriage of	4
Naval, wearing of uniform by	36
R.A.N.R., uniform of	27
<i>Official Secrets Act 1911</i> , replacement of	1
P.	
Pay of ex-R.N. ratings and A.N.F. ratings who have engaged in R.A.N. for period of war	29
Pay, &c., of time-expired ratings detained for period of war	6
Pension liability to Admiralty in the case of R.N. ratings lent to the R.A.N. whose first continuous service engagements have expired	7
Permanganate of potash, supply discontinued	40
Postal and telegraphic address, amendment of	56
Prevention of fire on motor boats	52
Prices of seamen's clothing for Petty Officers, men, and boys	9, 28
Procedure to be followed in recommending Warrant Officers for rank of Mate or Mate (E.)	10
Promotion of Engineer Officers who have had previous mercantile marine experience	49
Provision Account, Form A.S.83, Part I.	35
R.	
Railway travelling, concessions, &c.	14
Rating, badges of, distinction, and good conduct to be worn by officers' stewards and cooks, and boy servants (A.W.O.1342/16)	51
Rating, non-substantive, to be noted on Service Certificate	5
Ratings, annual assessments for character and ability	18
Ratings, ex-R.N. and A.N.F., who have engaged in R.A.N. for period of the war	29

	No. of N.O.
Ratings—	
Medical examination of those who desire to transfer to, or re-engage in, the R.A.N.	26
Pay, &c., of time-expired, detained for period of war	6
Refunds on re-entry after discharge by purchase	16
R.N. lent to R.A.N. whose first continuous service engagements have expired—pension liability to Admiralty in respect of	7
Transfer from R.N. to R.A.N.	22
Transfer of, from ship to ship	12
Travelling leave to those whose homes are in Queensland and West Australia	44
Who participated in occupation of German New Guinea, notation in Service Certificates of	33
Rear-Admiral Commanding H.M.A. Fleet	50
Records relative to the health of officers and men of the R.A.N.	31
Recruits, entry of, amendment of Navy Order 25 of 1914	8
Refunds on re-entry after discharge by purchase	16
Rifle practice (annual) for seamen—revised scale of points for marksmen	20
R.A.N., transfer of, to King's Naval Forces	32
R.A.N.R. Officers, uniform of	27
S.	
Saluting ports, amendment of list of	2
Sand, supplies of at Sydney	21
Savings Bank naval depositors whose balances exceed £300	48
School stationery allowance	59
Seamen's clothing for Petty Officers, men and boys, prices of	9, 28
Service Certificates—annual assessments of character and ability	18
Service Certificates, notation on, of ratings who participated in the occupation of German New Guinea	33
Signal letters of British ships, H.M.A.S. <i>Una</i>	45
Special allowance on account of a dependent mother	30
Stamps (autograph), misuse of, on official documents	23
Stern tubes in torpedo boat destroyers, lubrication of	46
T.	
Talcahuano (Chili) declared saluting base	2
Telegraphic address	38
Telegraphic addresses—amended up to date	15
Telegraphic and postal address, amendment of	56
T.B.D. flotilla	13
T.B.D.'s, lubrication of stern tubes in	46
Torpedo tubes, gun mountings, &c., transfer of from Naval Store Officer to Naval Engineer Officer	25
Transfer of ratings from ship to ship	12
Transfer of the R.A.N. to the King's Naval Forces	32
Transfers from R.N. to R.A.N.	22
Transposed Tune Book (edition 1908) and Cathedral Chant Book, adoption of	54
Travelling leave to ratings whose homes are in Queensland or West Australia	44
U.	
<i>Una</i> , H.M.A.S., signal letters of British ships	45
Uniform of R.A.N.R. Officers	27
Uniform, wearing of by Naval Officers	36
W.	
War services, appreciation of services of officers and men of the R.A.N. during two years of	42
<i>Warrego</i> , parent ship of T.B.D. flotilla	13
Wearing of uniform by Naval Officers	36
Wills of Petty Officers and men of the R.A.N.	47



COMMONWEALTH FORCES.

NAVY ORDERS,

1916.

Navy Office Library
CANCELLED

NAVY OFFICE,

Melbourne, 14th February, 1916.

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

By direction of the Naval Board,

GEO. L. MACANDIE.

CONTENTS.

	PAGE
Navy Order 1.—Commonwealth Crimes Act	3
Navy Order 2.—Saluting Ports	3
Navy Order 3.—Electric Lighting in Bunkers	3
Navy Order 4.—Marriage of Officers	3

COMMONWEALTH CRIMES ACT 1914.**N.O. 1**

Commanding Officers of H.M.A. Ships and Establishments and District Naval Officers are to call the attention of officers and men under their command to the *Commonwealth Crimes Act 1914*, which replaces the *Official Secrets Act 1911*.

1916.

2. Notices drawing attention to the principal clauses of the Act have been issued, and are to be placed in conspicuous positions. (N.15/4638.)

SALUTING PORTS.**N.O. 2**

The port of Talcahuano (Chili) has been declared a Saluting Base.

1916.

The "List of Saluting Ports" is to be amended accordingly. (N.15/9573.)

ELECTRIC LIGHTING IN BUNKERS.**N.O. 3**

Owing to the highly inflammable and easily ignitable qualities of Westport Coal, as now used in ships of Royal Australian Navy, the attention of Officers is directed to Article 514, Clause 5, of *Steam Manual 1910*. The instructions contained therein are to be strictly complied with.

1916.

A case has actually occurred in one of the ships of the Royal Australian Navy, in which the glass shade of a Wandering Lead was broken, and the naked bulb of the lamp came in contact with Westport coal dust, which became ignited, thus causing a bunker fire. (N.16/198.)

MARRIAGE OF OFFICERS.**N.O. 4**

With reference to the notification of marriage of officers, the provisions of Article 418, King's Regulations and Admiralty Instructions, are to apply to the R.A.N., substituting Navy Office for Admiralty where necessary.

1916.

2. All married R.A.N. Officers now serving in H.M.A. Ships are to forward, if not already done, a notification of marriage according to the form shown in the Quarterly Navy List. (15/9002.)



COMMONWEALTH FORCES

**NAVY ORDERS,
1916.**

NAVY OFFICE,

Melbourne, 5th April, 1916.

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

By direction of the Naval Board,

GEO. L. MACANDIE.

CONTENTS.

	PAGE
Navy Order 5.—Non-substantive Rating to be noted on Service Certificate	2
Navy Order 6.—Pay, &c., of Time-expired Ratings detained for period of the war	2
Navy Order 7.—Pension Liability to Admiralty in the case of R.N. Ratings lent to R.A.N. whose first Continuous Service Engagements have expired	2
Navy Order 8.—Amendment to Navy Order 250/1914	3
Navy Order 9.—Prices of Seamen's Clothing for Petty Officers, Men, and Boys	3
Navy Order 10.—Procedure to be followed in recommending Warrant Officers for Rank of Mate or Mate (E)	3
Navy Order 11.—Institution of the Rank of Commissioned Writer and Commissioned Steward in the R.A.N.	4
Navy Order 12.—Transfer of Ratings from Ship to Ship	4
Navy Order 13.—T.B.D. Flotilla	4

Navy Orders 5, 6, and 7 of 1916.]

N.O. 5 NON-SUBSTANTIVE RATING TO BE NOTED ON SERVICE CERTIFICATE.

1916:

With reference to paragraph 2 of Navy Order No 56 of 1915, the above notation on Service Certificate is no longer to be made at foot of page 3, but is to appear in brackets under the Substantive Rating in the column headed "Rating." (N.15/9184.)

N.O. 6 PAY, ETC., OF TIME-EXPIRED RATINGS DETAINED FOR PERIOD OF THE WAR.

1916:

Members of the Permanent Sea-going Forces, including ex-A.N.F. Ratings, whose terms of service expire during the currency of the present war, and who have not executed a fresh engagement, are to be considered in all respects as having re-engaged for the period of the war, as from the date of expiration of their original engagements.

2. Ratings indicated above, who are in receipt of Short Service rates of pay, are to be paid at Long Service rates as from the day following the date of termination of their engagements.

3. A brief notation is to be made in each case in the Remarks Column of the Ship's Ledger.

4. This approval is to take effect as from 4th August, 1914, and necessary adjustments are to be made accordingly. (N.15/9403.)

N.O. 7 PENSION LIABILITY TO ADMIRALTY IN THE CASE OF ROYAL NAVY RATINGS LENT TO THE ROYAL AUSTRALIAN NAVY WHOSE FIRST CONTINUOUS SERVICE ENGAGEMENTS HAVE EXPIRED.

1916:

In the case of ratings lent from the Royal Navy, whose first Continuous Service engagements have expired, and who have not intimated their intention to re-engage to complete time for Royal Navy Pension, or to apply for transfer to the Royal Australian Navy, but who are being retained during present hostilities under the provision of Admiralty Monthly Order No. 171 of 1914, advice has been received from the Admiralty that the pension liability of these ratings under Navy Order 103 of 1914 will cease from the day following the date of expiration of their first Continuous Service Engagement, and that, in cases where any such rating subsequently re-engages in the Royal Navy, on the termination of hostilities, the necessary adjustments in this connexion would then be made.

2. Should, however, any such rating referred to above be invalidated during the war, and granted Pension, the Admiralty intimate that claim for pension liability will be made up to the date of invaliding.

[Navy Orders 7, 8, 9, and 10 of 1916.]

3. Lists of men whose first Continuous Service Engagements have expired since the outbreak of war are to be forwarded to Navy Office by Commanding Officers of Royal Australian Navy Ships and Establishments. **N.O. 7 1916,**
continued.

4: The first list is to include all cases to date since the outbreak of hostilities, and subsequent lists are to be rendered quarterly. (N.15/6692.)

AMENDMENT TO NAVY ORDER 25 OF 1914.**N.O. 8**

The following amendment is to be made to Navy Order No. 25 of 1914:— **1916.**

After the word "Officer" in line 2 of paragraph 5, add the following:—"is to put the questions specified in N.O. 2 of 1913, and". (N.16/521.)

PRICES OF SEAMEN'S CLOTHING FOR PETTY OFFICERS, MEN, AND BOYS.**N.O. 9**

Official Memorandum of 1st September, 1915, should be amended as follows:— **1916.**

Insert:—

Overcoats, Seamen's (obtained from Royal Edward Victualling Yard)	each	£1 16 9
Overcoats, C.P.O.'s (obtained from Royal Edward Victualling Yard)	each	1 14 0
Shoes, Gymnastic	pair	0 3 6

Brushes }
Comforters } Prices as shown
Hats, Sennet } on Supply
Jerseys } Notes furnished
Ribbons, Hat } from Royal Ed-
Serge, Blue, Diagonal } ward Victual-
Shoes, Brown Canvas } ling Yard.
Socks, Thin }

(D.V. 16/229.)

PROCEDURE TO BE FOLLOWED IN RECOMMENDING WARRANT OFFICERS FOR RANK OF MATE, OR MATE (E).**N.O. 10****1916.**

With reference to Navy Order No. 30 of 1915, the procedure to be followed when forwarding recommendations for advancement of Warrant Officers to rank of Mate, or Mate (E), is as laid down in Appendix X., Part V., Clause 4, Addenda 1914, King's Regulations and Admiralty Instructions, and Admiralty Weekly Order No. 1214 of 1915. (N.15/8757.)

Navy Orders 11, 12, and 13 of 1916.]

N.O. 11 INSTITUTION OF THE RANK OF COMMISSIONED WRITER AND COMMISSIONED STEWARD IN THE ROYAL AUSTRALIAN NAVY.

Admiralty Weekly Order No. 1488 of 1915 is to be considered as applying to the Royal Australian Navy. The ranks of Commissioned Writer and Commissioned Steward have been established in the Royal Australian Navy, and will be classed for Pay and Allowances with other Commissioned Warrant Officers.

2. The rank of Head Steward will be known in future as Warrant Steward. (N.16/52.)

N.O. 12 TRANSFER OF RATINGS FROM SHIP TO SHIP.

1916.

A case having been brought to notice in which a rating was discharged from the complement of one of H.M.A. Ships as "undesirable for service in a small ship," without approval of superior authority having first been obtained, the attention of all Commanding Officers is called to the Instructions contained in Article 597 of the King's Regulations. It is to be understood that ratings are not to be transferred from Ship to Ship without the authority of a Superior Officer, or by draft order from the Commanding Officer, H.M.A.S. *Cerberus*. (N.16/1079.)

N.O. 13 T.B.D. FLOTILLA.

1916.

From 1st April, 1916, Destroyers will cease to be tenders to H.M.A.S. *Penguin*, and *Warrego* will become parent ship to which the other Destroyers will be tenders.

2. Acting Commander Arthur G. H. Bond has been appointed to *Warrego*, in command, and as Commander (D), to date 1st April, 1916.

3. An Accountant Officer and Staff have been appointed for accounts of Flotilla, and new books will be opened on 1st April, 1916. Until further orders, this Accountant Staff will be accommodated at Garden Island, and are to be borne on books of *Penguin*, as lent from *Warrego* (for disciplinary purposes only). All correspondence relating to accounts of officers and men of the Flotilla should be addressed to the Accountant Officer (D), Garden Island, Sydney; but all other correspondence to the Commander (D), H.M.A.S. *Warrego*. (15/0203.)



COMMONWEALTH FORCES.

NAVY ORDERS,

1916.

NAVY OFFICE,

Melbourne, 26th June, 1916.

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

By direction of the Naval Board,

GEO. L. MACANDIE.

CONTENTS.

	PAGE
Navy Order 14.—Railway Travelling	3
Navy Order 15.—Telegraphic Addresses Amended up to Date	5
Navy Order 16.—Refunds on Re-entry after Discharge by Purchase	6
Navy Order 17.—Flag to be flown on Naval Establishments on Shore and in Boats attached thereto	7
Navy Order 18.—Service Certificates—Annual Assessments for Character and Ability	7
Navy Order 19.—Amendment to Navy Order No. 125/1913	8
Navy Order 20.—Annual Rifle Practice for Seamen—Revised Scale of Points for Marksmen	8
Navy Order 21.—Supplies of Sand at Sydney	9
Navy Order 22.—Transfers from Royal Navy to Royal Australian Navy	9
Navy Order 23.—Misuse of Autograph Stamps on Official Documents	9
Navy Order 24.—Allowance to Director Warrant Officer	10
Navy Order 25.—Transfer of Gun Mountings, Torpedo Tubes, &c., from Naval Store Officer to Naval Engineer Officer	10
Navy Order 26.—Medical Examination of Ratings who desire to Transfer to, or Re-engage in, the Royal Australian Navy	10
Navy Order 27.—Uniform of R.A.N.R. Officers	11
Navy Order 28.—Prices of Seamen's Clothing for Petty Officers, Men and Boys	11

RAILWAY TRAVELLING.

N.O. 14

1916.

Subjoined is a statement of the concessions granted by the various States to members of the Royal Australian Navy travelling on leave and on duty, and the procedure necessary in the issue of warrants, &c., to enable such concessions to be obtained. The instructions contained herein should be carefully followed. All previous instructions at variance are cancelled.

I. CONCESSIONS GRANTED BY STATE GOVERNMENTS.

(a) *Members of the Commonwealth Naval Forces Travelling on Duty.*

Description of Forces.	Fares for Single Journey.	Fares for Return Journey.
Cadets up to fourteen years of age	One-quarter of ordinary single fare	One-quarter of ordinary return fare
Senior Cadets over fourteen and under nineteen 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

Subject to the undermentioned minimum charges, unless it be cheaper to charge ordinary fares:—

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

(b) *For the Period of the War.*—To officers and men of sea-going ships of the Royal Australian Navy to enable them to proceed to their homes when on shore leave: One free pass per annum:—

Officers	1st Class.
Others	2nd ..

(c) *For the Period of the War.*—To ratings and subordinate civil staff, *i.e.*, matron, nursing sister, storeman messengers, general workmen, &c. at Royal Australian Naval College, Jervis Bay, when on leave, one journey per year at half ordinary rates. Half fare to be paid by the member.

Navy Order 14 of 1916.]

N.O. 14 II. CONCESSIONS GRANTED BY THE DEPARTMENT OF THE NAVY.

1916, *Ships' Rifle Teams.*—Members of ships' rifle teams not exceeding ten (10) in number, and a Captain, may be issued duty warrants to attend practice at rifle ranges, where such ranges are not more than 30 miles distant from the port where the ship is lying.

contin.ued.

Only one fare per month for a team of ten men and a Captain is allowed under this authority.

III. RAILWAY WARRANTS.

(a) *Duty Warrants*—

(i) Warrants must be issued as follows:—

For journeys extending beyond the limits of one State.—In duplicate.

For local journeys in New South Wales.—In duplicate.

For local journeys in Queensland, Victoria, Western Australia, and Tasmania.—Single warrant.

For journeys in South Australia.—In duplicate, on special South Australian railway form, supplies of which can be obtained on application at Navy Office, Melbourne. The District Naval Officer, Largs Bay, will issue warrants for journeys in South Australia on application.

(ii) Warrants must show clearly the rank or rating of the person travelling. When duty warrants are issued to civilians not holding an honorary or relative rank, the word "civilian" is to be clearly marked on the face of the warrant, as no concession is granted by the Railway Department in respect of civilians.

(iii) Navy Order No. 109 of 1913 must be strictly observed.

(iv) In the case of warrants issued to members of the Naval Forces under nineteen years of age, travelling on duty, the indorsement "under fourteen years," or "under nineteen years," as the case may be, should appear thereon.

(b) *Leave Warrants.*—To officers and men of sea-going ships.—*Vide* I. (b) above.

The instructions contained in Navy Order No. 64 of 1915 are to be carefully observed.

(c) *Leave Warrants.*—At half fare to ratings and subordinate civil staff at Royal Australian Naval College.—*Vide* I. (c) above.

(i) A special form of warrant should be issued by the Commanding Officer, Royal Australian Naval

[Navy Orders 14 and 15 of 1916.]

College, or officer deputed by him, for journeys in all States except those commencing in South Australia. **N.O. 14**

(ii) For journeys commencing in South Australia, the South Australian warrant form bearing the indorsement "Leave: half fare—fare paid by rating," should be issued.

(iii) The instructions at III. (a) (i) regarding the issue of warrants should be carefully followed.

(iv) Tickets issued on these warrants must in all cases be prepaid by the men themselves, the Navy Department not being liable for any payment in respect of such tickets.—(N. 16/2915.)

1916,
continued.

TELEGRAPHIC ADDRESSES AMENDED UP TO DATE. **N.O. 15**

The following telegraphic addresses of Officers and Establishments of the Royal Australian Navy, amended up to date, are published for general information:—

1916.

Officer and Postal Address.	Telegraphic Address.
Naval Secretary, Department of the Navy, Navy Office, Melbourne	Navy Office, Melbourne
Director of Naval Works, Wool Exchange Building, King-street, Melbourne	Naval Works, Melbourne
Director of Naval Reserves, Normanby Chambers, Little Collins-street, Melbourne	Naval Reserves, Melbourne
District Naval Officer, Brisbane	Naval Office, Brisbane
District Naval Officer, Naval Staff Office, Edgecliff, Sydney	Naval Office, Edgecliff
District Naval Officer, Port Melbourne (Vic.)	Naval Office, Port Melbourne
District Naval Officer, Largs Bay (S.A.)	Naval Office, Largs Bay
District Naval Officer, Fremantle (W.A.)	Naval Office, Fremantle
District Naval Officer, Hobart	Naval Office, Hobart
Sub-District Naval Officer, Thursday Island	Naval Office, Thursday Island
Sub-District Naval Officer, Bundaberg	Naval Office, Bundaberg
Sub-District Naval Officer, Rockhampton	Naval Office, Rockhampton
Sub-District Naval Officer, Townsville	Naval Office, Townsville
Sub-District Naval Officer, Maryborough (Q.)	Naval Office, Maryborough (Q.)

Navy Orders 15 and 16 of 1916.]

N.O. 15 TELEGRAPHIC ADDRESSES, ETC.—*continued.*

1916, <i>continued.</i>	Officer and Postal Address.	Telegraphic Address.
	Sub-District Naval Officer, Cairns ..	Naval Office, Cairns
	Sub-District Naval Officer, Newcastle	Naval Office, Newcastle
	Sub-District Naval Officer, Geelong	Naval Office, Geelong
	Sub-District Naval Officer, Portland	Naval Office, Portland
	Sub-District Naval Officer, Port Fairy	Naval Office, Port Fairy
	Sub-District Naval Officer, Albany	Naval Office, Albany
	Sub-District Naval Officer, Launceston	Naval Office, Launceston
	Commodore-in-Charge, H.M.A. Naval Establishments, Garden Island, Sydney	Garden, Sydney
	Naval Store Officer, Garden Island, Sydney	Iceberg, Sydney
	Victualling Store Officer, Royal Edward Victualling Yard, Darling Island, Pyrmont, Sydney	Victual, Sydney
	Commanding Officer, H.M.A.S. <i>Tingira</i> , Edgecliff, Sydney	"Tingira," Edgecliff, Sydney
	Commanding Officer, R.A.N. College, Jervis Bay, <i>via</i> Nowra, N.S.W.	Naval College, Jervis Bay
	Commanding Officer, H.M.A. Naval Depôt, Williamstown	"Cerberus," Williamstown
	Naval Store Officer, H.M.A. Naval Store Depôt, Williamstown	Naval Stores, Williamstown

(N. 16/699.)

N.O. 16 REFUNDS ON RE-ENTRY AFTER DISCHARGE BY PURCHASE.

1916.

In connexion with ratings discharged by purchase from Royal Australian Navy, who are allowed to re-engage in the Royal Australian Navy within a period of two years of their discharge, it has been decided that the Naval Board may approve of a refund of one-half of the purchase money in each case.

2. During the currency of the present war, however, the rule that re-entry must be effected within two years of the purchase of discharge, will be waived.

[Navy Orders 16, 17, and 18 of 1916.

3. Applications for refund are, therefore, to be submitted in respect of those ratings who previously purchased their discharge and have now re-engaged, or, during this war, may re-engage.

4. This Navy Order shall not be applicable to boys discharged by purchase.

5. Financial and Allowance Regulations will be amended accordingly.—(N. 16/526.)

FLAG TO BE FLOWN ON NAVAL ESTABLISHMENTS ON SHORE AND IN BOATS ATTACHED THERETO.

N.O. 17
1916.

On all Naval Establishments on shore which are under the command of an officer of the Naval Forces on full pay, *e.g.*, Royal Australian Naval Reserve Drill Halls, Naval Staff Offices, &c., the Naval flag (the White Ensign), is to be flown.

2. On all occasions when boats of H.M. ships would fly the White Ensign, or White Ensign and Pendant, boats attached to the above-described establishments employed on similar duty are to fly the same.—(N. 16/536.)

SERVICE CERTIFICATES—ANNUAL ASSESSMENTS FOR CHARACTER AND ABILITY.

N.O. 18

1916.

In selecting ratings for advancement, officers responsible are principally guided by the assessments for character and ability on the Service Certificates of all ratings so recommended, as it is considered that examinations for advancement are but little help in disclosing a man's general character and zeal in the performance of his duties.

2. Every endeavour should be made to select for advancement the rating who is considered to be best fitted for the higher rating, and the attention of Commanding Officers and all concerned is drawn to the need for great care to be exercised when making the necessary notations on the Service Certificates of ratings. It should be borne in mind that the full value of these awards, as laid down in Article 831, King's Regulations and Admiralty Instructions, will be assumed to be intended.

3. Cases frequently occur of officers, who a month previously assessed a man's ability as "Satisfactory," applying for the rating to be disrated or discharged on the grounds of incompetence, or, on the other hand, his promotion may be urged.

4. It is therefore necessary for the benefit of the whole service that, when making these assessments, the officers concerned should not err either by being too generous to the men under their command in this respect, or by discouraging deserving men by insufficient assessments.—(N. 16/906.)

N.O. 19 AMENDMENT TO NAVY ORDER No. 125/1913.

1916. The following amendment should be made to section III. (page 15), item "Fuzes D.A. impact sent to Woolwich, &c.":—After the word "impact" insert "Nos. 44 and 45." The following is to be added to table:—

Description.	Date of examination.	Form, &c.	Disposal of form.
Fuzes, D.A. impact, Nos. 13, 18, and 19, sent from ships to Depôt for proof, and Depôt stock (all tested at Depôt)	Annually, August	G. 897, N.O. Depôt	Kept in N.O. Depôt

2. Consolidated Navy Orders 1911-1913 (page 43) should also be amended.—(N.16/2002.)

N.O. 20 ANNUAL RIFLE PRACTICE FOR SEAMEN—REVISED SCALE OF POINTS FOR MARKSMEN.

1916. 1. In connexion with the annual course of rifle practice for seamen, the scale of points required for marksmen has been revised, and page 349 of the Rifle and Field Exercises, 1913, should be cancelled, and the following substituted, *i.e.*, if this has not already been done:—

Men will be classed as follows:—

- 165 points and upwards—1st class marksmen.
- 150 to 164 points—2nd class marksmen.
- 135 to 149 points—3rd class marksmen.
- 105 to 134 points—1st class shot.
- 80 to 104 points—2nd class shot.
- Below 80 points—3rd class shot.

Any man failing to make 80 points in "B" course is to revert to "A" course in the following year's practice.

Prizes for Good Shooting and Badges.

2. Each marksman to receive Half-a-crown.

In addition, a further sum is to be paid in accordance with the following scale:—

- For each point obtained in excess of 135:—
- If the total falls short of 150 points—Twopence.
- If the total falls short of 165 points—Fourpence.
- If the total exceeds 164 points—Eightpence.

Badges for good shooting are to be worn in accordance with the following rules:—

- Each man whose score exceeds 134 points—Single rifle.
- Each man whose score exceeds 149 points—Crossed rifles.
- Each man whose score exceeds 164 points—Crossed rifles with star.

Gunners' Mates and Petty Officers (G) for range duties **N.O. 20** are to fire for prizes, except those on the staff of gunnery **1916,** schools, Naval barracks, and rifle ranges, and all are to wear **continued.** the badge in accordance with this score. Gunners' Mates and Petty Officers (G) for range duties must fire with the first party that they go to the range with.

The badges are to be worn for one year, and are then to be given up, unless the men are entitled to retain them by their subsequent good shooting.—(N. 16/2451.)

SUPPLIES OF SAND AT SYDNEY.**N.O. 21****1916.**

Supplies of sand at Sydney may only be obtained from the Spit, Middle Harbor. The Harbor Trust Commissioners have no objection to small quantities being removed from time to time without special permission, but they require application to be made if a considerable quantity is required, in order that arrangements may be made for the sand to be removed from a position to be indicated. Care is to be taken that property is not damaged by the removal of sand.—(N. 16/1884.)

TRANSFERS FROM ROYAL NAVY TO ROYAL AUSTRALIAN NAVY.**N.O. 22****1916.**

In cases where able seamen and stokers are desirous of transferring from the Royal Navy to the Royal Australian Navy at the termination of their first continuous service engagement, it is to be understood that, as a general rule, such transfers will not be approved unless the men have passed and are recommended for advancement to the rating of leading seamen or leading stoker respectively. This order is to be made known among the ratings referred to.

2. Unless there are special circumstances surrounding the case, applications for transfer should not be submitted to the Naval Board until after the termination of the war.—(N. 14/9909.)

MISUSE OF AUTOGRAPH STAMPS ON OFFICIAL DOCUMENTS.**N.O. 23****1916.**

As it has come to the notice of the Naval Board that some officers are in the habit of using autograph stamps of their signatures on official letters (duplicates of such letters), &c., the attention of officers generally is drawn to this matter. Such stamps are not to be used on official documents. There is no objection to the use on duplicate letters, &c., of a stamp

Navy Orders 23, 24, 25, and 26 of 1916.]

N.O. 23 of the officer's name, e.g., "(Sgd.) A. H. JONES," but on all documents required to be rendered in duplicate for account **1916,** purposes, &c., the actual signature is to be affixed.—*continued.* (N. 16/2844.)

N.O. 24 ALLOWANCE TO DIRECTOR WARRANT OFFICERS.

1916. Approval has been given to the provisions of Admiralty Weekly Order 1597 of 1st October, 1915, being applied to the Royal Australian Navy as from 1st July, 1915.

Particulars of payments made under this authority are to be furnished on Form A.S. 49.

Financial and Allowance Regulations will be amended shortly.

N.O. 25 TRANSFER OF GUN MOUNTINGS, TORPEDO TUBES, ETC., FROM NAVAL STORE OFFICER TO NAVAL ENGINEER OFFICER.**1916.**

Gun mountings, torpedo tubes, &c., and all articles appertaining thereto have been transferred from the charge of the Naval Store Officer to that of the Naval Engineer Officer.

The latter officer will, in future, be entirely responsible for the accounting and custody of the above stores.—(N. 16/554.)

N.O. 26 MEDICAL EXAMINATION OF RATINGS WHO DESIRE TO TRANSFER TO, OR RE-ENGAGE IN, THE ROYAL AUSTRALIAN NAVY.**1916.**

With regard to ratings actually serving on the active list of the Royal Navy or the Royal Australian Navy, who wish to transfer to, or re-engage in, the Royal Australian Navy, and who fail to pass the necessary medical examination as to physical fitness, the Medical Officer should report to the Commanding Officer in what respect the rating fails to come up to the standard of examination prescribed, and whether he considers him physically fit for further active service at sea, notwithstanding this defect.

2. The Commanding Officer may approve of such entry or re-entry after giving due consideration to the value of the man's services, and the nature of the defect in relation to the duties the rating will be required to perform.

3. Particulars of defects should be shown on the back of Form A.S. 55 (N. 16/2705.)

[Navy Orders 27 and 28 of 1916.]

UNIFORM OF R.A.N.R. OFFICERS.**N.O. 27**

Attention is directed to the following Admiralty Order, which will also apply to Officers of the Royal Australian Naval Reserve:—

1916.

The substitution of a more durable lace for the gold braid at present worn by Officers of the Royal Naval Reserve and Royal Naval Volunteer Reserve is under consideration. Pending any revision of the present Regulations, the following alterations will, in pursuance of His Majesty's pleasure, be permitted.

Instead of the gold braid at present worn, Officers of the Royal Naval Reserve may wear quarter-inch gold lace, the two waved lines intersecting so as to form bands five-eighths of an inch wide, the blue cloth showing between the curves; Officers of the Royal Naval Volunteer Reserve may wear, instead of the gold braid at present authorized, waved lines of three-eighths of an inch gold lace. The half stripe for both the Royal Naval Reserve and the Royal Naval Volunteer Reserve will consist of a straight line of one-eighth of an inch lace.—(N. 16/3771.)

PRICES OF SEAMEN'S CLOTHING FOR PETTY OFFICERS, N.O. 28 MEN AND BOYS.**1916.**

OFFICIAL MEMORANDUM OF 1ST SEPTEMBER, 1915.

Correction to Navy Order No. 9/1916:—

Delete—

Overcoats, Seamen's (obtained from Royal Edward Victualling Yard) ...	£1 16 9
Overcoats, C.P.O.'s (obtained from Royal Edward Victualling Yard) ...	1 14 0
	(D.S. 16/229.)



COMMONWEALTH FORCES.

**NAVY ORDERS,
1916.**

NAVY OFFICE,

Melbourne, 3rd October, 1916.

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

By direction of the Naval Board,

GEO. L. MACANDIE.

CONTENTS.

	PAGE
Navy Order 29.—Pay of Ex-R.N. Ratings who have engaged in R.A.N. for period of the War	3
Navy Order 30.—Special Allowance on account of a Dependent Mother	3
Navy Order 31.—Records relative to the Health of Officers and Men of the Royal Australian Navy	3
Navy Order 32.—Transfer of the Royal Australian Navy to the King's Naval Forces	4
Navy Order 33.—Notation on Service Certificates of Ratings who Participated in Occupation of German New Guinea	5
Navy Order 34.—Married Allowance—When Payable	6
Navy Order 35.—Form A.S. 83 Part 1, Provision Account	6
Navy Order 36.—Wearing of Uniform by Naval Officers	6
Navy Order 37.—Appointment of Director of Medical Services, R.A.N.	7
Navy Order 38.—Telegraphic Address	7
Navy Order 39.—Forms	8
Navy Order 40.—Permanganate of Potash—Supply Discontinued	9
Navy Order 41.—Hospital Treatment for Members of the Permanent Naval Forces (Sea-going)	9
Navy Order 42.—Appreciation of Services of Officers and Men of the Royal Australian Navy during Two Years of War Service	9
Navy Order 43.—Payment of Commonwealth Income Tax by Officers and Men of the Royal Australian Navy	10
Navy Order 44.—Travelling Leave to Ratings whose Homes are in Queensland or West Australia	10
Navy Order 45.—Signal Letters of British Ships—H.M.A.S. "Una"	11
Navy Order 46.—Lubrication of Stern Tubes in Torpedo Boat Destroyers	11

PAY OF EX-R.N. RATINGS AND A.N.F. RATINGS WHO HAVE ENGAGED IN R.A.N. FOR PERIOD OF THE WAR.

1916.

Approval is given to the payment of "Long Service" rates of pay to ex-R.N. ratings who have completed over five years' service in Royal Navy, and have enrolled in Royal Australian Navy for the period of the war.

2. Adjustment of Active and Deferred Pay at "Long Service" rate should be made in current ships' ledger in respect of ratings at present serving in H.M.A. Ships as from date the higher rate was due, and list of such cases, showing date from which adjustment has been made, forwarded to the Director of Navy Accounts.

3. As regards A.N.F. ratings who have volunteered for [further] service in Royal Australian Navy, "Short Service" rates of pay should be paid to those ratings under five years' previous service, but on completion of five years' combined service in A.N.F. and R.A.N. approval is given to pay "Long Service" rates.

Those A.N.F. ratings who at date of volunteering for service in R.A.N. have over five years' service are to receive "Long Service" rates of pay as from that date. (N. 16/4314.)

SPECIAL ALLOWANCE ON ACCOUNT OF A DEPENDENT MOTHER.

1916.

In order that Boys, 2nd Class, of the Royal Australian Navy, who have a mother solely dependent upon their earnings, may be eligible to receive payment of the allowance of 1s. per diem, payable under Navy Order 90 of 1915, the following amendment of the above Order has been approved.

Approval is given to the payment of an allowance of 1s. per diem to Boys, 2nd Class, of the Royal Australian Navy, who are in receipt of sea-going rates of pay, to take effect from 1st January, 1916, and payable during the currency of the war, under conditions attaching to payment of the allowance of 1s. per diem under Navy Order 90 of 1915, except that the monthly allotment to be declared in favour of the dependent mother in the case of Boys, 2nd Class, is reduced to £2 per month. (N. 16/580.)

RECORDS RELATIVE TO THE HEALTH OF OFFICERS AND MEN OF THE ROYAL AUSTRALIAN NAVY.

1916.

With reference to Navy Order 110/1912, Section II.—Reports and Returns to be rendered by Medical Officers—paragraph (ii) is to be cancelled, and the following substituted in lieu:—

(ii) Nosological Returns and copies of Journals are to be rendered to the Director of Medical Services, Navy Office,

N.O. 31 in the usual way. Those relating to class (a) are to be in duplicate, one copy of which will be retained for Royal Australian Navy records, and the other* forwarded to the Admiralty for information of the Medical Director-General; those relating to class (b) are to be rendered in original only.

1916,
continued.

In compiling Journals the reports on Royal Navy and all other Officers and men are to be kept entirely separate (cases may be written in as they occur, but must be clearly marked in Red Ink either Royal Navy or Royal Australian Navy); there should be separate tables, consideration of diseases in general remarks and alphabetical lists.

Hospital cases showing the dates of entry and discharge from hospital, with the number of days, should be entered at the end of the alphabetical.

No "Combined" Royal Navy and Royal Australian Navy Statistics are to be given in future.

The cases reported are to include Hospital cases, cases of sickness or injury to officer or man, 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, cases of interest, and copies of Hurt Certificates.

N.O. 32 TRANSFER OF THE ROYAL AUSTRALIAN NAVY TO
1916. THE KING'S NAVAL FORCES.

With reference to Section 44B of the Commonwealth Naval Defence Act 1910-1912, and the proviso contained in the Naval Discipline (Dominion Naval Forces) Act 1911, the subjoined copy of an Order issued by His Excellency the Governor-General of the Commonwealth of Australia, dated 10th August, 1914, is promulgated for general information:—

ORDER

By His Excellency the Right Honorable Sir Ronald Craufurd Munro Ferguson, a Member of His Majesty's Most Honorable Privy Council, Knight Grand Cross of the Most Distinguished Order of Saint Michael and Saint George, Governor-General and Commander-in-Chief of the Commonwealth of Australia.

Australia to wit.

R. M. FERGUSON,
Governor-General.

Whereas a state of war exists between His Majesty the King and the German Emperor:

And whereas by the *Naval Defence Act* 1910-1912 it is amongst other things enacted that the Governor-General may

* NOTE.—When ships are away from Australian waters, this copy should be sent direct to the Medical Director-General, the Admiralty, London, S.W., and the Director of Medical Services informed that it has been sent.

transfer to the King's Naval Forces any vessel of the Commonwealth Naval Forces, and any officers or seamen of the Commonwealth Naval Forces: **N.O. 32**
1916,

And whereas it is deemed expedient to transfer to the King's Naval Forces all the vessels of the Commonwealth Naval Forces, and all officers and seamen of those vessels: continued.

Now therefore I, Sir Ronald Craufurd Munro Ferguson, the Governor-General aforesaid, acting with the advice of the Federal Executive Council, do hereby order that, from and after the publication of this Order, all the vessels of the Commonwealth Naval Forces, and all the officers and seamen of those vessels, shall be transferred to the King's Naval Forces, and that such transfer shall continue in force until the issue of a Proclamation declaring that the aforementioned war no longer exists:

Given under my Hand and the Seal of the Commonwealth this tenth day of August, One thousand nine hundred and fourteen, in the fifth year of His Majesty's reign,

(L.S.)

By His Excellency's Command,
E. D. MILLEN,
Minister of State for Defence.

GOD SAVE THE KING!

NOTATION ON SERVICE CERTIFICATES OF RATINGS WHO PARTICIPATED IN OCCUPATION OF GERMAN NEW GUINEA. **N.O. 33**
1916.

With reference to occupation of German New Guinea in September, 1914, the notation "took part in the operations in German New Guinea, September, 1914" is to be made on page 2 of the Service Certificate of all ratings who were serving in the following Ships on and between the dates shown:—

- H.M.A.S. *Australia*, 11th September, 1914, to 3rd October, 1914.
- H.M.A.S. *Melbourne*, 12th September, 1914, to 15th September, 1914.
- H.M.A.S. *Sydney*, 11th September, 1914, to 21st September, 1914.
- H.M.A.S. *Encounter*, 12th September, 1914, to 4th October, 1914.
- H.M.A.S. *Fantome*, 20th September, 1914, to 4th October, 1914.
- H.M.A.S. *Warrego*, 11th September, 1914, to 4th October, 1914.
- H.M.A.S. *Parramatta*, 11th September, 1914, to 4th October, 1914.

Navy Orders 33, 34, 35, and 36 of 1916.]

- N.O. 33**
1916,
continued.
- H.M.A.S. *Yarra*, 11th September, 1914, to 4th October, 1914.
H.M.A. Submarine *A.E.1*, 12th September, 1914, to 14th September, 1914.
H.M.A. Submarine *A.E.2*, 12th September, 1914, to 4th October, 1914.
H.M.A.S. *Protector*, 11th September, 1914, to 4th October, 1914.
H.M.A.S. *Berrima*, 11th September, 1914, to 4th October, 1914.
s.s. *Aorangi* (Store Supply Ship), 12th September, 1914, to 4th October, 1914.
s.s. *Upolu* (Submarine Depot Ship), 11th September, 1914, to 4th October, 1914.
s.s. *Grantala* (Hospital Ship), 13th September, 1914, to 4th October, 1914.

(N. 16/4483.)

N.O. 34 MARRIED ALLOWANCE—WHEN PAYABLE.

1916.

Married Allowance, and the Special Allowance of 1s. per diem payable under Navy Order 90 of 1915, in the case of dependent mothers, are not to be included in the daily rate of pay for purposes of mulcts, these allowances being regarded as kindred to Lodging and Compensation Allowances.

2. Payment of the above allowances should not, however, be made when a rating is in cells, detention, &c., and in this regard Navy Order 48 of 1913 may be taken as a guide. (16/4358.)

N.O. 35 FORM A.S. 83—PART 1, PROVISION ACCOUNT.

1916.

Accountant Officers are hereby notified that the same procedure in keeping the above account as that laid down in Admiralty Monthly Order No. 322, April, 1916, is to be adopted during the continuation of the war in Ships of Royal Australian Navy and H.M.A. Naval Establishments. (N. 16/5808.)

N.O. 36 WEARING OF UNIFORM BY NAVAL OFFICERS.

1916.

During the continuation of the war, all Officers are to wear uniform on all ordinary occasions, whether on leave or on duty.

2. The Regulations on pages 830 to 833 of the Quarterly Navy List, *i.e.*, that No. 5 dress (No. 8 dress in hot weather) will be worn on all occasions during the war are to be observed. The wearing of "Mess undress" or "White Mess undress" is optional.

3. Navy Order No. 88 of 1914 is suspended for the period of the war. (N. 16/4833.)

[Navy Orders 37 and 38 of 1916.]

APPOINTMENT OF DIRECTOR OF MEDICAL SERVICES, N.O. 37
ROYAL AUSTRALIAN NAVY. 1916.

Fleet Surgeon Algernon C. Bean, R.N., has been appointed as Director of Medical Services of the Royal Australian Navy.

2. Under the Second Naval Member of the Naval Board, this Officer will supervise all matters connected with the Naval Medical Service, and Naval hygiene generally, including the following:—

- (a) Entry and appointment of Surgeons, Royal Australian Navy and Royal Australian Naval Reserve.
- (b) Reports on Medical Officers.
- (c) Examinations for promotion of Medical Officers and Naval Sick Berth Staff.
- (d) Naval Hospitals, and other medical establishments.
- (e) Hygiene and sanitation of ships and Naval Establishments.
- (f) Provision and supply of Medical Stores for Fleet and Naval Establishments.
- (g) Nosological reports, and Medical Officers' journals.
- (h) Surgical Store accounts (afloat and ashore).
- (j) Medical Examinations for enlistment and re-enlistment of Officers and Men.
- (k) Medical surveys and invalidings.
- (l) Sick berths and medical appliances in ships under construction.
- (m) The issue of directions relating to health of ships' companies.
- (n) Naval Hospital Ships.
- (o) Any other matter of a medical nature on which his advice is desired.

(N. 16/1491.)

TELEGRAPHIC ADDRESS.

N.O. 38

1916.

In continuation of Navy Order No. 15 of 1916, the following telegraphic address is to be added to those already given:—

Officer and Postal Address.	Telegraphic Address.
Director of Radio Service, "Collins House," Collins-street, Melbourne.	Wirelessex, Melbourne.

(N. 16/5459.)

Navy Order 39 of 1916.]

N.O. 39

FORMS.

1916. The undermentioned Forms have been adopted for use in the Royal Australian Navy.

A first supply of the following will be made by the Naval Store Officer, Williamstown, without demand:—

A.S. 379.—“Annual Chronometer Return” (D.S. 16/33).

A.S. 1330A.—“Receipt Note for Documents marked Secret or Confidential” (D.S. 16/690).

Supply of the following may be obtained by demand on the Naval Store Officer, Williamstown:—

A.S. 194.—“Half-yearly Return of Survey on Chain Cables” (D.S. 15/1625).

A.S. 278.—“Night Rounds Book” (D.S. 16/150).

A.S. 340B (Inside).—“List of Repairs required.” Other than for Fighting and Sea-going Efficiency. (D.S. 16/159.)

A.S. 378.—“Hydrographical Note” (D.S. 16/637).

A.S. 380.—“Annual Remark Book” (D.S. 15/1629).

A.S. 558.—“Schedule to be transmitted with Accounts” (D.S. 15/1631).

A.S. 1324.—“Report of Sighting of Enemy” (for use of Ships other than Torpedo Craft). (D.S. 16/161.)

A.S. 1324A.—“Report of Sighting of Enemy” (for use of Torpedo Craft). (D.S. 16/161.)

A.S. 1324B.—“Report of Sighting of Enemy” (for use of Torpedo Craft). (D.S. 16/161.)

The undermentioned Forms have been revised.

Supply will be made by the Naval Store Officer, Williamstown, on demand:—

A.S. 55.—“Continuous Service Engagements” (5 years). (D.S. 16/575.)

A.S. 55A.—“Continuous Service Engagements” (7 years). (D.S. 16/575.)

A.S. 55B.—“Continuous Service Engagements” (7 years, Boys). (D.S. 16/575.)

A.S. 206.—“Report on.....Officers” (D.S. 16/150).

The under-mentioned Form has been abolished:—

A.S. 298.—“Return of Missfires” (D.S. 16/333).

Supplies of Form S. 304B.—“Torpedo Log and Progress Book, Part 2”—should be demanded from the Naval Store Officer, Williamstown, as required, for use in accordance with Article 887, “King’s Regulations and Admiralty Instructions.” (D.S. 16/600.)

[Navy Orders 39, 40, 41, and 42 of 1916.

H.M.A. Ships serving in Australian Waters should return **N.O. 39** Form S. 323A, “Cypher Log,” to the Naval Secretary, Navy Office, Melbourne, instead of to the Deputy Cashier-in-Charge, Royal Victoria Yard, Deptford, as provided in paragraph 10 of “Instructions for Keeping.” (D.S. 16/758.) **1916,** *continued.*

Until such time as stock is exhausted, Form S. 1324 (Revised 1915)—“Report of Sighting of Enemy”—will be issued in lieu of the existing A.S. Form. A first supply will be made by the Naval Store Officer, Williamstown, without demand. (D.S. 16/691.)

PERMANGANATE OF POTASH—SUPPLY DISCONTINUED. N.O. 40

Owing to the present high cost of Permanganate of Potash, **1916.** it has been decided to discontinue temporarily the supply of this material for disinfecting purposes, and to substitute the following material in the proportion stated, viz.:—

Disinfectant Fluid.—2 pounds for each 1 pound of Permanganate of Potash at present allowed.

(D.S. 16/729.)

HOSPITAL TREATMENT FOR MEMBERS OF THE PERMANENT NAVAL FORCES (SEA-GOING). N.O. 41**1916.**

With reference to Navy Order 101 of 1915, the following Sanatorium for treatment of tubercular cases has been added to the list of Establishments to which Naval Patients may be sent:—

State and Place.	Name of Hospital.	Cost of Treatment.		If can accommodate venereal cases.	Remarks.
		Officers and Men.	Rate.		
New South Wales. Wentworth Falls	“Bodding-ton” Sanatorium	Men only	4s. per diem	No	Tubercular cases only

(N. 16/4535.)

APPRECIATION OF SERVICES OF OFFICERS AND MEN OF THE ROYAL AUSTRALIAN NAVY DURING TWO YEARS OF WAR SERVICE. N.O. 42**1916.**

The Minister for the Navy and the Naval Board wish to convey to all Officers and Men of the Royal Australian Navy, high appreciation of their steadfast and faithful service during two years of war, which will help to make our final victory sure. (N.16/6481.)

C.10083—B.

N.O. 43 PAYMENT OF COMMONWEALTH INCOME TAX BY OFFICERS AND MEN OF THE ROYAL AUSTRALIAN NAVY. 1916.

With regard to the payment of Commonwealth Income Tax by Officers and men of the Royal Australian Navy, it is notified for general information that Officers and men are liable for payment of tax, except in respect of income from personal exertion earned whilst serving on board sea-going ships of H.M. and/or H.M.A. Fleet, or whilst serving ashore outside Australia.

2. The exemption from tax commences from the date when an Officer or man joins a vessel for sea service or leaves Australia. If an Officer or man should serve on a sea-going ship, or abroad, in this way for, say, the first three months of the year and then serve on shore or in harbor ships in Australia for six months or less, and for the remainder of the year again serve on a sea-going vessel of the Fleet or abroad, he would be exempt in respect of his income from personal exertion during the period of sea service or service abroad. He would not be exempt for the period served ashore or in harbor ships in Australia.

3. All Officers and men of the Royal Australian Navy who are liable, and who have not yet forwarded Income Tax Returns owing to doubt as to liability, are advised to communicate at once with the Federal Commissioner of Taxation, Elizabeth House, Elizabeth-street, Melbourne. (N.16/2386.)

N.O. 44 TRAVELLING LEAVE TO RATINGS WHOSE HOMES ARE IN QUEENSLAND OR WEST AUSTRALIA. 1916.

The Naval Board having had under consideration the time occupied by men in travelling to their homes on leave when their homes are in Queensland or Western Australia, have approved, for the period of the war, and subject to the exigencies of the service, that when Petty Officers and men are granted Foreign Service leave by the Commanding Officer of H.M.A.S. *Cerberus* on their return from service in H.M.A. ships absent from Australian waters, the period of leave granted shall reckon from the time of their arrival at Brisbane and Fremantle respectively, and terminate in those cities.

The following procedure will be observed:—

- (1) The Commanding Officer H.M.A.S. *Cerberus* will telegraph to the District Naval Officer at Brisbane or Fremantle the names of ratings proceeding on leave, and the period of leave to be granted, also the name of the steamer by which they will travel (if by steamer), and time due to arrive (if by rail).
- (2) Each rating will be provided with a liberty ticket before leaving *Cerberus*, on which the dates will be left blank.

- (3) On arrival at Brisbane or Fremantle ratings will report immediately to the District Naval Officer, who will insert the dates on the liberty tickets, and forward to *Cerberus* a list of the ratings (compiled from the names telegraphed), inserting thereon the dates of commencement and termination of leave. **N.O. 44 1916, continued.**
- (4) On termination of leave ratings are to report themselves to the District Naval Officer *not later than the time at which the leave expires.*
- (5) In deciding the date of expiration of leave, District Naval Officers should not, as a general rule, extend the period to fit in with the date of sailing of the steamer by which ratings will return to Melbourne, but the period of leave should be curtailed by two or three days, if necessary, to enable ratings to embark in a steamer due to sail before the date on which leave would otherwise expire.
- (6) In the case of any man not returning to his leave at the expiration thereof, the District Naval Officer should inform *Cerberus* by telegraph, and at the same time issue a warrant for arrest.

2. The cases of ratings whose homes are in New Zealand are to be submitted separately to the Naval Board for decision.

SIGNAL LETTERS OF BRITISH SHIPS—H.M.A.S. "UNA." N.O. 45 1916.

The following signal has been provisionally allotted to H.M.A.S. *Una* in "Signal Letters of British Ships":—

G.V.R.W. *Una* (late *Komet*) Gunboat.

(N. 15/5397.)

LUBRICATION OF STERN TUBES IN TORPEDO BOAT DESTROYERS. N.O. 46 1916.

The impermeators, fitted in connexion with the stern tubes for lubricating propeller shafts, are to be used sufficiently to keep the tubes plentifully supplied with oil, both when in harbor and at sea.

2. Entries are to be made in the Engine Room Register fully recording their use.



COMMONWEALTH FORCES.

NAVY ORDERS,

1916.

Navy Office Library.

NAVY OFFICE,

Melbourne, 13th October, 1916.

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

By direction of the Naval Board,

GEO. L. MACANDIE.

CONTENTS.

	Page
Navy Order 47.—Wills of Petty Officers and Men of the Royal Australian Navy	2

C.13175.

N.O. 47 **WILLS OF PETTY OFFICERS AND MEN OF THE**
ROYAL AUSTRALIAN NAVY.
1916.

The attention of all Petty Officers and Men is to be directed to the desirability of their making a Will, which is particularly necessary in the case of the Royal Australian Navy, on account of every man having a sum in deferred pay due to him, and other sums, of which he may have no present knowledge, *e.g.*, Prize Money, may also become due to him. The Will should, in all cases, be made on Form S. 545, or a copy thereof.

2. It is pointed out to married men especially that, in case of their dying without having made a Will, the law in regard to the distribution of the estate of an intestate allows of only a part of his property being paid to his widow, and it may happen that a part will have to be paid to a distant relative. Further, the administration of an estate where there is no Will is often very much delayed, and while the necessary legal action is being taken no part of the property can be paid to dependants; thus they may become destitute during this delay.

3. Further, for obvious reasons, it is desirable that the Will, when executed, should not be retained on board the ship in which the man is serving.

4. In the case of Petty Officers and Men belonging to the Royal Australian Navy, arrangements will be made for the safe custody, at Navy Office, of Wills. Commanding Officers should see that Wills are properly completed. They must be handwritten—not typewritten—and there should be no alterations in the script. If any deletions or alterations are made, such must be initialed by testator and both witnesses at the time of signing the Will, which should be enclosed in a sealed envelope, indorsed with the full name and official number of the testator. A receipt is to be given to the testator, and the Wills forwarded by registered post, from time to time, to Navy Office; a further receipt will be forwarded by Naval Secretary.

5. In the case of Petty Officers and Men on loan from the Royal Navy, the procedure laid down in the King's Regulations (see also Admiralty Weekly and Monthly Orders, 211/1910 and 95/1914, pages 20 and 221) is to be carried out, and the Wills forwarded to the "Inspector of Seamen's Wills, Admiralty, London." The Navy Office should at the same time be advised of the names of Petty Officers and Men whose Wills have been so forwarded.

6. While urging the desirability of conforming to the above, Commanding Officers should avoid giving the impression that this is obligatory, or that Wills necessarily should be deposited at Navy Office. The testator is quite free to adopt any other form of safe custody, *e.g.*, with his solicitors or relatives, that he may prefer. (N.16/7666.)



COMMONWEALTH FORCES.

NAVY ORDERS,
1916.

NAVY OFFICE,
Melbourne, 30th December, 1916.

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

By direction of the Naval Board,

GEO. L. MACANDIE.

CONTENTS.

	PAGE
Navy Order 48—Savings Bank Naval Depositors whose balances exceed £300	3
Navy Order 49—Engineer Officers who have had previous Mercantile Marine Experience —Promotion of	3
Navy Order 50—Rear-Admiral Commanding H.M. Australian Fleet	3
Navy Order 51—Badges of Rating, Distinction, and Good Conduct to be worn by Officers' Stewards and Cooks and Boy Servants (A.W.O. No. 1342 1916)	3
Navy Order 52—Motor Boats—Prevention of Fire	4
Navy Order 53—Defect Lists, H.M.A. Ships	4
Navy Order 54—Adoption of Transposed Tune Book (Edition 1908) and Cathedral Chant Book	4
Navy Order 55—Foreign Service Leave to be allowed to accumulate	4
Navy Order 56—Amendment of Telegraphic and Postal Address	5
Navy Order 57—Return of Condemned Stores and Empty Packages	5
Navy Order 58—Forms	5
Navy Order 59—School Stationery Allowance	7

**SAVINGS BANK NAVAL DEPOSITORS WHOSE BALANCES N.O. 48
EXCEED £300. 1916.**

In addition to the facilities extended to Naval Depositors by the Commonwealth Bank, it has been decided that in any case where the balance exceeds £300 interest will be allowed during the currency of the war on the full amount to the credit of a member of the sea-going *personnel* at a Naval Savings Bank Agency.

[N.16/6145.]

**ENGINEER OFFICERS WHO HAVE HAD PREVIOUS N.O. 49
MERCANTILE MARINE EXPERIENCE—PROMOTION OF. 1916.**

The Naval Board have had under consideration the question of the promotion of those R.A.N. Engineer Officers who have had at least four years' service in the Mercantile Marine as Certificated Engineer prior to entry into the Royal Australian Navy.

2. It has been decided that all such officers will be required to serve the regulation period of eight years in the rank of Engineer Lieutenant before becoming eligible for promotion to the rank of Engineer Lieutenant-Commander, but on completing a minimum period of two years' service in the confirmed rank of Engineer Lieutenant-Commander they will be considered for promotion to the rank of Engineer Commander provided their zeal and ability warrant such special treatment.

[N.16/8812.]

**REAR ADMIRAL COMMANDING H.M. AUSTRALIAN N.O. 50
FLEET. 1916.**

Vice-Admiral Sir George E. Patey, K.C.V.O., K.C.M.G., has hauled down his Flag as Vice-Admiral Commanding H.M. Australian Fleet, and has been superseded by Rear-Admiral Sir William C. Pakenham, K.C.B., M.V.O., who has been appointed temporarily as Rear-Admiral Commanding H.M. Australian Fleet.

[N.16/0144.]

**BADGES OF RATING, DISTINCTION, AND GOOD CONDUCT N.O. 51
TO BE WORN BY OFFICERS' STEWARDS AND COOKS,
AND BOY SERVANTS (ADMIRALTY WEEKLY ORDER 1916.
No. 1342/1916).**

Supplies of the above-mentioned Badges may be obtained on demand from the Royal Edward Victualling Yard, Sydney.

[N.5966/16.]

N.O. 52 MOTOR BOATS.—PREVENTION OF FIRE.

1916.

It has been decided to replace the "Electrine" No. 1 Fire Extinguisher referred to in Navy Order 19 of 1915, with the Merryweather C.T.C. Hand Fire Pump.

The latter type of pump will only be supplied by the Naval Store Officer, Williamstown, to replace the existing type as it becomes worn out.

[D.S.16/1094.]

N.O. 53 DEFECT LISTS.—H.M.A. SHIPS.

1916.

With reference to Lists of Repairs, &c., necessary to be carried out in H.M.A. Ships, Commanding Officers are informed that only items for specific repairs, &c., should appear in the lists; such heading as "thorough overhaul" should be avoided.

Attention is called to instructions contained in "Steam Manual," Article 66, Section 3, 4th paragraph, also Section 5 of same Article, which, as far as possible, should be strictly adhered to.

[N.16/8243.]

N.O. 54 ADOPTION OF TRANPOSED TUNE BOOK (EDITION 1908) AND CATHEDRAL CHANT BOOK.

1916.

The undermentioned publications have been adopted for use in the Royal Australian Navy. A first supply will be made by the Naval Store Officer, Williamstown, to H.M.A. Ships and Establishments without demand:—

Transposed Tune Book (Edition 1908).

The Cathedral Chant Book.

[N.16/3478.]

N.O. 55 FOREIGN SERVICE LEAVE TO BE ALLOWED TO ACCUMULATE.

1916.

With reference to Navy Orders Nos. 45 and 90 of 1913, it has been decided that cumulative foreign service leave to the extent of 14 days for each year away from Australia shall be granted on their return to Australia to all R.A.N. Officers and men now serving abroad.

2. This principle should also apply during the war to R.A.N. Officers and men serving in Shore Establishments, *i.e.*, that when no leave is taken during the year, 14 days shall be allowed to accumulate; any leave taken during the year is to be deducted from the 14 days for that year which would otherwise have accumulated.

3. It should be understood that during the continuance of the war only such accumulated leave will be granted as the exigencies of the Service will permit.

[N.16/6913.]

AMENDMENT OF TELEGRAPHIC AND POSTAL ADDRESS. N.O. 56

1916.

With reference to Navy Order No. 15 of 1916, the telegraphic address of the District Naval Officer, South Australia, has been amended to:—

Naval Office, Port Adelaide,

and the postal address has been changed to:—

Naval Staff Office,
Birkenhead, South Australia.

[N.16/7431.]

RETURN OF CONDEMNED STORES AND EMPTY PACKAGES.

N.O. 57

1916.

Condemned stores and empty packages, &c., are not to be returned to any of H.M.A. Naval Establishments at Sydney in hired lighters, unless by previous arrangement with the General Manager, Garden Island; Victualling Store Officer, Royal Edward Victualling Yard, Darling Island; or the Naval Ordnance Officer, Spectacle Island. The cost of conveyance by this means is generally much greater than the value of the articles.

[D.S.16/1776.]

FORMS.

[D.S.16/1803.]

N.O. 58

1916.

The undermentioned Forms have been adopted for use in the Royal Australian Navy.

A first supply of the following will be made by the Naval Store Officer, Williamstown, without demand:—

SPECIAL FORMS FOR TORPEDO BOATS AND TORPEDO BOAT DESTROYERS.

A.S.461.—"Mess Book and Issues of Provisions on Repayment." [D.S.16/1356.]

A.S.462.—"Monthly Account of Paymaster's Stores." [D.S.16/1356.]

A.S.1247Z.—"Clothing Issue List." [D.S.16/1356.]

Supply of the following may be obtained by demand on the Naval Store Officer, Williamstown, in the usual manner:—

A.S.158.—"Return of R.A.N.R. (Sea-going) Officers of the Military Branch who have been discharged from Annual or Biennial Training." [D.S.16/1129.]

A.S.256.—"Quarterly Statement of Mess Account." [D.S.16/1095.]

N.O. 581916,
continued.

- A.S.260.—“Spring-back Guard Book for Victualling and Check Sheets.” [D.S.16/1564.]
- A.S.302.—“Report as to Modifications to Ships’ Gunnery or Torpedo Fittings carried out by Ships’ Staffs.” [D.S.16/1154.]
- A.S.325a.—“W.T. Cabinet Log.” [D.S.16/1564.]
- A.S.331.—“Request for Survey on Naval Stores by Dockyard.” [D.S.16/1400.]
- A.S.340 (Inside).—“List of Defects, Fighting and Sea-going Efficiency.” [D.S.16/1057.]
- A.S.347.—“Report of Turning Trials of H.M.A. Ships.” [D.S.16/1097.]
- A.S.427.—“Report of Inspection of Torpedo Boat Destroyers and Torpedo Boats (Half-yearly) of the Flotilla.” [D.S.14/606.]
- A.S.467.—“Engine Room Register for Torpedo Boats and Torpedo Boat Destroyers.” [D.S.16/1457.]
- A.S.1245b.—“Torpedo History Sheet.” [D.S.16/1403.]
- A.S.1251.—“Certificate of Losses of Victualling Stores.” [D.S.16/1153.]

The undermentioned Forms have been revised.

A first supply of the following will be made by the Naval Store Officer, Williamstown, without demand:—

- A.S.560b.—“Envelope for Confidential Documents, &c.” [D.S.16/1098.]

Supply of the following may be obtained by demand on the Naval Store Officer, Williamstown, in the usual manner:—

- A.S.41. “Quarterly Ledger.” [D.S.16/1602.]
- A.S.41a.
- A.S.41b (Outside).—“Summary of the Quarterly Ledger.” [D.S.16/809.]
- A.S.66 (Outside).—“List of Remittances.” [D.S.16/1150.]
- A.S.162.—“Monthly Return of Numbers borne, Vacancies and Supernumeraries.” [D.S.16/1148.]
- A.S.171a.—“Monthly Return of Ratings discharged to Civil Hospitals.” [D.S.16/1183.]
- A.S.575c.—“Naval Telegraphs and Signals.” (For retention in Delivering Office.) [D.S.16/1149.]
- A.S.575d.—“Naval Telegraphs and Signals.” (Carbon copy for Addressee.) [D.S.16/1149.]
- A.S.1299z.—“Application for Married Allowance.” [D.S.16/1232.]
- A.S.1308.—“Record of Exercises in Flashing Signals.” [D.S.16/1145.]

With reference to Navy Order 61/1913, the number of **N.O. 58** Form A.S.390, “Examination Work Book,” has been changed to A.S.390Z. [D.S.16/1155.] **1916,**

continued.

The following forms are to be treated as obsolete:—

- | | |
|---|--|
| A.S.71Y.—“Daily Number Victualled.” | } On Torpedo Boats and Torpedo Boat Destroyers only. |
| A.S.72A.—“Daily Abstract of Provisions issued on repayment.” | |
| A.S.72Y.—“Monthly Issues to Messes.” | |
| A.S.461X.—“Statement of Provisions received and expended in Tenders” (Book Form). | |
| A.S.461Y.—“Statement of Provisions received and expended in Tenders” (Sheet). | |
| | [D.S.16/1356.] |
| | [D.S.16/1803.] |

SCHOOL STATIONERY ALLOWANCE.**N.O. 59**

The following arrangements have been approved for the supply of School Stationery to H.M.A. Ships to date from 1st June, 1916:—

1916.

The sums allowed by Financial and Allowance Regulation 46 (m) are to be amended to read as follows:—

For each 200 (or fraction of 200) in complement, £3 on commissioning and thereafter at the rate of £1 per quarter. The first quarterly allowance to become due at the commencement of the quarter following that in which the ship is commissioned.

These allowances are the maxima and should only be drawn if the Commanding Officer considers so much necessary.

Accounts for same should be charged to Division 85.1.1—Maintenance and Repairs of Ships, &c.

Paragraph 46 (m) of Financial and Allowance Regulations will be amended in due course.

[N.16/7304.]



